

## CONSULTANCY GROUP

### Notice of the Eighteenth Annual General Meeting

The eighteenth Annual General Meeting of the RSC Consultancy Group will be held at 13.45h on Wednesday 6 May 2009. The venue will be the Fish Room at the Royal Society of Chemistry, Burlington House, London W1J 0BA.

#### AGENDA

1. Apologies for absence
2. Minutes of the seventeenth Annual General Meeting on 15 May 2008
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 Lloyd and Mr Cox 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](mailto:r.s.barratt@open.ac.uk)). The closing date for nominations is 3 March, 2009.

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

#### **'Forensic science – a role for consultants?'**

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](mailto:r.s.barratt@open.ac.uk)).

## CONSULTANCY GROUP

### Minutes of the Seventeenth Annual General Meeting

Held at 13.45 on Thursday 15 May 2008 in the Fish Room, the Royal Society of Chemistry, Burlington House, Piccadilly, London W1J 0BA. It took place during an ordinary meeting of the Group on the subject of 'Managing Indemnity Risks' with seventeen participants.

#### Apologies for absence

P Ashurst; N Bailey; R Barratt; R Bentley; M E J Birch; G Carr; R D Cowell; E Fowles; M Fox; J Franklin; D George; C Graham; C Hewlett; J McCormick; J. Parkes, W Parr; A Pettigrew; M Pullinger; K Rabone; J D R Thomas; D Turner; H Ziman.

#### Minutes of the 16th Annual General Meeting on 15 May 2007

This was held on 15 May 2007. The minutes had been circulated to members in advance of the Annual General Meeting in accordance with the rules of the Group.

Dr Diana Simpson proposed and Dr A K Arnold-Smith seconded acceptance of the minutes. This was agreed *nem con*.

#### Matters arising from the minutes

There were no matters arising.

#### Report of the Committee

The report had been circulated prior to the Annual General Meeting.

In the absence of the Honorary Secretary the Chairman, Dr J B F Lloyd, reported on the position of the Consultancy Group in relation to the Royal Society of Chemistry and suggestions had been made regarding the Road Traffic Acts Analysts booklet inasmuch as it might be withdrawn. It was considered that the Group had responsibility for transmitting relevant information to the public and that publication of this booklet was regarded as a public service.

In future there would be no charge to members for the Directory of Consulting Practices and relevant persons were recommended to include their details.

Members were also recommended to participate in the Group's Web Board/Discussion Group.

Dr Alan Belfield proposed and Mr C Barnett seconded acceptance of the report. It was agreed unanimously.

#### Honorary Treasurer's report

Mr Tim Cox apologised for the report not yet being on the website and circulated it as a paper copy. He will arrange for a copy to be uploaded to the website.

The financial situation was healthy, a large sum being held in the RSC Deposit account. This ensured that charges for attendance at meetings for members could be kept as low as possible. Fees were set at a 'break even' point in order to encourage participation.

In answer to a question it was reported that in future years (from 2010) members of the Society would be able to opt for three free group memberships. It was intended that no Group would suffer under this change and, hopefully, it would result in membership increases.

Mr Tim Cox proposed that this report be accepted and it was seconded by Mr B Johnson and agreed by all present.

### **Election of Committee Members**

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 Simpson and Dr Barratt reached the end of their three year terms, but were eligible for re-election and stand as Committee nominees. In addition, Peter Jenks has resigned from the Committee owing to his professional commitments. The Committee are grateful for the contribution he made in relatively short period as a member. A nomination was also received for James Parkes.

An election was not necessary, but any member wishing to take an active part on the committee was encouraged to apply.

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

Chairman	Dr John Lloyd
Vice Chairman	
Hon. Secretary	Dr Rod Barratt
Hon Treasurer	Mr Tim Cox
Programmes Secretary	Dr Diana Simpson
William Edwards	James Parkes
	Peter Rooney

The officers will be endorsed at the next Committee meeting subject to their willingness to remain in those posts. This was accepted by all present.

