

# Design Review Panel: Protocol for Attendance

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- 1 Membership of the Urban Design Panel consists exclusively of groups, societies, and other organisations nominated by the Aberdeen City and Aberdeenshire Councils.
- 2 When a representative is unable to attend a Panel meeting, it is their responsibility to send another representative or to submit an apology.
- 3 Where any representative has direct or indirect interest in the project (see below) then that individual should not attend the whole meeting. Compromising factors are:-
  - (a) Where that individual will take part in one of the presentations.
  - (b) Where that individual is closely associated with any of the presenters eg as an employee, work colleague, or as a relative.
  - (c) Where apart from the specific remit of their organisation, that individual has a financial or other interest in the development under discussion.
- 4 Should there be other reasons why the representative wishes to attend the meeting in question, this may be arranged at the discretion of the Chairperson.

The panel must also adhere to the seven principles of public life:

## 1 **Selflessness**

Recommendations should be made by the panel members solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends.

## 2 **Integrity**

Panel members should not place themselves under any financial or other obligation to outside individuals or organisations that might influence them in the performance of their official duties.

## 3 **Objectivity**

Panel members should always make decisions purely on merit.

## 4 **Accountability**

Panel members are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

## 5 **Openness**

Panel members should be as open as possible about all the decisions and actions that they take.

## 6 **Honesty**

Panel members have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

## 7 **Leadership**

Panel members should promote and support these principles by leadership and example.