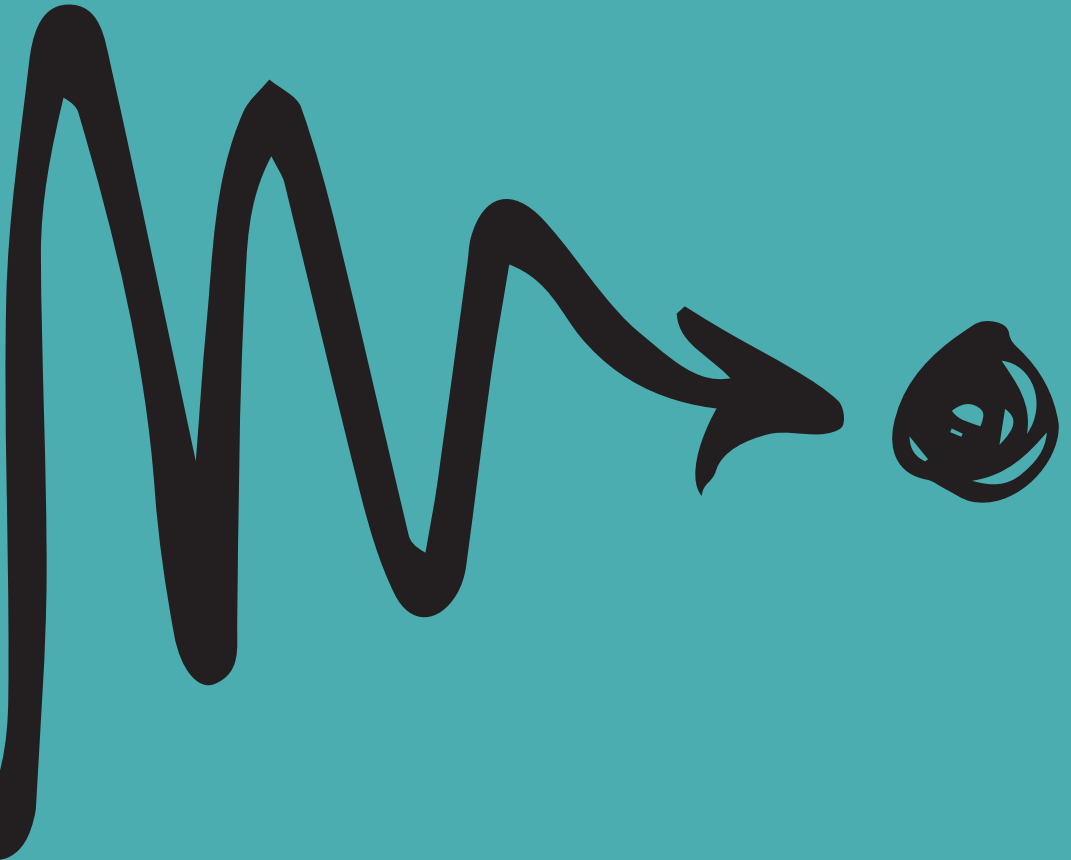


Design Review Guidance



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The quality of the built environment influences how we sustain and improve our quality of life, the economy and the natural environment.

The role of the Glasgow Urban Design Panel is to promote the value of good sustainable design and champion the highest standards in architecture and placemaking.

1 Our Role

Design plays a vital role in creating better places to enrich the local community; however, the variety of stakeholders involved in a development project can make it challenging to realise design potential and create places that work for everyone.

A Glasgow Urban Design Panel (GUDP) Design Review provides constructive advice to developers, design teams and planners, as part of the pre-application consultation process, and in line with council policy and guidance. The GUDP seeks to support built environment professionals in creating the very best design solutions for the city and its people.

2 Our Remit

Glasgow City Council (GCC) host and facilitate the 'independent design review Panel for the city' and select projects for voluntary review; while the Glasgow Institute of Architects (GIA) volunteer as the lead of the secretariat and together with the Glasgow Civic Forum (GCF) invite building experts to review projects and report on the Panel findings.

The GUDP was originally founded to discuss city conservation by the Glasgow Tree lovers Society; the New Glasgow Society; and the Architectural Heritage Society of Scotland. Latterly the Panel established representation of both the city's professional bodies and amenity groups, resulting in the comprehensive and non-statutory Design Review process we have today. The GUDP Design Reviews take cognisance of CABI's Design Review, Principles and Practice (2009) to be independent, expert, multidisciplinary, accountable, transparent, proportionate, timely, advisory, objective and accessible.

