

# Competency Working Group

Minutes of meeting No.: **42**  
Held at: **CQI HQ**  
Date: **Wednesday 13<sup>th</sup> September, 2017**

## Attendees:

Mike Buss	Taylor Woodrow	Chair
Tony Hoyle	Independent	Deputy Chair -- CQK
Jon Adshead	QI Director	Deputy Chair – Steering Committee
Gavin Avery	BAM	
Keith Hamlyn	Circle Green	
Karen McDonald	Skanska	
David Myers	LHR Airports Ltd	
Will Pitt	NG Bailey	

## Apologies:

Andy Baker	Consultant	
John Chipman	ATC Systemwide Project	
Paul Greenwood	Greenwood Consultants	Deputy Chair – Training
Eric Loh	Murphy Group	

**Circulation:** *(NOTE: The list below was current 13/9/17 but is under review and therefore minutes for Meeting No. 42 13/9/17 will be sent only to members who have confirmed active membership and / or requested minutes be provided for information purposes.)*

Alex Carter	Gatwick Airport
Andy Baker	Consultant
Andrew Hopper	Skanska
Andrew Ward	Network Rail
Berni Daplyn	VVB Engineering
Charlotte Broady	BSi
Chris Little	Crossrail
David Anderson	BAM Nuttall
Denis Leonard	Graham Construction
Elvin Box	Mace
Geoff Bull	Kier
Helen Ball	Independent
Howard Tinkler	Carillion
Ian Mills	Balfour Beatty
Jason Sharp	Carillion
Jeff Morris	Independent
John Chipman	Costain
John Stokes	Interserve
Jon Elliot	Crossrail
Karen Young	Thames Tideway
Lau Vlaar	Colas
Louise Jones	WSP / PB
Mark McNamara	Murphy Group
Neil Mellor	Work Insight
Paul Inglesis	Morgan Sindall
Peter Carroll	BCU
Richard Strugnall	HS2
Simon Ellis	Skanska
Tony Blanch	Costain
Tony Williams	Thames Tideway

**Information Only** *(NOTE: The list below was current 13/9/17 but is under review and therefore minutes for Meeting No. 42 13/9/17 will be sent only to members who have confirmed active membership and / or requested minutes be provided for information purposes.)*

Malcolm Gilks	Gilks Consulting	Chair – ConSIG Steering Group
Dan Keeling	DanKeel Associates	Chair – Cost of Quality WG
Adam Risbridger	CQI	
Vince Desmond	CQI	
Tom Barton	Get It Right	
Adrian Morrey	NG Bailey	
Dave Richardson	Volker Fitzpatrick	
Steve Symonds	Kier	
Emer Murnaghan	Graham Construction	

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Minutes taken by Mike Buss

Refer to CONSIG CWG Action Tracker for summary of actions and corresponding status.

