

City Arts Initiative (CAI) | Terms of Reference 2019/20

CAI members (by position)	Department	Postholder	Notes
Members			
Chair of the Culture, Heritage and Libraries Committee	Member	Wendy Hyde	
Deputy Chairman of the Culture, Heritage and Libraries Committee	Member	Graham Packham	
Chairman of the Sculpture in the City Partner Board	Member	Vivienne Littlechild	
Member nominated to serve by the Culture, Heritage & Libraries Committee	Member	Barbra Newman	2019/20
Member nominated to serve by the Culture, Heritage & Libraries Committee	Member	Jeremy Simons	2019/20
Officers			
Cultural and Visitor Development Director	Town Clerk's	Nick Bodger	Chairman
Assistant Director (City Public Realm)	Department of the Built Environment	Simon Glynn	Deputy Chairman (joint)
Assistant Director (Highways)	Department of the Built Environment	Ian Hughes	Deputy Chairman (joint)
Superintendent West Ham Park and City Gardens	Open Spaces	Martin Rodman	
Group Manager (Major Projects & Programmes)	Department of the Built Environment	Clarisse Tavin	
Principal Planning Officer	Department of the Built Environment	Maureen Joyce / Rob Chipperfield	
Senior Heritage Estate Officer	City Surveyor's Department	Julian Kverndal	
Access Advisor	Department of the Built Environment	Lydia Morley	
Media Officer	Town Clerk's	Andrew Buckingham	
Visual arts expertise			
Director of Sculpture in the City	Lacuna (external)	Stella Ioannou	
Head of Guildhall Galleries	Town Clerk's	Elizabeth Scott	
Head of Visual Arts	Barbican	Jane Alison	
Head of Cultural Programming & Partnerships	Town Clerk's	Laurie Miller-Zutshi	
Head of Creative Partnerships (Smithfield)	Museum of London (external)	Lauren Parker	
Cultural Programme Curator	Historic England (External)	Tamsin Silvey	

Membership

1. Membership of the City Arts Initiative (CAI) is by virtue of the position served by the group member within the City Corporation, its relevance to the siting of art in the public realm, and/or visual arts more widely.
2. Chairmen and Deputy Chairmen remain permanent members of the group; the Members nominated to serve by the Culture, Heritage and Libraries Committee are to be elected annually
3. Internal/external guests may be invited to meetings to discuss areas of expertise as appropriate

Terms of Reference

4. To provide knowledge and expertise on public art within the City, advising Members, officers and external agencies as appropriate
5. To assess proposals for temporary and permanent works of public art in the City, and to make recommendations to the Culture, Heritage & Libraries Committee, and other Committees as appropriate, regarding their feasibility and suitability for the City's public realm and/or as part of its cultural programmes
6. To provide advice on the management of existing public art in the City
7. To develop and strengthen partnerships with private sector stakeholders in the context of public art
8. To ensure that new art installations are financially sustainable without undue burden on City corporation resources
9. To oversee the City Surveyor's inventory of existing public art and maintenance liability

Governance

10. The group will recommend applications for approval and those they consider should be declined to the Culture, Heritage and libraries Committee and other Committees as relevant; ratification of recommendations is required by that Committee (and any other appropriate Committees)
11. The CAI has no authority to approve or decline applications without Committee endorsement.

Duration and Timings

12. Meetings of the CAI will take place no later than one month prior to every Culture, Heritage and Libraries Committee meeting
13. Meetings will usually be 1.5hrs
14. Meetings will take place at Guildhall

Documentation

15. Minutes will be circulated within a month of the meeting.
16. Agendas will be sent at least one week prior to meetings.

Delegation

17. If unable to attend, officers and external members of the group should nominate an appropriate deputy to attend in their stead. Representatives should be able to speak on behalf of the relevant group member and offer recommendations on their behalf. Should any officer be unable to arrange a suitable deputy, then they should inform the Chairman before the meeting.

Review Terms of Reference

18. To be reviewed annually.