

ConSIG Steering Committee

Meeting No.: 27
Held at: CQI HQ
Date: Wednesday 10th January 2018 @ CQI HQ – Furnival St - 13.00hrs



Attendees:

<input checked="" type="checkbox"/> Malcolm Gilks	Consultant	Chair
<input checked="" type="checkbox"/> Jon Adshead	MACE	Deputy Chair
<input checked="" type="checkbox"/> Neil Mellor	NG Bailey	Secretary
<input checked="" type="checkbox"/> Mike Buss	Taylor Woodrow	(Chair WG Competency)
<input type="checkbox"/> Dan Keeling	Consultant	(Chair WG Cost of Quality)
<input checked="" type="checkbox"/> Louise Jones	WSPB	Communications Administrator
<input checked="" type="checkbox"/> Will Pitt	NG Bailey	
<input checked="" type="checkbox"/> David Anderson	BAM Nuttall	
<input type="checkbox"/> Emma McNab	Taylor Woodrow	
<input checked="" type="checkbox"/> Jon Elliot	Ferrovial	
<input type="checkbox"/> Helen Ball	Independent	
<input checked="" type="checkbox"/> Karen Young	Thames Tideway	
<input checked="" type="checkbox"/> Tony Blanch	Costain	
<input checked="" type="checkbox"/> Alexander Woods	CQI	SIG's Appointed Contact
Tony Hoyle	Retired	Observer

Item	Details	Lead
10	Call to order / opening remarks The chair reminded everybody that all ConSIG members are 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..	
11	Apologies Apologies were received from Dan Keeling	
12	Chair / Secretary Address The chair welcomed everybody and as a number of new members have joined they were introduced around the room.	
21	Governance ToR The proposed ToR were reviewed and the main change is a proposal was to add an annual AGM tied into a CPD event in order to enhance engagement with members. – This proposal was agreed and it was requested that a proposed AGM agenda was drafted. The requirement to produce a newsletter has been deleted and replaced with a commitment to use appropriate communication means. The CQI requested that the wording be updated to require that all ConSIG members adhere to the CQI code of conduct. (note this includes anti collusion) It was agreed that any further comments are to be sent to JA by 24 th January and that JA will update the ToRs and these will then be issued formally to the CQI for information / comment. Annual Committee Review The chair proposed to stand down as chair – It was agreed that JA would take over the chair position until this is ratified at the AGM. It was agreed the now vacant Deputy chair position would be taken by David Anderson. Annual Objectives A proposal for a number of annual objectives was reviewed and discussed. The agreed objectives are ... <ul style="list-style-type: none">- Provide a minimum of 2 Events in 2018- To hold an AGM- To have published 4 Articles in QW- Provide 20 Wiki Quality Articles- Work more closely together with other organisations in the workspace- Consider how we support the ConSIG membership to advance their CQI status.- Build a better relationship with the CQI. – to parallel the CQI executive target.- To enhance our digital footprint through revamping our website and linked in and twitter.	

