

MAYOR OF LONDON

**LONDON REVIEW
PANEL**

TERMS OF REFERENCE

GOOD GROWTH BY DESIGN

**A
BUILT
ENVIRONMENT**

**FOR
ALL
LONDONERS**

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WHY THE PANEL HAS BEEN SET UP

The London Review Panel exists so that decisions about design and place making for significant projects can be scrutinised.

Recognising the complex range of design review processes already in place, the Mayor has set up this panel with the following operating principles:

- to focus primarily on reviewing significant Mayoral investments
- to avoid overlap with other design review processes
- to plug gaps
- to provide review at the highest level for projects of major significance
- to be available for Strategic planning referrals and developments that are 'called in' by the Mayor for Planning Decision.

The London Review Panel plays an important role in delivering the Mayor's Good Growth by Design programme. Many projects are funded by City Hall and wider organisations in the GLA Group, including the Greater London Authority, Transport for London, the Metropolitan Police, the London Fire Brigade, and the development corporations London Legacy Development Corporation and Old Oak and Park Royal Development Corporation. These organisations have a range of sign off processes for capital investment during the project development stages and include many projects that do not have to proceed through the town planning process, since they constitute infrastructure.

The London Review Panel will complement the existing arrangements for design review to advise GLA Group organisations, by focusing on particularly significant schemes.

The London Review Panel will also have a role in providing design review advice as part of the town planning process. This will primarily apply to schemes where a wider 'place' approach is being developed (such as opportunity areas), or projects 'called in' for decision by the Mayor.

The London Review Panel can provide design review scrutiny on referred planning applications, at the discretion of the GLA planning decisions unit and in accordance with agreed protocol.

All review arrangements will be proportionate to the scale and impact of the scheme in question. In exceptional circumstances, a project may be seen by the London Review Panel after having been previously reviewed by a local panel. Should this occur, in line with the Charter, advice provided by a local panel (where procedures conform to the Charter) will form the basis of and context for that review.

2

NATIONAL PLANNING POLICY & THE LONDON QUALITY REVIEW CHARTER

The London Quality Review Charter consists of core principles, accompanied by best practice guidance, illustrating how review processes can be delivered according to those principles. The Charter builds on the requirement set out in the National Planning Policy Framework (NPPF):

'Local planning authorities should ensure that they have access to, and make appropriate use of, tools and processes for assessing and improving the design of development. These include workshops to engage the local community, design advice and review arrangements, and assessment frameworks such as Building for Life. These are of most benefit if used as early as possible in the evolution of schemes and are particularly important for significant projects such as large-scale housing and mixed-use developments. In assessing applications, local planning authorities should have regard to the outcome from these processes, including any recommendations made by design review panels.'
(NPPF, 2019, paragraph 129).

The Charter also incorporates the widely accepted best practice document 'Design Review: Principles and Practice' (Design Council CABE / Landscape Institute / RTPI / RIBA, 2013).

Principles for quality review

- **High quality**, delivered in a manner that accords with the Design Council CABE / Landscape Institute / RTPI / RIBA guide, which calls for reviews to be independent, expert, multidisciplinary, accountable, transparent, proportionate, timely, advisory, objective and accessible.
- **Based on clear review objectives**, which provide terms of reference available to all parties, making clear the design

outcomes, priorities, challenges and objectives of the review, applicable to the given place and project constraints.

- **Allied to the decision-making process**, with the outputs of the quality review being made available to the appropriate decision makers, with commitments sought that review outcomes will be considered by decision makers as part of a wider design management process.
- **Even handed, independent**, informed by an understanding of the reality of the project, the views of the client, local authority, community and other relevant stakeholders, but providing independent advice.
- **Proportionate**, recognising the need for different review formats and costs for larger or smaller schemes.
- **Consistent**, with the same standards of delivery. On occasions when other reviews have taken place (including by other panels), panel members should be made aware of the previous advice.
- **Collaborative**, with other quality review users and providers to promote best practice London wide, to maintain consistent standards, and if appropriate share resources such as a pool of panel members.
- **Regularly evaluated**, with the aim of building a consistent process to monitor and evaluate the success of quality review across London.

