



Architecture+DesignScotland
Ailtearachd is Dealbhadh na h-Alba

Design Review panel member Application pack



11 February 2010

Architecture+DesignScotland
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Bakehouse Close
146 Canongate
Edinburgh EH8 8DD UK

www.ads.org.uk
info@ads.org.uk

T +44 (0)131 556 6699
F +44 (0)131 556 6633

Architecture and Design Scotland is incorporated under the Companies Act 1985 as a private limited Company, Company No SC267870.

Dear Applicant

Design Review Panel Member – Architecture + Design Scotland

Thank you for your interest in joining A+D'S Design Review Panel.

I enclose some information on the A+DS Design Review Programme and the application process.

If you wish to apply, please submit a concise CV and covering letter, to include a brief description of yourself, your skills and experience, and the contribution that you think you could make to a design review panel.

The closing date for applications is 5.00pm Wednesday 3 March 2010.

Please submit your application to linda.jansch@ads.org.uk, or post it to the address above, marked for the attention of Linda Jansch. If you have any questions you would like to raise before applying please contact Angela Williams, Head of Architecture, on 0131 550 0932.

We look forward to hearing from you.

Yours sincerely

Trevor Muir
Interim Chief Executive



Architecture+DesignScotland
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A+DS DESIGN REVIEW PROGRAMME – FORMATION OF NEW DESIGN REVIEW PANEL

1 Background

Architecture and Design Scotland (A+DS) wishes to assemble a group of skilled and experienced individuals to contribute to its Design Review Programme. We are looking for people who share our vision of a well-designed, sustainable built environment in Scotland of which the nation can be proud, and wish to work with us to achieve that aim.

A+DS is Scotland's champion for excellence in place-making, architecture and planning. The overarching corporate aim of A+DS is to support the creation of places where people want to be, that work and provide real choices. A+DS has a number of key delivery programmes: our dedicated Healthcare, Education, SUST and Regeneration Programmes champion design in their respective sectors. The Urbanism Programme focuses on promoting processes of placemaking through urban design and spatial planning. The Design Review Programme offers expert and independent advice to local authorities and the development industry on the design quality of selected development proposals.

Further general information on A+DS is available on www.ads.org.uk

2 A+DS Design Review Programme

The Design Review Programme, through a process of appraisal and evaluation, assists those responsible for the development of the built environment by offering informed advice on the design quality of selected proposals at critical points in the design and planning process.

The Policy and Financial Management Review of A+DS, conducted on behalf of Scottish Government by Tim Barraclough and published in April 2009, has resulted in a significant restructuring of the organisation. A new smaller Board is being put in place. Design Review remains as a major activity with Design Review Panellists appointed directly by A+DS and in addition, the choice of projects for review will be informed by A+DS's priorities, rather than those formerly outlined in SPP20.

Design Review is a tried and tested process whereby the design quality of selected development proposals are examined by an independent multi-disciplinary team of design experts, who collectively offer a breadth of expertise which may not be available to the project team or planning authority. Design Review Panels assist developers and design teams by providing constructive impartial advice from an external viewpoint, offering support and encouragement for good design intentions, and identifying areas where design quality could be improved at an early stage whilst designs are still being formulated and changes can be made expediently. Involvement in the process can help planning officers to develop confidence in negotiating design improvements, and assist them in promoting and supporting high quality designs and resisting weak or inappropriate development proposals. Because A+DS panels review projects from all parts of Scotland, the process also provide a means of collecting information about the challenges faced by those aspiring to improve the design quality of our towns and cities.

It is at its most effective when the initial engagement takes place early in the design process. At this stage A+DS's key audiences are the developer and the design team. The impact of the review may be on the client's approach (for instance, re-assessment of the brief or changes/additions to the design team), or on the design team in influencing the way in which the designs develop. In some instances advice might also be offered to the planning authority in relation to the policy context within which the project is situated. Once a planning application is submitted, A+DS's will aim to influence the planning authority, and at committee stage its written advice should influence a planning decision. In the case of projects referred to Scottish Ministers, A+DS reports should also have impact.

A+DS Design Review Panels look at a wide variety of projects, ranging from large-scale masterplans and development frameworks to designs for individual buildings. As the national design review body, A+DS panels focus on projects which are of national significance because of their size or public impact, or because of their location; projects which are already prioritised through A+DS's other work programmes; and selected projects that raise significant issues identified through our feedback as of national importance. Over the coming months, we will be prioritising those projects that are partaking in the Scottish Sustainable Communities Initiative (SSCI), or have been identified by Scottish Government as National Developments. Members of the new Design Review Panel will have a unique opportunity to influence the design quality of significant developments, and contribute to A+DS's promotion of high quality design and placemaking.

