

**INVERNESS DESIGN REVIEW PANEL 2015  
PRINCIPLES OF CONDUCT FOR PANEL MEMBERS**

To safeguard the independence and integrity of the panel’s work, avoid potential or perceived conflicts of interest and ensure constructive participation in panel activity focused on the public interest, panel members are required to adhere to the following principles of conduct:

**Confidentiality**

All material presented to or developed by the panel (either as part of a review or otherwise as part of panel activity) must remain confidential until the material is placed in the public domain by the developer, his/her agent, or The Highland Council. Panel members are under a duty to keep confidential: (1) the identity, location or description of any development under review by the panel, and (2) information provided by the panel to a developer either verbally at a panel meeting or in the panel’s subsequent written report.

**Impartiality**

Panel members are under a duty to declare any personal interest, whether financial or non-financial, in any development under review by the panel in case this might colour the advice offered to the developer. This could include, for example, an interest in a neighbouring site or development. In order to safeguard the impartiality of the panel and to avoid prejudicing the outcome of the review process, once an interest has been declared, it will be at the discretion of the Panel Chair whether that panel member takes part in the review.

**Openness and Integrity**

All panel participation must be in the public interest. Panel members must not place themselves under any financial or other obligation to any individuals or organisations that might seek to influence how they perform or fulfill their panel duties. In addition, panel members must not participate in the design review process to gain or create opportunity for financial or other material benefits for themselves, family members or third parties.

**Objectivity**

Panel members’ participation in the review process must, in so far as is possible, be objective rather than subjective. Reasons for the advice given by panel members and in support of panel decisions will be noted at the panel meeting and may be included in the panel’s written report.

**Accountability**

Panel members are accountable to The Highland Council for their advice, decisions and actions and must submit themselves to whatever reasonable scrutiny is appropriate to their position as a panel member. It is the responsibility of the Panel Chair to ensure that panel activity is transparent.

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**As a panel member, I agree to abide by the principles of conduct set out above.**

**Signed:** .....

**Date:** .....

**For:** ..... **(Organisation)**

**Print name:** .....