

Competency Working Group



Minutes of meeting No.: 52

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

Date: **Wednesday 27th June, 2018**

Attendees:

Mike Buss	Taylor Woodrow	Chair
Tony Hoyle		Deputy Chair -- CQK
Karen McDonald	Skanska	Deputy Chair – Training
Gavin Avery	BAM	
Paul Greenwood	Greenwood Consultants	
Keith Hamlyn		
Jonny Montgomery	Shirley Parsons	
David Myers	LHR Airports Ltd	
Oliver Shadbolt	NG Bailey	
Kevin Rogers	Mott MacDonald	

Apologies: (Active members unable to attend)

Berni Daplyn	VVB
Andy Baker	Consultant
Geoff Bull	Kier
Richard Strugnell	HS2
Carmen Musat	Multiplex
Eric Loh	Murphy Group
Ian Mills	Balfour Beatty

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

Minutes will not be directly circulated to those who are not 'active' members. Minutes will be made available via the Construction Special Interest Group website (www.consig.org).

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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>Call to order / opening remarks</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>Governance</p> <p>a) MB proposed that minutes to meetings are no longer issued directly to a circulation list. Minutes are made publicly available via the ConSIG website (www.consig.org). The CWG agreed to the proposal.</p> <p>b) MB requested views on whether workstreams should be split into separate working groups. The CWG agreed that the current approach with MB as the chair of the CWG and deputy chairs leading workstreams was the preferred strategic approach. KM will continue to lead the group but will hold break out sessions to undertake the workstream activities (rather than being reliant on the CWG meeting only to progress activities). MB confirmed that the chair role will be to provide oversight, direction and support with deputy chairs empowered to take a greater lead with respect to the workstreams. KM requested volunteers dedicated to workstream 3 who would attend a meeting 25/7/18 to further develop the survey and actively assist to achieve the objectives. The meeting 25/7/18 had to be postponed due to availability of members. This is to be rearranged. Refer to Item 6a. POST MEETING NOTE: A meeting was held with the CQI 12/09/18. MB to provide update at the next ConSIG CWG meeting.</p>	
1.1	<p>Strategy</p> <p>a) A framework for compiling a 'business case' for workstream activities is currently in development. MB to provide update as appropriate.</p>	
1.2	<p>Membership</p> <p>a) There were no relevant member matters for discussion at the meeting.</p>	DW
1.3	<p>Meetings</p> <p>a) ConSIG CWG meetings will continue to be held on a four weekly basis face to face.</p> <p>b) Conference call facilities are now being used for the ConSIG meetings using Skype. Providing video facilities are not used, the system appears to working OK.</p>	
2.0	<p>Steering Group Communications</p> <p>a) Steering Committee meetings are now being issued promptly following the meeting. MB to forward minutes as appropriate and supplement information within the CWG meetings.</p>	
3.0	<p>CONSIG CWG Website</p> <p>a) MB confirmed that the website is continuing to be developed as a knowledge sharing hub for construction quality.</p> <p>b) TH is currently publishing content on the website whilst MB has set up the platform, layout etc. It was noted that it would be useful to have someone else assisting with the website. MB agreed although confirmed that there is currently no active members that are able to undertake this role although will be reviewed if new members join who could assist.</p>	
4.0	<p>Workstream 1: Body of Construction Quality Knowledge (CQK) / Construction Quality Knowhow</p> <p>a) The CWG review the graphic currently on the CQK section of the ConSIG website. MB has provided a dropdown menu to access articles on the website now and the graphic may not be required. No decisions was made and this will be reviewed at a future date.</p>	

