

CONSULTANCY GROUP

Notice of the Nineteenth Annual General Meeting

The nineteenth Annual General Meeting of the RSC Consultancy Group will be held at 13.45h on Tuesday 4 May 2010. The venue will be the Royal Society of Chemistry, Burlington House, London WC1.

AGENDA

1. Apologies for absence
2. Minutes of the eighteenth Annual General Meeting on Tuesday 6 May 2009
3. Matters arising from the minutes
4. Report of the Committee
5. Honorary Treasurer's report
6. Election of Committee Members
7. Election of Honorary Auditors
8. Any other business.

Invitation for Nominations

The regulations of the Consultancy Group allow for a Committee comprising a Chairman, Vice-Chairman, Honorary Treasurer and Honorary Secretary with up to six ordinary members in addition to the Officers. In accordance with the rules of the Group that Committee members retire at the Annual General Meeting after serving three years, Dr William Edwards will stand down but is eligible to be re-elected.

Members of the Group who wish to nominate members for the Committee may obtain a nomination form from the Honorary Secretary (e-mail to rsb4@tutor.open.ac.uk). The closing date for nominations is 10 March, 2010.

The Annual General Meeting will take place at 13.45h immediately after the luncheon interval of an ordinary meeting of the Forum on

'Consulting in recession'

Details of this meeting are available from the Group's website at:

<http://www.rsc.org/Membership/Networking/InterestGroups/Consultancy>

Members of the RSC Consultancy Group may attend the AGM alone without payment for the ordinary meeting. Members wishing to do so should advise the Honorary Secretary by e-mail (rsb4@tutor.open.ac.uk).

CONSULTANCY GROUP

Minutes of the Eighteenth Annual General Meeting

Held at 13.45 on Wednesday 6 May 2009 in the Council Room, The Royal Society of Chemistry, Burlington House, London WC1. The AGM took place during an ordinary meeting of the Forum on the topic of 'Forensic Science – a role for consultants?' with 18 participants.

Apologies for absence

David George, Nick Tyrell, David Norris, Hooshang Zavareh, Colin Stone, Jimmie Parkes.

Minutes of the 17th Annual General Meeting on Thursday 15 May 2008

The minutes had been distributed to members in advance of the AGM in accordance with the rules of the Group. Mr B Green proposed formal acceptance, seconded by Dr W Edwards, and the minutes were agreed by the members.

Matters arising from the minutes

A member asked whether there was any resolution about the difficulty for some getting professional indemnity cover in certain areas such as the healthcare sector. Mr Cox replied that some had secured cover on a case by case basis. He asked that members send queries and comments to the RSC who negotiated the scheme. Dr Lewis commented that the Court of Appeal had re-asserted that experts were covered by the Court's indemnity, but others queried liability in other situations.

Report of the Committee

The Chairman invited the Hon. Secretary to summarise the Annual Report that had been circulated to members in advance of the meeting.

The Secretary referred to the sadness over the death of Dr Diana Simpson that occurred a few weeks earlier. Diana was essentially responsible for the founding of the Group and for several years was Chairman - as Secretary he was often reminded by her that she was not a 'Chair', the designation given in her obituary in the latest edition of RSC News. Her valued contributions to the work of the Committee and group as a whole will be missed. The Secretary also expressed the Committee's appreciation of the work of Dr John Lloyd, who had been Chairman for the last five years. John had also made his mark on the work of the Group, tirelessly liaising with the Society – not always an easy task.

He also acknowledged Peter Rooney's contributions to discussions in the short time that he was a member of the Committee.

The Secretary added that the Committee continues to be represented on the Joint Consultants Forum (JCF), with links to similar groups from other professional bodies. Members of the CG can attend meetings of the JCF and its member groups at preferential rates, and members who have attended these meetings have found them worthwhile. The Committee has commented on several discussion documents about changes on the JCF over the last year, and it is very much a case of watch this space ...

Acceptance of the report was proposed by Dr Edwards and seconded by Mr Green with all in agreement.

Honorary Treasurer's report

Mr Cox outlined the financial statement for 2008 that had previously been circulated to members. He noted the small surplus and added that the number in the Group was continually changing. In fact the last few months had shown larger than usual fluctuations, with more departures, but also new members. This may reflect the economic downturn. The Treasurer added that the deposit account will produce much lower interest that will compromise the overall financial position in 2009/1010. This may require steps to reduce costs or to raise subscriptions, but preferably not. He also outlined the new arrangements for 'grant funding' from the RSC based on membership. A member asked about implications of changes in the arrangements for room hire at Burlington House. The Treasurer responded that he had not been advised of changes.