The GIA president has historically taken up the role of the Vice Chair and promoted the Panel and a community approach to placemaking and design. The launch of the new guidance is to give clarity to the GUDP process, promote engagement with the Panel and to further engage the architects of the city, with the design of the city.

Presenting projects to the GUDP is voluntary and we actively encourage the architect, the client and developer to attend Panel Reviews. Dates for the six weekly Panel sessions will be issued at the end of the calendar year, and will include a date for the GUDP Annual Review. A limited number of additional specialised reviews will be arranged, if required, exclusively for locally significant projects of particular relevance.

3 Presenting to the Panel

Projects are selected in principle based on the quantum of development, the impact on the city, the public interest and to promote quality in design.

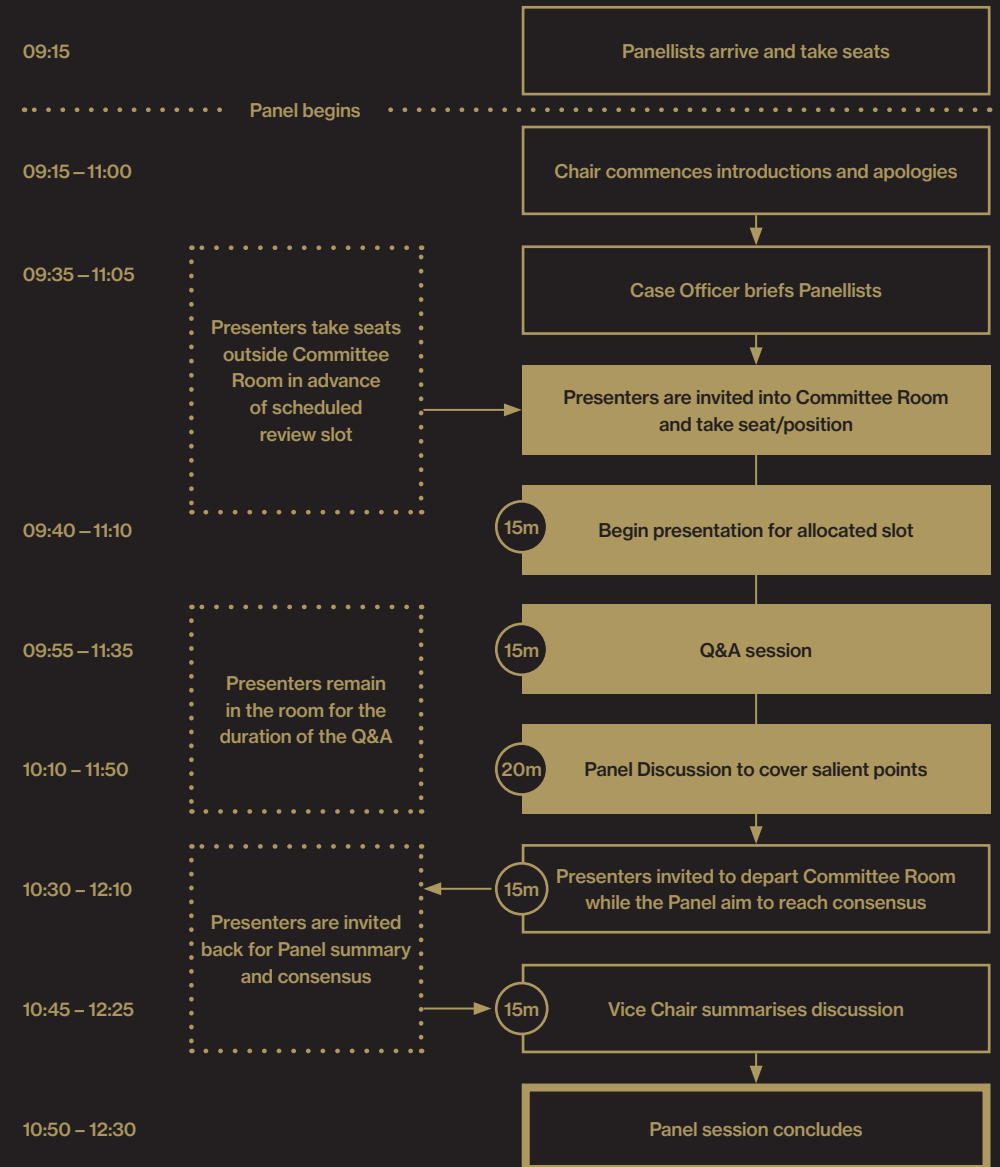
Due to the limited number of Panel sessions it is not always possible to review all the projects that could benefit from pre-application Panel feedback, due to project or planning timescales.