Item	Details	Action by
	<p><b>Call to order / opening remarks</b></p> <p>The chair reminded everybody that due to anti-competition law there should be no discussion of individual company strategy or of bidding or potential bidding of contracts or related subject.</p>	
1.0	<p><b>Governance</b></p> <ul style="list-style-type: none"> <li>a) NM continues the appointment as SG secretary and current efforts will be focussed on Steering Group Activities.</li> <li>b) PG is continuing as Deputy Chair championing the Construction Quality Training workstreams. However, PG has previously advised ConSIG CWG that other commitments are increasing and that a replacement may be required in the near future.</li> </ul>	
1.1	<p><b>Strategy</b></p> <ul style="list-style-type: none"> <li>a) MB has received a copy of the 5 year plan for the ConSIG Steering Committee</li> <li>b) The Strategy Document Rev 1.0 has been signed by MB and formally issued. Sign off is required by the Steering Committee.</li> </ul> <p>POST MEETING NOTE: Further to Steering Committee meeting 13/9/17: MB to resend information to the ConSig Steering Committee chair.</p>	
1.2	<p><b>Membership</b></p> <ul style="list-style-type: none"> <li>a) MB confirmed that the member charter has been updated to Rev 2.0.</li> <li>b) The CONSIG agreed that the Member Charter should be added to the CONSIG Linked In page. MB confirmed that the page has now been located and administration privileges provided to MB. MB to add Member Charter to linked in page. The link for the ConSIG Linked In page is <a href="https://www.linkedin.com/groups/4698737">https://www.linkedin.com/groups/4698737</a></li> <li>c) The CONSIG CWG agreed that a review of the membership is required. It was agreed that a formal membership for the ConSIG CWG meeting may not be appropriate but that the distribution list may need to be reviewed. At present, the CONSIG CWG are not certain who is a member or who should be on the distribution list only. Jon Adshead to review with the Steering Group.</li> </ul> <p>POST MEETING NOTE: MB raised membership status during the steering Committee meeting 13/9/17. MB to send out email to request confirmation from those currently on the distribution list whether or not there is a preference to remain on the list.</p>	
1.3	<p><b>Meetings</b></p> <ul style="list-style-type: none"> <li>a) The CONSIG CWG meetings are to continue to be held on a monthly basis.</li> <li>b) MB has continued to investigate conference call facilities. Previous attempts to arrange via the CQI have not proved successful. MB is continuing to investigate Skype for Business as a medium for setting up conference call facilities. KM and MB to trial Skype for Business.</li> </ul> <p>POST MEETING NOTE: MB &amp; KM trialed Skype 20/9/17. It was found to work well. MB has requested confirmation regarding whom would like to be invited to attend the meeting 11/10/17 via Skype.</p>	
2.0	<p><b>Steering Group Communications</b></p> <ul style="list-style-type: none"> <li>a) MB to attend the steering committee meeting 13/9/17.</li> </ul> <p>POST MEETING NOTE: The following is a summary of the minutes from the ConSIG Steering Committee Meeting: The meeting was not "A quorum" as there were insufficient attendees. However, the following summarises the items discussed relevant to the ConSIG CWG:</p> <ul style="list-style-type: none"> <li>• The ConSIG have not been in a position to hold an event during 2017. A programme of events is planned to be held during 2018.</li> <li>• TH confirmed that he would be willing to undertake the role of website administrator. The ConSIG Steering Committee and working groups would be required to provide direction on the layout and content. MB confirmed that he has acquired some website addresses for the ConSIG. There are others which were checked and available. An agreement on the website name is to be reached.</li> </ul>	