These principles will form part of the terms of reference for all participants (be they review providers, a local planning authority, a funder, a developer or client, or panel members).

3

WHO IS ON THE PANEL?

The London Review Panel is drawn from the membership of the Mayor's Design Advocates (MDAs). These are leading designers and professionals who share the Mayor's vision for Good Growth, and his ambition to strengthen the quality, inclusiveness and sustainability of development across London.

The MDAs encompass a broad range of expertise, including:

- architecture
- landscape architecture
- urban design / masterplanning
- heritage expertise
- civil / structural engineering
- sustainable design expertise
- inclusive design expertise
- development delivery expertise

Many of those appointed have expertise and experience in more than one area, for example architecture and urban design.

A chair will be selected from among the panel members attending the meeting.

The composition of the panel for each review will be the responsibility of the panel manager and will be chosen as far as possible to suit the scheme being reviewed.

Some types of project (such as transport related infrastructure) may have a dedicated sub-group of MDAs reviewing projects to ensure specific expertise and consistency.

In some circumstances, the panel manager may add additional reviewers. These may be invited to participate to bring specific skills relevant to the project under review. They will be subject to the

same probity, conflicts of interest and confidentiality standards as other panel members.

Membership of the London Review Panel is reviewed regularly to ensure that it provides all the necessary expertise and experience to undertake the panel's work effectively.

4

HOW DOES THE PANEL SUPPORT DESIGN QUALITY?

The London Review Panel provides independent and impartial advice on development proposals, at the request of the Mayor, GLA or planning officers, and plays an advisory role in the development and planning process.

Reviews of development proposals should be part of wider GLA Group client design management processes – and should not be an exclusive solution to achieving design quality. Review advice should be made available to the appropriate decision makers. It will be for the GLA Group client to decide how to respond to the panel's recommendations, as part of wider design management processes.

Where reviews take place as part of the town planning process, it is for the local planning authority to decide what weight to place on the panel's comments – balanced with other considerations. Similarly, where the GLA plays a role in planning decisions, for example where a scheme is 'called in' by the Mayor, it will be for the GLA to decide what weight to place on the panel's comments. Clients and design teams should consult local planning authority or GLA planning officers following a review to agree how to respond to the panel's advice.

If any points made by the panel require clarification, it is the responsibility of the client and their design team to draw this to the attention of the panel chair (if during the meeting) or the panel manager (if the report requires clarification).

WHAT PROJECTS WILL THE PANEL REVIEW?

The London Review Panel will be available for projects that would benefit from its overview. The panel's focus will be advising on 'Investment Decisions' i.e. projects funded by the GLA or taking place on GLA land. The Panel will also be made available to review developments going through the town planning process, in the circumstances described below.

Investment Decisions - Projects during early stage development by GLA Group organisations

This is the intended primary use of the panel, in line with the Mayor's commitment to lead by example, and since many infrastructure projects do not routinely go through the town planning process. Teams across the GLA can call upon the London review panel to assess GLA funded projects or projects on GLA land for review. In this instance, the London Review Panel provides a constructive and reliable forum for GLA funded partners, clients and their design teams to seek guidance at an appropriate and early stage of the design process or business cycle. Advice is provided to help the project best serve its aims, the place it is situated in, and the wider community, as well as adding value. The panels input will inform the investment decision having been programmed in as key milestone early in the project's development. The range of situations where the panel will be able to provide advice includes:

- projects receiving GLA investment funding and where no local review panel is established or has capacity to provide review. It is preferable where a review is appropriate this should be undertaken by local review panel.
- projects at inception stage, when procurement decisions are being made, and development briefs are being drafted
- projects at initial design stage, when initial spatial decisions are

being finalised

- projects that are moving from scoping to investment decision, as part of an investment sign off process

Planning Decisions - Projects that are, or will subsequently be, part of a planning process

The panel will also be available to advise on projects that are subject to the town planning process. The GLA's Planning team can call upon the London Review Panel to provide a further independent voice on design and urban considerations. In this instance, the expertise provided by Mayor's Design Advocates can form 'part of the process of formulating and developing a decision or recommendation. With the GLA Planning team deciding what weight to place on the panel's comments in the formulation of recommendations to the Mayor.

