

## Workshop Record for Construction Quality Knowledge

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



**No.:** 55

**Date:** Wednesday, 14<sup>th</sup> November 2018

### Attendees:

Name	Company	CWG Role	Attended	Attended via Skype	Apologies	Not Attended
Mike Buss	Taylor Woodrow	Chairperson	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tony Hoyle	Retired	Deputy Chair: CQK	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Karen McDonald	Skanska	Deputy Chair: QP Training	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Keith Hamlyn	Retired	Secretary	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jonny Montgomery	Shirley Parsons	Membership / Communications	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gavin Avery	BAM		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Geoff Bull	Kier		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Susannah Clarke	PMI		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Berni Daplyn	VVB		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Paul Greenwood	Greenwood Consultants		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Luca Fiderio			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Colin Harley			<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Eric Loh	J Murphy and Sons		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Giorgio Mannelli	Nuvia		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Carmen Musat	Multiplex		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
David Myers	Stansted Airport		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ian Mills	Balfour Beatty		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Keith Lucas			<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Kevin Rogers	Mott MacDonald		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Oliver Shadbolt	NG Bailey		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Richard Strugnell	HS2		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Peter East	ISG		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

Records of the meeting will not be directly circulated to those who are not 'active' members. Records will be made available via the Construction Special Interest Group website ([www.consig.org](http://www.consig.org)).

### Future Planned Meetings:

12 December 2018 - CWG and SG Meetings

### Useful Links:

ConSIG: [www.consig.org](http://www.consig.org)

Designing Buildings Wiki: <https://www.designingbuildings.co.uk/wiki/User:Consigcwg>

Twitter: <https://twitter.com/ConSIGCQI>

LinkedIn: <https://www.linkedin.com/groups/4698737>

**Section 1: Governance: a) Strategy b) Roles & Responsibilities c) Meeting arrangements etc.**

- a) The terminology of the Working Group meeting was proposed to be changed from 'meeting' to 'workshop'. This is to reflect the purpose off meeting to progress Construction Quality Knowhow. The proposal was accepted by the Group..
- b) MB offered a set of job descriptions for officers of the Working Group. These were accepted by the Group.
- c) MB will liaise with the SC to determine the dates for meetings in 2019.

**Section 2: Update from Chairperson on key matters from Steering Committee**

- 1) MB provided a brief update from the SC:
  - a. MB will send the minutes out to active Working Group members.
  - b. Quality Training has now been set up as a separate Working Group.
  - c. A newsletter is to be published each four months.
  - d. The SC is collaborating with the BQF to run an event on EFQM at Balfour Beatty's remises. This will probably take place in February.
  - e. The SC has been discussing the potential for joint working groups and/or joint events in the future.
  - f. There is an intention next year to run 2-off all day events and 3-off evening events

**Section 3: Update from Chairperson on key matters relevant to the Chartered Quality Institute**

No change

**Section 4: Update from other CWG Workstreams**

- 1) Construction Quality Professional Training: MB stated that the Training Working Group had held two workshops in which they were examining the role by someone who may be classified as an "Expert" or "Advanced" construction quality professional based on the realities of their job function. This will enable the Group to then assess the competencies were required and what training needed. The Group will be focussing on the "Intermediate" and "Foundation" roles in the next workshop.

**Section 5: Update from other ConSIG Working Groups**

- 1) WG-01 "Cost of Quality": no update
- 2) WG-02 "Common Defects" working on an eBook for ConSIG website.

**Section 6: Events Information**

- 1) There had been a good response to the event in Milton Keynes on collaborative working. A synopsis will be added to the ConSIG website.

**Section 7: Membership / Communications: Update from the Membership / Communication Secretary**

- 1) There is no new information.
- 2) The Twitter feed was down for a while, but this has been rectified. The new tag is @ConSIGCQI.

**Section 8: Website Update**

- 1) TH is in the process of updating the website to reflect the bios and other information about the members.

**Section 9: Construction Quality Knowhow**

**9a: Tracker: (a) Review of statistics b) Review of Programme c) Article List**

- 1) TH provided an update of the CQK Tracker and a summary of the status of articles (refer to 'CQK status for CWG meeting 55)
- 2) MB presented the latest dashboard showing the 'No. of hits' which now stands at approximately 11,500. More than 3000 hits had been made on the ITP article, with lifts and escalators receiving just over 1000.
- 3) MB presented at update of the CQK Tracker Dashboard summarising the current status of articles. It is noted that a number of the articles are behind programme. This is likely due to time constraints for authors / reviewers. Tracker (including programme dates) to be updated by TH & MB (ACTION)

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<b>9b: Article Guides</b>
<ol style="list-style-type: none"> <li>1) It was recognised that the requirements for articles need to be more clearly stated to assist authors / reviewers including the required outcomes and a suggested list of topics to cover. The preference was for a form that would act as a “heads of agreement” that would be managed by the Working Group. MB presented a proposed layout completed for ‘Cost of Quality’ and ‘FMEA’. Some minor comments were received. TH to update the Article Guide template for review at the next meeting (12/12/18) (ACTION). Forms will be agreed as part of the Competency Working Group Meetings.</li> <li>2) It was agreed that TH will provide links to existing articles providing authors / reviewers with examples to help them understand the way in which articles are presented. Examples can be selected which are most similar to the articles to be produced.</li> </ol>
<b>9c: Update: Article Production</b>
<ol style="list-style-type: none"> <li>3) MB suggested improvements are required to the process for delivering articles. This is firstly to enable for production of an ‘Article Guide’ (see section 9b) and secondly to improve the way in which comments are managed. MB presented a proposal which was discussed. Some comments were received. TH to update the process map for presentation at the next meeting (12/12/18).</li> <li>4) It was proposed that a final review panel for each article should hold responsibility for the acceptance of articles. Other than formal volunteers, who would be circulated before the end of the year, the author, the reviewer and any specialists should attend. The preferred method was by Skype, as this would reduce travel time and inconvenience. MB to send out a communication requesting volunteers for the panel (ACTION).</li> <li>5) It was agreed Google Drive is likely the best communication mechanism for the sharing of articles and other information. All authors will be encouraged to use the Drive for development and review before offering the article for publication.</li> <li>6) It was agreed that feedback for articles would be useful to enable judgement on how effective the article has been. It was noted there are feedback mechanisms on the Designing Building Wiki site. MB to review with JM to determine if feedback can also be requested via other social media platforms such as Twitter (ACTION).</li> <li>7) TH to determine what sharing has been made for articles (ACTION). In particular, is there a way of linking comments raised on articles on both websites to avoid parallel development?</li> </ol>
<b>9d: Discussion: Articles for review</b>
<ol style="list-style-type: none"> <li>1) It was confirmed no articles were available for review.</li> </ol>
<b>9e: Confirmation of articles for publication</b>
<ol style="list-style-type: none"> <li>1) No articles were confirmed authorised for publication</li> </ol>
<b>9f: Other items (e.g. feedback, updates required)</b>
<ol style="list-style-type: none"> <li>1) TH / MB to review categorisation and put forward a proposal for any changes to articles currently listed (ACTION)</li> <li>2) MB / TH are to update the Author’s Guidelines to include recommendations for referencing articles (ACTION).</li> </ol>
<b>Section 10: Any other business</b>
<ol style="list-style-type: none"> <li>1) There was no other business.</li> </ol>

Attachment Title	Rev Date	Issue Confirmation		
		General	Active members only	Not Issued
Action Tracker		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
CQI BoCQK: Current Status	14/11/18	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
CQK: Tracker ‘Snapshot’		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>