Mr Tim Cox proposed acceptance of the report, seconded by Dr Smith and it was agreed by all.

Election of Committee Members

The Secretary stated that the regulations of the Group allow for a Committee comprising a Chairman, Vice-Chairman, Honorary Treasurer and Honorary Secretary with up to six ordinary members in addition to the Officers. In accordance with the rules of the Group that one third of the Committee members retire at the Annual General Meeting, Dr John Lloyd and Mr Tim Cox reached the end of their three year terms, but were eligible for re-election as Committee nominees. In addition, Dr Peter Rooney has resigned from the Committee owing to his professional commitments. The Committee are grateful for the contribution he made in a relatively short period as a member.

Nominations were received for David George, Colin Hewlett and Colin Stone, all of whom join the Committee without the need for an election.

The provisional composition of the new Committee was therefore submitted as follows:

Chairman	Vacant
Vice Chairman	Vacant
Hon. Secretary	Dr Rod Barratt
Hon Treasurer	Mr Tim Cox
Programmes Secretary	Vacant
Members	Dr William Edwards Mr David George Dr Colin Hewlett Dr Jimmie Parkes Mr Colin Stone

The officers will be agreed at the next Committee meeting.

The membership of the new committee was proposed by Dr Barratt, seconded by Mrs Turner and agreed.

Election of Honorary Auditor

The Hon Treasurer thanked the Hon. Auditor, Dr Tom Jones, for his support over many years. He had agreed to continue in the role subject to his health. Mr Cox proposed his nomination which was seconded by Dr Edwards and it was agreed by all.

Any other business.

In conclusion, the Dr Lloyd, as Chairman of the meeting, expressed his appreciation and thanks for the support of the Committee and Officers.

There being no other business the AGM closed at 14.16.

CONSULTANCY GROUP

Report of the Committee for 2009/2010

The Chemical Consultancy Forum was established in 1990 as a professional group open to all members of the Society upon application and payment of an annual subscription. It became the Consultancy Group in 2005. The objectives of the Group are set out on the Society's web page

<http://www.rsc.org/Membership/Networking/InterestGroups/Consultancy/Objectives.asp>.

The following issues have been amongst those discussed by the Consultancy Group Committee during 2009.

The arrangements for favourably discounted rates to RSC members for Professional Indemnity insurance (PII) were welcomed but members reported that attempts to contact the brokers had met with some difficulty. Apparently advantageous premiums are being offered under the arrangements, although some areas such as pharmaceuticals may not be covered.

The Group has regularly pointed out to members the benefits of membership of the CG and of inclusion on the DCP. The Committee regrets that many members of the CG are not listed in it despite the benefit of free listing through membership of the CG, but they also recognise that quantified benefits of inclusion in the DCP are not evident.

The Law Group and CG have similar 'forensic' interests and the CG has suggested reciprocal membership of one person on each committee. Details of Law Group events are sent to CG members by email and Law Group meetings are also included in email alerts to members. While there is no formal liaison these links may be of mutual benefit to members.

An example of the common interests is the meeting of the Consultancy Group held on 4 May, 2009 on the topic of 'Forensic science – a role for consultants?' This was held alongside the 18th Annual General Meeting. Topics embraced criminal and civil law applications and included learning from 'miscarriages of justice', forensic engineering, food forensics, planning applications and retrospective blood determinations with speakers highlighting key issues and consulting opportunities in their diverse areas of work.

The Joint Consultants Forum (JCF) is an informal ("virtual") organisation with no legal entity, and is run by representatives from its member organisations (mainly representatives of the Consultancy Groups but also a few staff members). The following points have been raised in discussion by the CG Committee:

- The JCF performs a valuable function and the CG has liaised usefully with it for several years
- Some CG members have attended JCF meetings with positive feedback.
- There are potential benefits for collaboration between separate consultants.

The last item relates to a particularly important benefit of the JCF in that it provides an opportunity to bring together a team of consultants from different disciplines and who can work together to bid for and deliver larger contracts.

Electronic Communication

We continue to maintain a web board and a monthly email alert for CG members, and our web pages and plan to migrate to MyRSC if current trials amongst Committee members are successful. A demonstration of a CG conference on MyRSC will be given at the AGM.

