

8 June 2016

Dear member

ANNUAL GENERAL MEETING 2016

The Annual General Meeting of the Association of Noise Consultants will be held on **WEDNESDAY 29 JUNE 2016 at 4.30pm at the Crowne Plaza Hotel, Birmingham B1 1HH**

The AGM follows the final session of the conference which takes place earlier in the day. The Agenda for the Meeting is attached.

Elections

The Association is governed by a Board of Directors consisting of 8 members. Each Director serves for two years and is eligible for re-election up to a maximum of six years. This year six members reaches the end of a two year term and four are standing again as shown below. There is one vacant position. The current Board is as follows:

Name	Company	Current Position	Term of office
Andrew Parkin	Cundall	Chair	Seeking re-election to become Past Chair
Richard Greer	Arup	Vice Chair	Stepping down
Daniel Saunders	Clarke Saunders Associates	Hon Secretary	Seeking re-election to become Vice Chair
Martin Raisborough	WSP	Hon Treasurer	Seeking re-election as Treasurer
Philip Dunbavin	Philip Dunbavin & Partner	Immediate Past Chair	Not eligible for re-election
Jack Harvie-Clark	Apex	Board Member	Seeking re-election to become Chair
Miles Woolley	Environoise	Board Member	Serves until 2017

Nominations are invited for the three vacancies and should be submitted by email or post to be received by the Secretariat, no later than 15th June 2016. In addition to those listed above as seeking re-election, I am pleased to advise that David Charles (Bickerdike Allen Partners), David Clarke (SRL Technical Services) and Paul Shields (AECOM) have been nominated. If there are more nominations than vacancies, there will be a ballot at the AGM.

Yours sincerely



ANC Secretariat

ASSOCIATION OF NOISE CONSULTANTS

12th ANNUAL GENERAL MEETING

Wednesday 29th June 2016

4.30pm

Vista Suite, Crowne Plaza Hotel, Birmingham B1 1HH

AGENDA

1. Welcome
2. Apologies for absence
3. Minutes of previous meeting
4. Chairman's Report
5. Accounts for period to 31 December 2015
6. Appointment of Auditors
7. Amendment to Code of Ethics
8. Election of Board Members 2016-2018
9. Appointment of Committees
10. Any Other Business



Minutes of the 11th Annual General Meeting

**held at 4.30pm on 24 June 2015
at Crowne Plaza, Birmingham**

	<p>Sue Bird (President) Andy Parkin (Chairman) Phil Dunbavin (Past Chairman) Richard Greer (Vice Chairman) Jack Harvie-Clark (Board Member) Dan Saunders (Secretary) Martin Raisborough (Treasurer) Miles Woolley (Board Member) Robert Osborne And 33 representatives of member companies</p>	<p>Honorary Member Cundall Philip Dunbavin & Partner Arup Apex Clarke Saunders WSP Environoise Administration Services Ltd (ASL)</p>
1	WELCOME	
	The President welcomed members to the meeting.	
2	APOLOGIES	
	Apologies for absence were noted.	
3	MINUTES OF PREVIOUS MEETING	
	The Minutes of the AGM held on 24 th June 2014 were approved.	
4	CHAIRMAN'S REPORT	
	<p>Andy Parkin reviewed the principal activities of the last year and noted that the more people were involved the more the work could be shared out across the membership. He noted that the proposal to develop a BS 4142 certification scheme had provoked a strong reaction and as a result a different approach was now being adopted. In the year ahead the intention was to develop stronger relations with IOA, look at diversity issues within the membership, seek to further raise the profile and continue to provide benefits to members.</p> <p>In the absence of any questions or comments, the report was approved.</p>	
5	TREASURER'S REPORT	
	<p>Martin Raisborough drew attention to the annual accounts which were circulated with the AGM papers. He noted that there had been a budgeted loss of about £5000 which was due to expenditure on the new website but had been funded from the reserves. Overall it had been a good year with an outcome well within expectations.</p> <p>In the absence of any questions or comments, the accounts were approved.</p>	
6	APPOINTMENT OF AUDITORS	
	It was proposed that Saffery Champness be re-appointed as auditors. The appointment was approved and the Board was authorised to agree a fee.	
7	APPOINTMENT OF COMMITTEES	
	<p>It was noted that there were now five standing committees: Certification Committee (Chair – Jonty Stewart) Membership Steering Committee (Chair – David Watts), Communications Group (Chair – Jo Miller) Good Practice Committee (Chair – Colin Cobbing) Improvement Committee (Chair – Rob Adnitt).</p>	

