

# Design Review Panel: Roles and Responsibilities

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## 1. The Chair will:

- Chair meetings.
- Provide a short summary of planning issues.
- Facilitate the Panel's discussion, and not allow individual opinions to dominate.
- Sum up the discussion with a short summary of points raised, reflecting the consensus view.
- Have the capability/ confidence to summarise what, at times, may be conflicting views.

## 2. The Design Review Manager will:

- Arrange contacts with external organisations, including the media.
- Decide on the proposals to be reviewed, and the composition of the Panel.
- Seek out projects for Review.
- Respond to FOI requests.
- Ensure presenters provide relevant information prior to and at the review
- Contribute to panel discussions.
- Prepare a written report to summarise the points raised.
- Keep well documented records of projects, processes and comments, and, ensure that there is adequate storage space for submission presentation materials.
- Provide feedback on how projects have developed since the Review.
- Monitoring and evaluation

## 3. The Panel Members will:

- Participate in approximately 6 review meetings per year, along with site visits where appropriate.
- Provide constructive, timely and objective advice, relevant to their expertise.
- Voice opinions and advice in front of the presenting team.
- Participate in a trial review meeting to familiarise themselves with the rules and process.

The panel will include members from:

RTPI

RIAS

RICS

Robert Gordons University

Landscape Institute

Historic Scotland

Scottish Natural Heritage

(this is not an exhaustive list - other members will be considered)

## 4. The Administrative Assistant will:

- Arrange the Panel's meeting places and times.
- Provide an agenda for meetings, with draft list of Panel members, 3 days prior to meeting.
- Take minutes of meetings.
- Arrange possible site visits.
- Circulate written reports