

City Arts Initiative (CAI) | Terms of Reference 2021/22

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	Jeremy Simons	
Chairman of the Sculpture in the City Partner Board	Member	Vivienne Littlechild	
Member nominated to serve by the Culture, Heritage & Libraries Committee	Member	Dawn Wright	2021/22
Member nominated to serve by the Culture, Heritage & Libraries Committee	Member	Barbara Newman	2021/22
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	
Planning Officer	Department of the Built Environment	Amrith Sehmi	
Network Coordination Manager	Department of the Built Environment	Michelle Ross	
Senior Heritage Estate Officer	City Surveyor's Department	Julian Kverndal	
Access Advisor	Department of the Built Environment	Lydia Morley	
Media Officer	Town Clerk's	Matthew Cooper	
Visual arts expertise			
Director of Sculpture in the City	Lacuna (external)	Stella Ioannou	
Head of Guildhall Galleries	Town Clerk's	Elizabeth Scott	

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
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 develop and strengthen partnerships with private sector stakeholders in the context of public art
9. To ensure that new art installations are financially sustainable without undue burden on City corporation resources
10. To provide strategic oversight of the City of London Blue Plaque Scheme, providing a peer review system for new applications
11. 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
12. To oversee the City Surveyor's inventory of existing public art and maintenance liability

Governance

13. 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)
14. The CAI has no authority to approve or decline applications without Committee endorsement.

Duration and Timings

15. Meetings of the CAI will take place no later than one month prior to every Culture, Heritage and Libraries Committee meeting

- 16. Meetings will usually be 1.5hrs
- 17. Meetings will take place at Guildhall or virtually

Documentation

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

Delegation

- 20. 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

- 21. To be reviewed annually.