8	ELECTION OF BOARD MEMBERS 2015/17
	<p>There were two vacancies on the Board and one nomination for Miles Woolley (Environoise Consulting) to serve another term. In the absence of any other nominations, he was declared elected.</p> <p>It was noted that the other Board members served until 2016.</p>
9	ELECTION OF PRESIDENT 2015/19
	<p>The Presidential term lasted four years and Sue Bird had now completed her period in office. The Board had nominated Peter Hepworth (Hepworth Acoustics) to take on the role and he was duly elected.</p>
10	ANY OTHER BUSINESS
	<p>Vote of thanks - Sue Bird proposed a vote of thanks to the Board, Committee Chairs and members who put an enormous amount of work into the Association. It was good fun to be involved and she urged others to become more active participants. She also thanked Robert Osborne for all his work over the year.</p> <p>Andy Parkin commented on Sue Bird's work and wise counsel whilst serving as President and thanked her for the contribution she had made over that time.</p> <p>There being no further business the President declared the meeting closed.</p>

Company Registration No. 05289002 (England and Wales)

The Association of Noise Consultants

A Company Limited by Guarantee

**Annual report and financial statements
for the year ended 31 December 2015**

The Association of Noise Consultants
A Company Limited by Guarantee
Company information

Directors

Jack Harvie-Clark
Andrew Parkin
Martin Raisborough
Richard Greer
Philip Dunbavin
Miles Woolley
Daniel Saunders

Company number

05289002

Registered office

Fox House
26 Temple End
High Wycombe
Buckinghamshire
HP13 5DR

Independent auditors

Saffery Champness
Fox House
26 Temple End
High Wycombe
Buckinghamshire
HP13 5DR

Business address

Airport House
Purley Way
Croydon
CR0 0XZ

**The Association of Noise Consultants
A Company Limited by Guarantee
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Balance sheet	6
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The Association of Noise Consultants
A Company Limited by Guarantee
Directors' report
For the year ended 31 December 2015

The directors present their report and financial statements for the year ended 31 December 2015.

Principal activities

The principal activity of the company is to represent and support noise consultancy companies.

Directors

The following directors have held office since 1 January 2015:

Jack Harvie-Clark
Andrew Parkin
Martin Raisborough
Richard Greer
Philip Dunbavin
Miles Woolley
Daniel Saunders

Auditors

Saffery Champness have expressed their willingness to remain in office as auditors of the company.

Statement of directors' responsibilities

The directors are responsible for preparing the Directors' Report and the financial statements in accordance with applicable law and regulations.

Company law requires the directors to prepare financial statements for each financial year. Under that law the directors have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under company law the directors must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the company and of the profit or loss of the company for that period. In preparing these financial statements, the directors are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and accounting estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The directors are responsible for keeping adequate accounting records that are sufficient to show and explain the company's transactions and disclose with reasonable accuracy at any time the financial position of the company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

**The Association of Noise Consultants
A Company Limited by Guarantee
Directors' report (continued)
For the year ended 31 December 2015**

Statement of disclosure to auditors

So far as the directors are aware, there is no relevant audit information of which the company's auditors are unaware. Additionally, the directors have taken all the necessary steps that they ought to have taken as directors in order to make themselves aware of all relevant audit information and to establish that the company's auditors are aware of that information.

This report has been prepared in accordance with the special provisions relating to small companies within Part 15 of the Companies Act 2006.

On behalf of the board

.....
Martin Raisborough
Director
.....