3 The Panel

The new Design Review Panel will take over from the present panel in April 2010. It will include up to 30 individuals who will bring a wide range of knowledge and experience to the review process, and can be called upon to attend Design Review Meetings as Panellists. In the first instance, invitations to people to apply to become Panellists will be through public advertisement. Shortlisted candidates will be invited to interview, and successful applicants appointed for an initial period of two years. In order to maintain flexibility and opportunities to refresh the Panel when required, an open invitation to interested parties to apply to become Panellists will be maintained.

Design Review meetings are held monthly, and panels may consist of between four and seven Panellists including the chair. Up to five projects may be reviewed in a full day meeting, with each session normally consisting of a presentation by the project team followed by a general discussion. The Chair's verbal summing up at the end of the session forms the basis of a subsequent report issued to the project team and planning authority.

An effective Panel needs to be made up of a diverse group of individuals with an equally diverse range of experience and opinions. People wishing to apply to become Design Review Panellists should have a thorough understanding of design and a track record of achievement in that area. They may have skills and experience in architecture, planning, urban design, landscape design, sustainability and environmental services, civil and structural engineering, highway design and transport, public art, regeneration and the development industry. The ability to engage in critical dialogue in a constructive manner, and express ideas and views positively, clearly and concisely, is essential. The Panel should also represent a wide range of backgrounds, and for these reasons applications from individuals living in some of the remoter parts of Scotland will be welcomed, as well as from those living and working outwith the country.

A small group of Panellists will be nominated to chair Design Review meetings. Chairing of meetings requires particular skills and expertise. As well as the skills described above, a Chair needs to have exceptionally strong critical and analytical skills, and be able to chair a meeting authoritatively but politely. The ability to synthesise and summarise a set of sometimes conflicting opinions to reach a consensus view is also essential. Individuals will not normally be appointed to chair meetings until they have had some experience of sitting on a Panel, although exceptional circumstances may apply.

4 Terms of Appointment

Those selected will be invited to serve on the Panel for an initial period of two years. Panel membership will be regularly reviewed for quality and balance of skills, and new members appointed as required. All members will be trained and required to sign up to a code of conduct, and be subject to a review process.

The time commitment required is a minimum of 5 full days, or 10 half days, per year. Panellists will be expected to attend half or full day Presentation Review Meetings, as one of a Panel of between 4 and 7 individuals. Meetings are generally held in Edinburgh or

Glasgow, and from time to time in other parts of Scotland. Briefing notes are provided and must be read prior to the meetings. Panellists may also be asked to comment on subsequent draft reports, with sign off by the Chair. The dates for Presentation Review Meetings are set well in advance, and once Panellists have committed to attend a particular meeting they will be expected to honour that commitment except in exceptional circumstances. Attendance at more informal meetings may also be required. These can take the form of desktop reviews, when a small panel (up to three members) reviews material submitted and presented by staff, or may be asked to support staff in an interim session with a project team. Occasional attendance at training sessions and workshops where the lessons learned from Design Review are disseminated and captured is also anticipated.

A+DS is also working with local authorities and other partners to develop local Design Review Panels, and will wish to maintain connections with those panels once they are established. Panellists may, in future, be asked to attend local Design Review Panel meetings as representatives of the national panel. A+DS is working with Health Facilities Scotland to help decision makers consider design quality within the business case approval process for NHS Scotland projects. A+DS staff members will make a significant contribution to the assessment process and Panel members may, from time to time, be asked to contribute to this work and any other sectoral panels being developed in conjunction with A+DS's other work programmes.

Panel members will not be remunerated, giving their time and expertise for free. Travel and subsistence expenses will be fully reimbursed.

A+DS is a national body in receipt of public funding, and all those acting on its behalf must abide by the Nolan Principles of Public Service. It is important that the Design Review programme is honest and transparent about conflicts of interest, real or perceived. Panel members will be expected to make an annual declaration of any business or personal interests that may conflict with their role, and notify A+DS of any actual or perceived conflicts of interest.

5 Application Process and Timetable

Applicants are asked to provide the following information:

- a concise CV
- a covering letter which should include a brief description of yourself, and the contribution that you consider you could make to a Design Review Panel. You should include in this section whether you have experience in teaching, or other Design Review, selection or award panels.

Applications will be evaluated and short listed on the basis of the information submitted. Shortlisted applicants will be invited to interview. All applicants will be informed by letter or email as to whether or not they have been successful.

The closing date for initial applications is 5.00pm on Wednesday, 3 March 2010. Interviews of shortlisted applicants will take place on 18 and 23 March 2010. Successful applicants will be expected to attend a training day, currently scheduled for 15 April 2010. The first presentation Design Review Meeting for the new Panel will be on Tuesday, 25 May 2010.