

# OPEN CALL RECRUITMENT PACK

Frame Projects is inviting applications for new panel members to join its design and quality review panels. We trust that this recruitment pack will answer all your questions regarding the role of a panel member.

If you require further information, or would like an informal conversation about the role, please email [yingli@frame-projects.co.uk](mailto:yingli@frame-projects.co.uk) to arrange a telephone call with a member of the Frame Projects team.

To apply, please complete the application form and email it, with your CV and up to 10 A4 illustrations of the breadth of your work, to the following address:

[panelrefresh@frame-projects.co.uk](mailto:panelrefresh@frame-projects.co.uk)

The closing date for applications is

Monday 19 January 2026 at 17.00



FRAME PROJECTS

# ABOUT FRAME PROJECTS

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Frame Projects is a design focused, project management consultancy. We are leading experts in design review - providing independent expert advice to clients, design teams and planning authorities on development proposals.

We manage multi-disciplinary design review panels on behalf of thirteen London planning authorities: Barking and Dagenham; Barnet; Brent; Bromley; Camden; Ealing; Greenwich; Haringey; Havering; Kensington and Chelsea; Redbridge; Old Oak and Park Royal Development Corporation; and Waltham Forest.

Outside of London we manage design review panels for: Epping Forest; Ebbsfleet; Folkestone & Hythe; Somerset; Suffolk; Reading; Thanet; and Watford. Frame Projects is also Secretariat to the HS2 Independent Design Panel, which has been set up at the request of the Department for Transport to help ensure that, through great design, HS2 delivers real economic, social and environmental benefits for the whole country.

Building on our experience of design review, Frame Projects is helping to pioneer community review - allowing people to share local expertise with developers and planning authorities. We manage community panels for five planning authorities across London.



# PANEL OPPORTUNITIES

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Frame Projects is inviting applications for membership of its design and quality review panels.

Many of the local authorities that we work with are keen to continue strengthening the expertise that our panels offer. The areas of expertise where we are particularly looking for new panel members are listed below. However, candidates from other relevant disciplines are also encouraged to apply:

- Sustainability and low carbon design
- Landscape and public realm
- Architecture (especially housing)
- Urban design / townscape
- Heritage / working with historic buildings
- Inclusive design
- Industrial and data centre design
- Transport planning / active travel
- Landscape visual impact assessment

We are also continually looking to improve the diversity of our panels and would like to encourage applications from women, people from Black, Asian and minority ethnic backgrounds, those with disabilities, members of the LGBT+ community, as well as other groups currently under-represented throughout the building industry. Participation in a design review panel may be one way in which talented designers from diverse backgrounds can build their professional profile and experience. We believe this has potential to make a worthwhile contribution to improving the diversity of the built environment professions.



## ROLE AND RESPONSIBILITIES

The role of the Design and Quality Review Panels is to provide independent, objective, expert advice on development proposals. As a member of one of our panels, you will be invited to attend review meetings, and contribute to panel discussions evaluating development proposals at the request of the planning authority.

Key responsibilities include:

- attending induction meetings / planning authority briefings
- attending design and quality review panel meetings
- reviewing scheme information and drawings in advance of reviews
- providing constructive criticism of schemes submitted for review

Applicants should be able to commit to attending approximately four meetings a year. Appointment will initially be for the calendar year starting in January 2026. Remuneration is currently set at £500 / day and £250 / half day + VAT.



# SELECTION PROCESS

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Frame Projects aims to achieve a diverse profile of panelists with wide-ranging experience for our design and quality review panels. Applications will be assessed against the selection criteria outlined below, together with officers from the relevant councils.

## Selection Criteria

- Evidence of design excellence within your professional field
- Evidence of leadership e.g. within your organisation / or promoting best practice within your profession
- Evidence of commitment to maximising social value and quality of life through developments that you have contributed to
- Additional professional expertise e.g. dual qualifications, specialisms or teaching
- Team fit – to provide good overall balance of skills, expertise and diversity

## Team fit

The aim of the team fit criteria is to achieve: a good balance of panel expertise and experience overall; diversity in terms of age, gender balance and people from Black, Asian and minority ethnic backgrounds; and a mix of those experienced in design review / those bringing a fresh perspective.

## Scoring

outstanding performance	– criteria exceeded	3
good performance	– criteria met	2
marginal performance	– criteria partially met	1
poor performance	– criteria not met	0

## References

Where an applicant is considered for appointment to the panel, references may be taken up. This will help to establish personal qualities such as good communication skills and diplomacy. An applicant will not be appointed where these qualities are not confirmed.

# ADDITIONAL INFORMATION

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## **Conflicts of interest**

Minimising the potential for conflicts of interest is important for the impartiality of our panels. To ensure the integrity and impartiality of advice given by the Design Review Panel, potential conflicts of interest will be checked before each review meeting.

Frame Projects will ask our local authority partners to advise on whether applicants considered for shortlisting may have potential conflicts of interest. Any applicant likely to have substantial conflicts of interest will not be assessed against the selection criteria.

## **Data protection statement**

The personal information (data) collected on this application form, (which includes the collection of sensitive personal data, such as your postcode) is collected by Frame Projects for the purposes of the recruitment of design and quality review panel members. This information will be shared with the local authorities/companies with whom we work.

It is the policy of Frame Projects to protect, and keep secure, all personal data collected. All personal data is processed for the purpose of recruitment, and, in the case of successful applications, for the satisfactory administration of their appointment, and for no other purpose, in accordance with GDPR, May 2018.





## TESTIMONIALS

*'It's a joy to be part of Frame's cohort of diverse, talented and passionate panel members, and a privilege to get to glimpse inside emerging schemes across the country helping to ensure they deliver the best possible outcomes for clients, communities and local authorities.'*

Chloe Phelps - Director, Grounded and BPTW

*'Being a panel member is a great opportunity to raise the ambitions and design quality on projects and more broadly across the borough. It gives you valuable insight into the priorities and concerns of planning officers, is good for building relationships with other design professionals, and highly rewarding as applicants and design teams really welcome and appreciate the panel's expertise and input.'*

Ken Okonkwo - Associate Director, Haworth Tompkins

*'Frame Projects panels are not only professionally organised but also work hard to ensure that the applicant receives the best possible advice. As an architect and Frame Project Panel member, I benefit immensely from attending reviews - finding ways to improve design quality while adding both economic and social value.'*

Harbinder Singh Birdi - Creative Director, Birdi & Partners



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For a conversation about how to apply  
please contact [yingli@frame-projects.co.uk](mailto:yingli@frame-projects.co.uk)

020 8164 9980