The Association of Noise Consultants
A Company Limited by Guarantee
Independent auditors' report
To the members of The Association of Noise Consultants

We have audited the financial statements of The Association of Noise Consultants for the year ended 31 December 2015 set out on pages 5 to 9. The financial reporting framework that has been applied in their preparation is applicable law and the Financial Reporting Standard for Smaller Entities (effective January 2015) (United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities).

This report is made solely to the company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the company's members those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the company and the company's members as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of directors and auditors

As explained more fully in the Directors' Responsibilities Statement set out on pages 1 - 2, the directors are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view. Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors.

Scope of the audit of the financial statements

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the company's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the directors; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the Annual Report to identify material inconsistencies with the audited financial statements and to identify any information that is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by us in the course of performing the audit. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

Opinion on financial statements

In our opinion the financial statements:

- give a true and fair view of the state of the company's affairs as at 31 December 2015 and of its profit for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Opinion on other matter prescribed by the Companies Act 2006

In our opinion the information given in the Directors' Report for the financial year for which the financial statements are prepared is consistent with the financial statements.

**The Association of Noise Consultants
A Company Limited by Guarantee
Independent auditors' report (continued)
To the members of The Association of Noise Consultants**

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of directors' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the directors were not entitled to prepare the financial statements and the directors' report in accordance with the small companies regime.

**Karen Bartlett (Senior Statutory Auditor)
for and on behalf of Saffery Champness**

.....

**Chartered Accountants
Statutory Auditors**

Fox House
26 Temple End
High Wycombe
Buckinghamshire
HP13 5DR

The Association of Noise Consultants
A Company Limited by Guarantee
Profit and loss account
For the year ended 31 December 2015

		2015	2014
	Notes	£	£
Turnover		280,763	261,817
Cost of sales		(147,073)	(144,563)
Gross profit		133,690	117,254
Administrative expenses		(111,457)	(124,808)
Operating profit/(loss)	3	22,233	(7,554)
Other interest receivable and similar income	4	1,467	771
Profit/(loss) on ordinary activities before taxation		23,700	(6,783)
Tax on profit/(loss) on ordinary activities	5	(4,740)	1,357
Profit/(loss) for the year	8	18,960	(5,426)

The notes on pages 7 to 9 form part of these financial statements.

The Association of Noise Consultants
A Company Limited by Guarantee
Balance sheet
As at 31 December 2015

	Notes	£	2015 £	£	2014 £
Current assets					
Stocks		1,623		1,864	
Debtors	6	53,130		36,182	
Cash at bank and in hand		199,582		212,965	
		<u>254,335</u>		<u>251,011</u>	
Creditors: amounts falling due within one year	7	<u>(29,235)</u>		<u>(44,871)</u>	
Total assets less current liabilities			<u>225,100</u>		<u>206,140</u>
Capital and reserves					
Profit and loss account	8		<u>225,100</u>		<u>206,140</u>
Members' funds			<u>225,100</u>		<u>206,140</u>

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime and the Financial Reporting Standard for Smaller Entities (effective January 2015).

The notes on pages 7 to 9 form part of these financial statements.

Approved by the Board for issue on

.....
 Martin Raisborough
Director

Company Registration No. 05289002

1 Accounting policies

1.1 Accounting convention

The financial statements are prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective January 2015).

1.2 Compliance with accounting standards

The financial statements are prepared in accordance with applicable United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), which have been applied consistently (except as otherwise stated).

1.3 Turnover

Turnover represents amounts receivable for goods and services net of VAT and trade discounts.

1.4 Stock

Stock is valued at the lower of cost and net realisable value.

1.5 Deferred taxation

Deferred taxation is provided at appropriate rates on all timing differences using the liability method only to the extent that, in the opinion of the directors, there is a reasonable probability that a liability or asset will crystallise in the foreseeable future.

1.6 Group accounts

The financial statements present information about the company as an individual undertaking and not about its group. The company and its subsidiary undertaking comprise a small-sized group. The company has therefore taken advantage of the exemptions provided by section 399 of the Companies Act 2006 not to prepare group financial statements.

