

The Geological Society

PROFESSIONAL STANDING COMMITTEE

Meeting at Burlington House, at 10.00am on Wednesday 3rd September 2008

MINUTES

Present: D Manning (Chair), E Nickless, G Tuckwell, M Rivett, M de Freitas, B Gaskarth, P Thorn, J Lewis, A Carbray, A Douglas.

Item	Minute	Action
1	Apologies for absence Apologies were received from R Allington, V Banks, T Berry, M Culshaw, K Hiscock, A Law, P Nathanail and J Venus.	
2	Minutes of the Last Meetings Held The minutes of the meetings held on 13 th May and 23 rd June were agreed as true and accurate accounts. The Committee were reminded that, until formally agreed at the following meeting, minutes of the proceedings were not to be circulated outside of the committee membership.	
3	Matters Arising	
3.1	CEnv No further progress has been made on whether the Society will seek to award CEnv in future.	
3.2	EIG Agreed that pursuing closer links with EIG would be put on hold for 12 months but that attempts should be made again then to forge closer links if possible.	
4	Chairman's Business None.	
5	Chartership	
5.1	Timetable Timetable of actions for the next three months tabled and agreed with the following to be added: <ul style="list-style-type: none">- Training day/event for Scrutineers to be included some time early in 2009- Terms of Reference for all Panels written and presented to Council on 17th Sept	AD DM
	M de Freitas to provide D Manning with draft for Audit process in time for Science Committee meeting on 16 th September.	MdF

5.2 Criteria

Agreed that CIWEM 'Evidence of Attainment of Mandatory Competencies' format should be used as template for Guidance documents (for applicants, scrutineers and potential applicants) to be produced by Specialist Groups for individual areas of expertise.

D Manning to contact chairs of Engineering Group, Environment Group, DM
Petroleum Group and Hydrogeological Group requesting production of BG
guidance documents based on Criteria i, ii and viii. B Gaskarth (in
conjunction with the Education Committee) to produce Academic
guidance documents.

Once these guides have been produced, all other Specialist Group chairs to be asked to produce similar documents for other areas of expertise.

5.3 Panels

Chartership Panel

Agreed that Chair of Chartership Panel should also be a member of Council - this proposal will therefore be put to Council for approval at DM
the meeting on 17th September.

Agreed that composition of the Chartership Panel should reflect the backgrounds of new fellows, whilst also ensuring engagement from specialties that are currently under represented.

Agreed a minimum of three years term of office for CP members.

M de Freitas confirmed that most current members of F&V Committee would be happy to serve on the new CP, and will provide full list of members to D Manning. D Manning to write to all members asking them DM
to confirm agreement to sit on CP, the recruitment process for additional panel members from under-represented areas (initially from those fellows who have previously acted as Scrutineers) can then begin.

Chartership Audit Panel

Agreed that CAP should be composed of three senior CGeols, but that only one need necessarily have had experience of Scrutineering.

Agreed that M de Freitas would sit as 4th member of CAP for one year in a non-voting capacity.

Agreed a minimum of two years term of office for CAP members, and that once in place the panel would create a mechanism for perpetuating itself which would then be approved by Council.

The following fellows were suggested as possible nominees for membership of the CAP by various members of the committee:

R Allington, R Brassington, M Carter, T Henton, A Lumsden, J Malling, D Shilston, P Styles. It was suggested that fellows with backgrounds in

Petroleum Geology and Environmental Geology could also potentially be approached.

Terms of reference for Chartership Panel, Chartership Audit Panel and Appeals Advisory Panel to be written as soon as possible and presented to Council for approval on 17th September. DM

5.4 Chartership Officer

Approval for funding for the Chartership Officer post is being sought at the Council meeting on 17th September. Full job description and person spec to be written by DM/EN as soon as approval for funding obtained. DM/EN

Agreed the post would be for a three year duration initially, with the post holder being given the option to extend if both parties were in agreement.

5.5 Scrutineer's Job Description & Person Spec

The following amendments to the draft Scrutineer's Job Description and Person Spec were agreed:

- Preamble

- 'work of the Scrutineers is vital in *enhancing* the professional reputation of the Society overall'
- DM to add sentence re Chartership also of considerable benefit to society in its widest sense.

- What a Scrutineer does

- add a bullet point on providing on-the-job training for novice/observer scrutineers
- add a bullet point on completing post interview paperwork and submitting to Regional Interview Panel Chair at the end of each interview session

- The Scrutineer's commitment

- add a bullet point on attending an induction/training event on an annual basis
- amend bullet point 'A Scrutineer *will* be expected to attend no more than 2 interview days each year; most will attend just one *at their nearest Interview Centre*'
- amend bullet point 'A Scrutineer will agree to his/her name *and basic/brief relevant details* being published on a list of Scrutineers.'

- The Scrutineer's reward

- change to The Scrutineer's *recognition*:
- Agreed the President should be invited to attend any Scrutineer Training/Review events held during the year
- bullet point 'All expenses incurred by the Scrutineers will be reimbursed by the Society' to be re-worded
- amend bullet point 'In accordance with the Society's charitable status, ~~it is assumed that~~ Scrutineers will not receive honoraria or other payments for their time' and move into para 2) What the Scrutineer does
- add bullet point to emphasise that Scrutineering is a CPD-able

activity

- Person Description

- 3) to be amended as follows: 'Scrutineers will have *demonstrable* experience of supervision of the careers within Geology of junior professional staff, including fresh graduates, *for example* through a management *or mentoring* role that involves the execution of performance reviews in addition to line management duties.'

