



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

No.: 67

Date: Wednesday, 11th December 2019

68 Attendance List

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 type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" type="checkbox"/>
Berni Daplyn	VVB		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Paul Greenwood	Greenwood Consultants		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Luca Fiderio			<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Colin Harley	KBR		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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"/>
Greg Faria	Heathrow 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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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	ISG		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Graham Taylor	Qualitas Consulting		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Nicky Wells	EMICO		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Indi Bansal			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Carmen Musat			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Helen Ball			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jonathan Buckett	United Living		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mike Duff	Network Rail		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Future Planned Meetings:

16 January 2020	21 May 2020	17 Sep 2020
20 February 2020	18 Jun 2020	15 Oct 2020
19 March 2020	16 Jul 2020	19 Nov 2020
16 April 2020	20 Aug 2020	17 Dec 2020

Please be aware that the dates have been changed to the third Thursday of each month, starting at 12:30 pm.

Useful Links:

ConSIG: www.consig.org
 Designing Buildings Wiki: <https://www.designingbuildings.co.uk/wiki/Home>
 Twitter: <https://twitter.com/ConSIGCQI>
 LinkedIn: <https://www.linkedin.com/groups/4698737>



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1 Governance: a) Strategy b) Roles & Responsibilities c) Meeting arrangements etc.	
1.1	The Workshop for Construction Quality Knowledge retains its focus on developing articles for its own website and for the Designing Buildings WIKI (DBW). The drive is for competency. This represents no change in direction for the Workshop. [No change]
1.2	The strategy for 2020 will be discussed at January's meeting.
1.3	The dates for all future meetings will be from 12:30hrs to 15:00hrs on the third Thursday of each month to align with the change of schedule for the Steering Committee meetings. The new dates are listed at the foot of the previous page.
2 Update from Chairperson on key matters from Steering Committee	
2.1	The ConSIG AGM took place on Wednesday 4 th December 2019. Members found it to be a useful event.
2.2	An inaugural meeting of the NextGen network will take place on the 14 th of January 2020.
2.3	The Steering Committee will be focussing on the strategy for the ConSIG as a whole for next year. Two new members have joined the Steering Committee.
2.4	The CQI are preparing a framework on which SIGs can develop their own terms of reference. This framework has been based on the ConSIG's own terms, so little change should be needed.
3 Update from Chairperson on key matters relevant to the Chartered Quality Institute	
3.1	The Quality Day presentation has been hosted on the website. [No Change]
3.2	Work is being undertaken to correlate the requirements for MCQI to the relevant NVQ levels required under the CSCS scheme. Once complete, it will automatically permit members and above to apply for an "Professionally Qualified Person" card, following satisfactory completion of the "Managers and Professionals" test. [No update other than the change to the name of the qualification to "Professionally"] CSCS are considering adding Quality-based questions to the tests as a result of liaison between them and the CQI.
3.3	The Awards Meeting was well attended. These awards are company focussed with nothing for consultants.
4 Update from other ConSIG Working Groups	
4.1	WG-01 "Cost of Quality": JM has met with the NHBC in support of WG-01. It is hoped that they have a statistically significant sample of defect data that can be used to set up the database. [No change] It was recognised that much of the cost of defects data was hidden under insurance claims.
4.2	WG-02 "Common Defects". With the return of the developer, work on the website will resume. [No Change] A proposal for defects in concrete is to be offered to the Steering Group to see if there is any interest. A volunteer is needed to push this forward. MB to raise the matter at the Steering Committee meeting. [ACTION MB]
4.3	Measuring Quality Performance Working Group (GIRI) [provided by GA] A sub-committee has been set up to be an approved trainer or to use a GIRI-assessed external trainer. The supervisor's course has gone well. Attempts are still being made to the metrics that can be agreed, collected and shared in an attempt to create an equivalent to the KPIs used in Health and Safety. There are three groups working in this area as follows: <ul style="list-style-type: none"> • CIOB The principles of Quality • CQI ConSIG The implementation of Quality principles • GIRI The enablement of Quality
4.4	WG-04 "Contract Quality Standards": This working group has been collecting Quality conditions from several organisations. They are awaiting one more to complete the set before making a comparison with a view to defining a standard set of contract conditions for issue.