2 Subsidiary undertaking

The company is the sole member of Sound Insulation Testing Register (Ireland), SITRI, a company limited by guarantee. SITRI is a company incorporated in Ireland. There is no aggregate reserve position or result for the year to disclose as the first period of account for SITRI will be to 31 December 2016.

3 Operating profit/(loss)	2015	2014
	£	£
Operating profit/(loss) is stated after charging:		
Auditors' remuneration (including prior year under provision)	5,085	5,050
	<u> </u>	<u> </u>

The Association of Noise Consultants
A Company Limited by Guarantee
Notes to the financial statements (continued)
For the year ended 31 December 2015

4	Investment income	2015	2014
		£	£
	Bank interest	1,467	771
		<u>1,467</u>	<u>771</u>
		<u><u>1,467</u></u>	<u><u>771</u></u>
5	Taxation	2015	2014
		£	£
	Domestic current year tax		
	UK corporation tax	4,740	(1,357)
		<u>4,740</u>	<u>(1,357)</u>
	Total current tax	<u><u>4,740</u></u>	<u><u>(1,357)</u></u>
6	Debtors	2015	2014
		£	£
	Trade debtors	33,894	27,852
	Other debtors	19,236	8,330
		<u>53,130</u>	<u>36,182</u>
		<u><u>53,130</u></u>	<u><u>36,182</u></u>
	Included within other debtors is a balance of £9,388 (2014 - £nil) which is due after more than one year.		
7	Creditors: amounts falling due within one year	2015	2014
		£	£
	Trade creditors	7,519	16,905
	Taxation and social security	4,740	7
	Other creditors	16,976	27,959
		<u>29,235</u>	<u>44,871</u>
		<u><u>29,235</u></u>	<u><u>44,871</u></u>

The Association of Noise Consultants
A Company Limited by Guarantee
Notes to the financial statements (continued)
For the year ended 31 December 2015

8 Statement of movements on profit and loss account

	Profit and loss account £
Balance at 1 January 2015	206,140
Profit for the year	18,960
Balance at 31 December 2015	<u>225,100</u>

9 Related party transactions

	2015	2014	Balance Due 2015	Balance Due 2014
	£	£	£	£

During the year, the ANC provided services to:

Member company	Director				
Arup	Richard Greer	1,262	-	-	-
Cundall	Andrew Parkin	2,616	-	-	-
Environoise Consulting	Miles Woolley	1,734	388	(1,151)	126
Philip Dunbavin Acoustics	Philip Dunbavin	6,823	6,589	2,284	4,094

During the year, the ANC was provided with services by:

Member company	Director				
Cundall	Andrew Parkin	1,854	-	-	-
Philip Dunbavin Acoustics	Philip Dunbavin	14,147	7,943	-	-

During the year, transactions totalling £10,903 were settled by ANC on behalf of Sound Insulation Testing Register (Ireland) "SITRI", a company incorporated in Ireland and of which ANC is the sole member. The balance due from SITRI at 31 December 2015 is £9,388.

The Association of Noise Consultants
A Company Limited by Guarantee
Detailed trading and profit and loss account
For the year ended 31 December 2015

	£	2015 £	£	2014 £
Turnover				
ANC Registration Scheme Income		187,734		167,237
Other income		93,029		94,580
		<u>280,763</u>		<u>261,817</u>
Cost of sales				
ANC Registration Scheme Costs	146,831		143,955	
Other direct costs	242		608	
		<u>(147,073)</u>		<u>(144,563)</u>
Gross profit		133,690		117,254
Administrative expenses		(111,457)		(124,808)
Operating profit/(loss)		22,233		(7,554)
Other interest receivable and similar income				
Bank interest received		1,467		771
Profit/(loss) before taxation		<u>23,700</u>		<u>(6,783)</u>

This page does not form part of the financial statements on which the auditors have reported.