There are three main types of project brought before the Panel:

1. **A Pre-application Design Review** to offer informal advice to the applicant;
2. **A Planning Application Design Review** to offer informal advice to the applicant and to the Case Officer for a submitted proposal pending approval;
3. **A Policy or Development Framework Review**, presented by the city for comment.

Each type of project has a specific Design Review format.

The GUDP Design Review: What to expect on the day



1. Pre-application Design Review

A 'Pre-application' Design Review includes (i) a short **Panel Briefing** by the Case Officer, which can include any specific factors on which the Case Officer seeks advice or support; (ii) a **Presentation** by the applicant; (iii) **Question and Answers Session** (The applicant should answer any specific questions designed to clarify the proposal but neither the applicant or Panellists should offer comment at this stage); (iv) **Panel Discussion** (This stage includes general Panel Discussion and opinions and an exchange of views between the Panellists. The Presenters will be invited to remain in the room at the end of the Q+A to listen to the Panel Discussion if they wish to do so); (v) **Panel Consensus** (whereby the Panel summarise the key points and try and reach a consensus for recommendation); and (vi) **The Panel Summary** (whereby the Presenters are invited to hear the Panel conclusions).

2. A 'Planning Application' Design Review

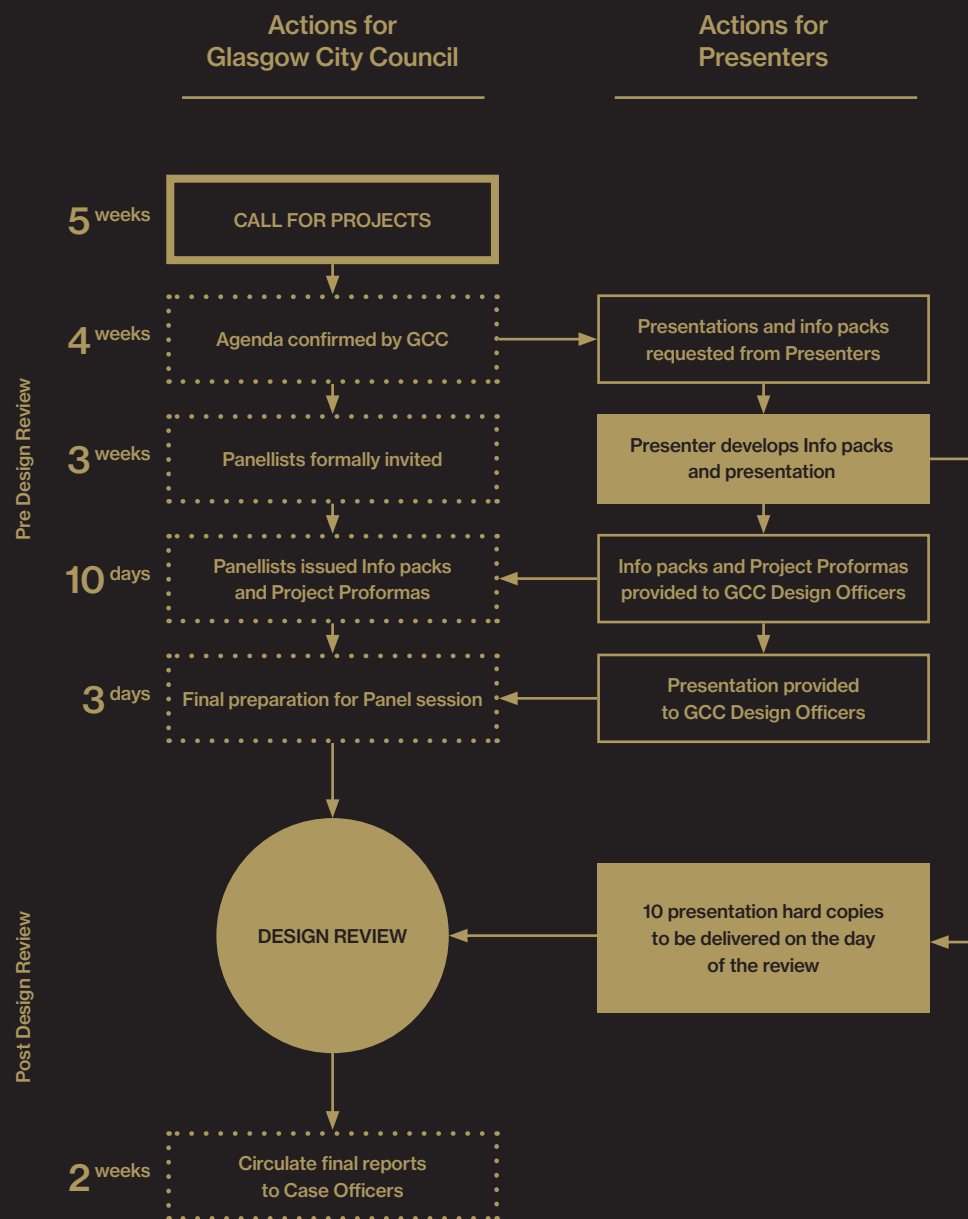
A 'Planning Application' Design Review follows the Pre-application format, however, the Panel Consensus includes non-statutory recommendations to the City, for example: to approve, approve with conditions, defer for further consultation, or refuse.

