



Terms of Reference Design Panel

1. Aim

The Design Panel has been established as a mechanism for the review and assessment of Development scheme plans, house layouts and local lettings plans to enable the delivery of sustainable communities.

2. Duties and Responsibilities

The Design Panel will endeavour to:

- Assist CHL in achieving the target of delivering 70 new affordable homes each year.
- To assess scheme plans and make recommendations for change where required.
- To identify local development solutions to local housing issues.

3. Accountability

The Design Panel will report to the Monitoring and Review panel.

4. Composition/Membership

Tenant (Chair)
Resident Representative x 3
Tenant Board representative
Housing Management representative
Finance representative
Neighbourhood Involvement representative
Leasehold staff representative
Property Services representative
Customer Services representative
Home Ownership Coordinator
Head of Development)
Development Officer

The Chair will be elected at the first meeting and this will be reviewed annually.

5. Quorum

A quorum will be not less than 50% of those members outlined in section 4 and must include the Chair.

For decision making / approval there must be a majority vote, with the Chair being granted the casting vote, should it be required.

Should the group need to make a decision out side of this cycle then individuals must be given a minimum of one week's notice.

6. Attendance

All representatives are requested to inform the Chair of any absence prior to the meeting and arrange for someone to deputise in their place. Failure to attend two consecutive meetings, will lead to individuals being taken off the panel. However, in exceptional circumstances, the Chair is able to override this decision.

7. Administrative support

Minutes will be taken by a representative of the Development team and circulated to the Design Panel and ET/SMG within one week of the meeting.

8. TOR approval and review date

The TOR will be reviewed in the January of each year.

9. Frequency of meetings

The group will meet every quarter, with dates set annually in advance.

10. Meeting dates for 2010/11

27th October 2010

26th January 2011

27th April 2011

27th July 2011