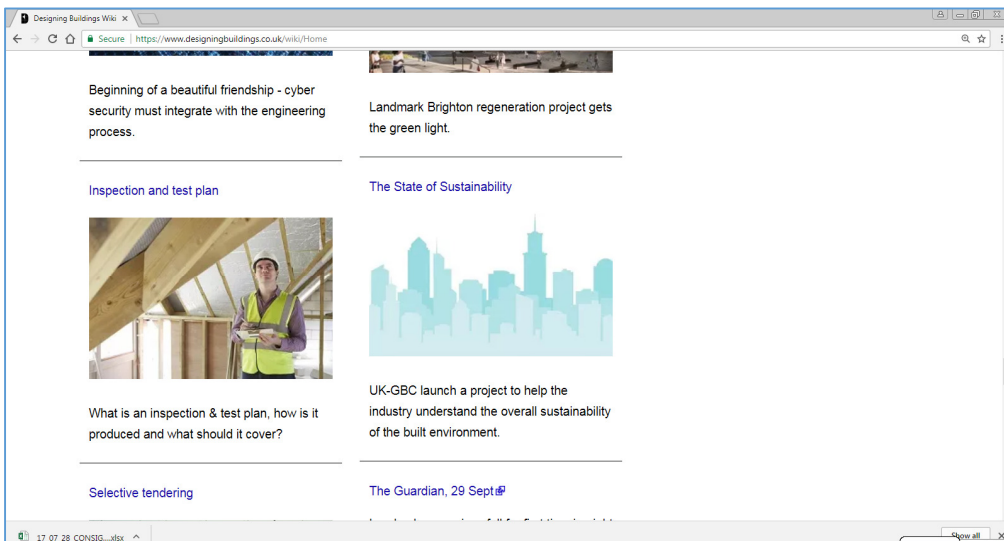
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	<ul style="list-style-type: none"> <li>MB confirmed to the Steering Committee that the MB has been advised the period for the ConSIG website hosting is due to end October 2017. The Steering Committee requested that MB investigate website hosts. MB affirmed that he has requested advice but has yet to receive a response.</li> <li>MB has been advised to issue a communication to all those currently on the communication lists for the ConSIG CWG to determine whether or not it is their intention to continue involvement with the activities of the Group. NOTE: MB has forwarded communication.</li> </ul>	
3.0	<p><b>CONSIG CWG Website</b></p> <p>a) MB / TH met 9/8/17 and reviewed proposals for update for the ConSIG website. TH is to attend ConSIG Steering Committee meeting 13/9/17 to review further with the Steering Committee. Update to be provided as appropriate.</p>	
4.0	<p><b>Workstream 1: Body of Construction Quality Knowledge (CQK)</b></p> <p>a) TH has obtained the latest list of articles for the BoCQK and updated the tracker to indicate the latest statuses as applicable. TH has amended the spreadsheet tracker further to comments received at the ConSIG CWG meeting 9/8/17.</p> <p>b) Dr. Gregor Harvie (GH) attended the ConSIG CWG meeting and gave an informal presentation on the Buildings Wiki Website;</p> <ul style="list-style-type: none"> <li>GH provided an explanation of the history and purpose of the Designing Buildings Wiki website and demonstrated how to navigate site and publish articles.</li> <li>GH confirmed that it is possible to 'lock' articles and prevent editing but this is not a recommended strategy as input from external sources can prove to be extremely beneficial. Should material which is inappropriate be added, the facility is provided to remove such content. GH also confirmed that Designing Buildings Wiki do monitor the articles and associated edits. Additionally, there is opportunity to create a 'watch list' and articles may be 'locked' at a future date. The ConSIG agreed that articles would not be locked for a trial period and the circumstances monitored.</li> <li>GH confirmed that an author may be attributed to the ConSIG CWG Group collectively.</li> <li>GH confirmed that Designing Buildings Wiki offer a number of different levels of service. The lowest grade allows articles to be published free of charge with a corresponding logo. Additional services are available for a fee such as creation of a dedicated page and assistance with writing articles.</li> <li>GH confirmed that Designing Buildings Wiki would be willing to consider creating a 'quality' category. However, the number of articles published would need to justify such an approach. Significant consideration is given by Designing Buildings Wiki prior to creating a category to ensure the numbers do not become too great.</li> <li>GH confirmed that bold and italic text are not a 'friendly' format for website publishing.</li> <li>GH recommended that titles are kept short and that a Google search be carried out to determine the terms Google suggests.</li> <li>GH confirmed that a profile could be created for the ConSIG and articles lists and / or separate articles created.</li> </ul> <p>c) The ConSIG CWG agreed that the list of articles is to be reviewed and updated by the ConSIG CWG. Further review to be undertaken during meeting 11/10/17.</p> <p>d) The agreed article review process has been simplified and is reaffirmed as follows:</p> <ul style="list-style-type: none"> <li>Author writes article</li> <li>Single reviewer to be nominated for each article</li> <li>Following production of an article acceptable to both the author and the reviewer, the article is to be issued to MB who will issue out prior to ConSIG CWG meeting. Review of the article will then be included as an agenda item during the next ConSIG CWG meeting for final comments.</li> <li>Article to be updated as appropriate and reissued to MB who will forward for publication.</li> </ul> <p>e) <b>POST MEETING NOTE:</b> MB has published the following articles on the Designing Buildings Wiki website follow the presentation by Gregor Harvie:</p> <p><b>Inspection &amp; Test Plan:</b> <a href="https://www.designingbuildings.co.uk/wiki/Inspection_%26_Test_Plan">https://www.designingbuildings.co.uk/wiki/Inspection_%26_Test_Plan</a></p>	

