

# Competency Working Group



Minutes of meeting No.: 47

Held at: Chartered Quality Institute, 2<sup>nd</sup> Floor, Chancery Exchange, 10 Furnival St, London, EC4A 1AB

Date: Wednesday 7<sup>th</sup> February, 2018

## Attendees:

Mike Buss	Taylor Woodrow	Chair
Tony Hoyle		Deputy Chair -- CQK
Karen McDonald	Skanska	Deputy Chair – Training
Gavin Avery	BAM	
Kevin Rogers	Mott MacDonald	
Will Pitt	LHR Airports Ltd	By conference call (part: due to poor network connection)
Keith Hamlyn	Carillion	By conference call (part: due to poor network connection)
Ian Mills	Balfour Beatty	
Jonny Montgomery	Shirley Parsons	

## Apologies: (Active members unable to attend)

Andy Baker	Consultant
Geoff Bull	Kier
Richard Strugnell	HS2
Berni Daplyn	VVB
Paul Greenwood	Greenwood Consultants
Eric Loh	Murphy Group

(NOTE: An 'active' member is a person attending meetings and / or actively contributing to further the efforts of the ConSIG CWG.)

## Circulation: (e.g. representatives of organisations with employees as active members of the ConSIG CWG who do not directly contribute to the ConSIG activities)

Jon Adshead	MACE	Deputy Chair – Steering Committee
David Anderson	BAM Nuttall Ltd	
Tony Blanch	Costain	
John Chipman	ATC System Wide	
Simon Ellis	Skanska	
Louise Jones	WSP	
Emma McNab	Taylor Woodrow	
Neil Mell	Independent	
Ian Mills	Balfour Beatty	
Adrian Morrey	NG Bailey	
John Stokes	Interserve Support Services	

## Information Only: (e.g. minutes provided as information which may be pertinent to activities of other groups or organisations)

Malcolm Gilks	Gilks Consulting	Chair – ConSIG Steering Group
Dan Keeling	DanKeel Associates	Chair – Cost of Quality WG
Vince Desmond	CQI	
Tom Barton	Get It Right	

# Competency Working Group

Minutes of meeting No.: 47

Held at: Chartered Quality Institute, 2<sup>nd</sup> Floor, Chancery Exchange, 10 Fumival St, London, EC4A 1AB

Date: Wednesday 7<sup>th</sup> February, 2018

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 subjects.</p>	
1.0	<p><b>Governance</b></p> <p>a) No issues raised</p>	
1.1	<p><b>Strategy</b></p> <p>a) No issues raised.</p> <p>b) MB confirmed to attendees that a meeting had been held with Vina Bongiorno (CQI Executive Director—Commercial) and Moses Tekei (CQI Commercial Account Manager) and MB. MB was able to provide information on the purpose and a brief account of the activities of the ConSIG to date. VB confirmed to MB that a resource will be allocated imminently by the CQI to support Special Interest Groups. It was agreed that to assist further the efforts of the ConSIG, the ConSIG should present a 'wish list' to the CQI confirming that support which would be ideally provided. It was also agreed that it would be beneficial for future workstreams to present a 'business case' to the CQI. This will provide details of the intended outcome and verify the benefits to both the CQI and the Construction Industry. It may also act as mechanism to clarify support which will be provided by the CQI to help achieve the objectives.</p>	
1.2	<p><b>Membership</b></p> <p>a) The CONSIG has 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 confirmed that an announcement will be placed on LinkedIn once the website is fully up and running. The link for the ConSIG Linked In page is <a href="https://www.linkedin.com/groups/4698737">https://www.linkedin.com/groups/4698737</a></p>	
1.3	<p><b>Meetings</b></p> <p>a) ConsSIG CWG meetings will continue to be held on a four weekly basis face to face. MB advised that dates are available via the website.</p> <p>b) Conference call facilities are now being used for the ConSIG meetings. MB has set up Skype facilities to provide video and speaker facility. The network, though, was noted to be too slow. Both attendees attending by Skype were unable to continue to attend for the entire meeting due to poor connectivity. MB to review for next meeting.</p>	
2.0	<p><b>Steering Group Communications</b></p> <p>a) A Steering Committee Meeting was held 10/1/18 13:00 – 16:00. Minutes were attached to the minutes for the ConSIG CWG Meeting 10/1/18. MB advised attendees that it has been noted the minutes do not accurately reflect the nature of the relationship with GIRI. The ConSIG have met with Tom Barton (Executive Director) to agree how a collaborative relationship may be instigated. Dave Anderson provides a link between GIRI and ConSIG. Where appropriate, GIRI and ConSIG activities are being aligned and the possibility of joint working groups has been noted. MB to raise at SG meeting 7/3/18. Key items include:</p> <ol style="list-style-type: none"> <li>Malcolm Gilks resigned as Chair of the Steering Committee. Jon Adshead and David Anderson were nominated as Chair and Deputy Chair respectively.</li> <li>A draft update to the Terms of Reference for the ConSIG was presented. Comments were discussed. Terms of Reference are to be agreed at the ConSIG Meeting planned 7/2/18.</li> <li>It was agreed that an Annual General Meeting will be held to agree the objectives for the ConSIG and the members of the Steering Committee.</li> <li>MB / TH presented the updated website. The ConSIG Steering Committee confirmed acceptance of the content. MB advised the ConSIG SG that the website would be updated to reflect the updated Terms of Reference once agreed. MB requested information be provided</li> </ol>	