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	<p>These need to be set out in an objectives document and clearly linked with the CQI strategy. The strategy document also needs review and update</p> <p>Note : As DK was not there the COQ working group objectives could not be proposed.</p> <p>Note : FM / Housing / Subcontracting still remain under represented but this action is on hold for the present.</p> <p>The contact list is now largely populated and only missing some of the newer members. This now needs to be sent to the CQI.</p>	
21.1	Action : Update ToR and issue formally to the CQI	JA
21.2	Action : Produce a “straw man” AGM agenda and circulate	TB
21.3	Action : Produce objectives document for ratification.	JA
21.4	Action : Strategy needs review and update.	JA
22	<p>CQI Update No CQI news to report this period.</p> <p>Grenfell Towers The committee discussed the quality implications of the Grenfell Towers disaster and agreed that the CQI would lead response to this inquiry with support from the ConSIG as required.</p> <p>Membership data The CQI report that ConSig membership data is sent to the chair and secretary accounts monthly. It was agreed that the Secretary would process data for the next meeting</p>	
22.1	Action - Access Accounts and process data.	NM
30	<p>Communications and Events</p> <p>Events Jon and Louise will meet separately to work up a proposal and agenda If there are any suggestions for this then the group should email Jon/Louise.</p>	
31	<p>Communications with other bodies.</p> <p>Willmot Dixon The article has now been published but still need article to publish to ConSIG Website</p> <p>Get It Right The group expressed concern that GIRI seems to have adopted the ConSIG approach and may be duplicating effort. GIRIs’s current workstreams are ...</p> <ul style="list-style-type: none"> - Behavioural Quality Skills / Training – Operatives and Managers (Skanska Lead) - Supervisor and manager training skills- (Taylor Woodrow Lead) - Training across interfaces (Design interfaces) - (Berkely Group Lead) - Leadership training – All levels to lead quality – (Kier Lead) <p>It was agreed that the ConSig would sort out their own ToR and then engage GIRI around Q2 2018. TheSG members who represent both parties are to meet in advance of this and discuss how to progress with this contact.</p>	
32	<p>Website The domain name and website ended and a new domain name and website has been built. The new website URL is www.consig.org</p> <p>This website has been revamped and was demonstrated to the Steering group members</p> <p>Action for steering committee members to send a bio to the Web officer for update.</p> <p>CQI need to change the link on the ConSig Webpage – Action to review the CQI part of the Consig.</p> <p>NM has put together a list of articles written by the SIG membership that appear in QW and will contact the QW team who have said that they will supply web ready versions for the ConSIG to use on their site.</p>	
32.1	Action : The webteam to review having analytics added to the website.	MB/TH
32.2	Action : Contact QW team and arrange for articles to be prepared.	NM

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40	Competency Working Group – Quality Knowledge Work Ongoing - Not discussed – Meeting devoted to governance	
41	Competency Working Group - Training / Quality Awareness Work Ongoing - Not discussed – Meeting devoted to governance	
50	Cost Of Quality W.G Not discussed – Meeting devoted to governance	
60	Special Focus Not used	
70	Any Other Business Nil	
80	Next Meeting Dates (all at CQI HQ unless otherwise stated) The next meetings of the ConSIG Steering Committee are stated below <ul style="list-style-type: none"> - Meeting 28 Wednesday 7th February 2018 at 13:00 hrs (Skype) - Meeting 29, Wednesday 7th March 2018 at 13:00 hrs - Meeting 30, Wednesday 4th April 2018 at 13:00 hrs (Skype) - Meeting 31, Wednesday 2nd May 2018 at 13:00 hrs - Meeting 32, Wednesday 30th May 2018 at 13:00 hrs (Skype) - Meeting 33, Wednesday 27th June 2018 at 13:00 hrs - Meeting 34, Wednesday 25th July 2018 at 13:00 hrs (Skype) - Meeting 35, Wednesday 22nd August 2018 at 13:00 hrs - Meeting 36, Wednesday 19th September 2018 at 13:00 hrs (Skype) - Meeting 37, Wednesday 17th October 2018 at 13:00 hrs - Meeting 38, Wednesday 14th November 2018 at 13:00 hrs (Skype) - Meeting 39, Wednesday 12th December 2017 at 13:00 hrs 	
90	Summary of discussion and Actions	
	Nil	
99	Outstanding actions	
Mtg 22	Action : LJ to work with CQI to control Linked In account and discuss rules about twitter. Action : LJ to liaise with CQI to set up event and Eventbrite ticketing.	LJ LJ
Mtg 26	Action : Invite Emma McNab to join the steering group Action : Issue of succession planning to be discussed at next meeting Action : Access Accounts and process data. Action : Source Article from Victoria to syndicate to ConSIG Website Action : Investigate if Tideway would be willing to host the ConSIG Membership Action : Review Website structure, strategy and domain Action : Review proposed ConSIG logo with the CQI Action : Prepare a letter for Chair to sign arranging a meeting – Suggest W/C 8th January (Target Thurs 11th Jan – T.B.C but before the 16th January – GIRI Meeting.) Action : Send examples of WQD activity / WQD stories to NM/TH for inclusion.	NM JA/MB NM NM KA MB/TH/NM NM JA/MB All
Mtg 27	Action : Update ToR and issue formally to the CQI Action : Produce a “straw man” AGM agenda and circulate Action : Produce objectives document for ratification. Action : Strategy needs review and update. Action : The webteam to review having analytics added to the website. Action : Contact QW team and arrange for articles to be prepared for ConSIG Website	JA TB JA JA TH/MB NM