

CONSULTANCY GROUP

Notice of the Fifteenth Annual General Meeting

The fifteenth Annual General Meeting of the RSC Consultancy Group will be held at 13.45h on Thursday 11 May, 2006. The venue will be the Royal Society of Chemistry, Burlington House, London WC1.

AGENDA

1. Apologies for absence
2. Minutes of the fourteenth Annual General Meeting on 17 May 2005
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 one third of the Committee members retire at the Annual General Meeting, Mr Tim Cox, Dr Francis Crawley and Dr John Lloyd will stand down. All are eligible to stand for re-election.

Members of the Group who wish to nominate members for the Committee may obtain a nomination form from the Honorary Secretary (e-mail to r.s.barratt@open.ac.uk). The closing date for nominations is 10 March, 2006.

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

'Regulations: Help or Hindrance?'

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 (r.s.barratt@open.ac.uk).

CONSULTANCY GROUP

Minutes of the Fourteenth Annual General Meeting

Held at 13.40 on Tuesday 17 May 2005 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 'Expert witnesses: consultants in court' with 25 participants.

Apologies for absence

T. Sharpe, D Higgins.

Minutes of the Thirteenth Annual General Meeting on 25 May 2004

The minutes had been distributed to members in advance of the AGM in accordance with the rules of the Group.

Dr A Belfield proposed formal acceptance, seconded by Dr M Whitford, and the members agreed without comment.

Matters arising from the minutes

There were no matters arising.

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. In doing so, Dr Barratt drew attention to the change of name, with the Chemical Consultancy Forum now being the RSC Consultancy Group. This brought it in line with other special interest groups in the Society.

Membership of the group was reasonably constant. Following discussion at the previous AGM, the Committee continued to pursue whether membership could be linked to an entry in the DCP thereby enhancing the membership benefits.

The cancellation of the professional development event was regretted, especially since it was a topic identified by members as a priority. It was evident that identifying training needs for professional development is easier than getting participation.

During the year, the Committee provided feedback on revisions to the Guide for Consultants.

In conclusion, he drew attention to the website and suggested that future communication may be predominantly electronic rather than by conventional mail.

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

In discussion, Dr Edwards commented on the relative success of his workshop on direct mail.

Honorary Treasurer's report

Mr Cox outlined the financial statement for 2004 that had previously been circulated to members. He remarked that this year he did not have to report changes in RSC procedures, but the record is now a year in arrears. The excess of income over expenditure in the current report was an improvement over the performance in 2003 due to those changes. Overall the Group has a healthy balance, hence the policy of setting a low registration fee for meetings such as this.

Dr Edwards observed that the meeting should break even as all seats were taken.
Acceptance of the report was proposed by Dr Simpson, seconded by Dr Whitford and agreed.

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, Mr H. Bland, Dr R. Barratt, Dr D. Simpson and Dr M. Whitford stood down. Mr Bland felt that as he was no longer practising, he should retire. The Secretary expressed the gratitude of the Committee to Mr Bland, commenting that on occasions they had been envious when he had presented his apologies as a result of his consultancy work on yacht fires in exotic regions. Dr Lloyd added his personal appreciation and specific thanks.

All of the others were eligible to stand for re-election and did so as Committee nominees. No nominations had been received from the members, and so an election was not necessary.

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

Chairman	Dr John Lloyd
Vice Chairman	Dr Francis Crawley
Hon. Secretary	Dr Rod Barratt
Hon Treasurer	Mr Tim Cox
Programmes Secretary	Dr Diana Simpson
Dr Alan Belfield	Dr James Turnbull
Mr Trevor Sharp	Dr Maurice Whitford

The officers will be endorsed at the next Committee meeting subject to their willingness to remain in those posts.

The membership of the new committee was proposed by Dr Edwards, seconded by Mr Burgin and agreed.

Election of Honorary Auditor

The Hon Treasurer thanked the Hon. Auditor, Dr Tom Jones, for his support, and added that he was willing to serve again 'provided that he was still around'.

The nomination was proposed by Mr Cox, Dr Crawley seconded the motion and it was agreed.

Any other business.

Dr Belfield proposed that the Chairman send a formal note of thanks to Mr Bland.

There being no other business the AGM closed at 14.04.

CONSULTANCY GROUP

Report of the Committee for 2005/2006

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* as follows:

- to promote the acquisition and dissemination of the knowledge of chemistry and its application in the field of consultancy;
- to uphold and advance the standards of qualification, competence and ethical conduct of those involved in the provision of consultancy services;
- to serve the public interest by acting in an advisory, consultative or representative capacity in matters relating to the science and practice of chemistry in the field of consultancy.
- to arrange meetings, conferences, courses of instruction, exhibitions and other functions.

On Tuesday 17 May 2005 an ordinary meeting of the Group was held on the topic of 'Expert witnesses: consultants in court'. A summary of issues on this meeting is available on the Group's website.

