Deputy Chair - Training

Lead Author - CQK

Minutes of meeting No.:

Held at: **CQI HQ** 

Date: Wednesday 22nd March 2017

Attendees:

Neil Mellor Work Insight Chair

**Greenwood Consultants** Paul Greenwood

Jonny Mongomery Shirley Parsons David Myers LHR Airports Ltd Mike Buss **Taylor Woodrow** 

Apologies:

Keith Hamlyn Circle Green

WSP / PB Lead Author - CQK Louise Jones

**Howard Tinkler** Carillion David Anderson **BAM Nuttall** Tony Blanch Costain Morgan Sindall Paul Inglesias Tony Hoyle Independent

Denis Leonard **Graham Construction** 

Karen McDonald Skanska Keith Hamlyn Circle Green Tony Williams Thames Tideway

Circulation:

Alex Carter Gatwick Airport Andy Baker Consultant Andrew Hopper Skanska Andrew Ward Network Rail Berni Daplyn **VVB** Engineering

Charlotte Broady BSi Chris Little Crossrail Elvin Box Mace

Murphy Group Eric Loh

Geoff Bull Kier

Helen Ball Independent Ian Mills Balfour Beatty Jason Sharp Carillion Jeff Morris Independent John Chipman Costain John Stokes Interserve Jon Adshead Mace Jon Elliot Crossrail

Karen Young Thames Tideway

Lau Vlaar Colas

Mark McNamara Murphy Group

Peter Carroll **BCU** Richard Strugnall HS<sub>2</sub>

Information Only

Malcolm Gilks Gilks Consulting DanKeel Associates Dan Keeling

Adam Risbridger CQI Vince Desmond CQI Tom Barton Get It Right Ian Mitchell Network Rail Adrian Morrey NG Bailey Dave Richardson Volker Fitzpatrick

Steve Symonds Kier

Emer Murnaghan **Graham Construction** 

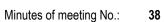
Minutes taken by Neil Mellor

CONSTRUCTION SIG Chartered Quality Institute

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Chair - ConSIG Steering Group

Chair - Cost of Quality WG



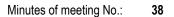
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Item	Details	Action by
	Call to order / opening remarks	
	The chair reminded everybody that due to anti-competition law there should be no discussion of individual company strategy or of bidding or potential bidding of contracts or related subject.	
1.0	Governance	
	NM reported that he had formally been asked to become secretary to the steering group and this leaves a position open for the Working Group Chair. NM stated that the Steering Group would be pleased to supply a chair if none could be found from within the group. Mike Buss indicated that he would be willing to take the group forward as chair and it was agreed that this would be proposed to the steering group  Louise J has also announced her intention to step down from deputy chairing the Body of Knowledge Working Group. The group would like her to continue the role but understand the work pressures.	
1.0.01	Action : Propose Mike Buss as CWG chair to Steering Group for Acceptance	NM
1.0.02	Action: Chair to contact Louise to discuss how to support this role going forward.	NM
2.0	Information Sharing	
	Internal (Working Group) ( <a href="www.thecqi-consig.org">www.thecqi-consig.org</a> )  NM is still championing holding a ConSIG stakeholder event with the Steering Group.  Tony Hoyle is working on restructuring and improving the website.	
	Crossrail (www.learninglegacy.crossrail.co.uk) The chair has contacted the team at learning legacy and reoffered our services.	
	Get It Right Group (www.getitright.uk.com) Get It Right has contacted LHR who will be attending a meeting next week. NM to reopen contacts with Get It Right	
	CQI Blog – No Change The chair has agreed with QW that articles that ConSIg members haver written can be published on the ConSIG website pieces that members have written – NM to make list and Qw ;team to support with formatting graphics e.t.c.	
	ASQ – New Item  There was some contact with the ASQ through Denis Leonard. The ASQ are following a similar track to the Competency Working Group but their version may become a legal requirement in the US.	
2.0.01	Action: Make list of Articles that the ConSlg wih to publish and sent to QW team	NM NM
3.0	Action: Follow up contact with ASQ  Stooring Croup Communications	IVIVI
	Steering Group Communications	
	NM has been appointed as SG secretary and plans to push a wider engagement session as well as contributing to the minutes.	
	Steering Group has been delayed until the 4th March.	