3. Policy or Development Framework Review

An 'Area or Subject Plan' Design Review is presented by Glasgow City Council. The Plans or Policy can be of any scale and may be the basis for the public consultations. A workshop will facilitate a general discussion and exchange of views between the Panel and the Presenters. Membership of the Panel in these cases may require a range of expertise from a wider number of built environment expert guests provided jointly by the GIA, GCF and GCC.

The Panel timeline diagram illustrates the six week cycle the GUDP works to; defines when each deliverable is required; and when the reports of the Panel comments are issued.

The GUDP Panel Timeline



4 Presenter Deliverables

Information Pack

GCC will request an Information Pack, which will be forwarded to the Panel Members selected to review your project. All pre-application information is treated as confidential. The information pack will be requested 10 days in advance of the Design Review and should provide a project summary illustrating the key design issues, to include: the proposed site plan, site analysis, context, floor plans, sections, elevations, and conservation area status as necessary.

For live application proposals a full summary of the project information providing a general brief description, name of client, consultants, key players and consultees, the site location or address, estimated project cost and procurement method, and size of site will be required.

In addition, other relevant material such as three dimensional images and views alongside a concise narrative should also be submitted. Please note the Council cannot accept emails greater than 10MB in size therefore Presenters should allow for delivery of CD copies of the information, if it is not possible to email it 10 days in advance of the Design Review.

Presentation

A concise PowerPoint presentation will be requested 3 days in advance of the Design Review setting out the design rationale for the project including its concept and development, in an appropriate timescale. The project specific items cited by the Case Officer and/ or the limitations of the review criteria, which should be compiled to be delivered within the allocated presentation timeslot.

Please note that for most presentations, this will be 20 minutes.

The Design Review process is explained in the '*What to expect on the day*' diagram (p.7). The Presenter will be requested to remain for the duration of the Panel's discussion to hear the views expressed, however, the Presenter should engage with the Case Officer post review before embarking on any design changes.

Design Statement

The Presenter should consider, reflect and take into account the advice provided at the Design Review, and a statement provided with the planning application intimating how the advice provided by the Panel has been addressed.

5

The Panel Members

The GUDP is a group of volunteer representatives from public and local interest bodies; who share their knowledge to inspire the best possible outcomes for the city. Built Environment Panellist's are drawn from a range of sectors and together comprise a network of highly respected specialists.

The Panel is jointly co-ordinated and chaired by City Design, at Glasgow City Council, The Glasgow Institute of Architects (GIA), and the Glasgow Civic Forum (GCF). The Panel Members are drawn from a range of organisations which seek to provide special expertise to the Design Review process. The Panel will comprise of representatives selected from the following organisations:

Permanent Panellists

Glasgow City Council	GCC
Glasgow Institute of Architects	GIA
Glasgow Civic Forum	GCF
Historic Environment Scotland	HES
Landscape Institute	LI
Royal Town Planning Institute	RTPI
Mackintosh School of Architecture	MSA
University of Strathclyde School of Architecture	USSA



Project-specific Panellists

Police Scotland	PS
University of Glasgow	UoG
Pollokshields Heritage	PH
Architectural Heritage Society of Scotland	AHSS
Alexander Thomson Society	ATS
Charles Rennie Mackintosh Society	CRMS
Friends of Glasgow West	FGW
New Glasgow Society	NGS
Strathbungo Society	SBS



