

ConSIG Steering CommitteeMeeting No.: **24 (A)**Held at: **CQI HQ**Date: **Wednesday 17th July 2017 @ CQI HQ – Furnival St - 13.00hrs****Attendees:**

<input type="checkbox"/> Malcolm Gilks	Consultant	Chair
<input checked="" type="checkbox"/> Jon Adshead	MACE	Deputy Chair
<input checked="" type="checkbox"/> Neil Mellor	Consultant	Secretary
<input checked="" type="checkbox"/> Mike Buss	Taylor Woodrow	(Chair WG Competency)
<input type="checkbox"/> Dan Keeling	Consultant	(Chair WG Cost of Quality)
<input type="checkbox"/> Louise Jones	WSPB	Communications Administrator
<input type="checkbox"/> Steve Symonds	Kier	
<input type="checkbox"/> Jon Elliot	Ferrovial	
<input type="checkbox"/> Helen Ball	Independent	
<input checked="" type="checkbox"/> Karen Young	Thames Tideway	
<input type="checkbox"/> Tony Blanch	Costain	
<input type="checkbox"/> George Roussos	NG Bailey	
<input type="checkbox"/> Alexander Woods	CQI	SIG's Appointed Contact

Item	Details	Lead
10	Call to order / opening remarks All ConSIG members are reminded to ensure that there is no discussion of any commercially sensitive matters which may contravene competition / corporate corruption law; in order to protect individuals, companies and the CQI.	JA
11	Apologies Apologies were received from George Roussos Tony Blanch Steve Symonds Malcolm Gilks NGB have joined the CQI as a corporate member and asked how they get involved NM has asked the CQI to supply a contact name and will take this forward with them SS has responded and is willing to continue but feels that he cannot devote sufficient time so is willing to resign if necessary FM / Housing / Subcontracting – Consult the CQI to send out a targeted email – List of members and their companies then we can filter out who we know is a potential	MG
12	Chair & Secretary Address Vice chair reminded everybody that we need everybodies Bio to update the website which is out of date.	ALL
2.1	Action – Tony Hoyle to be invited to next meeting	NM
2.2	Action – Arrange to contact list to be populated at next meeting	NM
30	Communications and Events See Below	
31	Willmot Dixon The article for Willmot Dixon's magazine is being produced and proof copy is likely to be available for July with publication in August. Victoria Sadler-Keen is leading for the CQI and will make the article to syndicate to the ConSIG website. Get It Right Get It Right is looking at providing "training" – this is more in the form of a workshop. However they have some funding and traction so it was identified that there is some scope to get involved and there needs to be a way for all parties to get involved.	
3.1	Action – Contact CQI's Victoria Sadler-Keen to see what happened to article. Can we syndicate to website?	NM/DK

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32	<p>Events No representation for those planning the event was here so there was no update.</p> <p>JA will contact Charlotte Broady of BSI to arrange date</p> <p>Need to review how we achieve the events e.g. programme of events Need to review the event topic and speakers as this is now dated. Suggestion is to do something on lean.. Target to organise an event W/C 13/20th November. Need to discuss next meeting</p>	
3.1	Action : NM to send out email to MG/LJ/DK/JE – What is happening regarding the event on 21 st September.	
33	<p>Website Need to take stock of the Website and move this forward as it is not being regularly updated and is out of date. Need to have a look at how the website is structured. MB and TH meeting with PI after the SG meeting – MB to report back after the meeting.</p> <p>Website to be discussed at next meeting</p> <ul style="list-style-type: none"> - Who owns - How it operates - How it is to be controlled. 	
40	<p>Competency Working Group Strategy document has been produced and commented The group has provided a group charter and this has been circulated within the group and agreed Two workstreams Quality Knowledge – Met with Dr Gregory Harvey and looking at producing articles for designing buildings wiki page. Quality Training – Developed the framework for training – now putting together the syllabus for the Supervisors course. – MB to circulate for next meeting. As apprenticeships are currently a hot topic it was suggested that the group might look at quality apprenticeships</p>	
50	<p>Cost Of Quality W.G No Report at this meeting</p>	
60	<p>Special Focus - Discussion of Strategic Objectives / Direction Strategic directions was discussed and it was felt that this issue had not been bottomed out.</p> <p>The Vision was revisited and it was felt that the work of the group applied to more than just the quality professionals. The Vision need to be revisited and rewritten</p> <p>The objectives and Terms of Reference need to be restated formally at the next meeting</p>	
6.1	Action : All to review the Vision and Objectives – www.thecqi-consig.org – as this needs to be updated.	All
6.2	Action : NM to circulate the current strategic direction and terms of Reference to all Steering group members for comment.	NM
61	<p>Terms of Reference Review Not Discussed – With JA & NM for review</p>	
62	<p>Strategy / Objectives See above</p>	
70	<p>Any Other Business Nil</p>	
80	<p>Next Meeting Dates (all at CQI HQ unless otherwise stated) ConSIG Steering Committee:</p> <ul style="list-style-type: none"> - Meeting 25; Wednesday 13th September 2017 at 13.00hrs - Meeting 26; Wednesday 15th November 2017 at 13.00hrs 	
90	Summary of discussion and Actions	
99	<p>Outstanding actions</p> <p>Actions : Discuss how to share the current SG information and assets so that everyone has access to the relevant information.</p>	

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Mtg	Action : LJ to work with CQI to control Linked In account and discuss rules about twitter.	LJ
22	Action : LJ to liaise with CQI to set up event and Eventbrite ticketing.	LJ