# Competency Working Group

Minutes of meeting No.: **47**

Held at: Chartered Quality Institute, 2<sup>nd</sup> Floor, Chancery Exchange, 10 Furnival St, London, EC4A 1AB

Date: **Wednesday 7<sup>th</sup> February, 2018**

Item	Details	Action by
	for biographies (one to two short paragraphs with an appropriate photo). MB advised the ConSIG CWG the domain name has been changed to <a href="http://www.consig.org">www.consig.org</a> and the website host provider to 1and1. It was noted that the website should be linked to Twitter and Linked in. (POST MEETING NOTE: MB has added a Twitter feed to the website; Logos for organisations involved in the ConSIG have also been added).	
<b>3.0</b>	<p><b>CONSIG CWG Website</b></p> <ul style="list-style-type: none"> <li>a) MB / TH provided an update of the website to attendees and demonstrated the latest changes.</li> <li>b) TH advised that the ConSIG should liaise with the CQI to determine if the access route to the ConSIG site could be made easier. At present, a significant number of 'clicks' are required.</li> <li>c) It has been noted that the Construction Quality Knowhow model states 'fit for purpose' as the statement within the design section. This does have legal implications and may need to be reviewed. MB confirmed that the website update is work in progress and that the text is planned to be changed to 'Due skill and care' or similar.</li> <li>d) MB confirmed that the ConSIG Twitter feed has been added to the ConSIG website. The updated ConSIG website address has been published via Twitter.</li> <li>e) It was agreed that separate pages may need to be created for each author / reviewer to enable a link to be created directly from the article published on the Designing Buildings Wiki webpage to the details of the author / reviewer.</li> <li>f) TH / MB to review the details of the members of the ConSIG to ensure consistency with respect to approximate length and format.</li> <li>g) It was agreed that events should be published on the home page of the website via the slider.. (POST MEETING NOTE: <a href="#">The website has been updated to include information on the event 7/3/18</a>)</li> </ul>	
<b>4.0</b>	<p><b>Workstream 1: Body of Construction Quality Knowledge (CQK) / Construction Quality Knowhow</b></p> <ul style="list-style-type: none"> <li>a) TH to provide the relevant tracker for MB to attach to the meeting minutes.</li> <li>b) MB / TH presented an updated version of a tracker for the BoCQK articles. It was noted that the categories for articles have been aligned to the new framework (refer to item 4d) included on the website although the previous categorisation was maintained within hidden columns. MB has also created a dashboard providing a visual summary of the progress of publication of articles. It was noted that it would be useful to record how many articles are overdue but only for use internally by the ConSIG CWG.</li> <li>c) The latest list of articles for Construction Quality Knowhow was reviewed. A number of articles were agreed to be omitted and others were added to the list. Select articles were also allocated a timeframe for publication and prioritised for focus within the Q1, 2, 3 or 4 of 2018.</li> <li>d) The framework for the article categorisation is as follows: <ul style="list-style-type: none"> <li>i. Quality Fundamentals</li> <li>ii. Managing Quality (General)</li> <li>iii. Quality Tools</li> <li>iv. Technical Guides</li> <li>v. Using quality to successfully deliver a project</li> </ul> </li> <li>e) TH confirmed that the revised author guidelines are being issued to authors (and reviewers) as appropriate. TH confirmed that the author guidance has been added to the website.</li> <li>f) TH provided an overview of the status of articles (i.e. those published and in progress). TH produced a documented a summary of progress which will be attached to meeting minutes..</li> <li>g) It has been noted useful to produce an article on Annex SL (KH to review).</li> <li>h) MB reaffirmed to attendees that it is not a requirement that articles are listed on the schedule prior to production. If an ad hoc article is produced, providing it aligns with the intentions of the</li> </ul>	