### **Election of Honorary Auditor**

The Hon Treasurer thanked the Hon. Auditor, Dr Tom Jones, for his support over many years and he had agreed to continue.

Proposed by Mr Tim Cox and Seconded by Dr D Simpson.

Accepted *nem con*.

### **Any other business.**

Discussion arose with reference to the web-board. There had however been little participation. It was pointed out that members should get as much as possible from their membership and this was one means of doing so. Members wishing to join should contact Mr Cox who would then put their name on the board. They would then receive a welcome and be able to set up how the board works for them. TRGC explained the details and offered to arrange a system whereby after pressing the appropriate button a message would be shown telling the applicant to apply to TRGC, giving details.

([www.rsc.org/cg](http://www.rsc.org/cg)).

The Chairman thanked all members attending and the committee for their work during the year.

There being no other business the AGM closed at 14 30 hours.

## CONSULTANCY GROUP

### Report of the Committee for 2008/2009

The Consultancy Group (formerly 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. Its objectives are 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.

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

#### **Professional Indemnity insurance (PII)**

The arrangements for favourably discounted rates to RSC members for PII were welcomed but some members reported that their fields of activity were unfortunately not covered by the scheme.

PII was also the topic of the professional meeting on the subject of 'Managing Indemnity Risks' held by the Group on Thursday 15 May 2008 at Burlington House, Piccadilly with seventeen participants.

#### **Directory of Consulting Practice (DCP) issues**

The Committee has regularly pointed out to members the benefits of membership of the CG and of inclusion in the DCP. However, tests of the DCP retrieved many 'hits' that were irrelevant. Some of these 'practices' were no longer in existence or listed several times. The Committee's concern is that there is no verification procedure. It is also not possible for those applying for inclusion to identify areas of expertise such as REACH, CHIP etc, with 'health and safety' being the sole option. This is unhelpful to both applicants and users of the DCP and the RSC has been encouraged to improve this aspect of the database.

#### **Industry & Technology Forum (ITF)**

The CG Chairman attended a meeting of the ITF and opportunities for closer liaison were evident as many ITF members were retired and operated as consultants. The CG has supplied ITF with display material for use at its events as requested.

#### **RSC Law Group**

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 some mutual benefit to members

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

## **RTA booklet**

The Road Traffic Acts Analysts booklet, lists the names and contact details of Analytical Chemists who are members of the RSC and are equipped to undertake the analysis of blood and urine specimens to determine the alcohol content and/or undertake back-calculations of breath and blood alcohol levels at relevant times based on a disclosing drinking pattern for use in court. The CG Committee maintains its view that retaining the RTA booklet is an important public service of the RSC linked to the issue of professional competence, and follows the important principle of access to justice to all.

## **Joint Consultants Forum (JCF)**

Currently, the JCF is an informal ("virtual") organisation with no legal entity, and is run by representatives from its member organisations and the Consultancy Group is represented on the JCF. The JCF has produced a consultation document to elicit more involvement by institutions and has also been negotiating to develop a website that will include a directory of consultants. The RSC has been kept informed about these developments and its views sought on various issues that may impinge on its charitable status.

## **Communications to CG members**

A regular email alert is provided to all the CG members who have provided an address and an email discussion group has been established and members can sign up for this by contacting the List Manager. In addition, a Consultancy Group Discussion Board is restricted to Consultancy Group members who can register by contacting the List Manager. Further details are at:

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

As always, the Committee invites members to give their views on their specific needs in the area of Chemical Consultancy.

