

# Royal Society of Chemistry

## CHEMICAL CONSULTANCY FORUM

### Notice of the Thirteenth Annual General Meeting

The thirteenth Annual General Meeting of the Chemical Consultancy Forum will be held at 12.30h on Tuesday 25 May, 2004. The venue will be the Royal Society of Chemistry, Burlington House, London WC1.

#### AGENDA

1. Apologies for absence
2. Minutes of the twelfth Annual General Meeting on 23 May 2003
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 Forum 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 Forum that one third of the Committee members retire at the Annual General Meeting, Dr Belfield, Mr Sharpe and Dr Turnbull will stand down. All are eligible to stand for re-election.

Members of the Forum who wish to nominate members for the Committee should forward nominations to Dr R S Barratt, Honorary Secretary, care of the Professional Affairs Department at Burlington House, using the enclosed form. The closing date for nominations is 9 April, 2004.

The Annual General Meeting will take place at 12.30h. immediately before the luncheon interval of an ordinary meeting of the Forum on

#### Funding opportunities for consultancy practices

Members of the Chemical Consultancy Forum may attend the AGM alone without payment for the ordinary meeting.

Members wishing to attend the meeting should complete the attached form and return it to:

Dr R S Barratt, Hon. Secretary, CCF  
C/o Mrs Kirsten Gower, Professional Services Co-ordinator, Royal Society of Chemistry, Burlington House, Piccadilly, London, W1J 0BA  
Telephone 020 7440 3313, Fax. 020 7437 5333

**Royal Society of Chemistry**  
**CHEMICAL CONSULTANCY FORUM**

**Minutes of the Twelfth Annual General Meeting**

Held at 12.30 on Tuesday 20 May 2003 in the Council Room, Royal Society of Chemistry, Burlington House, London WC1. The AGM took place during an ordinary meeting of the Forum on the topic of 'Overseas consultancy' with 18 participants.

**Apologies for absence**

Dr J Turnbull, W Edwards, H Bland.

**Minutes of the eleventh Annual General Meeting on 21 May 2002**

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

Dr Simpson proposed formal acceptance, seconded by Dr Crawley, 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, he referred to the revised articles of governance. While they included the provision not to hold a formal AGM it was the Committee's preference to report to the members in this traditional manner. He also referred to ongoing discussions the register of forensic practitioners and participation in the Inter-Institutional Consultants Forum. Dr Simpson added that this group is now known as the Joint Consultants Forum. The Secretary concluded by indicating that the title of 'Forum' may need to be reviewed to match RSC terminology for various groups.

Acceptance of the report was proposed by Dr Whitford and seconded by Dr Lloyd and agreed.

**Honorary Treasurer's report**

Mr Cox outlined the financial statement that had previously been circulated to members and noted the small excess of income over expenditure. He also drew attention to the fact that the membership subscriptions did not equate to the sum identified on the report (£5 × 290 members approx. ≠ £1005). The anomaly has arisen as a result of there being no advance (i.e. 2003) subscriptions included in the accounts from Cambridge this year whereas, in previous years, advance subscriptions were included (£455 advance subscriptions for 2002 were in 2001 accounts.)

In response to a query about investment in a 'high interest account', the Treasurer replied that this was managed by the RSC and income varied considerably over the year.

Acceptance of the report was proposed by Dr Higgins, seconded by Dr Lloyd and agreed.

### **Election of Committee Members**

The Secretary stated that the regulations of the Forum 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 Forum 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. 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 Alan Belfield    |
| Vice Chairman      | Dr John Lloyd       |
| Hon. Secretary     | Dr Rod Barratt      |
| Hon Treasurer      | Mr Tim Cox          |
| Committee Members: | Mr Henry Bland      |
|                    | Dr Francis Crawley  |
|                    | Dr James Turnbull   |
|                    | Dr Maurice Whitford |
|                    | Dr Diana Simpson    |
|                    | Mr Trevor Sharpe    |

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 Childs, seconded by Dr Higgins 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 Dr Simpson, Dr Crawley seconded the motion and it was agreed.

