



City Public Art Panel Composition and Terms of Reference 2026/27

Membership

CPAP members (by position)	Department	Postholder	Notes
Members			
Chair of the Culture, Heritage, and Libraries Committee	Member	Brendan Barnes	
Deputy Chairman of the Culture, Heritage, and Libraries Committee	Member	Suzanne Ornsby	
Appointed by CHL	Member	Gaby Robertshaw	
Appointed by CHL	Member	Tessa Marchington	
Officers			
Principal Planning Officer	Environment	Joanna Parker	Chair October 2023
Cultural Policy & Partnerships Officer	Town Clerks (Culture)	Katie Whitbourn	Supporting Officer 2023 and Deputy Chair 2024
Group Manager (Major Projects & Programmes)	Department of the Built Environment	Clarisse Tavin	
Senior Heritage Estate Officer	Surveyors and Property Services	Joana Antonio	
Planning Officer	Department of the Built Environment	Fiona Williams	
Planning Officer	Department of the Built Environment	Amrith Sehmi	
Traffic 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	Andrew Buckingham	
Health and Safety Manager	Environment	Murdo MacMillan	
Corporate Head of Health and Safety (Property)	Town Clerk's	David Renshaw	
<i>Visual arts expertise</i>			
Director of Sculpture in the City	Lacuna (external)	Stella Ioannou	
Head of Guildhall Art Gallery & Amphitheatre	Town Clerk's (Culture)	Elizabeth Scott	
Head of Offer	Town Clerks (Culture)	Laurie Miller-Zutshi	
Programme Events Officer	Town Clerks (Culture)	Katty Pearce	
Head of Creative Partnerships (Smithfield)	The London Museum (external)	Lauren Parker	
Senior Manager, Exhibitions and Partnerships	Barbican Centre (external)	Alice Lobb	

Terms of Reference for City Public Art Panel (CPAP)

1. Purpose

1.1 The purpose of the City Public Art Panel (CPAP) is to provide independent advice to applicants, stakeholders, officers and Members to support the delivery of high-quality public art across the Square Mile.

1.2 These terms of reference set out the rules members of the panel must follow as well as the membership and governance of the CPAP.

2. Duties

2.1 The primary purpose of the panel is to ensure the delivery of high-quality public art across the Square Mile. The panel will evaluate the artistic merit, narrative, siting, production, accessibility, maintenance and deliverability of permanent and temporary public art proposals: located on public highway; City owned buildings; and in high visibility private locations which have free and easy public access.

2.2 Proposals for temporary public art (defined as being in place for 1 year or less) will be considered by the panel and a recommendation as to whether it should be supported or not will be referred to the Head of Profession for Culture. Proposals for permanent public art (defined at 1 year or more) will also be considered by the panel, and the panel recommendation will be referred to the Culture, Heritage and Libraries Committee. In reaching a recommendation the panel will apply the criteria contained in appendix 1.

2.3 Informally, the panel at the discretion of the CPAP Chair and Deputy may review and provide feedback on Corporation and private public art initiatives, concepts, guidance and policies.

2.4 The panel is advisory, and a quorum is not required. The meeting will be reorganised if the Chair or Deputy Chair are not available.

Further detail on CPAP core responsibilities and public art criteria can be found in appendix 1.

3. Members

3.1 The panel will comprise City Corporation officers, CHL members and external experts with established skills in public art matters, art commissioning, working with artists in the public realm as well as those with complementary skills around delivery and regulatory requirements and strategic matters.

3.2 A maximum of three members of the Culture, Heritage and Libraries (CHL) Committee shall be elected annually by the CHL Committee when the appointment of sub-committees takes place. This shall include the CHL Chair and Deputy Chair

and another CHL member ideally with a cultural background. This shall be updated annually at the CHL Sub Committee elections.

3.3 Officers and external expert members are reviewed annually by the CPAP Chair and Deputy Chair. This annual review process will ensure that the professional remit and expertise of members align with the responsibilities and requirements of the CPAP.

3.4 The CPAP Chair and Deputy Chair, in consultation with the Head of Profession for Culture can invite further members to join the established panel to give their expert advice, on a case-by-case basis where their relevant skills and knowledge are required.