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Item	<b>Details</b>	Action by
4.0	Body of Construction Quality Knowledge (CQK) – Contents	
	There has been no material progress this period so the current status is.	
	The Current articles were not reviewed at the last Working meeting as there were no attendees for this workstream. It is proposed that a review session is set up for these articles so that they can be reviewed and published as part of the new approach	
	Foundations (Neil Mellor) – For Author Update  NM reported that he planned to update in time for the next meeting and will resubmit to LJ for final review.	
	Change Control (Keith Hamlyn) – For Author update The comment schedules have been sent back to the author 14/7.	
	Building Completion (Andrew Baker) – Under Amendment AB reported that the update is nearly complete and will be resubmitted to LJ for final review on the 23 February.	
	CE Marking (Charlotte Broady) – For Review CB reported that she now has the information she requires to enable the author to expand the CE marking piece already submitted and will contact the chair if further info is needed.	
	CDM (Mike Short) – For Author update The comment schedules have been sent back to the author 14/7.	
	Lifts and Escalators (Adam Rumens) – Status Update A group member is in contact with Adam and reports that this should be available for review shortly.	
41.0	Author Briefing & Communications	
	TH reported that the CQI have now issued a House style and that the web appearance of the rticles is now to be of four elements.  1. Photo 2. Short author bio (Say 3-4 lines) 3. Gist – Roughly 1 – 2 Paragraphs explaining what the article is and why it is important. 4. The Article.  It was suggested that the author guidance is updated and resent to the authors.	
42.0	Review of CQK Web Content	-
	The current approach of creating a well defined book is not working well due to not being able to get articles from the authors. It was suggested that a blog approach for the website might be a more viable approach. It was also suggested that a tie in with "Designing Buildings Wiki pages" <a href="www.designingbuildings.co.uk">www.designingbuildings.co.uk</a> might be a better way to push this agenda.	
42.1	Action: Investigate how the CQK could tie in with the Designing Buildings WIKI	MB
5.0	Construction Quality Training	
51.0	Workstream – Construction Quality Manager Competency	
	The ConSlg currently has only 1/3 <sup>rd</sup> of its membership chartered and it was proposed that the aim of this particular workstream should be supporting the remaining 2/3rds in getting to chartered status.	
	It is not currently clear to the group how the mechanism for chartership is working in practice and it was felt that this needs to be understood before the group could progress this area.	
52.0	Workstream – Construction Quality Awareness	
	MB reported that there was an Interim a session on 3 <sup>rd</sup> Feb and on the 23 <sup>rd</sup> February. A session was held on the 10 <sup>th</sup> March also. The next session is planned for the next working group and is planned to last all day.	



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53.0	Workstream – Tools Update (Construction Revamp)	
	This workstream is also agreed to be low priority currently. However there is some interest particularly around the ITP workshop activity. It was suggested that it might be useful to consider an industry standard around what should be in an ITP in a similar manner that there is for quality plans (ISO 10005)	
	The current wishlist of training topics for Construction Quality courses is appended below and remains open to addition.  ITP workshops. Quality Leadership SWhy / Practical problem solving Process Capability Studies	
	<ul> <li>Basic FMEA</li> <li>Change Management</li> <li>Self Certification &amp; Demonstration of Conformance</li> <li>How to be audited (Understanding the audit process).</li> </ul>	
6.0	Construction Quality Term Definition	
	No feedback has been received to date from the group - This is to be reviewed at the next meeting but may also benefit from the Blog / wiki approach	
7.0	AOB	
	Shirley Parsons are running a benchmarking exercise on quality salaries in conjunction with the CQI. This will be communicated by the CQI. Looking at breaking into 7 levels and which competency is required for each levels. The ConSIG will be pleased to support this effort – JM to send NM details and NM to raise with the Steering Group. – WG/SG to review if there are any particular questions that might be useful for the ConSIG to know in the salary survey.	
	The collaborative Champions are looking for "top 10 Tips" for collaboration – if any member would like to share their tips on this please email them to <a href="mailto:paul.greenwood@constructingexcellence.org.uk">paul.greenwood@constructingexcellence.org.uk</a> .	
	The Infrastructure Project Authority – <a href="https://www.gov.uk/government/publications/infrastructure/client/group">www.gov.uk/government/publications/infrastructure/client/group</a> is looking at producing a set of construction KPIs to be used on government projects	
7.01	Action: Discuss the Infrastructure Project Authority approach to construction KPI's with SG	NM
81.0	Competence Working Group Dates	Contact : Neil Mellor
	Confirmed working group meetings are listed below. Meeting invites have been sent out.	
	Review Workshop – Wednesday 19 <sup>th</sup> April 2017 – 10:00-12:30 CWG Meeting - Wednesday 17 <sup>th</sup> May 2017 – 10:00-12:30 (Steering Group Meeting Afterwards). Review Workshop – Wednesday 14 <sup>th</sup> June 2017 – 10:00-12:30 CWG Meeting - Wednesday 12 <sup>th</sup> July 2017 – 10:00-12:30 (Steering Group Meeting Afterwards).	
	Review Workshop – Wednesday 13th September 2017 – 10:00-12:30 (Steering Group Meeting Afterwards).  Review Workshop – Wednesday 13th September 2017 – 10:00-12:30 (Steering Group Meeting Afterwards).  Review Workshop – Wednesday 11th October 2017 – 10:00-12:30  CWG Meeting - Wednesday 15th November 2017 – 10:00-12:30 (Steering Group Meeting Afterwards).  Review Workshop – Wednesday 13th December 2017 – 10:00-12:30	
82.0	ConSIG Steering Committee:	Contact : Ben Azoula-
	ConSIG Steering Committee; second Wednesday of every second month:  - Wednesday 17 <sup>th</sup> May 2017 at 13.00hrs  - Wednesday 13 <sup>th</sup> July 2017 at 13.00hrs  - Wednesday 15 <sup>th</sup> Nevember 2017 at 13.00hrs	Victory
	- Wednesday 15th November 2017 at 13.00hrs	



