

Greater Cambridge Shared Planning (GCSP) service is seeking 2 experts in the delivery and management of Design Review Panel

Successful candidates will chair and form part of an Independent Advisory Group (IAG) for the new Greater Cambridge Design Review Panel (GCDRP). The responsibility of chairing the IAG will rotate annually between the two candidates.

The GCDRP supports GCSP's commitment to the high-quality design of new development by providing independent expert advice on developments, design and planning policies and guidance. The Independent Advisory Group (IAG) is responsible for overseeing the governance of the Panel and meets once a year to review an annual report of the Panel's activities and make recommendations for improvements to its processes. Further information about the Panel role is set out in the [terms of reference](#).

The Role of the Independent Advisory Group

The Independent Advisory Group (IAG) will ensure the effectiveness and accountability of the panel in the public interest and, in consultation with the Joint Director of Planning & Economic Development, make recommendations to adjust working practices in accordance with these terms of reference. The IAG will comprise two independent built environment experts with significant experience, and who are external to the panel (such as Chairs or experts of other design review panels), the 2 Panel Chairs, senior council officers, the Lead Members and Planning Committee Chairs of both councils (excluding the Joint Development Control Committee as these developments are reviewed by the Cambridgeshire Quality Panel).

The independent built environment experts will rotate annually as the Chair of the IAG. They will be appointed initially for a 3-year term by the Joint Director of Planning & Economic Development in consultation with the Lead Members. The IAG will meet once a year to review an Annual Report, assess any issues, advise on

improvements and the future direction of the panel. The Annual Report is a public document, comprising the feedback, finance and summary of the outcome of the Panel's advice within the planning process and as development is built. The Annual Report will be prepared by the IAG Chair and circulated to the group in advance of the meeting. The IAG meeting minutes will be taken by Panel Manager, checked with the IAG Chair and shared with the group and the panel membership.

Person Specification: Independent Advisory Group Chair

The Chair should meet the following specifications:

- The Chair should be a professional in the field of placemaking and be able to guide the future direction of the panel on behalf of the two councils and the Greater Cambridge area;
- The Chair should have significant experience in chairing, managing, or establishing design review panels with a track record of improving place outcomes;
- The Chair should demonstrate personal qualities of authority, diplomacy, meeting management, necessary to guide group discussions and summarise the group's comments on the day, maintaining a tone of constructive criticism;
- The Chair should have the ability to synthesize and summarise broad, disparate or conflicting views and reach a consensus on the key issues to be addressed;
- The Chair should be able to author a report that is clear in its assessment/advice, concise, focused on the key issues, written in simple language and useful to a wide audience including the applicants, planning authority and community;
- Previous experience or familiarity with the development context of Greater Cambridge.

Applications are particularly encouraged from women, people from Black, Asian and other minority ethnic backgrounds and people with disabilities, as these groups are currently under-represented throughout the construction industry. The applicant should not be part of the Greater Cambridge Design Review Panel or have a conflict of interest in acting in this role.

Appointment and Remuneration

Applicants should be able to commit to meeting annually. They will be required to familiarise themselves with the terms of reference, read the annual report, rotate as Chair and be able to lead discussions and build consensus on the future direction of the panel in consultation with the Joint Director of Planning & Economic Development. Roles will be appointed by GCSP, starting in August 2022. Successful candidates will be paid an honorarium of £300/half day pro rata and reasonable travel expenses will be reimbursed.

How to Apply

To apply for the role please submit a covering letter, outlining your relevant experience in relation to the personal specification, and a copy of your CV to designreviewpanel@greatercambridgeplanning.org for an informal discussion about this role please contact Joanne Preston, Principal Urban Designer, on [+44 7514 923122](tel:+447514923122).

The closing date for submission of applications is Friday 1 July 2022, at 5pm

Please see link to the recruiting council's privacy policy:

<https://www.scams.gov.uk/your-council-and-democracy/access-to-information/customer-privacy-notice/>

Assessment Criteria

The cover letter and accompanying CV will be marked according to the criteria set out below. Should there are more than 2 candidates with the same highest scores, candidates will be invited to be interviewed by senior officers and the Lead Member for planning for Cambridge City and South Cambridgeshire.

Evaluation of answer	Marks
Responses exceed the person specification in all material respects	5
Responses meet the person specification in most material respects, but are lacking or inconsistent in others	4
Responses fall short of achieving expected person specification in a number of identifiable respects	3
Responses significantly fail to meet the person specification required, contain significant shortcomings and/or are inconsistent.	2
Responses completely fail to meet required person specification	1
Nil response (no answer provided)	0