

City Arts Initiative (CAI) | Composition and Terms of Reference 2023/24

CAI members (by position)	Department	Postholder	Notes
Members			
Chair of the Culture, Heritage, and Libraries Committee	Member	Munsur Ali	
Deputy Chairman of the Culture, Heritage, and Libraries Committee	Member	John Griffiths	
Chair of Sculpture in the City	Member	Wendy Hyde	
Appointed by CHL	Member	John Foley	
Appointed by CHL	Member	Anett Rideg	
Officers			
Principal Planning Officer	Environment	Joanna Parker	Chair
Group Manager (Major Projects & Programmes)	Department of the Built Environment	Clarisse Tavin	
Senior Heritage Estate Officer	SURVEYORS & PROPERTY SERVICES	Susana Barreto	
Planning Officer	Department of the Built Environment	Fionna Williams	
Planning Officer	Department of the Built Environment	Amrith Sehmi	
Planning Officer	Department of the Built Environment	Emma Barral	
Network Coordination Manager	Department of the Built Environment	Michelle Ross	
City Gardens Manager	Environment	Jake Tibbetts	
Access Advisor	Department of the Built Environment	Harriet Bell	
Media Officer	Town Clerk's	Matthew Cooper	
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 Offer	Innovation & Growth	Laurie Miller-Zutshi	
Programme Events Officer	Innovation & Growth	Katherine Pearce	

Head of Creative Partnerships (Smithfield)	Museum of London (external)	Lauren Parker	
Cultural Programme Curator	Historic England (External)	Tamsin Silvey	
Head of Visual Arts	Barbican	Shanay Jhaveri	

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. Chair (Co-Chair) and or Deputy Chair of Culture, Heritage and Libraries Committee 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.
4. Membership of external group members will be reviewed every three years. This will take into consideration both the organisation and position of nominated representative to ensure that professional remit and expertise of members aligns with the responsibilities and requirements of the CAI.

Terms of Reference

5. To provide knowledge and expertise on public art within the City, advising Members, officers, and external agencies as appropriate.
6. 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.
7. To provide advice on the management of existing public art in the City.
8. To shape corporate strategy in relation to public art and input into other plans and policies that impact upon public art.
9. To develop and strengthen partnerships with private sector stakeholders in the context of public art.
10. To ensure that new art installations are financially sustainable without undue burden on City corporation resources.
11. To provide strategic oversight of the City of London Blue Plaque Scheme, providing a peer review system for new applications.
12. To review the City of London Blue Plaque applications programme, ensuring that opportunities (where possible) are aligned with City Corporation's Recognition of Women programme and Tackling Racism Taskforce Working Groups.
13. To oversee the City Surveyor's inventory of existing public art and maintenance liability.

Governance

14. 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).
15. The group may recommend that proposals are referred to the EDI sub-committee if the application poses any concerns in relation to equality, diversity, and inclusion.

16. All applications that are required to undertake consultation as part of their application process must provide evidence of the consultation and the responses received to the CAI prior to any submission to the Culture, Heritage, and Libraries Committee.
17. The CAI has no authority to approve or decline applications without Committee endorsement.

Duration and Timings

18. Meetings of the CAI will take place no later than one month prior to every Culture, Heritage, and Libraries Committee meeting.
19. Meetings will usually be 1.5hrs.
20. Meetings will take place at Guildhall or virtually.

Documentation

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

Delegation

23. 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

24. To be reviewed annually.
25. Date of review will be added to the CAI Forward Plan and Tracker to ensure it is scheduled accordingly.