

DRAFT

CONSULTANCY GROUP

Minutes of Committee Meeting

Monday 21st November 2016

Royal Society of Chemistry, Burlington House, Piccadilly, London.

Summary Actions.

<u>Responsible</u>	<u>Action</u>	<u>Date</u>	<u>Status</u>
Actions from July meeting			
RSC / MvL	Provide additional info from member survey results to confirm who suggested what.		Done
HZ	Prepare piece for 175 campaign.		Done
CH	Circulate info on new funding formula		Done
BG	Attend General Assembly and report.		Done
SB	Webinar on contracts & agreements.		Done
SB / MvL	Draft / circulate invitation to Local Sections to partner in organising local CG events.		In progress
New items			
SB / ML	Handover secretary role	By next meeting	New
WE	Follow up nomination of HZ for Inspirational Member award	By next meeting	New
HZ	Find speaker on cyber security for AGM	By next meeting	New
HZ	Book dates for committee meeting in February (RSC Cambridge) and AGM in May	ASAP	New
SB	Confirm revised AGM date to members via next e-alert	Dec	New

Attendance / Apologies.

Those present.

Bill Edwards (Chairman) (WE)
Colin Hewlett (CH)
Hooshang Zavareh (HZ)
Dermot Hanna (DH)
Bruce Green (BG)
Michelle Lynch (prospective committee member and Hon. Secretary) (ML)

Apologies from Steve Boyde (contacted by phone during the meeting) (SB)

1. Minutes of previous (July 2016) committee meeting.

Minutes of the previous meeting were accepted

2. Actions from previous committee meeting.

Actions from previous meeting were reviewed. All major actions were completed.
Specific items:

Directory of Consultants: HZ, BG and DH reported that there had been positive contacts via the DoC

Webinar on contracts & confidentiality agreements was held on 19th October. A link to the recording of the webinar has been circulated to the membership via the last e-alert, and posted on MyRSC. It is not clear how long GoToWebinar retain recordings. HZ's item for the 175 campaign which mentions the work of the Consultancy Group has been published on the RSC website.

WE has nominated HZ for the RSC Inspirational Member Award but needs to follow up

CH circulated details of new RSC funding formula for Interest Groups by email following the July committee meeting

BG and DH attended the RSC General Assembly – report in section 5

Contact with local sections:

HZ has contacted the East-Anglia section and a future joint meeting in Bury St Edmunds has been proposed

CH has contacted the Kent section and will attend a future meeting to talk about the activities of the Consultancy Group.

3. 2017 AGM planning.

Date / Room booking: provisional date May 24th 2017 was changed to May 17th due to unavailability of suitable room at BH original date.

Topic(s) & Speakers a number of potential topics suggested in the Member Survey were discussed and ranked in order of interest:

- (i) ML is prepared to give a presentation on researching information
- (ii) Cyber security (HZ will approach contacts in the Home Office)
- (iii) Expert witness – HZ suggested that Peter Smallwood may be prepared to give a presentation
- (iv) R&D tax credits

- (v) RSC publishing presentation on their services for members – to be discussed with RSC staff in the February committee meeting

4. Succession planning.

SB will stand down from the committee at end 2016 after a 3 year term; an e-alert had gone out to members asking for volunteers for the committee - no responses to date; BG had invited ML to this committee meeting to consider the role and she agreed to consider the position but needs more information on the scope of the job and the extent of work involved before making a decision.
Following the meeting, ML has confirmed acceptance of the secretary role

The other committee members are willing to continue in their current roles

5. Feedback from General Assembly

The RSC General Assembly in Belfast was attended by BG and DH; items of interest to the CG include

Attendees asked for more transparency in the affairs of RSC

RSC wants to encourage interactions between the Interest Groups which would include planning of joint events

Complaints about the RSC website continue; even after the major re-design it seems no easier to find information

No General Assembly will be held in 2017 because of budget constraints

6. Other Business

Finances: CH reported current balances:

Current account £509.35 (most of which will be used to cover committee expenses for this meeting)

Savings account £10,361.16.

Date of future meetings

Next committee meeting: Feb. 9th 2017

2017 AGM: 17th May 2017