These would typically take place regarding:

- projects that have a complex organisational or geographical context, for example located on or near the boundary of two or more boroughs
- projects referred to the Mayor that are considered to have a major design and place making impact, or a degree of unusual controversy or significance
- wider 'place' review (for example, planning frameworks, opportunity areas, borough priorities).

In some circumstances, such as when a project's significance may require it, a review might be run jointly with a borough.

How projects get referred to the panel

Broadly, the threshold for referral of a scheme to the panel is the size of Mayoral investment. Where the Mayoral contribution is more

than £5m, a scheme will be subject to a review. This threshold will continue to be reviewed.

However, the selection of projects for review will not be only determined by budget, but also significance of other factors such as strategic significance, site sensitivity, the world class profile of the site or project, or whether it is establishing a precedent.

A project can also be referred to the panel by one of the following routes:

- request from the project funder/ client
- request from the Mayor / Deputy Mayor
- request from the GLA planning decisions unit

The panel, due to capacity, cannot guarantee a review in every case where a request is made; quality review compliant with the Charter should primarily be provided by others. The London Review Panel has a fixed budget available for all reviews that it covers; the circumstance may arise where the costs of the review will need to be recovered from the GLA Group organisation bringing the project to the panel.

Where a request for a review is made by the Mayor / Deputy Mayor or GLA planning decisions unit, this will normally be arranged in collaboration with the project funder / client. However, if they do not wish to participate, the review may go ahead based on submitted planning application information. A process note for each review format sets out how the review itself is structured and delivered, and the Charter sets out the scope for discussion at the review.

The distinction between project types and the role and use of the London Review Panel influences the process of review information publication – see section 13 Panel Reports. NB publication will not be undertaken if it in anyway impacts the decision-making ability of the Mayor and or the ability of the planning team to form recommendations.

6

REMIT OF THE LONDON REVIEW PANEL'S ADVICE

The remit of the London Review Panel is to interrogate and assess quality issues that go beyond quantifiable areas, such as policy compliance.

In assessing the design quality of proposed developments, the panel will consider a wide range of issues, including:

Response to site context

- how the project is connected – physically and socially – to its surrounding context
- how the project contributes to defining public routes and spaces
- the extent to which it creates new or enhances existing views or sightlines, and preserves or enhances heritage assets
- whether the project will set a precedent that will have an impact on future development

The character of the project

- how the project looks and feels within the environment – and the contribution that it makes to the townscape / streetscape
- scale and massing – the extent to which the project responds to and respects the scale and grain of its context

Architectural quality

- whether the project delivers a distinctive building that responds appropriately to its context

- whether the building form is well proportioned and results in a satisfactory composition
- whether materials are of high quality (texture, composition, colour) and appropriate to both building and context
- how rigorously detailing (interface of architectural elements and materials) is specified

Landscape and public space

- public space - the contribution that the project makes to the public realm – where both buildings and spaces create a high-quality environment that benefits the public
- private amenity space – how successfully the project creates private amenity space for residents or building users to enhance their quality of life
- play space – how well considered the needs of children, young adults and their carers are in the development proposal

Environmental, social and economic sustainability

- how the project relates to the community that it serves, both its immediate occupants and beyond the 'red line' boundary, and the extent to which it meets the needs of that community
- how the project will contribute to making places better for people – and help to raise the standard of design more generally in an area
- how sustainability issues are addressed – from energy use; local microclimate; healthy living; and flexibility and adaptability over time
- how inclusive design is achieved – so that all those using the development feel equally welcome

This list is not exhaustive, and there may be other significant issues in relation to design quality, depending on the project under review, where the panel's advice will be valuable.

Where reviews are provided on behalf of GLA Group clients at a strategic design stage, the considerations outlined above may be addressed in terms of processes including brief writing; procurement; and investment decision making.

