

**Coventry City Council Public Art Gateway Group (PAG) Terms of Reference**

**December 2021**

**Purpose**

1. The PAG was established in 2019 to provide a checkpoint for public art proposals in the city. It is an officer gateway process, whereby proposals for public art are checked and signed off, before proceeding for any Member decision.
2. The lead Member for Public Art is the Cabinet Member for Housing & Communities. Other Cabinet Members with responsibility for public realm, regeneration and finance may be involved in considering public art proposals, where these have a direct bearing on their portfolio.
3. PAG itself is not a decision-making body. It is an advisory officer group. PAG advises individuals, organisations and internal departments bringing forward public art proposals on their artistic quality, planning suitability and maintenance obligations.
4. The lead officer for PAG and the Chair of the group is the Head of Sport, Culture & Destination service, reporting to the Director of Business Investment & Culture.
5. The Chair of PAG will only make recommendations to Members for decisions on public art proposals where PAG has discussed and signed off the projects, to provide assurance that the appropriate quality, safety, finance and planning dimensions have been reviewed and any issues addressed or risks mitigated.

**What is Public Art?**

1. There is no established definition of public art. The Council uses the definition:

*More or less temporary artworks situated in the public realm as a response to its location, and including artwork commissioned for, or designed into a public space, as well as artist-led projects and activities which reflect or comment on the local environment.*

1. Public Art therefore includes statuary, monuments and sculptures (abstract and figurative), temporary and permanent installations in the public realm, elements of design (including artist-led lighting schemes, paving and railings) and murals, but this is not a definitive list.

**Purpose of PAG**

1. PAG’s role is to provide a single point of reference for ensuring the procurement, commissioning, monitoring and decommissioning of public art works and schemes across Coventry have been undertaken correctly, including consideration of artistic quality, planning suitability and maintenance obligations.
2. PAG will:

* signpost organisations wishing to commission or install public art works to relevant advice and guidance
* work with partners to effectively and regularly communicate public art developments and opportunities
* advocate for the inclusion of public art works within the city, and contribute to relevant policies and strategy documents
* provide up to date guidance on related Council’s policies via the CCC website
* scope potential sites for public art
* periodically review the public art portfolio and update the maintenance schedule

1. Advice and guidance information could include the following:

* the quality of public art and designed urban spaces
* materials and installation, longevity and maintenance
* good practice information on procurement and writing artist briefs & contracts
* who should be on decision making panels
* considerations that would need to be taken regarding risk, liability and insurance
* planning application process and public consultation requirements
* good practice for public consultation about public art
* funding (including section 106 / Community Infrastructure Levy)
* any other relevant advice and guidance

1. The Council’s website provides guidance on how to submit a public art proposal.

**Gateway Criteria**

1. PAG will review and determine whether proposals pass the gateway in relation to:
   1. the artistic quality of proposed new public artwork (concept and execution)
   2. the quality of materials and the methods of installation are appropriate, safe, hard-wearing and vandal-proof
   3. the location of a proposed new public art work is physically, aesthetically, culturally and contextually relevant
   4. stakeholder involvement
   5. maintenance plan and budget for post-installation
   6. decommissioning plans (where appropriate)
   7. how the proposal adds value to the Council’s strategic plans

**Membership of PAG**

1. PAG requires input from across Council services. The core membership and quorum of PAG comprises officers from:
   1. Culture
   2. Planning
   3. Infrastructure & Highways
2. Depending on the agenda, attendance is sought from:
   1. Finance
   2. Streetscene
   3. Parks
   4. Health & Safety
3. A standing invitation is issued to the Creative Director of Culture Coventry, which manages the civic art collection and has an advisory role to PAG.

**Meetings of PAG**

1. The group will normally meet quarterly. However, as PAG is an officer group, meetings can be convened when required. Requests to convene PAG outside the usual schedule must be made to the Chair.

**Review of Terms of Reference**

1. These Terms of Reference will be reviewed and updated on an annual basis. The last review was undertaken on 21st December 2021.

**PAG Process**

1. Information about the process and timescales, together with the enquiry forms are available from the Council’s web pages on Public Art. Links to related Council policies and key officer contacts are also on the site.