Guest Panellists

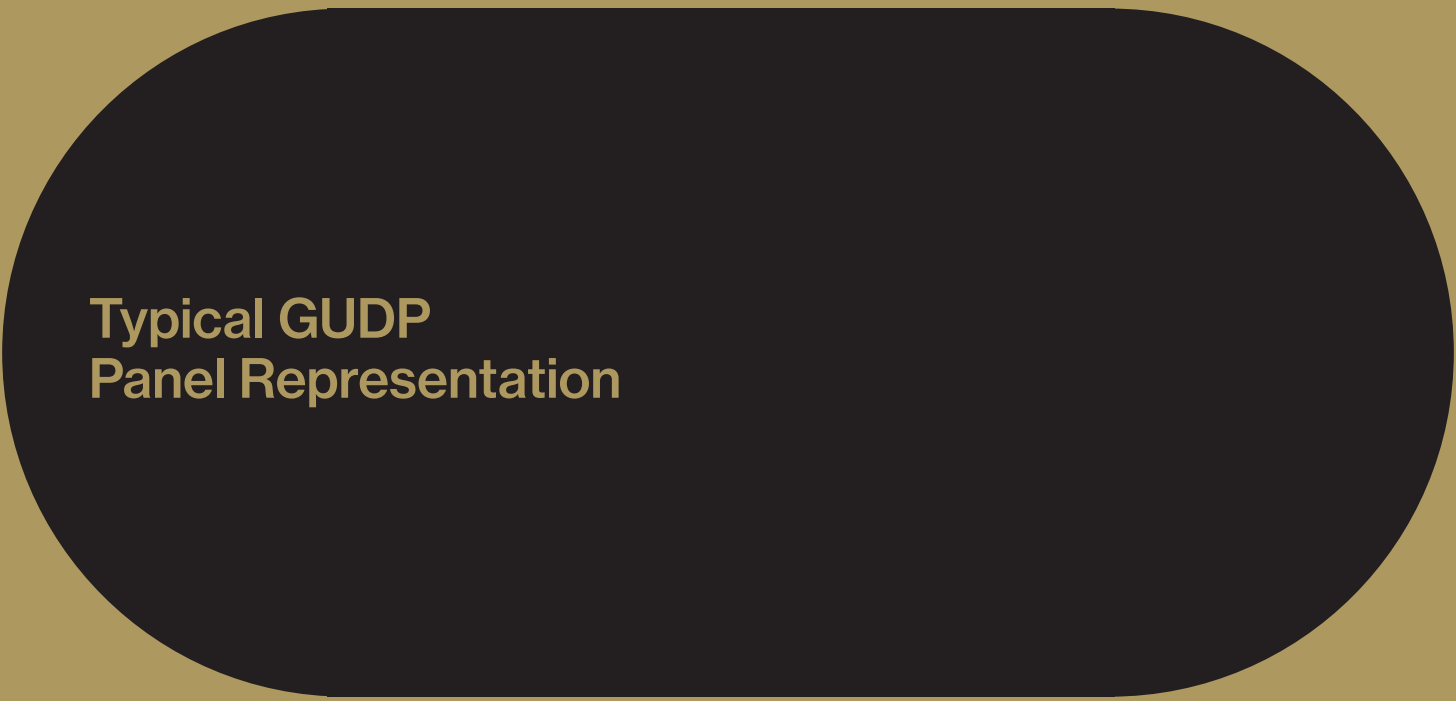
Consultant with specific expertise	C
Developer	D
Local Interest Group	LIG
Operators	O



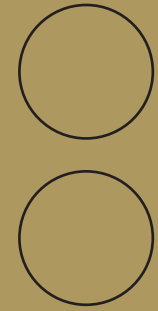
Panel Observer Panel Observer Panel Observer



Guest Panellists



Project Presenters



6

Panel Governance

The Chair and Vice-Chair will seek to choose Panellists relevant to the projects up for review.

Each organisation will identify two representatives, one of whom may be invited to attend Panel Meeting Design Reviews at the discretion of the Chair and Vice Chair. The GIA and GCC will identify a pool of representatives which has between its members experience covering all building and development sectors. Each organisation will review its representatives every 3 years.

A requisite number of GIA representatives will be invited to attend the Panel and to ensure resiliency of the Panel; it is recommended that two representatives are responsible for reporting the Panel findings. The GIA Panel Members for each GUDP meeting will be identified by the Vice Chair with respect to the nature of projects being presented, and the Vice Chair will ensure that no conflicts of interests exist.

A requisite number of amenity group representatives will be invited to attend the Panel. The Amenity Group Panel Members for each GUDP meeting will be suggested by the GCF, for approval by the GIA. The selection will depend on the projects being presented, and the GCF will ensure that no conflicts of interest exist.