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4.5	<p>WG-05 “Construction Quality Professional Training”.</p> <p>The course was attended by three members of the working group, together with a contingent from a construction organisation and others from the CQI. There was a long discussion took place concerning the way that the course was received. MB took notes in preparation for the course review meeting to be held in the week of 16 Dec 19. Some attendees on the course had provided comments directly to the course provider. Feedback from the course will also be provided to the Steering Committee.</p>
4.6	WG-06 “Inspection and Testing”
4.7	<p>HB offered to chair a working group that will be tasked to create a training course on inspection and testing to include the creation, management and implementation of inspection and test plans, together with the use of check sheets and other inspection and test related processes, practices and procedures.</p> <p>The course would deal with the basics in the morning session and use this as a basis for discussing a digital approach using BIM or other techniques in the afternoon session.</p> <p>MB to raise this opportunity with the Steering Committee. [ACTION MB]</p>
5 Events Information	
5.1	The AGM took place on 04 Dec 19.
5.2	The programme has been updated . One event is planned to visit the British Board of Agrément in Watford, who provide product approval, audit, inspection and testing facilities.
6 Membership / Communications: Update from the Membership / Communication Secretary	
6.1	The statistics of members of the ConSIG were provided at the annual general meeting. They showed a high proportion of males, although there was a significant number of females. There has been a growth in younger members of the profession.
7 Website Update	
<p>A link is to be provided to Quality World where there will be a Construction-centric article.</p> <p>There have been no changes to the website. MB is looking for someone to take over this task. The CQI could take it over, but this might introduce delays, as instructions would have to be carefully communicated and passed through a third person.</p>	
8 Construction Quality Knowhow	
8.1	Article production
8.1.1	Twenty-three articles have been published on the DBW website with links to two templates on the CQK website. There have been 3983 views in the last month and a total of 53,629 views to date since the first articles were added in September 2017.
8.1.2	<p>An explanatory article on use of the toolbox can be found on the ConSIG website in addition to the DBW articles.</p> <p>The current position can be found at the following URL:</p> <p>https://datastudio.google.com/reporting/1P3_DrRGkOBg3jCN1YuVve1kSvnVP-oZi/page/Q9XI</p> <p>[Secretary’s Note: This URL may not work. The matter is being looked into.]</p>
8.1.3	<p>Articles that have been Published</p> <p>No articles have been published since the previous meeting:</p>
8.1.4	<p>Articles for Steering Committee Approval</p> <ol style="list-style-type: none"> a. <u>Accreditation of Certification Bodies</u>. This article will be examined by the Steering Committee today (11 Dec 19) b. <u>Quality Management Systems</u>. This article is ready for publication. c. <u>Cost of Quality</u>. This article will be examined by the Steering Committee today (11 Dec 19)
8.1.5	<p>Articles with Comments following ConSIG CWG Review</p> <ol style="list-style-type: none"> a. <u>Mechanical and Electrical Contracting</u>. BD has considered the review comments. After some discussion, it was agreed that reference should be made back to the Article Guide which may, in itself, require re-assessment. This should lead to presentation of a revised article. [ACTION BD] [No Change]
8.1.6	<p>Articles for ConSIG CWG Panel Review</p> <ol style="list-style-type: none"> a. <u>Lean Construction</u>. The document has been written by Stuart Anwyl and reviewed by Tony Blanch. Jim Taylor-Rose has been asked to act as a second reviewer. There has been no response yet from JT-R. [ACTION MB] [No Change]



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8.1.7 Articles in the Pipeline

- a. Defects Management/Control of Non-Conformity. This article is under peer review. Revised date to be advised. [ACTION MB/IM/PE/CH]. [No change]
- b. Checklists. Luca Fiderio to write and Keith Hamlyn to review. Target Date for Working Group Panel review 16 Jan 20 [ACTION LF/KH]
- c. Benchmarking. Author has been confirmed as Jon Adshead. MB to review. Date to be advised subject to JA's other commitments. [ACTION JA/MB] [No change]
- d. Temporary Works Design. KR has been confirmed as author with KH as reviewer. This article is "substantially advanced". [ACTION KR/KH]
- e. Checking and Approval in Design. KR has been confirmed as author with TH and KH as reviewers. This article is expected at the end of December 2019. [ACTION KR/TH/KH] [No change]
- f. Building Control and Regulations. PE has been confirmed as author. [ACTION PE] GT will ask Anna Thompson if she would be willing and able to review [ACTION GT]
- g. Rail. The author and reviewers are to be defined. KH to keep liaising with MD and others in Network Rail. [ACTION KH] [No change]
- h. MB will be reviewing the ITP article, How to write an ITP and the ITP template for currency [ACTION MB]
- i. Adam Rumens will be reviewing the article on lifts and escalators for currency. A decision will be made as to whether or not the articles should be split into two, one for each topic. [ACTION AR]
- j. Adam Rumens has volunteered to produce an article on 'Air passenger boarding bridges' and David Myers has agreed to be reviewer. [ACTION AR/DM]
- k. The Article Guide for "Off-Site Manufacturing" has been updated and sent to the author. The target date for first review is February 2020. [ACTION KH]

9 Any other business

- 9.1 TH has retired from his role. He will continue to deal with those articles that are in transition but will not take on any new work. Additionally, he will no longer be providing the statistics. In the interim, all new work is to be sent to MB, who will act as interim document manager in addition to his role as chair.
- 9.2 Artificial Intelligent software used by DBW has identified a number of concepts within the ConSIG articles which have not been explained but have appeared in articles without an explanation of what the term meant. HB agreed to look at the list and propose some suitable short definitions. It was agreed that definitions from ISO specifications, such as ISO 9000, should be the first port of call. [ACTION HB] [MB to chase. [ACTION MB] [No change]

Topics for discussion at the next meeting are to include the following:

- a. The statistics of membership of the ConSIG
- b. Discussion on potential new workstreams.

Next Meeting: The next meeting will take place on the 16th of January 2020 at 12:30hrs.