

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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Gavin Avery	BAM		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input 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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Carmen Musat	Multiplex		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
David Myers	Stansted Airport		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Ian Mills	Balfour Beatty		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Keith Lucas			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" type="checkbox"/>
Richard Strugnell	HS2		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Peter East	ISTO		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Graham Taylor	Quality Consultancy		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Future Planned Meetings:

09 January 2019	29 May 2019	16 October 2019
06 February 2019	26 Jun 2019	13 November 2019
06 March 2019	24 July 2019	11 December 2019
03 April 2019	21 August 2019 (To be Confirmed)	
01 May 2019	18 September 2019	

Useful Links:

ConSIG: 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.
<ul style="list-style-type: none"> a) MB confirmed the change to the name of the Working Group meeting 'workshop'. b) The meeting diary for next year will be published [ACTION KH]. (Completed post-meeting: see above)
Section 2: Update from Chairperson on key matters from Steering Committee
<ul style="list-style-type: none"> 1) MB provided a brief update from the SC: <ul style="list-style-type: none"> a. There had been an interim debate on future strategy. MB will report back in January
Section 3: Update from Chairperson on key matters relevant to the Chartered Quality Institute
<p>MB attended had attended a round table event on skills and resource in construction. It was recognised that many organisations were looking for resource with many vacancies. CVs frequently did not meet job requirements.</p>
Section 4: Update from other CWG Workstreams
<ul style="list-style-type: none"> 1) No update
Section 5: Update from other ConSIG Working Groups
<ul style="list-style-type: none"> 1) WG-01 "Cost of Quality": There had been no update. The group was looking for organisations who are responsible for maintaining / operating buildings and are having to resolve defects. It was noted that GIRI has a different focus, as they know the costs and are looking for ways to reduce them. 2) WG-02 "Common Defects". Each organisation has a Book of Common Defects. The Group is seeking to combine these on a web site. No update yet, although there was much synergy between work GIRI is undertaking to produce best practice information. The other issue is competence. 3) A workshop is planned to be held Friday 14th December, 2018, continuing the construction professional training programme. This has been focussing on the role performed by construction quality professionals which can then be related to training requirements and aligned with CQI training schemes. It has been decided that the emphasis had to be on technical quality competencies and signposting to other training programmes with will provide complimentary 'softer' aspects (e.g. leadership, presentation skills etc.). Emphasis is to be applied to the Intermediate stage, as this was where the need was seen to be greatest.
Section 6: Events Information
<ul style="list-style-type: none"> 1) The Events Programme is still to be confirmed. 2) An event is being planned with the BQF for the 13th of February 2019 at the Balfour Beatty building in Canary Wharf. The subject will be the EFQM Excellence Model with three speakers, one providing an overview of the EFQM Excellence Model, one from an organisation operating the EFQM Excellence Model external to construction, and one using the EFQM Excellence Model in the Construction sector.
Section 7: Membership / Communications: Update from the Membership / Communication Secretary
<ul style="list-style-type: none"> 1) There is no update.
Section 8: Website Update
<ul style="list-style-type: none"> 1) MB demonstrated his updates to the website. The website is being undated on a regular basis. MB noted his focus is now updating web pages following update of the menu structure. 2) Links are to be added to the following reports to the web site: [ACTION MB] <ul style="list-style-type: none"> a. The Independent Review of Building Regulations and Fire Safety: final report (The Hackitt report) b. A Call of Action (GIRI Report) 3) Members are requested to provide the Chair with suggestions for additional reports and articles. 4) The link to www.building.co.uk was demonstrated. The information was considered to be useful and a link should be included. There was an impression that some articles might be time-limited. Some of the courses had CPD points for successful completion. Members are requested to review it and give their views to the Chair. POST MEETING NOTE: The website has been updated to include "Other Knowledge Sources" page which includes a link to the Building.co.uk website.
Section 9: Construction Quality Knowhow
9a: Tracker: (a) Review of statistics b) Review of Programme c) Article List
<ul style="list-style-type: none"> 1) TH provided an update of the CQK Tracker and a summary of the status of articles (refer to 'CQK status for CWG meeting 56')

- 2) MB presented the latest statistics showing the 'No. of hits' which now stands at approximately 13,000. MB to update the dashboard to include latest data.
- 3) Discussion of the Article Tracker were deferred to Meeting 57 (09 Jan 19). A review of the categorisation will be central. Members are requested to examine it prior to the meeting.
- 4) It was decided to upload articles to the Design Buildings Wiki (DBW) only and have a link to the ConSIG website. This will prevent parallel development.

9b: Article Guides

- 1) MB advised attendees that good feedback has been received by those using the Article Guide form.
- 2) The article guide was reviewed with respect to the M&E article. TH to collate feedback and draft the Article Guide Form. TH to liaise with the author of the M&E article to review any updates required.

9c: Update: Article Production and Publication

- 1) TH presented the process for developing and managing the articles. MB had seen a copy and agreed to its content. It was noted that the last box on the Author form needs to reflect a link to the DBW from the ConSIG website.
- 2) It was confirmed 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 MB]
- 3) It was suggested that articles should be held on topic-centric folders on the Google Drive. Access can be shared as appropriate.
- 4) MB proposed that a Haynes approach be taken to the format and language of articles. This is similar to the Dummies series of books. This could also be used when making major updates to existing articles. MB to completed example of an article in this format.
- 5) It was important to use the correct meta-data. TH noted that the DBW looked for words in the title. For example, a title of "What do we do when it goes wrong" will not be listed for someone looking for advice on defects.
- 6) The template for the author guide was supported and requires finalisation before publication and use. [ACTION TH]
- 7) The status of certain articles is as follows:
 - a. Quality Culture and Behaviours Article to be published providing comments have been resolved
 - b. The Importance of Welding Quality Article is to be published
 - c. Failure Modes and Effects Analysis Has been reviewed. Author has not received the comments yet
 - d. Collaboration Name changed to remove BS 11000. Agreed to be published.
 - e. Quality Management Systems To be blended into the existing QMS article on DWB website. Review of links to be undertaken.
- 8) It was noted that the level of administration would rise with the number of articles published. To be reviewed on an ongoing basis.

9b: Other items (e.g. feedback, updates required)

- 1) One comment has been made to one article on DBW. This has been cleared.

Section 10: Any other business

- 1) Reference was made to the Site Engineer's Manual 2009 Second Edition (especially clause 18.5 for M&E). This costs £65.00, but can be accessed through IHS

Workshop for Construction Quality Knowledge

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



No.: 56

Date: Wednesday, 12th December 2018

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	17/10/18	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
CQK: Tracker 'Snapshot'		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>