Panel Roles and Responsibilities

The GUDP Chair and the GUDP Manager is appointed by the Head of Planning and Building Control. The Panel Chair provides a facilitator role to focus the Panel's discussion upon the proposals being reviewed key issues and The Panel Manager co-ordinates the Panel activities and programme.

It is the Panel Chair and Panel Manager's responsibility to:

- ensure Panel Members are aware and up to date with the current Governance, Design Review Guidance and Code of Conduct procedures;
- select the projects to be reviewed in conjunction with Senior Planning Managers;
- arrange the Panel's meeting places and times;
- request Presenters to provide papers on their proposals ten days in advance of the Panel meeting, to ensure this information can be issued to Panel Members, one week in advance of the Panel meeting;
- ensure Project Proforma and information pack on the proposals is issued one week in advance of the Panel meeting;

- broadly set out the themes raised in the discussion and indicate the extent to which it is considered action is required;
- liaise with A+DS service to agree projects that will be engaged with via the A+DS Design Forum;
- provide feedback on how projects have developed since being reviewed by the Panel [annually];
- invite architects and developers to present revised proposals if a subsequent review is considered likely to have significant benefit to the design development;
- facilitate a training program aiming at to ensure the effectiveness of Panellists' response in relation to the constantly evolving planning framework;
- ensure the GIA and Amenity Group Representative (GCF) identify appropriate attendees related to the nature of the projects to be reviewed.

Attendee selection will generally be as follows:

- Invited Guest members (max. 2 suggestions by GIA, 2 suggestions by GCF)
- Project-specific members (max. 1 suggestions by GIA, 1 suggestions by GCF)
- Observers (as appropriate)

The Vice Chair is appointed by the GIA President. It is the Vice Chair's responsibility to:

- ensure Panel guests are aware of and up to date with the current Governance, the Design Review Guidance and Code of Conduct procedures prior to Panel representation, and completed forms are forwarded to GCC in advance of the Design Review;
- sum up the findings of the review at the end of the session in the presence of the Presenters, and seek a consensus on the weight to be ascribed to any issues as necessary;
- prepare and issue a draft report five working days after the Design Review to ensure that agreement can be reached upon it within two weeks of the Design Review;
- amend the draft report to reflect any additional comments made by Panel Members;

- include in the written advice any declarations of interest that have been made and any decisions relating to such declarations;
- on behalf of the Panel, issue the formal design report of the Panel to the Chair for distribution to architects, developers and planners;
- liaise with GCC to ensure the Panel's website is kept up to date.

It is the Planning Officer's responsibility to:

- ensure architects, developers and consultant planners are made aware of the potential for their project to be reviewed;
- liaise with architects and developers to establish the type of information to be included in the A4 summary pack for distribution to the Panel and review the presentation in advance in order to ensure that all key aspects are presented;
- provide a concise presentation which sets out the planning context for the proposals being considered. This should highlight in particular any relevant design policies or issues, particularly where the proposal may be contrary to policy. This should normally last for no more than five minutes;

- remain for the duration of the Panel's discussion to hear the views expressed;
- encourage the design team to consider, reflect and take into account the advice provided in the development of the design;
- notify the Vice Chair when GUDP presented projects become live applications
- ensure that the Panel's report is added to the public record of the planning application;
- present revised proposals if a subsequent review is considered likely to have significant benefit to the design development;
- set out how the Panel's comments have been addressed in any relevant planning report.

It is the member organisations' responsibility to:

- identify two of their representatives from which a Panel Member can be drawn;
- ensure that one of their members can attend when they are invited to participate in the Panel meeting;
- ensure that their representative is able to communicate their views on design matters effectively and objectively;
- ensure that their representative will provide advice which could reasonably be expected to reflect the views of the body which they represent, without prejudice to any later view;
- ensure that the Panel Member can be available to comment on or approve the record of the Panel meeting.

7

Code of Conduct

It is the responsibility all of Panel Members to read and keep up to date with the GUDP Code of Conduct and to familiarise themselves with its terms and to submit the appropriate forms to GCC in advance of the Design Review and prior to Panel representation.

Attendance and Time Commitment

The time commitment required of Design Review Panellists, should they attend all eight Panel sessions, is the equivalent of four full days per year. The majority of this time will be spent attending Design Review sessions in half day sessions. Panellists are also required to read agendas and other briefing material prior to a meeting, and will be asked to comment on subsequent draft reports which will add further time commitments.

