

# City Arts Initiative (CAI)

## Terms of Reference 2018/19

### Membership

CAI members (by position)	Department	Postholder	Notes
<i>Members</i>			
Chairman of the Culture, Heritage and Libraries Committee	Member	Graham Packham	
Deputy Chairman of the Culture, Heritage and Libraries Committee	Member	Wendy Hyde	
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	2018/19
Member nominated to serve by the Culture, Heritage & Libraries Committee	Member	Vacant	2018/19
<i>Officers</i>			
Head of Cultural and Visitor Development	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 Historic Building Surveyor	City Surveyor's Department	Julian Kverndal	
Access Advisor	Department of the Built Environment	Lydia Morley	
<i>Visual arts expertise</i>			
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	

### 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 database 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, group members may nominate an appropriate representative to attend in their stead. Representatives should be able to speak on behalf of the substantive group member and offer recommendations on their behalf.

#### **Review Terms of Reference**

18. To be reviewed annually.