

CONSULTANCY GROUP

Notice of the Sixteenth Annual General Meeting

The sixteenth Annual General Meeting of the RSC Consultancy Group will be held at 13.45h on Tuesday 15 May 2007. The venue will be the Royal Society of Chemistry, Burlington House, London WC1.

AGENDA

1. Apologies for absence
2. Minutes of the fifteenth Annual General Meeting on 11 May 2006
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, Dr Alan Belfield, Mr Trevor Sharpe and Dr James Turnbull will stand down.

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, 2007.

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

'Making IT work for you.'

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).

Royal Society of Chemistry Group Account

APPENDIX F

Receipts and Payments 1 January 2006 - 31 December 2006

Group Name: Consultancy Group

<u>Receipts</u>	<u>Key</u>	<u>£</u>	<u>£</u>
Interest: Business Reserve Account	1	0.00	
Interest: RSC Deposit Account	1	400.36	
Subscriptions	2	0.00	
Grants	3	1385.00	
Meetings and Conferences	4	665.00	
Other	5	0.00	
Total Income		2450.36	

Payments

Meetings & Conferences	6		636.84
Donations	7		0.00
Committee Travel	8		1039.10
Stationery/Postage	8		104.26
Committee Lunches at RSC	8		753.62
Data Protection Registrar	8		0.00
Audit	8		0.00
Other Expenditure	9		0.00
Total Payments			2533.82

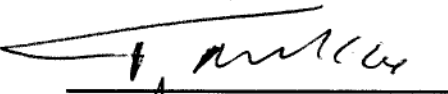
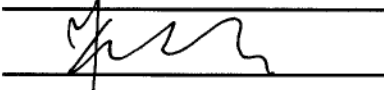

Surplus/(Deficit) for the year 10 **-83.46**

Balance Sheet

Balance at 1st January 2006		9645.80
Surplus (Deficit) for 2006	10	-83.46
Balance at 31st December 2006		9562.34

Balance Represented by Deposits in the Bank

Balance in Current Account		319.25
Balance in Business Reserve Account		
Balance in RSC Deposit Account		9243.09
Balance as at 31st December 2006		9562.34

Hon. Treasurer		<u>9 January 2007</u>
Chairman		<u>21 January 2007</u>
Auditor		<u>15 January 2007</u>

CONSULTANCY GROUP

Minutes of the Fifteenth Annual General Meeting

Held at 13.45 on Thursday 11 May 2006 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 'Regulations: Help or Hindrance?' with 14 participants.

Apologies for absence

Dr J Bickerton, Dr F. Crawley, Mr T. Sharpe, Dr M Whitford.

Minutes of the Fourteenth Annual General Meeting on 17 May 2005

The minutes had been distributed to members in advance of the AGM in accordance with the rules of the Group. Dr D Simpson proposed formal acceptance, seconded by Dr T Coomber, and agreed by the members.

Matters arising from the minutes

In relation to the difficulty of attracting members to CPD meetings, Dr Edwards commented on the relative success of the mailshot workshop that drew sufficient participants to hold the event. He added that his greatest success was in relation to comment on a new set of regulations; his mailshot drew 20% response owing to the importance of the issue to prospective clients. Whether such contacts can be converted to business is another matter.

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 began by noting that a summary of issues from the 14th AGM meeting topic of 'Expert witnesses: consultants in court' is available on the Group's website. This reflects the move to electronic communication with members.

During the year, members of the Committee had considerable discussion about managing changes in support from the Society. The RSC no longer provides 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 sought ratification from members of this office that is not defined in the constitution.

In highlighting the benefits to members, the Secretary noted that while the Directory of Consulting Practices (DCP) is not directly linked to the Consultancy Group, 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.¹

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 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.

Acceptance of the report was proposed by Dr Edwards and seconded by Dr Belfield with all in agreement. In discussion, Dr Edwards asked whether the Group could run the DCP. The Chairman responded that the Committee were discussing with the Society ways of raising the prominence of the DCP and more involvement in its running was under discussion. Dr Simpson added that such professional matters were regularly raised in the Professional and Membership Board, to which the Group reports.

¹ (http://www.chemsoc.org/networks/dcp_index.htm).

Honorary Treasurer's report

Mr Cox outlined the financial statement for 2005 that had previously been circulated to members. He remarked that the accounts were now simpler in form, with the RSC now requiring a format showing receipts and payments rather than income and expenditure. He drew attention to the healthy balance that allowed a meeting to be held even if support was not high.

Dr Edwards proposed acceptance of the report, seconded by Dr Belfield 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, Mr Cox, Dr Crawley and Dr Lloyd stood down. All were eligible to stand for re-election and did so as Committee nominees in the absence of nominations from the members. 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	
Programme Secretary	Dr Diana Simpson	
Dr Alan Belfield	Mr Trevor Sharp	Dr James Turnbull

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 Burgess, seconded by Dr Edwards and agreed.

Election of Honorary Auditor

The Hon Treasurer thanked the Hon. Auditor, Dr Tom Jones, for his support over many years, and added that he was willing to serve again. The nomination was proposed by Dr Edwards, Dr Simpson seconded the nomination and it was agreed.

Any other business.

In response to a question about membership of the Group, the Treasurer responded that there were currently about 290 members.

Dr Turnbull asked about links with SCI. Dr Simpson responded that SCI did not have a similar consultancy group. Drawing on his experience of attending JCF meetings, Mr Cox added that they had no group appropriate to join such a collaborative scheme.

Before closing the meeting, the Chairman recorded his appreciation of the work by the officers of the Committee, drawing particular attention to the considerable efforts by Mr Cox in relation to the IT developments.

There being no other business the AGM closed at 14.00h.