From concept design to planning application stage, the panel's comments will directly address considerations such as those outlined above, depending on the nature of the project, stage of design work, and issues and challenges arising from the site and brief.

The London Review Panel does not provide a definitive judgement on issues such as commercial viability or development management policy. Its independent advice on those areas within its remit may, however, inform the decision-making process in relation to such issues.

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INDEPENDENCE, CONFIDENCE AND PROBITY

The London Review Panel provides independent and impartial advice on GLA funded projects, and in some cases, schemes promoted by others, as part of the town planning process.

Management of the panel, including the appointment of panel members, selection of the chair, and administration of meetings is carried out by the GLA panel manager.

The Mayor's Design Advocates will abide by the terms of their contract in relation to ethics and standards.

The GLA is a public sector, not-for-profit organisation. Panel members should abide by the same code of ethics and standards required by the GLA's own employees; the code of ethics and standards (2011) is available at: https://www.london.gov.uk/sites/default/files/code_of_ethics_and_standards_for_staff.pdf

Panel members shall keep confidential all information acquired in the course of their role on the panel, except for reports that are in the public domain.

Further details are provided in the confidentiality procedure included at Appendix A.

8 CONFLICTS OF INTEREST

The London Review Panel is intended to provide a constructive forum for clients and their design teams seeking design guidance, preferably at an early stage. In order to ensure the panel's independence and professionalism, it is essential that panel members avoid any actual or perceived conflicts of interest that may arise in relation to schemes considered during the reviews that they attend. Minimising the potential for conflicts of interest will be important to the impartiality of the panel.

Mayor's Design Advocates will abide by the terms of their contract in relation to conflicts of interest.

Beyond this, in relation to reviews, panel members are asked to ensure that any possible conflicts of interest are identified at an early stage and that appropriate action is taken to resolve them. When members join the panel, they are asked to complete a register of interests form.

Meeting agendas sent out in advance of reviews will include enough project information to allow any potential conflicts of interest to be identified and declared.

In cases where there is a conflict, a panel member may be asked to step down from a review. In other cases, a declaration of interest may be enough. If in doubt, panel members should contact the panel manager to discuss this.

The process for managing conflicts of interest is described at Appendix B

9 FREEDOM OF INFORMATION

As a public authority, the GLA is subject to the Freedom of Information Act 2000 (the Act). All requests made to the GLA for information regarding the London Review Panel will be handled per the provisions of the Act. Legal advice may be required on a case by case basis to establish whether any exemptions apply under the Act.

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TYPES OF REVIEW

The London Review Panel can provide advice at different stages in the design process.

Project review - can take place from a strategic design stage onwards, advising client organisations on the quality of their development proposals.

Design review - typically takes place from a pre-application stage as part of the planning process, advising both applicant and the local planning authority. This type of review can also provide 'place review' advice on planning policy and guidance where a wider 'place' approach is appropriate, such as proposals for an opportunity area.

The process for arranging these two types of review meeting will be similar, with a range of different review formats available: full reviews; workshop reviews; surgery reviews.

The format of review that is most appropriate will vary depending on the scale and significance of the project, and the stage in the design process. For example, a workshop meeting could provide independent advice on briefing and procurement processes.

Full reviews

Full reviews take place for schemes from RIBA Stage 2 (concept design) onwards, providing advice to the client, design team, and local planning authority and GLA planning decision makers.

Full reviews usually take place at a stage when an applicant and design team have decided their preferred option for development of a site and have enough drawings and models to inform a comprehensive discussion. The scheme will be presented by the lead designer, following a brief introduction by the client. Full reviews will typically be attended by three to five Mayor's Design Advocates, one of whom will be nominated to chair the meeting.

Where reviews are in person presentations may be made with pdf, boards or PowerPoint and models as appropriate. Presenting teams are encouraged to consider the environment and avoid printed material where possible. In the case of remote reviews, all presenting material will be supplied in digital format.

In addition to the GLA, GLA Group and local planning authority officers, other relevant stakeholders, for example key statutory consultees, may be invited to attend full reviews to share their views before the panel discussion.

