



May 2021

Southampton Design Advisory Panel

Guidance for Panel Members

Panel members are appointed to advise on the design merits of schemes submitted to them by the City Council, and therefore Panel members must be impartial in their conduct in order to retain the independence and integrity of the Panel

The City Council must reserve the right to accept all, part, or none of the advice given by the Panel in administering its statutory function as the Local Planning Authority.

The views expressed on design will represent the Panel's collective view, not an individual view, based on discussion between Panel members at the meeting. That view will be expressed in the form of a short and succinct design advice note, which will be forwarded to the appropriate Case Officer and in the case of presentations to the applicant.

Panel members will hold a recognised qualification in a design related discipline accredited by a UK institution, and have worked in a design related field for a minimum of 5 years. At the discretion of the Council other individuals may be acceptable provided they have a proven track record in a design relevant profession.

Panel members will be engaged for a term of 3 years which can be renewed at the discretion of the Council.

Panel years commence in April, and meetings are held on a 4-6 week cycle.

Panel attendees will be drawn from a pool of Panel members and a Chair appointed on a meeting by meeting basis.

Panel members who are invited to a Panel meeting will need to check the agenda in order to determine whether they have any conflict of interest regarding any of the agenda items.

Panel members who have a conflict of interest must declare that and decline the invitation to attend. If a Panel member realises, he/she has a conflict during a Panel meeting they must immediately notify the Meeting Chair, who will instruct them to sit out that agenda item.

Panel members must treat the information they receive as confidential which should not be discussed with third parties or other panel members either prior to, or following a Panel.

Post a Panel meeting, Panel members must undertake to delete the information they received on schemes as the view of the Panel is solely reflected in the design advice note, which remains confidential until receipt of a formal application