

PUBLIC ART PANEL

TERMS OF REFERENCE

The Public Art Panel was originally set up to encourage the provision of public art within the borough by setting up an advisory group in which officers, Members and representatives of relevant organisations within the borough can meet to provide a consultation and discussion forum.

Role	<ol style="list-style-type: none">1. To provide appropriate direction and advice regarding the disposal of funding received via the Section 106 process;2. To make recommendations to the appropriate Cabinet Member Director/Officer where Executive decisions are required as part of the Democratic process. These will then be formally published on the Council's website in the interests of transparency;3. To subsequently keep the Cabinet Member informed of progress in implementing those decisions and bringing to their attention any key issues;4. To provide guidance and support to anyone involved in projects containing elements of public art within the borough;5. To undertake activity aimed at encouraging understanding and appreciation of public art through advocacy, education, training and promotional activity;6. To encourage wider community involvement in terms of the siting and development of public art projects;7. To advise on the choice of artists and the broad direction that the public art should take in order to maintain quality; and.8. To advise the Director of Environmental & Regulatory Services on the commissioning of project managers or community groups to carry out public art projects with the panel acting as a project review board and keeping the relevant stakeholders, sponsors and budget holders up to date with progress.
Status	An advisory group which assists the Director of Environmental & Regulatory Services with his public art commissioning and programme management responsibilities but has no budget of its own.
Membership	<ul style="list-style-type: none">• Two Cheltenham Borough Councillors<ul style="list-style-type: none">- one should be a Member of the Planning Committee- one should be a Councillor with an interest in art and culture(ideally the Councillor representation should be cross party but this is not essential) <p>One representative from each of the following</p>

	<p>organisations:</p> <ul style="list-style-type: none"> • University of Gloucestershire Art department • Cheltenham Arts Council • Civic Society • GAVCA • Cheltenham Trust (to be invited) <ul style="list-style-type: none"> • Up to 3 co-optees which the panel may wish to appoint for a period of up to three years because of their specialist expertise or community representation. Co-optees may be re-appointed for a further 3 year term thereafter. <p>The members representing an organisation may be changed at any time by the organisation notifying the administrator of the panel. Each organisation may also nominate a substitute to attend the panel if their nominee cannot attend. Generally the panel will encourage organisations to nominate an individual for a period of at least three years but will welcome new nominees after that period in order to bring fresh ideas to the group.</p>
Chair	<p>The members of the panel will appoint a chair from its membership excluding the elected Members. They could be elected for a period of three years but will be eligible for re-election for a further three-year term after which they will retire. Although standing down as chair, the representative could, if their organisation agreed, continue to sit on the panel as a representative of their organisation.</p>
Officer support	<p>This will vary but the core support will be provided by</p> <ul style="list-style-type: none"> • Townscape Manager, E&RS • Parks development team, E&RS • Planning Administration, E&RS.
Public Art Pool	<p>A group of project managers with experience in delivering public art projects who are appointed by authorised officers of the council. They are available to the Public Art Panel to recommend to the Director of Environmental & Regulatory Services or Cabinet Member for selection for specific public art projects and any remuneration will be paid from the funds available for the project.</p> <p>A member of the pool cannot be a member of the Public Art Panel but they can attend meetings of the panel by invitation, typically to update the panel on any projects they are working on.</p>
Cabinet Member	<p>The Cabinet Member with responsibility for Public Art will receive agendas and minutes of the meeting and can attend meetings of the panel by invitation or with prior notification to the chair as an observer.</p>
Budget holders	<ul style="list-style-type: none"> • Director of E&RS is the budget holder for the section 106 money and the S106 agreements are worded to the effect that public art must be provided to the satisfaction of the director E&RS. • Cheltenham Development Task Force MD is the budget holder and the Cabinet Lead is the Cabinet Member Built Environment.

	<ul style="list-style-type: none"> • Cheltenham organisations seeking guidance from the panel e.g. Civic Society. • Other groups: bids for funding from various community groups are agreed by Cabinet and these groups may then ask the panel for assistance and advice.
Accountability	<ul style="list-style-type: none"> • Accountability to the Cabinet Member with responsibility for public art. • Accountability to the budget holder who has commissioned a work of public art through the panel.
Meetings	<ul style="list-style-type: none"> • Bi-Monthly . • Structured agendas, to include progress reports on the programme of projects. • Notes to be taken and action points monitored • Appropriate follow-up communications after the meeting to interested parties.
Conflicts of Interest	<ul style="list-style-type: none"> • Members must declare any interests or conflicts of interest in the business of the panel. • Where conflicts exist, panel members may be asked to leave the meeting for the agenda item.