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	<p><b>How to Write an Inspection &amp; Test Plan:</b>  <a href="https://www.designingbuildings.co.uk/wiki/How_to_Write_an_Inspection_%26_Test_Plan">https://www.designingbuildings.co.uk/wiki/How_to_Write_an_Inspection_%26_Test_Plan</a></p> <p>A link to an Excel template for an Inspection &amp; Test Plan is also provided.</p> <p><b>Lifts and Escalators: A Quality Perspective</b>  <a href="https://www.designingbuildings.co.uk/wiki/Lifts_and_Escalators:_A_Quality_Perspective">https://www.designingbuildings.co.uk/wiki/Lifts_and_Escalators:_A_Quality_Perspective</a></p> <p>Designing Buildings Wiki have promoted the Inspection &amp; Test Plan Article on the home page:  <a href="https://www.designingbuildings.co.uk/wiki/Home">https://www.designingbuildings.co.uk/wiki/Home</a></p>  <p>f) A review of the author article guidance is ongoing. The author guidance on the Designing Building website was noted to be a good example being concise but informative. Dr Gregor Harvie confirmed to the ConSIG that the guidance on the Designing Buildings Wiki website may be utilised by the ConSIG CWG. TH to continue the efforts of Keith Hamlyn and finalise a draft proposal for update of the guidelines and present at the next ConSIG meeting 10/11/17.</p> <p>g) MB reaffirmed that an 'article' may actually consist of a number of documents. The ITP Article, for example, consists of a general article, a 'Step by Step Guide' and an example template (Excel format).  <b>POST MEETING NOTE: The Inspection &amp; Test Plan article has been published on the Designing Building Wiki Website and Dr Gregor Harvie has provided assistance by promoting it on the home page of the website. The articles may be accessed via the following links:</b></p> <p>h) It was reaffirmed that an executive summary should be included within each article.</p> <p>i) MB reaffirmed that it is envisaged that the author's biography will not be included on the articles but a hyperlink article to the author's biography will be included at the end of the article.</p> <p>j) No articles were reviewed during the meeting due to time constraints. MB confirmed that the ConSIG are now in receipt of the following final articles for publication:</p> <ul style="list-style-type: none"> <li>• Change Control</li> <li>• Inspection &amp; Test Plans</li> <li>• Lifts &amp; Escalators</li> </ul>	
5.0	<p><b>Workstream 2 – Construction Quality Awareness</b></p> <p>a) MB confirmed that the Supervisors Quality Awareness Course and a corresponding guidance document providing an overview of the principles relevant to the Quality Awareness Course has been issued to a number of senior managers within the Construction Industry for initial comment. Some comments have been received. MB / KM to collate comments and review feedback as appropriate. This includes whether or not there should be greater emphasis on 'risk' within the Supervisors Quality Awareness Course. Other comments were received.  <b>POST MEETING NOTE: MB / KM have collated feedback. Feedback to be discussed at next ConSIG meeting as appropriate.</b></p>	

