



1 Vision and Purpose

- 1.1 The Chartered Quality Institute Construction Special Interest Group (**ConSIG**) has been established as a representative group for quality professionals within the construction industry.
- 1.2 The ConSIG operates in accordance with the 'CQI Rules and Guidance for setting up and running a Special Interest Group.'
- 1.3 The vision of ConSIG is:
- To advance quality and improvement in the construction industry.
- 1.4 The purpose of the ConSIG is:
- To represent the interests of quality professionals in the construction sector and provide a network to support best practice sharing and benchmarking of quality management practices.
 - To promote quality improvement.
 - To define quality competencies across the built asset lifecycle.
 - To develop a Body of Construction Quality Knowledge.
 - To support professional development of quality practitioners working in construction.
 - To represent the CQI and provide expert views and comment to the Construction industry and third parties (such as government bodies) on quality related matters.
 - To support new research and development.
 - To promote CQI & IRCA membership to non-members.
 - To provide insights to inform the development of CQI strategy and activities.

2 ConSIG Structure

- 2.1 The ConSIG consists of a Steering Committee supported by task oriented Working Groups.
- 2.2 An AGM shall be held annually to confirm existing members and elect new members to the ConSIG Steering Committee
- 2.3 Non-ConSIG members will be invited to attend ConSIG events and encouraged to become members of the ConSIG and the CQI.
- 2.4 ConSIG Members will ensure that there is no discussion of any commercially sensitive matters which may contravene competition / corporate corruption law; to protect individuals, companies and the CQI.
- 2.5 ConSIG and its members shall maintain compliance with CQI data protection processes.

3 Duties of the Steering Committee (SC)

- 3.1 To ensure alignment with the CQI strategy and activities
- 3.2 Provide leadership to successfully deliver on the ConSIG Vision.
- 3.3 Review ConSIG overall strategy and establish success criteria for the year ahead.
- 3.4 Organise and deliver a programme of events to promote professional development and to provide networking opportunities for members.
- 3.5 Maintain web site to promote the vision and purpose of the ConSIG.
- 3.6 Keep members informed through appropriate media.



CQI ConSIG Terms of Reference

- 3.7 Liaise with other relevant bodies to further the interests of the ConSIG and its members.
- 3.8 Identify and establish task oriented working groups.
- 3.9 Provide support to working groups in fulfilling work stream objectives.
- 3.10 To ensure that articles published in the name of CQI ConSIG do not conflict with both CQI or ConSIG policies and objectives.
- 3.11 Submit one-page quarterly update report to CQI Executive with RAG status against SIG objectives in advance of Membership Council meetings.
- 3.12 Produce a report for CQI executive annually giving insights into current and future challenges within the sphere of ConSIG operations. This will be made available for members.

4 Duties of Working Groups (WG)

- 4.1 All Working Groups shall be represented on the ConSIG Steering Committee. This will either be through sponsorship by a Steering Committee member or the Working Group Chair being invited onto the ConSIG Steering Committee.
- 4.2 Creation of Working Groups shall be formally agreed by the ConSIG Steering Committee and constituted in writing by completing the Terms of Reference Template.
- 4.3 Working Group Chair to be identified and accepted by ConSIG SC.
- 4.4 Determine the structure and governance required to achieve the intended aims.
- 4.5 Establish specific objectives, strategy and intended outputs for acceptance by ConSIG SC, including stage gate reviews for approval by appropriate parties.
- 4.6 Regularly report progress to ConSIG SC.
- 4.7 Non CQI members engaged in Working Group activities shall agree to be bound by the CQI Code of Conduct. This is to be recorded in writing.

5 Constitution and Membership of the ConSIG SC

- 5.1 Membership of the ConSIG SC will be open to CQI members.
- 5.2 The ConSIG is run by a steering committee; ideally limited to 12 persons. The officers of the ConSIG SC are the Chair, Deputy Chair and Secretary who are elected by the ConSIG SC and must, as a minimum be PCQI or the representatives of an Affiliate organisation.
- 5.3 Other officers may be appointed, including, if appropriate, a Treasurer, Website Manager, Events Coordinator and Working Group Chair.
- 5.4 New members of the ConSIG SC are elected at the AGM. Chairs of Working Groups are automatically invited to become a member of the ConSIG SC.
- 5.5 Membership of the ConSIG SC shall be, as far as possible, representative of the key disciplines engaged in the Construction industry.