The RSC produces the Directory of Consulting Practices (DCP) which is not directly linked to the Consultancy Group. However, the Committee has arranged with the RSC that members of the CG will be entitled to have an entry in the DCP at no charge. RSC members, who are not members of the CG, will still have to pay the initial fee of £50 for their entry. There is no subsequent annual charge. Members of the Consultancy Group who are not in the DCP, are encouraged to submit an entry to the DCP to increase awareness of their professional activities as well as raising the profile of the DCP. (http://www.chemsoc.org/networks/dcp_index.htm).

During the year, members of the Committee have had considerable discussion about managing changes in support from the Society. The RSC can no longer provide the clerical support previously enjoyed by the Group. As a consequence and as announced at the 14th AGM, future communication with members will be predominantly electronic rather than by conventional mail. Another change was that one member of the Committee took on the role of Programmes Secretary. The Committee seek ratification from members of this office that is not defined in the constitution.

The Chairman attended the RSC General Assembly (18-19 November, 2005) to promote the CG while Mr Cox attended a meeting at the Institute of Physics (IoP) which included their Consultancy Group AGM. The Committee also continues to be represented on the Joint Consultants Forum (JCF), which is establishing links with similar groups from other professional bodies; members of the CG can attend JCF meetings, and meetings organised by JCF members (such as the IoP), at preferential rates.

The Committee also reminds members once again that the Guide to Consultants is free on request to members of the RSC. Group members can request a copy by telephone.

As always, the Committee invites members to give their views on their specific needs in the area of Chemical Consultancy. We are also hoping to set up an email networking chatline, available only to CG members, and details will be provided in due course.

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

CONSULTANCY GROUP

Receipts and Payments 1 January 2005 to 31 December 2005

<u>Receipts</u>	<u>Key</u>	<u>£</u>	<u>£</u>
Interest: Business Reserve Account	1	0.00	
Interest: RSC Deposit Account	1	369.44	
Subscriptions	2	0.00	
Grants	3	1345.00	
Meetings and Conferences	4	1030.00	
Other	5	0.00	
Total Income		<u>£2,744.44</u>	

Payments

Meetings & Conferences	6		875.81
Other Expenditure	7		0.00
Donations	8		0.00
Committee Travel	9		612.45
Stationery/Postage	9		15.44
Committee Lunches at RSC	9		518.84
Data Protection Registrar	9		0.00
Audit	9		0.00

Total Payments **£2,022.54**

Surplus/(Deficit) for the year **£721.90**

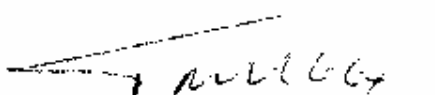
Balance Sheet

Balance at 1st January 2005		8923.90
Surplus (Deficit) for 2005	10	721.90
Balance at 31st December 2005		<u>£9,645.80</u>

Balance Represented by Deposits in the Bank

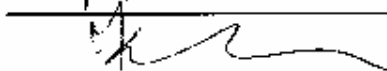
Balance in Current Account	803.07
Balance in Business Reserve Account	0.00
Balance in RSC Deposit Account	8842.73
Balance as at 31st December 2005	<u>£9,645.80</u>

Hon. Treasurer



10 Jan 2006

Chairman



19 Jan 2006

Auditor



16 Jan 2006

CONSULTANCY GROUP

'Regulations: Help or Hindrance?'

The breadth of activity covered by members of the Consultancy Group is diverse, but all operate in areas that are subject to continual streams of regulations. Whether you advise on regulatory issues or operate in an area subject to regulatory control, you need to understand what is expected of you as an expert consistent with the requirements of the particular regulatory regime. This meeting covers some of the issues that members have to address. It is timely in view of reviews of the role of expert witness, while many consultants may encounter regulations on wastes, including the imminent implementation of the WEEE Regulations. Hence, the meeting will be of value to established consultants as well as those who may be embarking on that role in the future.

CPD certificates will be provided on request.

Programme for the Meeting on Thursday 11 May 2006

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

Time		
11.00	Registration	Coffee available
11.25	Chairman's introduction	
11.30	Some current regulations pertaining to expert witness evidence and reporting'	Dr Stephen Benn Royal Society of Chemistry
12.30	Luncheon	
13.45	RSC-CG Annual General Meeting	
14.15	Waste issues	Dr Stephen Burnley The Open University (formerly consultant with AEA Technology)
15.00	Regulatory dogma versus quality by design	Dr Chris Burgess Consultant in pharmaceutical and other regulated industries
15.45	Discussion/open forum	
16.15	Close of meeting	Tea and coffee available

CONSULTANCY GROUP

Registration for the Meeting on 11 May 2006

Registration fees (including lunch and refreshments) are:

RSC Consultancy Group (RSC-CG) and JCF members	£45
Other members of the RSC	£55
Non-members	£85

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

I and guest(s) wish to attend the RSC-CG meeting on 11 May 2006 on:

'Regulations: Help or Hindrance?'

Name (and title)	-----	I am / am not* a member of the CG/JCF (Please state CG or JCF member, e.g. IOP)
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: Dr D Simpson, Programmes Secretary, RSC-CG
Sandown House
8, St Clare Road
COLCHESTER
CO3 3SZ
Telephone 01206 570315 Fax. 01206 570315

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 by facsimile), 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.