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	<ul style="list-style-type: none"> b) TH has provided an update of the BoCQK tracker and a summary of the status of articles. A number of articles were scheduled to be reviewed during the meeting but are not yet currently finalised. The tracker was updated to include revised review dates for the articles. c) The Quality Cultures and Behaviours Article was reviewed. KM to complete some minor amendments and article to be put forward for publication. d) It has been previously agreed that an article on Digital Construction / BIM could be authored separately or as one article. KR and GA to author from a design and construction perspective respectively. It was agreed the article should focus on the whole life cycle. e) A draft of the Electrical & Mechanical article has been received. This was to be reviewed by Will Pitt who is no longer an 'active' member of the ConSIG. OS to review article. f) The URL for the ConSIG page on Designing Buildings Wiki website is as follows: https://www.designingbuildings.co.uk/wiki/User:Consigcwg g) References have been added to the article 'Why Should Quality be Important to the Construction Industry' article. This has used the Harvard format and is an example of how references may be structured. MB to liaise with TH and author's guidance to be updated as appropriate. h) The Collaboration article is to be updated (PG). POST MEETING NOTE: PG has requested assistance with updating this article due to time constraints. i) POST MEETING NOTE: It has been confirmed that any item published under the banner of the 'ConSIG' must be reviewed by the Steering Committee (SC). This will not be a detailed review of content but a check to ensure the publication does not cause a conflict of interest. A period of 10 working days for the review has been agreed. The ConSIG Terms of Reference will be updated to include this requirement. TH to forward all articles to the ConSIG SC prior to publication. 	
5.0	<p>Workstream 2 – Construction Quality Awareness</p> <ul style="list-style-type: none"> a) This workstream is currently on hold. 	
6.0	<p>Workstream 3 – Construction Quality Professionals</p> <ul style="list-style-type: none"> a) MB / KM have compiled questions for a survey / market research to capture views of ConSIG members and those within the construction industry regarding training for construction quality professionals. The questions were reviewed and comments noted. It has been agreed that a separate break out session will be held to review this in detail. KR, DM, and PG have offered to assist with KM. b) MB advised that a conversation has been held with Tally Singer (CQI Executive Director) regarding training. Further to the appointment of a new Head of Learning & Development, the CQI have offered to meet with the ConSIG to review the training workstreams and agree how best to enable training to be provided for the construction industry. POST MEETING NOTE: Meeting held 12/9/18 with Debbie John (the CQI Head of L & D. MB to provide an update at the next ConSIG CWG meeting. 	
7.0	<p>Professional Development</p> <ul style="list-style-type: none"> a) It has been agreed that the presentation by a ConSIG CWG members have been useful and that, in future, meeting agendas may include similar presentations to assist with continuing professional development. Currently these presentations are now being arranged as evening events and invitations have been sent out to all ConSIG members. Feedback from the events has proved very successful. Feedback from the events is available on the ConSIG website: http://consig.org/collaboration-event-summary_30-5-18 http://consig.org/using-digital-technology-to-generate-value-in-construction 	
8.0	<p>Stakeholders</p> <ul style="list-style-type: none"> a) PG has offered to act as liaison between the ConSIG and Constructing Excellence. PG to issue information as appropriate. b) There are an increasing number of organisations with which the ConSIG could liaise and therefore it was agreed that a strategic approach is required to ensure relationships are managed in the most effective manner. A 'stakeholder map' has been produced and is currently being reviewed by the ConSIG Steering Committee. MB to provide updates as required. c) An initial brainstorm by the CWG of other organisations which may be stakeholders for the ConSIG has been carried out. The following is the latest list: 	

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	<ul style="list-style-type: none"> a. Other SIGS b. British Institute for Facilities Management c. Institution of Engineering & Technology d. IMechE e. IOSE f. IStructE g. RICS h. CIBSE i. CIOB j. ICE k. CECA 	
8.0	<p>AOB</p> <ul style="list-style-type: none"> a) GA provided an update on the GIRI training. Training for supervisors and managers is scheduled to pilot in the summer / autumn 2018. It is anticipated the training is approximately 18 months away from being fully rolled out. GA confirmed it is not yet possible to confirm how the GIRI training compares to the ConSIG training. b) An email has been sent to the Next Generation Network and a response is awaited. A representative from Next Generation Network is due to meet with the Steering Committee 27/6/18 and may be able to attend the CWG also. c) It was noted that Mentor 1st is another body with whom it may be worthwhile liaising. No further updates available. d) MB has created a Google Drive folder as a trial. MB to send link out as a trial to active members. 	
9.0	<p>Other CONSIG Information</p> <ul style="list-style-type: none"> a) The ConSIG may have an opportunity to speak at a branch event in Milton Keynes. KM to provide further information as applicable. 	
9.1	<p>Competence Working Group Dates</p> <p>Confirmed working group meetings are listed below. Meeting invites have been sent out to active members.</p> <p>The following are the proposed meeting dates for 2018 (WG: Working Group & SG: Steering Group):</p> <ul style="list-style-type: none"> 10 January 2018 - WG and SG Meetings 7 February 2018 – WG Only – SG by Teleconference 7 March 2018 - WG and SG Meetings 4 April 2018 – WG Only – SG by Teleconference 2 May 2018 - WG and SG Meetings 30 May 2018 – WG Only – SG by Teleconference 27 June 2018 - WG and SG Meetings 25 July 2018 – WG Only – SG by Teleconference 22 August 2018 - WG and SG Meetings 19 September 2018 – WG Only – SG by Teleconference 17 October 2018 - WG and SG Meetings 14 November 2018 – WG Only – SG by Teleconference 12 December 2018 - WG and SG Meetings 	<p>Contact : Mike Buss</p>
9.3	<p>Cost of Quality WG</p> <p>No update provided.</p>	<p>Contact : Dan Keeling</p>
10.0	<p>Action Register</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>	<p>MB</p>

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11.0	Attachments: 1) CQI BoCQK: Current Status (27/6/18): Active Members only 2) Action Tracker 'Snapshot': 14/9/18: Active Members only	