6 Period of Membership of the Steering Committee

- 6.1 Membership of the Steering Committee and key positions shall be reviewed annually and agreed at the AGM. Consideration shall be given to:
 - The attendance record at and the contribution to steering group meetings during the previous three-year period
 - Changes in the member's circumstances which may affect the ability to represent the interest for which they were appointed



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- 6.2 Resignation from the ConSIG SC or a position of office within the ConSIG SC will be recorded.
 - 6.3 ConSIG officers and committee members who consistently fail to attend SIG committee meetings, either in person or online, without good reason or are continually not contributing to the SIGs activities, shall be asked to stand down by the SIG Chair.

7 Meetings of the Steering Committee

- 7.1 Meetings shall be scheduled for the calendar year or as directed by the Chair, but in any case, no less frequently than four times per year.
- 7.2 The quorum shall be four ConSIG SC members and the Chair, Deputy Chair or Secretary.
- 7.3 The Secretary shall call meetings, distribute papers and maintain records and publish formal minutes.
- 7.4 Relevant papers shall be distributed with an agenda in advance of each meeting.
Where required, the ConSIG SC may request specialists are invited to a meeting, or for the steering group member to consult with experts and report back.
- 7.5 Issues shall be resolved by majority consensus.
- 7.6 Meetings may take place in person or virtually, as deemed appropriate by the ConSIG SC.

8 Responsibilities of members of the Steering Committee

- 8.1 The Chair of the ConSIG is responsible for reporting on activities, managing the relationship and co-ordination with CQI Executive.
- 8.2 ConSIG SC members shall always demonstrate attributes of integrity, honesty and openness and shall declare wherever any commercial or other interests are material to discussions or decisions.
- 8.3 Members shall be responsible for providing information that to the best of their ability is current for the areas they represent.
- 8.4 Technical Articles for publication shall be peer reviewed by a minimum of two ConSIG members deemed to have appropriate expertise in the subject area. News articles shall be peer reviewed by CQI Executive and one ConSIG member.
- 8.5 Technical Articles published by ConSIG shall be circulated to Steering Committee members for review/comment before publication. Committee members have a period of 10 working days to review, after which, if no adverse comments have been received, the article will be published.

9 Funding of the CONSIG

- 9.1 The ConSIG aspires to be self-funding. Any income generated through fee-paying events and sponsorship shall be managed through CQI and used to support ConSIG activities.
- 9.2 Sponsorship must be approved by the CQI.
- 9.3 Wherever possible the ConSIG Steering Committee will seek venues and hospitality free of charge for meetings.
- 9.4 The CQI will reimburse volunteers for reasonable expenses wholly, necessarily and exclusively incurred in connection with its business in accordance with the CQI Volunteer Expenses Policy.

10 Changes to these Terms of Reference

- 10.1 Proposed changes to these Terms of Reference must approved by the ConSIG Steering Committee and verified with CQI.



Appendix A

ConSIG CQI Measures

Activity	KPI	Measure	Owner	Target	Frequency
Governance of the SIG network	SIG Chairs Representation	Audit of SIG representative attendance	MC Chair	100%	Annually
	Volunteers	Number of SIGs with 3 officer posts filled and total no. committee members	PNET Manager	100%	Quarterly
		SIGs having held an AGM within the past 12 months	PNET Manager	100%	Annually
	SIG Activity	Number of SIG Events	PNET Manager	4 per year per branch	Quarterly
		Number of committee meetings	PNET Manager	In correlation to no. of events	Quarterly
		SIG membership	PNET Manager	N/A	
		Does the SIG have a strategy which states the aims and plans of the SIG	SIG Chairs Network	Y/N	Annually
		Number of event attendees per SIG event	PNET Manager	N/A	Quarterly
		Member engagement with SIGs	PNET Manager		Annually
		Number of working groups (if applicable)		N/A	
	Reporting	Reports received from SIGs – a RAG status against objectives.	MC Chair	3 quarterly and 1 annual	Quarterly