

<b>Committee(s):</b> Culture, Heritage and Libraries – For Decision	<b>Dated:</b> 16/09/2024
<b>Subject:</b> City Arts Initiative – Terms of Reference Update	<b>Public</b>
<b>Which outcomes in the City Corporation’s Corporate Plan does this proposal aim to impact directly?</b>	Vibrant Thriving Destination & Flourishing Public Spaces
<b>Does this proposal require extra revenue and/or capital spending?</b>	<b>No</b>
<b>If so, how much?</b>	n/a
<b>What is the source of Funding?</b>	n/a
<b>Has this Funding Source been agreed with the Chamberlain’s Department?</b>	n/a
<b>Report of:</b> Damian Nussbaum, Director of Innovation & Growth Emma Markiewicz, Head of Profession (Culture)	<b>For Decision</b>
<b>Report author:</b> Joanna Parker, Principal Planning Officer, Environment	

### Summary

This report summarises recommendations and a proposal for the updated Terms of Reference for City Arts Initiative (CAI).

### Recommendation(s)

Members are asked to:

- Review and approve amendments to the updated City Arts Initiative Terms of Reference for 2024- 2025.

### Main Report

### Background

1. The CAI was established in 2011, originally administered by the Town Clerks Department in conjunction with the Environment Team. The administration of CAI was moved to Destination City under Innovation & Growth in 2022.
2. The CAI panel was originally set up to improve the management of public art on City land and buildings and to provide recommendation to the Culture, Heritage and Libraries Committee (CHL) on proposals for new public art in the City. This has expanded informally to further include new public art on private land and buildings where there is direct public engagement.
3. The CAI has been chaired by Joanna Parker, Principal Planning Officer, Environment since October 2023. It is made up of officers from across Environment, Heritage Estates, Destination City, Health and Safety and the Media Team. There are also external panellists who have an expertise in outdoor and visual arts. A full list of CAI panellists can be viewed in the proposed 2024-25 Terms of Reference (ToR) in Appendix 1.

4. The Chair and Deputy Chair of CHL are permanent Members of the CAI. Each year three CHL Members are elected to serve a one-year term on the panel. This is done via a nomination process by CHL each May. As agreed by CHL in May 2024, the following CHL Members are currently members of the CAI:
  - Munsur Ali (Chair of CHL)
  - John Griffiths (Deputy Chair of CHL)
  - Elizabeth King (Alderwoman)
5. Wendy Hyde also sits on the CAI panel by virtue of her position as Chair on the Sculpture in the City Board.
6. At the CHL Committee meeting on 18 March 2024, Members approved the CAI's recommendation to move to a delegated authority model for CAI applications. The delegated authority procedure is now in effect and follows the criteria set out in [Appendix 1](#).

### **Current Position**

7. The CAI panel annually reviews the ToR which was last approved by the Committee in May 2023, see [Appendix 2](#).
8. The proposed ToR 2024 -25 introduces new detail and decision-making criteria comprising: the panel's remit including to provide early guidance on emerging proposals; the roles and responsibilities of the Chair, Deputy and panel members; the criteria for decision making; governance; and what is scoped in and out as public art. Assessment criteria now include EEDI considerations, encouraging social value programmes to support public art and sustainability credentials.
9. The proposed ToR also adds detail for protocol and additional considerations for: managing conflict of interest in decision making; long-term maintenance strategies for permanent artwork; financial sustainability and health and safety procedures for installation and deinstallation.
10. The existing role of CAI to comment on: relevant policy and guidance; act as general advisor on public art; and partnership working have also been further reinforced.
11. The proposed ToR will also provide a new commitment to signposting applicants through the CAI process and to other permissions through the website which will be updated over the Autumn 2024, along with the current guidance notes and application form. The proposed ToR also commits to updating its website and application guidance to ensure applicants consider contested heritage and/or any inappropriate associations in their proposals.
12. The current ToR ([Appendix 2](#)) requires the CAI to review CoL Blue Plaque applications and make recommendations to CHL for appropriateness. In 2020, the CAI also took on the strategic oversight, peer review system and role of reviewing the applications programme for the CoL Blue Plaque Scheme ([Appendix 2](#), points 11 and 12).

13. The CoL Blue Plaques scheme is currently a complex cross Departmental process. It is administered, implemented and maintained by Heritage Team (City Surveyor's), application assessment and recommendations by CAI (Innovation and Growth) and decision making is with CHL Committee. The shared process across City Surveyors and Innovation and Growth is inefficient and under resourced and there is a back log of CoL Blue Plaque proposals from application to implementation, the process of which currently takes 5 years.
14. CAI have undertaken initial benchmarking with other organisations such as Westminster City Council which operates a Green Plaque system which is well-resourced, simple and structured mechanism and applications are externally scrutinised to address any links to contested heritage or inappropriate associations.
15. Under the proposed ToR, CAI will continue in its current role assessing any CoL Blue Plaque applications with City Surveyors and making recommendations to CHL for decision making. However, in the long-term CAI recommends that a Corporate position and resource should be established for the CoL Blue Plaque programme to sustain itself successfully and to evolve into a positive contribution to Destination City which commemorates and celebrates the City's heritage. CAI considers the process and responsibilities for the blue plaque scheme should be radically remodelled to ensure it operates efficiently, transparently and applies due diligence in addressing any inappropriate associations or contested heritage. It is anticipated that the CoL Blue Plaque scheme will be reviewed and restructured in terms of process, opportunities and resource by the Head of Profession for Culture and SRO for Destination City.
16. The ToR includes a new approach to working more collaboratively around data collection to map and understand public art. It is proposed a joint taskforce be set up between the secretariat of the CAI (Innovation and Growth), the Heritage Estates team (City Surveyors) and Environment (Planning) colleagues to establish an operating model to track applications for future public art and maintenance liability as well as existing public art.
17. The new ToR also commits to an annual review of outputs and evaluations for internal review.
18. The CAI have reviewed a range of sources where there are examples of good practice in the management of public art, and these have guided the proposed ToR. Sources can be viewed in [Appendix 1](#).
19. The CAI agreed ToR and Membership will be included on the revamped CAI website.

## **Proposal**

20. **The** City Arts Initiative asks the Culture, Heritage and Libraries Committee to approve the updated Terms of Reference. The Committee should note the governance of the CAI will be reviewed when the new Head of Profession for Culture and SRO for Destination City are in place.

## **Strategic implications**

21. Financial implications – No immediate financial implications have been identified.
22. Resource implications – The City Arts Initiative panel identified resourcing issues in relation to the management and oversight of the Blue Plaque Scheme. The maintenance of the database will have resource implications for CAI secretariat, Heritage Estates and Planning. The maintenance of the webpage will also require resource from the CAI secretariat.
23. Legal implications – No legal implications have been identified.
24. Risk implications – No risk implications have been identified. The City Arts Initiative has Health and Safety representation on the panel. The delegated authority terms set out that anything which could pose a reputational risk to be referred to the CHL committee.
25. Equalities implications – No equalities implications have been identified. The City Arts Initiative has an access officer present on the panel, and the panel reviews applications in terms of accessibility and inclusivity.
26. Climate implications – No climate implications have been identified. The CAI will assess the environmental impact and sustainability of applications.
27. Security implications – No security implications have been identified.

## **Conclusion**

28. This report summarises the recommendation made for Members of CHL to approve the Updated Terms of Reference for the City Arts Initiative 2024-2025.

## **Appendices**

- Appendix 1 – City Arts Initiative Terms of Reference September 2024-25
- Appendix 2 - City Arts Initiative Terms of Reference 2023-2024

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