3.5 The CPAP panel membership shall be published on the City Public Art webpage.

3.6 A person ceases to be a panel member if:

- they resign; or
- in view of the CPAP Chair have failed to comply with these Terms of Reference and in relation to a member of CHL are considered to have failed to comply with the terms of reference following a recommendation from the CPAP Chair to CHL and a decision by CHL.

3.7 Members may resign by giving written notification to the Chair.

4. CPAP Chair and Deputy Chair

4.1 The position of Chair and Deputy Chair shall usually be reviewed every two years by the Head of Profession for Culture at an April meeting.

4.2 If the position of Chair and Deputy becomes vacant the Head of Profession for Culture will undertake an expression of interest process and appoint another Chair and or Deputy Chair.

4.3 The Deputy Chair will replace the Chair when they are not available for a panel meeting.

4.4 The CPAP will be supported by a Supporting Officer resourced by the Culture Team.

Full details of the Chair, Deputy Chair and Supporting Officer role & responsibilities can be found in appendix 2.

5. Conduct and Disclosures

5.1 Panel members must act professionally with impartiality, respect, and integrity.

5.2 Panel members should perform the role as described and attend the majority of meetings (i.e. at least 75% of meetings annually).

5.3 Panel members are expected to review papers in advance of each meeting.

5.4 If panel members cannot attend a meeting, they are expected to advise the Chair and to send any relevant comments in advance, and/or a substitute representative with the appropriate skillset to perform the duties under 2.1 and 2.2.

5.5 Panel members should declare any conflict of interest at the beginning of a CPAP meeting. The Chair will decide if the member should exit the relevant part of the meeting and/or abstain from discussion and recommendation on a particular proposal.

6. Meeting Procedures

6.1 Meetings will take place approximately every 6-8 weeks and will usually be 1.5hrs depending on the agenda.

6.2 Meetings will take place at the Guildhall, or virtually. Additional meetings, including meetings on site may also be arranged as necessary.

6.3 Agendas will be sent out one week prior to meetings by the supporting officer.

6.4 Minutes will be circulated within a month of the meeting and agreed at the subsequent meeting by the supporting officer.

6.5 The approved meeting minutes shall include feedback on specific projects reviewed by the CPAP. Feedback will be made available to Corporation officers, applicants and to other relevant proponents such as Members.

7. Governance

7.1 The panel will recommend to CHL whether an application for a **permanent** proposal comprises high quality public art and if it should be supported or rejected. The panel will recommend to the Head of Profession for Culture whether a **temporary** proposal should be supported or rejected, and the Head of Profession for Culture will have delegated authority (following the CPAP Governance Framework) to accept or reject that recommendation.

Proposals can be considered under the delegated process if the following criteria are met:

1. Installation and deinstallation is less than 1 year;
2. Reputationally uncontentious;
3. Where a decision is urgent to support delivery and 1 and 2 are met.

A visual diagram of this process can be viewed in Appendix 3.

7.2 There may be occasions where a temporary public art proposal is referred to the Culture, Heritage & Libraries Committee if the proposal is particularly high profile, contentious or will have a major reputational impact on the City Corporation. In these

circumstances the Chair and Deputy Chair of CHL can require that the matter is referred to CHL for decision following advice from the Public Art Chair and Head of Profession for Culture. The Committee urgency procedure may still be used if it is felt that a quick decision is needed. Sculpture in the City proposals will continue to be referred to the CHL committee.

7.3 Decisions made under delegated authority via the Head of Profession for Culture will be reported to CHL Committee for information as a report of action taken.

7.4 The CPAP assesses applications based on artistic merit and feasibility; it has no regulatory authority. The support from the Public Art Panel and CHL gives the initial green light, but the project can only go ahead if other necessary permissions are obtained. Whilst the panel will signpost, it is the applicant's responsibility to ensure all sufficient approvals are gained.

7.5 [To be revised dependent on outcome of Blue Plaque Governance] The CAI will continue to review and make recommendations on CoL Blue Plaque applications to CHL for decision making.

8. Review

8.1 The CPAP Terms of Reference and Composition will be reviewed by CHL within the annual Appointment of Subcommittees agenda item (usually in the May meeting).

8.2 An annual review of activities of the CPAP (including applications approved or declined, engagement metrics) is undertaken by the Culture Team and can be made available upon request.

8.3 Site visits to installations may occasionally be arranged for panel members to review the quality and locations of artworks the panel have recommended for approval throughout the year.