# Competency Working Group

Minutes of meeting No.: 47

Held at: Chartered Quality Institute, 2<sup>nd</sup> Floor, Chancery Exchange, 10 Furnival St, London, EC4A 1AB

Date: Wednesday 7<sup>th</sup> February, 2018

Item	Details	Action by
	<p>ConSIG CWG and the guidelines produced, the article can reviewed and published with details added to the schedule for record purposes.</p> <p>i) It was agreed that articles should be reviewed at maximum intervals of 24 months.</p>	
5.0	<p><b>Workstream 2 – Construction Quality Awareness</b></p> <p>a) MB confirmed that the application for funding by the Get It Right Initiative for training related to error reduction has been successful. MB confirmed that the ConSIG CWG have been advised the principles of the Construction Quality Awareness courses developed by the ConSIG CWG have been utilised as part of the bid. It has been agreed that the Construction Quality Awareness Workstream be put 'on hold' awaiting confirmation of how the ConSIG can provide further input. An article has been published via the ConSIG website which outlines the purpose and proposals for the Quality Awareness courses:</p> <p><a href="http://www.thecqi-consig.org/wp-content/uploads/2017/11/ConSIG_CWG_Quality-Awareness-Courses_Article_Rev-1.pdf">http://www.thecqi-consig.org/wp-content/uploads/2017/11/ConSIG_CWG_Quality-Awareness-Courses_Article_Rev-1.pdf</a></p> <p>b) IM confirmed he had attended the GIRI meeting and recommend that GIRI work with the ConSIG to develop the training.</p>	
6.0	<p><b>Workstream 3 – Construction Quality Professionals</b></p> <p>a) Workstream 3 was not reviewed as part of the meeting. Further to Item 1.1b, MB advised that a more definitive 'business case' should be developed for review with the CQI. This is to be discussed at the next ConSIG CWG meeting (7/3/18).</p>	
7.0	<p><b>Professional Development</b></p> <p>a) It has been agreed that the presentation by a ConSIG CWG member was useful and that, in future, meeting agendas may include similar presentations to assist with continuing professional development.</p> <p>b) PG offered to present on collaboration. MB to include within the agenda for a future meeting.</p>	
8.0	<p><b>Stakeholders</b></p> <p>a) PG has offered to act as liaison between the ConSIG and Constructing Excellence. PG to issue information as appropriate.</p> <p>b) MB confirmed feedback has been received that it would be useful for the ConSIG to create a stakeholder map. An initial brainstorm of other organisations which may be stakeholders for the ConSIG included:</p> <ol style="list-style-type: none"> <li>Other SIGS</li> <li>British Institute for Facilities Management</li> <li>Institution of Engineering &amp; Technology</li> <li>IMechE</li> <li>IOSE</li> <li>IStructE</li> <li>RICS</li> <li>CIBSE</li> </ol>	
8.0	<p><b>AOB</b></p> <p>a) JM from Shirley Parsons attended the meeting and advised that he may be able to contribute via a number of different aspects to help further the efforts of the ConSIG. JM to email MB to clarify. (POST MEETING NOTE: JM emailed MB. Update to be provided at meeting 7/3/18.)</p> <p>b) It has been previously noted that CIRIA (Construction Industry Research and Information Association) is another body with whom it may be worthwhile liaising. GA confirmed he has spoken with CIRIA who are keen to establish links. MB confirmed that a meeting has been arranged to be held with a representative from CIRIA during the Steering Committee meeting 7/2/18 pm. (POST MEETING NOTE: Meeting held 7/2/18 with Kieran Tully from CIRIA. Update to be provided at next meeting.)</p> <p>c) It was noted that Mentor 1st is another body with whom it may be worthwhile liaising. No further</p>	