**The Association of Noise Consultants
A Company Limited by Guarantee
Schedule of administrative expenses
For the year ended 31 December 2015**

	2015	2014
	£	£
Administrative expenses		
Secretariat fees	51,045	46,773
Rent	-	461
Printing, postage and stationery	1,764	1,998
Advertising	2,498	2,483
Telephone and communications costs	1,402	1,182
Domain registration	100	40
Annual dinners	487	426
Travelling expenses	2,312	1,715
Prize money	595	200
Legal and professional	975	1,000
Audit and taxation fees	5,085	5,050
Bank charges	522	597
Conference charges	6,145	10,615
ANC projects	7,513	7,875
Meeting expenses	6,411	8,091
Member expenses	10,450	11,802
Award expenses	13,566	12,280
Committee expenses	415	-
Sundry expenses	12	25
Website development	160	12,195
	<u>111,457</u>	<u>124,808</u>

This page does not form part of the financial statements on which the auditors have reported.

Introduction

Draft amendments to the Code of Ethics are shown on the attached version. These have been produced by the membership steering committee and reviewed by the Board. They are presented to the AGM for approval.

The Code of Ethics has not been reviewed for well over 10 years. It is possible that it has never been examined since it was first written meaning it has remained unaltered for more than 30 years.

The amendments fall into three categories

- Minor rewording for consistency and clarity
- Splitting the clause covering taking over and reviewing of work
- Updating the advertising clause.

Minor rewording – Clause 2

The word “employer” has been removed as it was superfluous and confusing given that Clause 2 refers specifically to clients. In 2.5 and 2.6 the reference to client has also been removed as the obligation is wider than just to the client.

Taking over and reviewing of work – Clause 3

Clause 3.4 has been amended so it solely refers to taking over work. The word ensure has been replaced with confirm.

A new Clause 3.5 has been added to cover reviewing work. For assistance, a definition of “taking over work” has been added.

Advertising – Clause 5

Wording has been deleted that refers to obtaining approval or comment on advertising. These clauses were never used and are probably illegal under the Competition Act 1998.



Company limited by guarantee registered in England No 5289002

CODE OF ETHICS

CLAUSE 1 General Ethic

- 1.1 A Member shall uphold and advance the dignity, standing and reputation of the Profession. A Member shall at all times act ethically, professionally and lawfully subject to which the member shall endeavour to serve the legitimate interests of the client, without wrongfully harming the interests of third parties.

CLAUSE 2 Relations with Clients

- 2.1 A Member shall act in professional matters as a faithful agent or trustee for each ~~employer or~~ client.
- 2.2 A Member shall not disclose or permit to be disclosed confidential information concerning the business affairs or technical processes of any present or former ~~employer or~~ client without the consent of that ~~employer or~~ client.
- 2.3 A Member shall not accept compensation – financial or otherwise – from more than one party for the same services pertaining to the same work, without the consent of all interested parties.
- 2.4 A Member shall act fairly and justly towards vendors and contractors, and will not accept from them any commissions or allowances, directly or indirectly.
- 2.5 A Member shall inform a ~~n employer or~~ client of any financial interest in any vendor or contractor, or in any invention, machine or equipment which is involved in work carried out for that client. A Member shall not allow such an interest to affect decisions regarding their professional services ~~requested by the employer or client~~.
- 2.6 A Member shall not falsify or misrepresent professional qualifications or experience ~~to a client~~.

CLAUSE 3 Relations with Fellow Consultants

- 3.1 A Member shall not act so as to injure or attempt to injure the professional reputation, prospects or business of another noise consultant, whether or not a Member of the Association.
- 3.2 A Member's professional charges shall be appropriate to a self-sustaining organisation.
- 3.3 A Member shall not purposely supplant another Member; nor shall a Member knowingly intervene, or attempt to intervene, in work which has been entrusted to another Member.
- 3.4 If so instructed by the prospective client, Members may ~~review and/or~~ takeover the work of another Noise Consultant or Consultants, whether or not they be Members of the ANC, who, currently are, or in the past have, acted for the same, or another, client on the same project provided only that the Member takes all reasonable steps to ~~ensure~~ confirm that the other Noise Consultant(s) is/are advised of the instructions received by the Member prior to its commencement of the work. A Member may accept the verbal assurance of a

prospective cClient that the other Member(s) or other Noise Consultant(s) has/have been so informed but shall confirm back, in writing, to the prospective Cclient that this assurance has been given and is relied upon.