Time allocated for full reviews will depend on the scale of the project, but a typical full review will last 90 minutes: 10 minutes introductions and briefing by GLA and planning officers; 35 minutes presentation; 45 minutes discussion and summing up by the chair. Large projects, for example schemes with several development plots, may be split into smaller elements for the purposes of review, to ensure that each component receives adequate time for discussion.

Follow up reviews

Follow up reviews will usually repeat the same format, time allocation and panel composition, with the agenda focused around the feedback, recommendations and actions from the previous review.

MDA Workshop reviews

MDA Workshop reviews may be particularly well suited to providing advice to the client and to supporting GLA Group investment decisions, at a strategic design stage, from Royal Institute of British Architects (RIBA) Stage 1 (preparation and brief) or equivalent. For example, a workshop review could be arranged to provide advice on procurement or strategy documents, which will provide the basis for future design work.

MDA Workshop reviews can also be appropriate in the case of smaller development proposals, from RIBA Stage 2 (concept design) or equivalent onwards or schemes previously presented at a full review, to provide advice on the quality of proposals.

MDA Workshop reviews can also be utilised where they are to support multiple smaller projects which shared thematic outputs. Typically, these have been GLA funded projects where a full review would not be proportionate and where there was additional benefit in similar projects are able to learn from each other.

MDA Workshop reviews will typically be attended by two or three Mayor's Design Advocates, one of whom will be nominated to chair the meeting.

Planning officers will normally be invited, unless the scheme is at a very early stage, for example before investment decisions have been made. Other stakeholders will not generally attend. However, GLA officers may brief the panel on any comments made by other stakeholders.

For schemes that are the subject of a current planning application, the presentation should be based on the submitted drawings and documents, either paper copies or as a pdf or PowerPoint. At least one printed copy of the presentation should be provided, for ease of reference during the panel discussion.

A typical workshop review will last 60 minutes: 10 minutes introductions and briefing by GLA and planning officers; 20 minutes presentation; 30 minutes discussion and summing up by the chair.

Surgery reviews

Where the GLA Group requires advice focusing on a specific issue, or comments on smaller projects, a surgery review can be arranged.

Surgery reviews can be appropriate at early design stages, to help the GLA Group develop its design strategies and approach to commissioning design work. A single MDA will be selected who can best address the specific points of discussion and will act as chair for reviewing any recommendations in the review report.

Surgery reviews may also be suited to providing advice on very small schemes, or detailed design issues such as the discharge of planning conditions. Surgery reviews can also be arranged to offer advice to the GLA Group at a strategic design stage, for example commenting on a design brief. Where relevant, the GLA will brief the panel on its discussions with planning authorities and other key stakeholders – including public consultation.

A flexible approach to presentation methods will allow for discussion of documents / pdf or PowerPoint presentations as appropriate. In the case of reviews to discuss documents, these should be circulated to panel members in advance to allow them to prepare for the meeting.

A typical surgery review will last 40 minutes: 10 minutes introductions and briefing by GLA and planning officers; 15 minutes presentation; 15 minutes discussion and summing up by the MDA.

Surgery reviews will be summarised in a brief document, of up to two sides of A4, rather than a full report.

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REVIEW BRIEFING AND SITE VISITS

A briefing will be issued to panel members in advance of each review. For full reviews, a detailed briefing will be provided that includes notes on the planning context, details of the scheme(s) to be considered, client and design team.

In the case of workshops and surgery reviews, the content of the briefing will depend on the topic of the review and stage in the design process.

Where a review takes place as part of the planning application process, whether at pre-application stage or for a submitted scheme, the briefing will include a note on the planning context provided by the local planning authority. Advice may be specifically sought on design quality assessed against these policies.

A scheme description provided by the design team will set out information about the project. Where relevant, key plans and images of the project will also be provided to help to give a sense of the scope and nature of the project under review.

Where a scheme returns for a second or subsequent review, the report of the previous review will be provided with the briefing.