Panellists may also be requested to attend training sessions or special Panel reviews once a year. Panellists are expected to have sufficient capacity to fulfil these requirements prior to volunteering for the Panel.

As the Panel base of the GUDP is comprised of volunteers, it is acknowledged that there is no formal requirement for attendance. However, once Panellists have committed to attend a particular Design Review meeting they are expected to honour that commitment. Panellists are carefully selected by key attendees to ensure that the mix of expertise represented is appropriate to the projects being reviewed, and that continuity is maintained where necessary.

Last minute call-offs are disruptive and can compromise the effectiveness of the process.

Acting in the Public Interest

Glasgow City Council are the statutory planning authority under The Planning (Scotland) Act 2006 passed by the Scottish Parliament. As a local authority we are responsible for managing development of the built environment in the Glasgow area by application of the three parts of the planning system; development planning, development management and enforcement.

The GUDP is one means of achieving a high quality and sustainable place by 'developing and delivering value added projects and initiatives across social, economic, environment and cultural development fronts that will enrich the quality of people's lives by improving their social, economic, and environmental well-being.'

As such the status and integrity of the Panel is essential if it is to achieve these aims, and Panel Members are expected to act in the public interest at all times. The Scottish public has a high expectation of those who serve on public bodies and the way in which they should conduct themselves in undertaking their duties for the public body. Panellists must meet those expectations by ensuring that their conduct is above reproach.

Design Review Conduct

The proper conduct of Panellists is crucial to the integrity and credibility of the Design Review Process.

Presenters bring projects to the Panel voluntarily, on behalf of their clients, to engage in design dialogue. It is critical that the Design Review sessions are conducted professionally and that the skills and responsibilities of those presenting the project are respected. The Panel, though aiming to be constructive in its comments, on occasion has to deliver messages that may not be welcome to those who receive them. Panellists are expected to voice their opinions honestly and clearly, and in a proficient and courteous manner. Personal opinions related to architectural taste or style should be avoided, as should rhetorical or leading questions, and speech-making.

Punctuality is essential to the smooth running of the Design Review process and it is important that the Presenters, Chair, Vice Chair and Panel Members adhere to the schedule of the day. Questions and comments must be constructive, brief and concise to enable all the Panellists to engage in the critique in a timely manner. It is also essential that Staff remind the Chair if they feel a presentation or session is starting to overrun.

Design Review Principles

Glasgow City Council's Code of Conduct is based on the recommendations of the Nolan Committee, titled "The Seven Principles of Public Life", which govern all employees who deliver public services. The public are entitled to expect the highest standards of conduct from all Glasgow Urban Design Panellists volunteering their expertise on behalf of the Panel and the City.

As such, Panellists should familiarise themselves with these principles:

Selflessness

Panellists should not take decisions, which will result in any financial or other benefit to themselves, their family, or their friends. Decisions should be based solely on the GUDP's best interests.

Integrity

Panellists should not place themselves under any financial or other obligation to an individual or an organisation, which might influence them in their work with the GUDP.

Objectivity

Any decisions, which Panellists take in the course of volunteering with the GUDP, including making appointments, or recommending individuals, must be based solely on merit.

Accountability

Panellists are accountable to the GUDP and to the public.

Openness

Panellists should be as open as possible in all the decisions and actions that they take. They should give reasons for their decisions and should not restrict information unless this is clearly required by GUDP policy or by the law.

Honesty

Panellists have a duty to declare any private interests, which might affect their voluntary work with the GUDP.

Leadership

Panellists should promote and support these principles by leadership and example.

Conflicts of Interest

Conflicts of Interest or perceived conflicts are a potentially serious risk to the Council as they could, if not managed well, lead to a significant loss of integrity. Panel Members are expected to act in the public interest and adhere to all the guidance and clauses contained within the contracts of engagement and tender documents.

Declaration of Interest forms must be completed and signed by all Panel Members, where by they must declare any projects in Glasgow that they have been involved with in the preceding 12 months, as well as any schemes in the pipeline.

The *Declaration of Interest Form* must be completed in advance of a review session. If Panel Members who in the preceding 12 months have been personally or professionally involved with a particular proposal under discussion, Panellists must declare this in good time and Council Officers coordinating the Panel of the nature of the interest.

In addition, if Panellists may otherwise have a potential conflict of interest where their involvement in the Design Review session could potentially have the effect, or could be perceived to have the effect of influencing the financial or non-financial interest of the person, or another individual or organisation and/or its site, with whom that person has a familial or formal relationship, they should also declare this to Council Officers.