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	<ul style="list-style-type: none"> <li>b) WP offered to present to the ConSIG regarding some of the initiatives which have been undertaken by NG Bailey. It was agreed that this would be useful and that, in future, there is an aspiration that a period of time could be dedicated to the meeting for such presentations to assist with CPD. DM may also be able to present on the Heathrow Expansion project at a future date.</li> <li>c) Skanska expect to be able to facilitate a pilot supervisor's course. Timeframes are to be reviewed with Karen McDonald.</li> <li>d) MB / KM met briefly with Adam Ridsbriger (CQI Business Development Manager) and Tayana Sana (CQI Programme Manager) to further review the concepts related to the Construction Quality Awareness Courses and the Supervisors course syllabus to determine how this may now best be moved forward. A follow up meeting is planned for 15/9/17. <i>POST MEETING NOTE: MB / KM met with Adam Ridsbriger and Tayana Sana 15/9/17. It was confirmed that although the CQI understand the aspirations and appreciate the benefits of the Construction Quality Awareness Courses this does not currently align with the CQI training framework. The CQI do, though, endorse the concept and further review by the CQI is required to determine how this will align with their training model. MB / KM await feedback from the CQI.</i></li> <li>e) It has previously been agreed that the Supervisors Quality Awareness Course should be reviewed with a training provider. KM to liaise with Simon Ellis regarding a possible contact. <i>POST MEETING NOTE: MB is has also made enquiries with the CQI regarding potential suitable training providers.</i></li> </ul>	
6.0	<h2>Workstream 3 – Construction Quality Professionals</h2> <ul style="list-style-type: none"> <li>a) The CONSIG CWG has agreed that the CQI should become active with respect to young people groups (e.g. Next Generation network and STEM). KM is championing involvement of ConSIG CWG. KM confirmed there are no further developments to report.</li> </ul>	
7.0	<h2>AOB</h2> <ul style="list-style-type: none"> <li>a) It was noted that Shirley Parsons have had previous involvement with the CONSIG CWG. MB to review (ongoing)</li> <li>b) It was noted that CIRIA (Construction Industry Research and Information Association) is another body with whom it may be worthwhile liaising. GA confirmed that he does have contacts which will he will pursue and suggested that CIRIA could work with projects on a collaborative basis. GA advised that there are also a number of important publications which are available—The Control of Quality on Construction Sites Special Publication 140 (1996) was noted as an example</li> <li>c) Conference facilities have been arranged for the meeting which have not, to date, proved to achieve the level of success desired. MB confirmed Skype is currently being reviewed. MB / KM to test Skype facility 15/9/17. <i>POST MEETING NOTE: MB / KM tested Skype for Business 15/9/17 which worked well. It does require the participant to have Skype for Business. MB requested confirmation for persons intending to attend via Skype with the communication for the reminder and proposed agenda for the meeting 11/10/17.</i></li> <li>d) A review is to be carried out of other organisations with which the ConSIG should build relationships. MB has suggested to the Steering Committee that this should be a collective initiative for the ConSIG.</li> <li>e) It was noted that Mentor 1st is another body with whom it may be worthwhile liaising. No further updates available.</li> </ul>	
8.0	<h2>Other CONSIG Information</h2>	
8.1	<h2>Competence Working Group Dates</h2> <p>Confirmed working group meetings are listed below. Meeting invites have been sent out.</p> <p><b>CWG Meeting</b> - Wednesday 13<sup>th</sup> September 2017 – 10:00-12:30 (Steering Group Meeting Afterwards).  <b>CWG Meeting</b> - Wednesday 11<sup>th</sup> October 2017 – 10:00-12:30  <b>CWG Meeting</b> - Wednesday 15<sup>th</sup> November 2017 – 10:00-12:30 (Steering Group Meeting Afterwards).  <b>CWG Meeting</b> - Wednesday 13<sup>th</sup> December 2017 – 10:00-12:30</p>	Contact : Mike Buss

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Item	Details	Action by
8.2	<b>ConSIG Steering Committee:</b> ConSIG Steering Committee; second Wednesday of every second month: <ul style="list-style-type: none"><li>- Wednesday 13<sup>th</sup> September 2017 at 13.00hrs</li><li>- Wednesday 15<sup>th</sup> November 2017 at 13.00hrs</li></ul>	Contact : Neill Mellor
8.3	<b>Cost of Quality WG</b> No update provided.	Contact : Dan Keeling
9.0	<b>Action Register</b>  A separate 'action tracker' has been produced <a href="#">This is a 'live' document which will be updated on a continual basis. 'Snapshots' of the document will be taken as appropriate and issued for information purposes as appropriate (e.g. as an attached to meeting minutes)</a>	MB
10.0	<b>Attachments:</b> 1) CONSIG CWG Action Tracker 'snapshot' 10/11/17	