### **Any other business**

Julie Franklin added that the Forum reports to the Professional and Membership Board of the RSC, and the Chairman of the Forum had been invited to make a presentation about its activities to the Board. He would be doing so in the week following the AGM, and this provided an opportunity to raise the profile of the Forum.

There being no other business the AGM closed at 12.56.

**Royal Society of Chemistry**  
**CHEMICAL CONSULTANCY FORUM**  
**Report of the Committee for 2002/2003**

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. The objectives of the Forum are set out on the RSC's web page as follows:

- to promote the acquisition and dissemination of the knowledge of chemistry and its application in the field of chemical 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 chemical consultancy.
- to arrange meetings, conferences, courses of instruction, exhibitions and other functions.

On 23 May 2003, a meeting on "Overseas consultancy" was held in association with the annual general meeting. A subsequent meeting in October introduced several Continuing Professional Development topics (Starting and Developing Consultancy, Direct Mailing). This was the start of a series of CPD events which continued with the workshop in February on Direct Mail. Proposals and offers of contributions from members to the programme would be very welcome.

During the year, the former Chairman, Dr Belfield made a presentation to the Professional and Membership Board (PMB), to which the Forum reports. It is encouraging that the response from PMB on CCF activities was very supportive and some of the issues in this report were published in the December issue of RSC News. We welcome the opportunities now provided by this medium to more widely publicise the activities of special interest groups, of which the Forum is an example.

The committee has spent much time discussing internet facilities, and we welcome improved internet facilities being made available by the RSC. These include the option of a monthly mailing to RSC members. Work is also in hand to make improvements to the Forum's web site, and to use the internet to make available to members presentations and other documents from CCF meetings. Members are reminded that there is a CCF discussion group ([ccf-inf@list.rsc.org](mailto:ccf-inf@list.rsc.org)). Registration is made through the CCF web site.

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

In accordance with the aims of the Forum, the Committee has offered professional development/training sessions as part of its annual programme. These events aim to meet the needs of both established and new consultants, since membership of the Forum continues to grow steadily. The questionnaire had the prime objective of identifying the professional development needs of the whole range of members so future events can address these needs.

As always, the Committee invites members to give their views on their specific needs in the area of Chemical Consultancy and the Forum's electronic discussion conference provides a mechanism for this, as well as through conventional routes.

## Royal Society of Chemistry – Chemical Consultancy Forum

### Receipts and Payments 1 January 2003 - 31 December 2003

| <b>Receipts</b>                       | <b>Key</b> | <b>£</b>       | <b>£</b>         |
|---------------------------------------|------------|----------------|------------------|
| Interest current account              | 1          | 0.00           |                  |
| Interest RSC Investment Account       | 1          | 276.62         |                  |
| Subscriptions                         | 2          | 0.00           |                  |
| Grants                                | 3          | 0.00           |                  |
| Meetings, Conferences, Workshops      | 4          | 1525.00        |                  |
| Other                                 | 5          | 0.00           |                  |
| <b>Total Income</b>                   |            | <u>1801.62</u> |                  |
| <b>Payments</b>                       |            |                |                  |
| Meetings, Conferences, Workshops      | 6          | 1137.54        |                  |
| Other Expenditure                     | 7          | 0.00           |                  |
| Donation                              | 8          | 0.00           |                  |
| Committee Travel                      | 9          | 936.60         |                  |
| Stationery/Postage                    | 9          | 12.58          |                  |
| Committee Lunches at RSC              | 9          | 713.89         |                  |
| Data Protection Register              | 9          | 35.00          |                  |
| Audit                                 | 9          | 0.00           |                  |
| <b>Total Payments</b>                 |            |                | <u>2835.61</u>   |
| <b>Surplus/(Deficit) for the year</b> | 10         |                | <u>(1033.99)</u> |