3.5 If so instructed by the prospective client, Members may review the work of another Noise Consultant or Consultants provided always that the Member acts ethically and professionally in carrying out such reviews and without intent to injure the professional reputation, prospects or business of another Noise Consultant.

Note: "takeover the work" would normally apply to commissioned work that has not been completed where, in the absence of notification, there is a risk that the first consultant may continue with work for which no payment would be made.

CLAUSE 4 Relations with the Public

- 4.1 A Member shall have proper regard for the safety, health and welfare of the public in the performance of professional duties.
- 4.2 A Member shall endeavour to extend public knowledge and appreciation of the profession and its achievements and will oppose any untrue, unsupported, or exaggerated statements regarding it.
- 4.3 A Member shall be dignified in explaining the Member's services and shall not misrepresent professional qualifications or experience.

CLAUSE 5 Advertising

~~5.1~~

~~5.1 (a) —~~Members are permitted to advertise, but only in a dignified manner appropriate to a professional organisation and without the disparagement of competitors.

~~5.2 (b) —~~Members are recommended to include the Association of Noise Consultants logo in all advertisements.

~~(c) — Members are recommended to submit "copy" and layouts of proposed advertisements to the Chairman, for the time being, of the Association for written approval or comment prior to publication. If the Chairman is the representative of the Member submitting then an official, either the Secretary or the Treasurer, shall act in the Chairman's place.~~

~~(d)~~5.3 Any Member concerned about another Member's advertisement may raise the matter with the Board~~Council~~ for adjudication.

~~(e) — A member who has obtained the Chairman's approval to a proposed advertisement may rely on such approval in the event of concern being expressed by another Member.~~

~~5.25.4~~ A Member shall be able to distribute brochures and other articles describing the Member's activities, provided such material meets the requirements of clauses 2.6, 4.3 and 5.1.

~~5.53~~ The Association may on behalf of the membership advertise the corporate services of the membership.

Board Nominations 2016 - 2016

David Charles – nominated as Board Member

David is an Associate at Bickerdike Allen Partners with over 20 years' experience. During this time he has been involved with environmental, building, and industrial acoustics. The wide range of projects undertaken has ranged from major developments, such as the new Home Office in Westminster and developments at a number of airports, to the more everyday such as restaurants seeking retrospective planning permission for services plant.

He has been Bickerdike Allen Partners' ANC representative since 2003, and has been a member of the ANC Certification Committee since the ANC Registration Scheme commenced. He has also contributed to a number of the ANC consultation responses.

David Clarke – nominated as Board Member

Dave is Technical Director of SRL responsible for the technical quality of all of the consultancy and testing that SRL does. Involved in training and motivating staff, optimising resources to achieve budget, reviewing managers and senior staff, interviewing and recruiting. As a board member, contributes to the strategic direction of the company and proposes and implements new working methods.

As an acoustic consultant, has over 20 years' experience over a wide variety of projects, involving architectural, mechanical services and environmental noise and vibration control. Has considerable experience as an expert witness, appearing at many planning and licensing hearings over the year.

Jack Harvie-Clark – nominated as a Chair

Work done for the ANC over the last two years:

- ANC Board member with responsibility for publications.
- Published "Acoustics of Schools: a design guide", for IOA / ANC jointly
- Revised the ANC GPG Acoustic Testing of Schools #2, as referenced in BB 93 #2
- Contributed to the re-writing of BB 93 #2.
- SITRI (Sound Insulation Testing Register Ireland) Board member

Aims for the next two years:

- Continue to grow the profile of the ANC through publications and good practice guidance
- Continue to produce information for members through the ANC Good Practice Committee – particular subjects include consideration of noise, thermal comfort and ventilation; low frequency impact sound.
- Revise the ANC GPGs for measurement of noise in buildings
- Continue as ANC Board representative on SITRI

Work in the industry:

- Jack established Apex Acoustics Ltd in 2006, and this has grown to its current size of 12 people, typical for ANC consultancies. The company achieved UKAS accreditation for sound insulation testing, and therefore also has the experience of creating and running quality systems to ISO 17025, along with the experience of running a small business.
- Apex has developed a variety of research interests in acoustic design methods, school acoustics, sports hall acoustics, and residential design for ventilation and noise.