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83.0	Cost of Quality WG	Contact :
	A questionnaire has been sent out and the results analysed and will be published in QW. The group is now looking at targeting some of the more common issues with a number of PhD projects.	Dan Keeling
9.0	Action Register	
12.11.2	Supply case studies for inclusion in BS 11000 document.	TB/KH
17.51.2	Discuss any issues that the use of a "table of equivalencies" might cause with the CQI.	PG/NM
27.7.2	Find contact with CECA so that we can propose a link up.	DA
28.41.2	Send authors 'contract' to KH.	LJ
29.4.0.2	Review and include Structural Steel Article from AH.	NM
30.4.0.3	Review possibility / desirability of publishing author's guidelines on the web.	NM/LJ
30.41.1	Send reminder to authors pointing them to the new positing on the CQI website and change the format requirements	LJ
31.41.1	Update the current offering on BS 11000 to meet the new article aspirations.	PG
31.42.2	Produce a formatting template so that future submissions can be easily fitted into the webpage.	TH
32.42.2	Update webmap to show current situation	TH
32.42.3	Add in page on Training (2.6) and competency (2.7)	NM
33.41.2	Review options for writers forum page on ConSIG Website	TH
33.53.1	Get access to a copy of the new CQI proposal	NM
35.41.1	Reformat the articles to meet the CQI Tone of Voice when this is issued. – CQI Guidelines now been issued	TH
35.41.2	Review and revise the authors guidelines.	LJ
35.7.2	Review and relist working group members.	NM/TH
36.1.1	Update acceptance process from comments received Done	MB
<del>36.1.2</del>	Update comment form from comments received. – Issued for Final Review	NM
37.1.0.1	Prepare and append updated process and form to minutes - Done	NM/MB
37.2.0.1	Contact Crossrail Learning Legacy to remind them that we are keen to review their papers.	NM
37.2.0.2	Pass Contact details for Heathrow to Get It Right. email sent 26/01/17	NM
37.51.1	Discuss with CQI how CWG can support construction members in getting chartered.	NM
37.6.0.1	Review Audit Definitions for Next Meeting	All
37.7.0.1	Raise issue of governance of the ConSIG website with Steering Group	NM
37.81.1	NM to arrange new meeting dates, send outlook invites and append to minutes.	NM
38.1.0.1	Propose Mike Buss as CWG chair to Steering Group for Acceptance	NM
38.1.0.2	Chair to contact Louise to discuss how to support this role going forward.	NM
38.2.0.1	Make list of Articles that the ConSIG wish to publish and sent to QW team	NM
38.2.0.2	Follow up contact with ASQ	NM
38.42.1	Investigate how the CQK could tie in with the Designing Buildings WIKI	MB
38.7.01	Discuss the Infrastructure Project Authority approach to construction KPI's with SG	NM