**STEP 1**

Public art is proposed to be commissioned by the Council or by an external body or individual.

A Stage One Enquiry Form is submitted to [artsdevelopment@coventry.gov.uk](mailto:artsdevelopment@coventry.gov.uk)

The Enquiry Form is shared with the PAG and an officer from arts development reviews and provides initial advice to the enquirer, consulting with colleagues where necessary in relation the proposal.

The officer adds the enquiry to the schedule of Public Art Enquiries which is used to create a forward agenda for PAG.

**STEP 2**

When the proposal has reached a more developed stage, a Stage Two Enquiry form is submitted to [artsdevelopment@coventry.gov.uk](mailto:artsdevelopment@coventry.gov.uk)

If the proposal has been developed in accordance with the advice provided to date and includes sufficient information, it is scheduled for the next PAG meeting (or if timescales dictate, a meeting is convened).

The Chair of PAG shares the proposal informally with the Cabinet Member for Housing and Communities.

PAG reviews the proposal against the following criteria:

**the artistic quality of proposed new public artwork (concept and execution)**

* + has the artist been selected using a clear and appropriate brief
  + does the proposal demonstrate a compelling artistic vision
  + is the vision clearly delivered by the proposed work
  + has a maquette or model been produced showing how the vision will be executed
  + does the artist have a strong track record and reputation (including any references)
  + will the artwork be accessioned to the Council collection and what arrangements are necessary for the transfer of title

**the quality of materials and the methods of installation**

* + is the proposal clearly specified
  + is the method statement clear, including necessary expertise
  + are materials appropriate, safe, hard-wearing and vandal-proof
  + is there a robust risk assessment
  + does the organiser have the necessary insurances

**the location of a proposed new public art work is physically, aesthetically, culturally and contextually relevant**

* + has a location been identified with permission to site the work from the owner
  + is the proposed location appropriate to the curation of the public realm
  + does the proposal demonstrate how it has responded to the proposed site

**stakeholder involvement including consultation with those affected**

* + have relevant CCC officers and organisations/ stakeholders (such as West Midlands  
     Police and private landowners) been involved
  + has there been public consultation
  + is there an equality impact assessment

**funding for commissioning and installation**

* + is there a budget detailing costs and income
  + are costs appropriate, including artists’ fees
  + is the funding confirmed or are expectations of fees considered reasonable
  + does funding cover all aspects of the project including any fees payable to Coventry City Council
  + is there a reasonable contingency

**maintenance plan and budget for post-installation**

* + is there a clear plan for maintenance
  + is it clear who is responsible for maintenance
  + is there a budget for maintenance to cover at least ten years’ costs
  + is it clear how the sunk fund for maintenance will be paid to Coventry City Council

**decommissioning plans (where appropriate)**

* + is there a clear plan for decommissioning
  + is it clear who is responsible
  + is there a budget to cover all costs of decommissioning
  + is there an appropriate method statement (identifying appropriately skilled contractors) and risk assessment

**added value – officers will consider how the proposal will contribute to other Council priorities or agreed strategic objectives** (e.g. City of Culture, Cultural Education Partnership, Heritage Strategy, Tourism Strategy)

**STEP 3a – Recommended**

If PAG has signed off the proposals against the criteria above, the Chair of PAG takes the recommendation to the Cabinet Member for consideration. The Cabinet Member advises on the consultation required with other elected Members whose portfolios may be affected.

Agreement may be given in principle, subject to the completion of outstanding requirements for the proposal - for example, planning permission and fundraising.

**STEP 3b – Not Recommended**

If PAG determines there is further work to be undertaken on any element of the proposal, the proposer will be notified by email and advised of appropriate routes for further advice. Following further work, the proposal will be reconsidered by PAG.

**INTERNAL PROPOSALS**

Coventry City Council projects are expected to follow good practice and to adhere to the Council’s policies.

Public Art projects originating within the Council follow the same process as above. In addition, the artist’s brief must be discussed and approved by PAG before being issued.

The brief must be circulated to local artists as well as national artists.

Opportunities for local artists to be involved must be considered and incorporated where possible.