# Competency Working Group

Minutes of meeting No.: 47

Held at: Chartered Quality Institute, 2<sup>nd</sup> Floor, Chancery Exchange, 10 Furnival St, London, EC4A 1AB

Date: Wednesday 7<sup>th</sup> February, 2018

Item	Details	Action by
	updates available. d) MB / TH noted a suggestion that shared folders be created on the Google Drive for members. MB / TH to review.	
9.0	<p><b>Other CONSIG Information</b></p> <p>a) MB confirmed that an event is planned to be held in the evening 7/3/18 corresponding to Digital Technology.</p> <p>b) KM suggested that ConSIG could speak at a branch event in Milton Keynes.</p> <p>c) MB confirmed that 2 No. all day events are planned to be arranged during 2018. Dates will be advised once confirmed.</p> <p>d) JM will confirm about other event opportunities. JM to email MB to confirm information. <b>POST MEETING NOTE: JM emailed MB. Update to be provided at meeting 7/3/18.</b></p>	
9.1	<p><b>Competence Working Group Dates</b></p> <p>Confirmed working group meetings are listed below. Meeting invites have been sent out.</p> <p>MB has sent Outlook invitations to active members.</p> <p>The following are the proposed meeting dates for 2018 (WG: Working Group &amp; SG: Steering Group):</p> <p>10 January 2018 - WG and SG Meetings</p> <p>7 February 2018 – WG Only – SG by Teleconference</p> <p>7 March 2018 - WG and SG Meetings</p> <p>4 April 2018 – WG Only – SG by Teleconference</p> <p>2 May 2018 - WG and SG Meetings</p> <p>30 May 2018 – WG Only – SG by Teleconference</p> <p>27 June 2018 - WG and SG Meetings</p> <p>25 July 2018 – WG Only – SG by Teleconference</p> <p>22 August 2018 - WG and SG Meetings</p> <p>19 September 2018 – WG Only – SG by Teleconference</p> <p>17 October 2018 - WG and SG Meetings</p> <p>14 November 2018 – WG Only – SG by Teleconference</p> <p>12 December 2018 - WG and SG Meetings</p>	Contact : Mike Buss
9.3	<p><b>Cost of Quality WG</b></p> <p>No update provided.</p>	Contact : Dan Keeling
10.0	<p><b>Action Register</b></p> <p>A separate 'action tracker' has been produced. 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)</p>	MB
11.0	<p><b>Attachments:</b></p> <ol style="list-style-type: none"> <li>1) CONSIG CWG Action Tracker 'snapshot' (6/3/18)</li> <li>2) CQK BoCQK tracker (07/02/18): Active Members only</li> <li>3) CQI BoCQI: Current Status (7/2/18): Active Members only</li> </ol>	