Appendix 1. City Public Art Panel Responsibilities & Decision-Making Criteria

Main responsibilities of the panel

- a) To assess proposals for temporary and permanent works of public art in the City of London against the broad criteria listed below.
- b) To make recommendations on temporary public art applications to the Head of Profession for Culture and the Culture, Heritage & Libraries Committee on permanent public art applications.
- c) To make decisions in the context of relevant Corporate policies and strategies, including the Corporate Plan and any future Cultural Strategies (TBC).
- d) To informally provide feedback on public art within the public realm at pre-application and application stage for planning officers when required as a part of any public art conditions.
- e) To scrutinise that new public art proposals are financially sustainable, safe and are supported by a long-term maintenance and dismantling strategy, without undue burden on City corporation resources.
- f) To ensure proposals are inclusive and proactively ensure EEDI is considered through the procurement, delivery and engagement process.
- g) **[To be revised dependent on outcome of Blue Plaque Governance]** To review the appropriateness of applications for the City of London Blue Plaque Scheme in collaboration with the City Surveyors, ensuring their compliance with relevant strategies and any relevant guidance on contested heritage.
- h) To review and comment on Corporation public art policies and strategies.

Decision Making Criteria & Guidance for the panel

Panel members should refer to the following criteria as a guide to assess the quality and deliverability of public art proposals. These criteria are to aid a consistent and structured approach to the assessment process, but it is not a requirement to meet each criterion.

- a) The proposed work is of high artistic quality and merit demonstrating
 - a clear narrative and context.
 - experimental, engaging, stimulating, or pleasing form or content.
 - an understanding of target audience.
 - appropriate materiality and durability if to be shown outdoors.
- b) The proposed work is accessible and inclusive and can be readily appreciated and enjoyed by all, as far as possible.
- c) The work is appropriate in scale, orientation and siting.

- d) There is community and/or public benefits including educational, economic, social and/or environmental.
- e) There is evidence of community and stakeholder engagement.
- f) The project is financially viable and can be delivered in the timescale required.
- g) The project is fully planned out and has given careful consideration to risk management and public safety supported by RAMS covering all stages of implementation and dismantling where appropriate.
- h) The project has considered the impact on the environment and sustainability from its inception through to implementation and disassembly.
- i) The project applicant has investigated any potential controversial or negative associations through the work's production, narrative or financial delivery.
- j) The artist's background including established, emerging artist, LGBTQ+ or from a marginalized, under-represented group.
- k) The project has considered the maintenance of the artwork where the artwork is to be shown outdoors as well as any relevant insurance policies.

Panel views shall be expressed without using jargon or complex terms and should be clear and to the point. If panel members are unable to agree, the recommendation should clearly reflect the basis of the disagreement and the issues involved. Where a consensus cannot be reached, the CPAP Chair together with the Head of Profession for Culture will make the final recommendation.

Appendix 2. Responsibilities of the CPAP Chair & Supporting Officer

CPAP Chair's responsibilities are to:

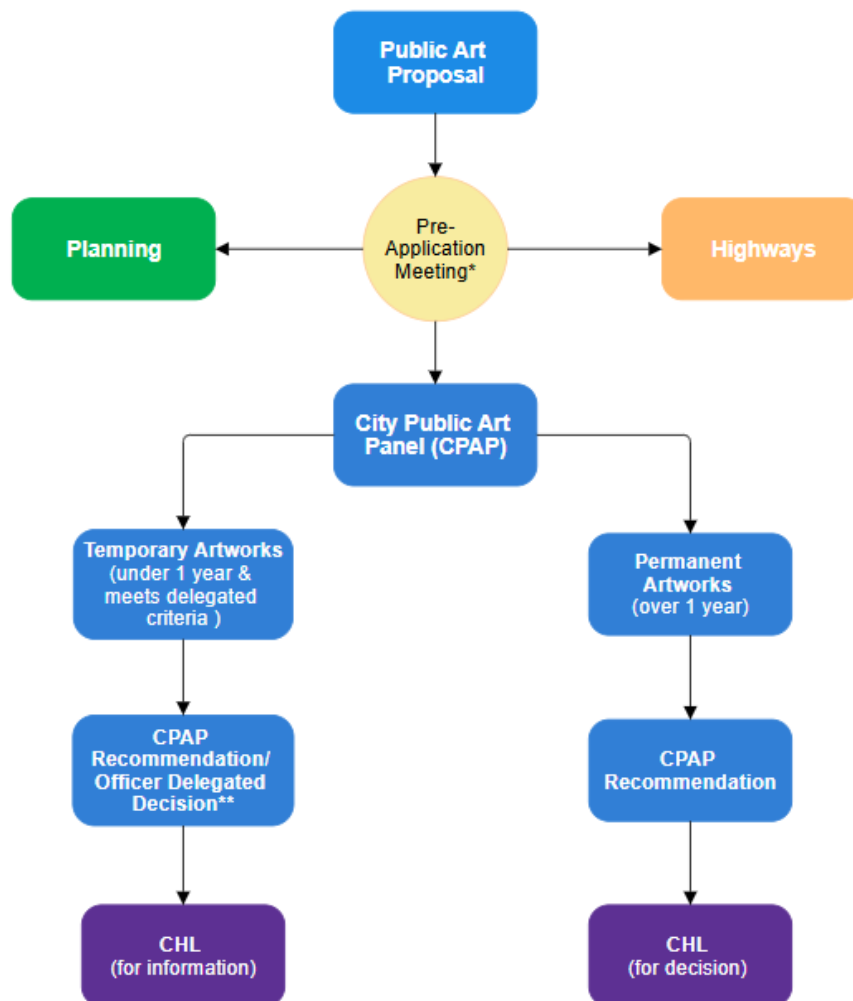
- a) Chair City CPAP meetings and attend and present at CHL committee and committee call over.
- b) Ensure the CPAP properly delivers its responsibilities and that public art proposals meet the criteria (listed in appendix 1).
- c) Ensure the membership of the CPAP has the relevant expertise to review proposals.
- d) Ensure that due account is taken of all CPAP members' views in the meeting.
- e) Ensure that all proposals comply with CoL policies and processes.
- f) Work to ensure all public art applicants are debriefed and provided with feedback following the panel meeting. As well as signposted to other required permissions and licenses and highlight good practice.
- g) Agree agenda and meeting minutes.
- h) Agree committee and delegated reports for CHL and Head of Profession for Culture.
- i) Engage with potential public art providers and provide pre-application advice, seeking input from other panel members when required.
- j) The CPAP Deputy Chair will replace the CPAP Chair when they are not available.
- k) Ensure confidentiality processes are followed.
- l) Adhere to Governance processes.
- m) Represent the CPAP at networking events.
- n) Develop and strengthen partnerships with the City's Business Improvement Districts (BIDs), Guildhall Art Gallery, Barbican Art Centre and other cultural partners and private sector stakeholders in the context of public art.
- o) Ensure City Corporation public art documents are kept up to date e.g. application form, guidance notes and any other supporting information.

Supporting officer responsibilities:

- a) Act as the secretariat for CPAP meetings, organising meeting dates and invitations, preparing CPAP agendas and writing meeting minutes.
- b) Keep an overview of all proposals and plans to facilitate a consistent and coordinated approach.
- c) Supported by the Chair, manage the public art application process.
- d) Supported by the Chair, to act as the point of contact for CPAP members, CoL Departments, Members and applicants on matters relating to public art.
- e) Supported by the Chair, provide a debrief to the applicants, planning officers, members as relevant on public artwork proposals to ensure compliance with CoL procedures.
- f) Ensure that agendas are published in advance of the meeting and that minutes are recorded and circulated to all CPAP members and other parties (7 days before and 1 month after meetings).
- g) Supported by the Chair draft committee and delegated reports for CHL and Head of Profession for Culture.
- h) Attend CHL committee and committee call over and record any actions or Member questions in relation to public art that arise.

- i) Maintain a database and tracker of the applications required for annual reviews.
- j) Maintain and update the public art webpage, application form guidance notes and other relevant public material.
- k) Supported by the Chair signpost the applicant to other required permissions and licenses.
- l) Supported by the Chair ensure, as appropriate, the confidentiality of proposals and applicants.

Appendix 3. City Public Art Process Flow Diagram



**Pre-application meeting takes place with applicant and CPAP Chair & Deputy.*

***Officer delegated decision via Head of Profession for Culture.*

N.B The City Public Art Panel and CHL Committee is not a statutory approval, each can provide the initial greenlight for support, but applicants will need to gain further relevant permissions and licences such as Planning or Highways.