- Mentors

- Agreed RGs will play pivotal role in chartership process, especially in mentoring process - RGs to be asked, via RGCC chair, to provide lists of suitable mentors in their regional, chair of RGCC will co-ordinate/collate these lists and publish to Prof Com annually
- Central call for volunteers to mentor needed, suitable training to be provided at some point in the future and a CGeol mentoring scheme will be introduced as soon as practical

- Sponsors

- Agreed Sponsors process/role will be more rigorous (stress that they are signing sections off in the capacity of a 'competent person') and that at least one sponsor for each applicant must be a CGeol (preferably all of them would be)
- Applicants may need to have more than two sponsors in order to have all aspects of their professional report signed off
- Applicants who struggle to find a CGeol Sponsor must contact the Fellowship Office and the CO will help arrange
- Sponsors must detail/explain their relationship to the applicant and state how long they have known them

It was noted that in future Sponsors would be playing a more active role in applications and that the Sponsorship statements and criteria had been made much more rigorous to reflect this.

Agreed that in future applicants may well find they need to have more than two sponsors in order to have all sections of their professional report signed off in the appropriate detail. Further agreed that Sponsors need to set out their relationship with the Applicant on the Sponsors Statement form and increased emphasis must be placed on the fact that Sponsors are signing off sections of the applicant's professional report in their capacity as a 'competent person'. A Douglas to amend forms as appropriate.

AD

Agreed that the Regional Groups would, in future, play a pivotal role in encouraging applicants to find appropriate mentors, and suggested that RGs be encouraged to create regional lists of Chartered members who would be prepared to mentor applicants which would be circulated to the Professional Committee on an annual basis.

Agreed that a central call for more volunteers to be involved in the mentoring process was needed.

vi) Process in Hong Kong

Following concerns raised by Martin Devonald (Chair, HKRG) it was agreed that Hong Kong would hold its own centralized Interview Day, as per the process in the UK and that the Hong Kong Regional Group would, by necessity, be instrumental in arranging and running this day. It was further agreed that if any Professional Committee members were travelling to Hong Kong on business, they would be asked to attempt to meet with the HKRG to discuss the process. Likewise, any members of the HKRG visiting the UK would attempt to meet up with committee members. D Manning to contact M Devonald and update. DM

It was agreed that Matthew Free and/or Stephen Hencher (HKRG members often in the UK) should be invited to sit on the Chartership Panel. DM

6 Council Matters

None.

7 Professional Development

7.1 Female Mentoring Scheme

A Douglas to report on the possible wider adaptation of the Female Mentoring Scheme once the training day on 19th September has been held. AD

7.2 SiLC

Minutes of the SiLC Professional and Technical Panel Meeting held on 14th July were tabled for information. Committee members to email D Manning if they have any urgent comments.

7.3 Environment Group

M Rivett has put a proposal together on the way forward for the Environment Group that would keep a broad environmental theme, however he requested input from members of the committee before the proposal was put to Council and will therefore circulate the document to members via email. MR

Suggested that the Environment Group should have one member from all the other Specialist Groups as this would strengthen its membership considerably.

M Rivett requested a breakdown of specialisms for all Environment Group members - A Douglas to provide. AD

7.4 Young Geoscientists' Group

Email update from J Venus tabled for information.

7.5 **Careers Day**

Final programme for 2008 Careers Day tabled for information.

7.6 **University Reps**

Agreed D Manning will contact Heads of Departments to ask if DM
Department Secretaries would be able to distribute literature on behalf of
the Society.

Suggested that ex-officio University Reps could be approached to sit on
RG committees.

YGG to be tasked with linking with Student Societies (in liaison with
Regional Groups), Heads of Departments could be contacted to introduce
YGG.

8 **Accreditation Panel**

Members of the committee were asked if they felt it was appropriate for
the Society's Accreditation Scheme to be promoted overseas. It was
agreed that those overseas Universities that have already expressed an
interest should be encouraged to proceed. It was also felt that the scheme
could be publicized in Geoscientist and through EFG.

It was agreed that the Society should work in partnership with the GSA
over any accreditation scheme they might introduce in the future.

9 **Regional Groups**

Minutes of the RGCC meeting held on 16th July tabled for information.

D Manning confirmed that the RG Governance Review currently being
undertaken did not require direct input from the Professional Committee
at present.

Discussion was held as to status of RG Chairs on the Professional
Committee, and the possibility of a number of them being given voting
rights was raised. D Manning stated he was happy for all RG Chairs to
become permanent members of the Professional Committee.

Agreed that in future RGCC, Accreditation Panel and F&V Panel chairs
would be required to report formally at all Professional Committee
meetings.

Agreed that 'participation' in RG (and SG) activities should be included in
the guidance notes for Chartership applicants, possibly under the
Professionalism section.

Agreed that details of Regional Group affiliation for all new Scrutineers
would be published on the Society's website.

D Manning to write to all RG chairs and secretaries to invite participation in the Chartership/mentoring/sponsorship process. DM

10 Fellowship & Validation Committee

M de Freitas reported that F&V panel members will be responding back to him with suggestions for inclusion in the new audit process by 15th September and he will then forward a report to D Manning.

11 Any Other Business

Draft powerpoint presentation on new chartership process issued to committee for comment. A Douglas to provide P Maliphant with electronic copy once any amendments completed AD

Agreed closer formalised links to be established between Accreditation Panel, CPD, Chartership Auditing Panel, Chartership Panel and Appeals Advisory Panel.

J Lewis informed the committee that the H&S Inspectorate will in future be issuing improvement notices on individuals and companies working in the quarrying industry if they believe their work is not of a sufficiently high standard, and will report further at the next meeting. JL

12 Date of Next Meeting

The next meeting will be held on 13th November 2008