Board Nominations 2016 - 2016

Andrew Parkin - nominated for Immediate Past Chair

Andrew has been Chair of the Association since 2014. He was also Chair of the Schools Committee since its inception in 2009 (except for a brief spell between starting up Cundall Acoustics and its gaining ANC membership).

Andrew has been heavily involved in acoustic guidance and legislation for over 14 years, having been contributing author to the original BB93 and subsequently chaired the group responsible for completing its re-write; he was also involved with the now-defunct BCSE on a number of committees, is a long-standing member of the IOA Building Acoustics Group and was the Principal Technical Author for the AIS Guide to Office Acoustics.

Andrew is a well-known and respected technical author and conference speaker, having been invited to write for numerous magazines and bulletins (on behalf of the ANC, IOA and his company) and has spoken at many conferences around the world; he has also chaired many conference sessions and events.

He has been instrumental in setting up the ANC Awards in his role as Board member responsible for events over the last 4 years.

Martin Raisborough – nominated as Hon Treasurer

Martin is service line leader for the UK based Acoustics team within WSP | Parsons Brinckerhoff, providing leadership and management to a team of over 45 acousticians in six offices across the UK. Martin is responsible for the financial management of the acoustics business stream within WSP, managing overall team fees, work in progress and profit and loss. Martin is project director assuming responsibility for the cashflow and profit of multi thousand pound projects within the acoustics business stream.

With over fourteen years of practical experience in the field, twelve of which within WSP | Parsons Brinckerhoff, Martin has gained significant experience in working on a wide variety of large and high profile schemes, project management, preparing technical reports and client care. Martin has a strong track record in providing pragmatic, commercially focussed acoustic design solutions based on a strong technical understanding and working as part of large design teams on key and signature property and infrastructure projects.

Daniel Saunders - nominated as Vice Chair

Daniel is an Associate at Clarke Saunders Associates. He is extensively involved in Environmental, Building, Planning and Industrial Acoustics.

In 2014 he was appointed Honorary Secretary of the Association. Currently his main role is the review and assessment of new membership applications prior to formal interview by the ANC panel.

He is an ANC Examiner for the PCT Registration Scheme and is also Vice Chairman of the ANC Membership Steering Committee. Daniel is a Robust Details Senior Inspector and Chair of Institute of Acoustics' Southern Branch. He played a major role in the working group that produced the ANC's guidance on measurement of environmental noise - The Green Book which is due for its second edition in the near future.

Board Nominations 2016 - 2016

Paul Shields – nominated for Honorary Secretary

Paul is operation director for AECOM acoustics team of over 45 staff providing consultancy services on a broad range of topics associated with acoustics and vibration. These include environmental impact assessments, particularly in respect of transport, infrastructure, complex mixed developments and industrial sites, building and architectural acoustics and occupational exposure assessments. He is an innovative and enthusiastic technical team leader with 30 years' experience in consultancy and research, with particular expertise in acoustics and railways. His skills include organising projects and people to get things done, focusing on getting results in the most efficient way possible.

Paul has particular skill in presenting technical information to a non-technical audience. He has been involved in numerous public meetings, liaised with local authorities and has acted as expert witness on a number of occasions. He has experience with complaint co-ordination, including liaising with complainants and Local Authorities, taking noise and vibration measurement to assess the complaints, co-ordinating and assisting the various engineering departments for solutions and assessing the benefits of any remedial work undertaken.

Paul has represented AECOM (URS and Scott Wilson) at the Association of Noise Consultants for a number of years, have been chairman of the Midlands Branch of the Institute of Acoustics for over 10 years, sits on the national IOA Membership Committee and chairs the institute's Continuing Professional Development action group.