

## ConSIG Steering Committee

Meeting No.: 25  
 Held at: CQI HQ  
 Date: Wednesday 13<sup>th</sup> September 2017 @ CQI HQ – Furnival St - 13.00hrs



### Attendees:

<input checked="" type="checkbox"/> Malcolm Gilks	Consultant	Chair
<input 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 checked="" 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 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
Tony Hoyle	Retired	Observer / Presenter

### Notes – As the meeting was not considered quorate the following note applies

- **Red** – notes from previous quorate meeting retained for resolution at next meeting
- **Black** – Matters discussed at this meeting that may need to be ratified at the next meeting

Item	Details	Lead
10	<p><b>Call to order / opening remarks</b>                      Meeting was not quorate                      It was suggested that the Steering Group consider meeting monthly.                      George Roussos has resigned from the steering group as he feels that a more senior delegate would be better placed to assist the group but NG Bailey are keen to support the CQI and have asked Will Pitt to be liaison between NGB and the CQI – It was proposed that Will is invited to the steering group to present at the next meeting.</p> <p>It was noted that the previous meeting minutes be amended to record that the chair offered apologies.</p>	JA
10.1	<b>Action : NM to issue amended minutes.</b>	NM
11	<p><b>Apologies</b>                      Apologies were received from                      George Roussos                      Tony Blanch                      Karen Young                      Jon Adshead</p> <p>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</p> <p>SS has responded and is willing to continue but feels that he cannot devote sufficient time so is willing to resign if necessary</p> <p>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</p>	MG
12	<p><b>Chair &amp; Secretary Address</b>                      Chair proposed that meeting went ahead even though not quorate with the understanding that this would be reviewed and any decisions formally ratified at next full meeting.</p>	ALL
2.1	<b>Action – Tony Hoyle to be invited to next meeting</b>	NM
2.2	<b>Action – Arrange for contact list to be populated at next meeting</b>	NM
30	<p><b>Communications and Events</b>                      See Below</p>	

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31	<p><b>Communications with other bodies.</b>  <b>Willmot Dixon</b>                      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.</p> <p><b>Get It Right</b>                      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.</p>	
3.1	<p><b>Action – Contact CQI’s Victoria Sadler-Keen to see what happened to article. Can we syndicate to website?</b></p>	NM/DK
32	<p><b>Events</b>                      It was felt that events were key to publicising the organisation.                      It was felt that there needs to be clarity around how events are organised.                      Events need to                      Have a Clear purpose                      Represent value for money / have a clear objective/mission                      Have a “wow” factor.                      Leave people going away feeling satisfied / wanting more.                      Outline Responsibilities are                      SG – retain responsibility to agree Purpose/objective                      WG to deliver details including wow factor/ events and programme                      SG to agree final proposal</p> <p>Jon Adshead has suggested that the deputy chair should take responsibility for chairing an events WG.</p> <p>No representation from 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 13/20<sup>th</sup> November.                      Need to discuss next meeting.</p>	
	<p><b>Action :</b> NM to put together draft event arrangement process for approval by SG.</p>	
3.2	<p><b>Action - NM to send out email to MG/LJ/DK/JE – What is happening regarding the event on 21<sup>st</sup> September.</b></p>	
33	<p><b>Website</b>                      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"> <li>- Who owns</li> <li>- How it operates</li> <li>- How it is to be controlled.</li> </ul> <p>It was proposed to change the domain for the Consig.</p> <p>MB explained that how website registration works and has purchased a number of website names in case the SG wish to take up this option.</p> <p>It was proposed that we aimed for <a href="http://www.consig.org">www.consig.org</a> as the hyphen is being found as confusing.</p> <p>It was proposed that wordpress would continue to be used. TH and MB looking at templates</p> <p>TH having issues with the logo – CQI wish to change the logo from the logo currently used. General feeling around the group was that the proposed logo did not make sense. TH has proposed some alternative to Victoria but had had no response – Historically Victoria has been very slow at responding.</p>	