Wherever possible a site visit will be arranged for reviews (unless it is a repeat review), generally immediately before the meeting. This will be attended by the panel members participating in the review, accompanied by the panel manager and/or GLA review contact. Representatives of the client and design team are welcome to attend the site visit – up to a maximum of two people. Where the review is taking place virtually in a remote setting due to access, travel or other restrictions, the presenting team will provide a virtual walkaround using maps and photography available to provide enough context to the panel.

12 PANEL REPORTS

During the London Review Panel meeting the GLA review contact will take notes of the discussion – these form the basis of panel reports. Reports will be drafted, approved by the panel chair and unless material to planning decisions, be issued within 10 working days.

Reports of project reviews or schemes at a pre-application stage will provide clear, independent advice on ways in which the quality of development proposals could be improved. This may assist the GLA Group and local planning authority in negotiating design improvements.

The report at this stage is not normally made public and is shared only with the GLA, the client and design team, as well as the local planning authority and other stakeholders that the GLA has involved in the project.

Once planning applications are submitted, the report may provide guidance to the local planning authority and GLA officers in reviewing the planning application. This may include suggesting planning conditions or advising refusal of planning permission if the design quality is not of an acceptably high standard. This report becomes a public document and is published on the local planning authority's website alongside all other planning papers once a clear recommendation has been formed by the authority. Reviews carried out on behalf of the planning authority / Mayor's Planning team are published on the planning portal alongside all other associated planning papers (Stage 1, 2, 3 reports).

Reports produced for investment decisions and not utilised as part of planning decisions can be shared with partners as soon as they are available - generally within 10 days and can be published on the GLAs GGbD website. Subject to confirmation with the project partners, reports are targeted for publication on the GGbD website after 6 months of the review taking place.

However, investment decision reviews may on occasion be undertaken in a similar timeframe to Planning decisions and as such respective Heads of Planning may advise on the need to hold back publication to avoid undue influence on planning decisions.

13

KEY REFERENCES

Greater London Authority

<https://www.london.gov.uk>

The current London Plan

<https://www.london.gov.uk/what-we-do/planning/london-plan/current-london-plan>

Good Growth by Design

<https://www.london.gov.uk/what-we-do/regeneration/advice-and-guidance/good-growth-design>

London Quality Review Charter

https://www.london.gov.uk/sites/default/files/ggbd_london_quality_review_charter_web.pdf

Principles of design review

Design Review: Principles and Practice, Design Council CABE / Landscape Institute / RTPI / RIBA (2013).

<http://www.designcouncil.org.uk/resources/guide/design-review-principles-and-practice>

ABOUT GOOD GROWTH BY DESIGN

The Mayor's Good Growth by Design programme seeks to enhance the design of the built environment to create a city that works for all Londoners. This means development and growth should benefit everyone who lives here. As such, it should be sensitive to the local context, environmentally sustainable and physically accessible.

The programme calls on all involved in London's growing architectural, design and built environment professions to help realise the Mayor's vision.

Good Growth by Design uses the skills of both the Mayor's Design Advocates and the wider sector. This includes teams here at City Hall, the London Boroughs and other public bodies.

The programme covers six pillars of activity:

SETTING STANDARDS

Using design inquiries to investigate key issues for architecture, urban design and place-shaping, in order to set clear policies and standards in support of the London Plan and other Mayoral strategies and initiatives.

APPLYING STANDARDS

Ensuring effective design review and scrutiny across the GLA and London more widely, including the establishment of the London Review Panel.

BUILDING CAPACITY

Enhancing the GLA Group's and boroughs' ability and resource to shape new development to deliver good growth.

SUPPORTING DIVERSITY

Working towards a more representative sector and supporting the design of a more inclusive built environment.

COMMISSIONING QUALITY

Ensuring excellence in how the Mayor and other public- sector clients appoint and manage architects and other built environment professionals.

CHAMPIONING GOOD GROWTH

Advocating best practice to support success across the sector.