If a conflict of interest is deemed to exist then the Panel Member must not participate in any reviews concerning that particular scheme.

In the case that colleagues of Panel Members who work within the same external companies are involved/have been involved in projects within Glasgow which could result in a conflict of interest, the Panel Member must declare this in good time and demonstrate a procedure has been put in place to avoid additional conflicts. It is unlikely that the particular Panel Member will be appointed to review such schemes.

In some cases, a relationship may not be deemed a conflict of interest, but one that should be declared. In that case, the Panellist should declare his/her interest at the start of the Design Review session, and if the Chair should deem that interest to be prejudicial to the impartiality of the review then the Panellist must step out of the review.

It is the responsibility of individual Panel Members to be proactive in declaring any potential conflicts as and when they become apparent, and to do so in a timely manner so that the efficiency of the Design Review process is not compromised. Where a Panel Member's involvement in a project is very significant, e.g. as a member of the presenting team, then that Panel Member should not take part in any other review session taking place immediately before or after the one in which he/she has an involvement.

Information gained at review must not be used for personal or political purposes, nor should Panel Members use the review process to promote their own private interests.

Panel Members must also comply with Glasgow City Council's guidelines on gifts and hospitality.

Confidentiality

A Design Review is at its most effective when the first review takes place at an early stage in the design process. For projects which are still evolving and have not yet reached the planning application stage Glasgow City Council will withhold publication of the report. The importance of confidentiality in the process must be respected by Panel Members. Briefing material should not be made available to other parties, neither should the details of Design Review meetings be openly discussed.

Design Review Panel reports will be published on the Glasgow Institute of Architects' website, along with all other application documents, once a valid planning application has been submitted and registered, unless otherwise agreed in special circumstances. For schemes that do not require planning consent, the reports will be provided on request once applications for any other relevant consents have been submitted. It will be made clear that any Panel advice (oral or written) does not hold any statutory weighting, and cannot be implemented or incorporated in the development of the scheme until it has been officially fed back to applicants by the Council Officers.

The Panel feedback and report is advisory and applicants must not action any points until they are officially included within formal planning advice by Council Officers. If actioned prior to this, it will be done at the applicant's own risk. Panel Members shall keep confidential all information provided to them as part of their role in the Panel and shall not disclose or use that information for their own benefit, nor disclose it to any third party.

Glasgow City Council is subject to the Freedom of Information (Scotland) Act and Panel Members should be aware of the implications of this. The Act provides the right of access to information held by Scottish public authorities and for this reason Panellists should be aware that any written correspondence could be released through a request under the Act and made public.

8 Feedback

Feedback is an essential part of the GUDP Design Review process. It gives the Panel clear guidance regarding what we are getting wrong or right.

We conduct feedback surveys to review and improve the Design Review Process. All Panellists and Presenters will be requested to submit their response to a questionnaire at the end of the calendar year to help improve and evolve the Design Review process.

Acknowledgment of Governance and Code of Conduct Form

A

To *Chair/ Vice Chair** of the Glasgow Urban Design Panel, on Behalf of Glasgow City Council and the Glasgow Institute of Architects.

I hereby acknowledge that I have received and read the Glasgow Urban Design Panel Code of Conduct and that I am fully aware of its terms. I also agree to read and comply with all policies adopted in the Glasgow Urban Design Governance.

I understand that compliance with this Code is a condition of all Glasgow Urban Design Panel Members.

I understand that if I fail to comply with this Code or other published policies of the Glasgow Urban Design Panel or applicable laws, it will be addressed and I may be held liable and/or subject to Panel suspension. I confirm that I will comply with all provisions of the Code of Conduct.

Name:

Signature:

Date:

*Delete as appropriate

Declaration of Interest

B

To : **Chair/ Vice Chair* of the Glasgow Urban Design Panel, on Behalf of Glasgow City Council and the Glasgow Institute of Architects.

I understand that if I, my family members and close relatives and personal friends have any direct or indirect interest in any company which has business dealings with the Panel Presenters, I shall make a declaration to the Panel Representatives.

I would like to declare the following existing/potential* conflict of interest situation arising from the discharge of my duties concerning the Project being presented at the GUDP Design review or as a Panel representative on the GUDP:

A) Persons/companies with whom/which I have official dealings and/or private interests:

.....
.....
.....

B) Brief description of my duties of my duties which involved the persons/companies mentioned in item (a):

.....
.....
.....

Name:

Signature:

Date:

*Delete as appropriate

Author Emma Morton

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