**Royal Society of Chemistry Group Account**

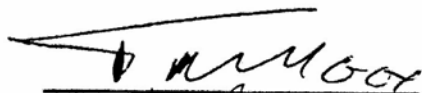
**APPENDIX F**

**Receipts and Payments 1 January 2008 - 31 December 2008**

**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	499.11	
Subscriptions	2	0.00	
Grants	3	1,360.00	
Meetings and Conferences	4	490.00	
Other	5	0.00	
<b>Total Income</b>		<b><u>£2,349.11</u></b>	
<u>Payments</u>			
Meetings & Conferences	6		401.81
Donations	7		0.00
Committee Travel	8		1,051.83
Stationery/Postage	8		121.88
Committee Lunches at RSC	8		486.55
Audit	8		0.00
Other Expenditure	9		0.00
<b>Total Payments</b>			<b><u>£2,062.07</u></b>
<b>Surplus/(Deficit) for the year</b>	<b>10</b>		<b><u>£287.04</u></b>
<u>Balance Sheet</u>			
Balance at 1st January 2008			10,211.52
Surplus (Deficit) for 2008	10		287.04
<b>Balance at 31st December 2008</b>			<b><u>£10,498.56</u></b>
<u>Balance Represented by Deposits in the Bank</u>			
Balance in Current Account			250.32
Balance in Business Reserve Account			0.00
Balance in RSC Deposit Account			10,248.24
<b>Balance as at 31st December 2008</b>			<b><u>£10,498.56</u></b>

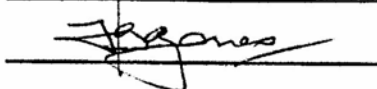
Hon. Treasurer



Chairman



Auditor



12 January 2009

7 February 2009.

19 January 2009

## CONSULTANCY GROUP

# 'Forensic science - a role for consultants?'

Forensic is derived from the Latin *forum*, and refers to any public discussion, although it is most familiarly used in relation to courts of law. The breadth of activity covered by members of the Consultancy Group is diverse, but many apply their scientific knowledge in a range of forensic areas. Various speakers will describe their experiences in diverse areas of forensic science, including acting as expert witnesses and defending their work under cross-examination.

The role of an expert witness is to assist a public discussion of technical matters within their expertise. For example, every day we all depend on the proper functioning of equipment around us, or products meeting appropriate quality standards, but failures may have major consequences leading to disputes between affected parties. In such situations, the services of suitably qualified experts are crucial in gathering, assessing and presenting evidence. Similar skills are required by forensic experts in criminal cases to ensure that there is no miscarriage of justice.

Outside courts of law, large planning developments have environmental implications to meet the increasingly demanding requirements of planning authorities and legislation. Expert support from consultants contributes to environmental statements and expert witness contributions to public inquiries, where reconciling science and subjective opinion can be a challenge.

The overview of such capabilities and challenges across the wide field of forensic science will provide valuable background to consultants and also show prospective expert witnesses what is expected from them in some of the areas of opportunity.

### Programme for the Meeting on 6 May 2009

Time	in the Fish Room, RSC, Burlington House, Piccadilly, London	
11.00	Registration	Coffee available
11.25	Chairman's introduction	
11.30	Chemical evidence and miscarriages of justice	Dr J B F Lloyd
12.00	Forensic engineering: environmental and stress corrosion cracking of polymers	Dr P Lewis
12.30	Discussion	
12.45	Luncheon	Networking opportunities
13.45	RSC-CG Annual General Meeting	
14.15	Alcohol back-calculations: are they valid?	Dr A Belfield
14.35	The accidental expert - Smarties and other problems	Dr W Edwards
14.55	Environmental forensics vs Nimbys going Bananas	Dr R Barratt
15.15	Discussion followed by 'Open forum'	Contributions from members
16.00	Close of meeting	Tea and coffee available

CPD certificates will be provided on request.

## CONSULTANCY GROUP

### Registration for the Meeting on Wednesday 6 May 2009

Registration fees (including lunch and refreshments are:

RSC Consultancy Group (RSC-CG) and JCF members	£35
Other members of the RSC	£40
Non-members	£60

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 Wednesday 6 May 2009 on:

#### 'Forensic science - a role for consultants?'

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*
Signature	.....	Is a CPD attendance certificate required? Yes / No* * 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 R Barratt  
31 Ashby Road  
Daventry  
Northamptonshire  
NN11 9QD  
Email: .r.s.barratt@open.ac.uk

### 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.