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	Also there are a lot of steps () to get to the ConSIG logo – communicate/special interest groups/scroll down to Consig/get synopsis and then click on website link. – Proposal is that the landing	
	<p><b>Action : MB to investigate</b></p> <p><b>Action : MB to propose website hosting and template.</b></p> <p><b>Action : Take up issue of lack of guidance / support regarding the website with CQI Management</b></p>	<p>MB</p> <p>NM</p>
40	<p><b>Competency Working Group</b></p> <p>Strategy document has been produced and commented</p> <p>The group has provided a group charter and this has been circulated within the group and agreed</p> <p>Two workstreams</p> <p>Quality Knowledge – Met with Dr Gregory Harvey and looking at producing articles for designing buildings wiki page.</p> <p>Quality Training – Developed the framework for training – now putting together the syllabus for the Supervisors course. – MB to circulate for next meeting.</p> <p>As apprenticeships are currently a hot topic it was suggested that the group might look at quality apprenticeships.</p> <p>The Competency Working Group have been taking stock of the current position and have produced a strategy for sign off – The working group have produced a charter which details what the group wish to achieve.</p> <p>Meetings are now arranged monthly with meeting and workshop combined.</p> <p>BOQK – Reviewed process for producing articles and simplified – looked at guidance notes and have simplified for this and the list of articles and plan to refresh the authors.</p> <p>Presentation from designing buildings wiki – articles are now being published in designing buildings wiki hopefully by the end of this month.</p> <p>Plan to do articles of the format of Basic article / step by step guides / templates</p> <p><b>Training / Quality Awareness</b></p> <p>Now have a draft syllabus of the quality awareness and guidance – Comments required. – Talk more with CQI on how to take it forward and have met with the CQI / Adam Risbridger to discuss how to meet the CQI's expectations with regards to this.</p>	
50	<p><b>Cost Of Quality W.G</b></p> <p>Reviewing CoQ model – now happy with the model – numbers are now being attributed against the model. Some percentages of some cost of quality are now becoming evident and proving that the cost of quality is significant in the order of 20% e.g - defects 10%, insurance 1.4%</p> <p>Still challenging to get data.</p> <p>One, possibly surprising, result has been that construction quality managers do not get involved in preventative actions as they do not get involved in the post handover issued and there is not sufficient learning in the industry as to how to prevent defects.</p>	
60	<p><b>Special Focus - Discussion of Strategic Objectives / Direction</b></p> <p>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.</p> <p>The Vision need to be revisited and rewritten</p> <p><b>Action : All to review the Vision and Objectives – <a href="http://www.thecqi-consig.org">www.thecqi-consig.org</a> – as this needs to be updated.</b></p> <p><b>Action : NM to circulate the current strategic direction and terms of Reference to all Steering group members for comment.</b></p> <p>The objectives and Terms of Reference need to be restated formally at the next meeting</p>	
61	<p><b>Terms of Reference Review</b></p> <p>Not Discussed – With JA &amp; NM for review</p>	
62	<p><b>Strategy / Objectives</b></p> <p>See above</p>	
70	<p><b>Any Other Business</b></p> <p>Nil</p>	
80	<p><b>Next Meeting Dates (all at CQI HQ unless otherwise stated)</b></p> <p>ConSIG Steering Committee:</p> <ul style="list-style-type: none"> <li>- Meeting 25; Wednesday 13<sup>th</sup> September 2017 at 13.00hrs</li> <li>- Meeting 26; Wednesday 15<sup>th</sup> November 2017 at 13.00hrs</li> </ul> <p>Note : NM is to forward book with CQI for next year.</p>	

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90	<b>Summary of discussion and Actions</b>	
99	<b>Outstanding actions</b>  <b>Actions : Discuss how to share the current SG information and assets so that everyone has access to the relevant information.</b>	
<b>Mtg</b> <b>22</b>	<b>Action : LJ to work with CQI to control Linked In account and discuss rules about twitter.</b> <b>Action : LJ to liaise with CQI to set up event and Eventbrite ticketing.</b>	LJ LJ