THE MAYOR'S DESIGN ADVOCATES

The Mayor's Design Advocates are 50 built environment professionals. They were chosen for their skill and experience to help the Mayor support London's growth through the Good Growth by Design programme. They are independent and impartial, and provide support, advice, critique and expertise on London's built environment. The group includes practitioners, academics, policy makers and those from community-led schemes. Fifty percent of the advocates are women, and one in four are from a BAME background.

APPENDIX A

PROCEDURE REGARDING CONFIDENTIALITY

The London Review Panel provides a constructive and reliable forum for clients and their design teams to seek guidance at an early stage, where the panel's advice can have the most impact. It is therefore significant that appropriate levels of confidentiality are maintained. The following procedure shall apply.

Panel meetings are only to be attended by the panel members, GLA officers, and officers from the local planning authority and stakeholder organisations involved in the project, as well as the applicant and their design team. If any additional individual is to attend, it should be approved by the panel chair and the panel manager.

Panel members shall keep confidential all information provided to them as part of their role on the panel and shall not use that information for their own benefit, nor disclose it to any third party (except for reports that are in the public domain).

The panel's advice is provided in the form of a report written by the GLA review contact, containing key points arrived at in discussion by the panel, and signed off by the chair. If any client, design consultant or agent approaches a panel member for advice on a scheme subject to review (before, during or after), they should decline to comment and refer the inquiry to the panel manager.

Following the meeting, the GLA review contact writes a draft report, circulates it to the chair for comments and then makes any amendments. The panel project manager will then distribute it to all relevant stakeholders. When the review forms part of the planning processes the report is issued only when planning deliberations are complete i.e. alongside all other planning papers. Until that time, the report is confidential.

If the proposal is at the pre-application stage, the report is not made public and is only shared with the GLA, the client and design team, and any other stakeholder bodies (e.g. the local planning authority) that the GLA has involved in the project.

If the proposal is reviewed at the planning application stage or where the scheme is in the public domain for other reasons, the report becomes a public document, and is published on the GLA's website alongside and at the same time as the GLA's planning recommendations. However, only the final report is made public. Any other information from the panel meeting that is not expressed in this report remains confidential.

If a panel member wishes to share a final report with a third party, they must seek approval from the panel manager, who will confirm whether the report is public.

APPENDIX B PROCEDURE REGARDING CONFLICTS OF INTEREST

To ensure the integrity and impartiality of advice given by the London Review Panel, potential conflicts of interest will be checked before each review meeting. The following process will apply.

All panel members will be required to declare any conflicts of interest, and these will be formally recorded at each meeting.

Panel members are notified of the schemes coming before the panel at least a week in advance. It is expected that at this time panel members should declare any possible interest in a project to the panel manager.

The panel manager, in collaboration with the panel chair and GLA staff, will determine if the conflict of interest is of a personal or prejudicial nature.

A panel member may have a prejudicial interest in a proposal if s/he has: a financial, commercial or professional interest in a project that will be reviewed, its client and / or its site; a financial, commercial or professional interest in a project, its client and / or a site that is adjacent to the project that will be reviewed or upon which the project being reviewed will have a material impact; a personal relationship with an individual or group involved in the project, or a related project, where that relationship prevents the panel member from being objective.

If it is deemed that a conflict of interest is of a prejudicial nature, the panel member should not participate in reviews for the proposal. S/he should also not take part in private discussions of the project and should not be in the room during the discussion of the project.

If it is deemed that a conflict of interest is personal, but not prejudicial, the panel member may be allowed to participate in the

review. In this situation, the interest will be noted at the beginning of the review, discussed with the presenting design teams and formally recorded in the review report.

FOR MORE INFORMATION

**Regeneration Team
Greater London Authority,
City Hall, The Queen's Walk,
London SE1 2AA**

www.london.gov.uk/what-we-do/regeneration/advice-and-guidance/about-good-growth-design

goodgrowthbydesign@london.gov.uk

For a large print, Braille, disc, sign language video or audio-tape version of this document, please contact us at the address below:

Public Liaison Unit
Greater London Authority
City Hall, London SE1 2AA

Telephone 020 7983 4000
Minicom 020 7983 4458
www.london.gov.uk

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