Royal Society of Chemistry Group Account

APPENDIX F

Receipts and Payments 1 January 2009 - 31 December 2009

Group Name: Consultancy Group

<u>Receipts</u>	<u>Key</u>	<u>£</u>	<u>£</u>
Interest: Business Reserve Account	1	0.00	
Interest: Current Account	1	0.00	
Interest: RSC Deposit Account	1	88.22	
Subscriptions	2	0.00	
Grants	3	1,430.00	
Meetings and Conferences	4	475.00	
Other	5	0.00	
Total Income		<u><u>£1,993.22</u></u>	
<u>Payments</u>			<u>£</u>
Meetings & Conferences	6		521.48
Donations	7		0.00
Committee Travel	8		626.49
Stationery/Postage	8		18.30
Committee Lunches at RSC	8		238.66
Audit	8		0.00
Other Expenditure	9		0.00
Total Payments			<u><u>£1,404.93</u></u>
Surplus/(Deficit) for the year	10		<u><u>£588.29</u></u>
<u>Balance Sheet</u>			
Balance at 1st January 2009			10,498.56
Surplus (Deficit) for 2009	10		588.29
Balance at 31st December 2009			<u><u>£11,086.85</u></u>
<u>Balance Represented by Deposits in the Bank</u>			
Balance in Current Account			750.39
Balance in Business Reserve Account			0.00
Balance in RSC Deposit Account			10,336.46
Balance as at 31st December 2009			<u><u>£11,086.85</u></u>

Hon. Treasurer

[Signature]

Chairman

[Signature]

Auditor

[Signature]

T R G Cox 11 January 2010

C. HENNETT 9/02/10

DR T JONES 21/01/10

CONSULTANCY GROUP

'Consulting in recession'

The activities covered by current and prospective members of the Consultancy Group are diverse. Many become consultants when companies 'downsize' in the economic downturn, and the same process creates opportunities for consultants to provide services to such organisations. This meeting highlights some opportunities as well as issues that consultants need to address. Hence, the meeting will be of value to established consultants as well as those who may be considering embarking on that role in the future. Participation in the meeting will enable delegates to:

- identify new career opportunities following redundancy;
- appreciate issues about incorporation or being a sole trader;
- address the latest legal and financial issues associated with chemical consultancy, such as VAT, other tax issues, work with European organisations etc;
- use modern marketing techniques to develop their practice;
- network with other members of the Group.

CPD certificates will be provided on request.

Programme for the Meeting on Tuesday 4 May 2010

in the Council Room, RSC, Burlington House, Piccadilly, London

Time		
11.00	Registration	Coffee available
11.25	Chairman's introduction	
11.30	'Accountancy issues'	Joel Harding, Principal, Hillier Hopkins LLP
12.30	Luncheon	
13.45	CG Annual General Meeting	
14.10	'How to prosper after being made redundant'	Richard Toon
14.30	Modern marketing	David Bloomfield, The Peter Heath Consultancy Ltd
14.50	How to benefit from EU programmes and funding - experiences and examples	Jimmie Parkes, Inter-Euro Technology Ltd
15.10	Discussion/ MyRSC demonstration	Tea and coffee available
15.45	Close of meeting	

CONSULTANCY GROUP

Registration for the Meeting on Tuesday 4 May 2010

Registration fees (including lunch and refreshments are:

RSC Consultancy Group (RSC-CG) and JCF members	£45
Other members of the RSC	£50
Non-members	£70

If you wish to attend the meeting, please complete the registration form (photocopies are acceptable for additional delegates), using **BLOCK CAPITALS**, and return it with your remittance (one cheque acceptable for more than one delegate) to the address given below.

Registration Form

'Consulting in recession'

I and guest(s) wish to attend the RSC-CG meeting on Tuesday 4 May 2010 on:

Name (and title)

I am / am not* a member of the CG/JCF
(Please state CG or JCF member, e.g. BCS)

Address

I am / am not* a member of the RSC
(Membership No. _____)

Is a receipt required? Yes / No*

Is a CPD attendance certificate required?
Yes / No*

Signature

* Delete as appropriate.

I enclose remittance of £..... Receipts and CPD certificates will be available at the meeting
Please note that the RSC-CG is not registered for VAT.

Cheques to be made payable to 'RSC Consultancy Group'.

Please return your completed form to: Mr T R G Cox
Bank End,
Bank Street,
Bishop's Waltham,
Hampshire
SO32 1AN

Cancellations

We regret that refunds cannot be made unless written cancellation has been received more than two weeks prior to the meeting. Substitutions can, however, be made. If the substitute is in a different registration category, the difference in registration fee is payable.

If, exceptionally, a delegate registers without enclosing payment (e.g. late registration), payment will be due at the meeting. If the delegate fails to attend the meeting this will be deemed to be a cancellation without due notice and payment will be due within two weeks of the meeting.