



Commissioning Policy

2024-25

Introduction

This policy outlines the procedures and principles by which the HLO will appoint and secure partners and services, under the oversight of the Hub board. It ensures transparency, accountability, and value for money in the commissioning process to support the delivery of the Hub's programme of activities and strategic functions.

Identifying partners

Formal partnerships in WYMH will be made with organisations who work regionally (across 2 or more of the LA's in the geographical area), nationally and internationally and whose work will support the consortium partners to deliver the requirements of the NPME. These organisations will be described as core partners. These core partnerships will be built upon prior MEH partnerships which will enable prior relationships to be both maintained (from a local perspective) and developed (from a regional perspective).

Reviewing and renewing the partnership

The proposed consortium organisations will appoint core partners to support Hub activity at a strategic and delivery level. We will capitalise on the outstanding relationships which already exist within LA areas to ensure that WYMH is able to appoint the most effective partner organisations. The WYMH will continue to use the skills and expertise offered by partner organisations to enhance the work of the consortium organisations at a delivery level with commissioning of such work at a local level.

The WYMH will continue to build on the current work in LA areas whereby partner organisations deliver provision to complement or enhance the work of the consortium organisations. For example, regional and national partners will be used to deliver CPD and local partners who specialise in working with NEET or LAC will deliver specialised nurture projects.



In addition, collaborative partnerships will be formed with partner organisations and consortium partners to develop opportunities across both the LA and the whole WYMH area. This will enable the WYMH to address specific need and to offer a breadth and range of opportunities, e.g. DJ School UK providing ensemble opportunities as part of LA offer.

Regional activity may be commissioned by the HLO in response to needs analysis or requirements of NPME.

Commissioning process

The HLO of WYMH will adhere to the procurement policy of Bradford City Council [How and what do we buy? | Bradford Council](#). Consortium members will all adhere to local policies which ensure they demonstrate value for money. Partner organisations in receipt of funding from WYMH (at a regional or local level) will be required to complete a partnership agreement which clarifies the terms and conditions required for the grant funding.

Activities and budget proposals

The 5 consortium member organisations will broker partnerships and commission activity at a local level with organisations who will be described as associate partners. These associate partner organisations will play a key role in ensuring that the wider cultural needs of each area and the requirements of the NPME are met. It is likely that, over time, the number of local partners will increase to ensure that diversity of organisations is directly relevant to each local area and that these place-based partnerships will enable all children and young people to access music provision in their area.

The responsibilities of partners regarding budget and activity is made clear in the partnership agreement which commissioned partners will be expected to sign and adhere to. Where work is commissioned by consortium partners the service will be sub-granted. Where the service is at a regional level this may be sub-granted or contracted by the HLO. Expectations are as follows:

The Partner will deliver the activities as defined in the Agreed Plan; the Partner acknowledges that the grant is paid on trust to the Partner for the sole purpose of delivering the Services.



The Partner will tell the Commissioning partner immediately in writing of anything that significantly delays, threatens or makes unlikely the successful delivery of the Services or any key part of it.

The Partner is fully responsible for every part of its business. This includes, without limitation:

1. Governance
2. Procuring management, business, education, music advice, DBS checks and safeguarding issues and data management processes.
3. Telling the commissioning partner of any changes that may threaten its solvency
4. Ensuring sound financial procedures for handling public money
5. Telling the commissioning partner of any disputes which would adversely affect the services provided
6. Obtaining all approvals, consents and licences required to deliver the Services taking into account a set of procedures to safeguard children and young people, having an equal opportunities/EDI policy, managing personal information in accordance with the Data Protection Act, maintaining all financial records, buying goods or services in a way that will give value for money, considering any possible risks involved in its funded activities and maintaining adequate and appropriate insurance at all times.

Self-commissioning by the HLO and members of the consortium

All consortium members of the WYMH are identified as delivery partners with the terms and conditions of the consortium agreement. The consortium agreement covers the requirements of this policy.

Quality and performance monitoring

Quality assurance (QA) for partner organisations ensures that standards and expectations across the hub are met. It is an ongoing process that requires clear communication, collaboration, and a commitment to mutual success. Partner organisations will be required to submit pupil data, monitoring information and reports when requested either locally (where work is commissioned by a consortium partner) or regionally (where work is commissioned by the HLO at a regional level). WYMH will ensure quality and consistency through the following actions:



Expectations and Criteria

The expectations of LMEP partners is clearly stated in the hub partnership agreement, along with the priorities all partners should commit to when providing WYMH funded work.

Communication

WYMH aims to have effective communication channels at a regional and local level to maintain an open dialogue with partner organisations. This will be achieved through mechanisms such as newsletters and network meetings to communicate expectations, updates, and any changes in requirements, along with partnership 1:1 meetings conducted throughout the year. In addition, there will be opportunities for partner organisations to be represented on the Hub advisory board.

Regular Performance Reviews

For partner funded work, WYMH will implement a regular schedule for performance reviews and partner performance against the predefined criteria and KPIs. This will be done through meetings, termly progress reports, and observations of delivery. This helps foster a culture of continuous improvement and that practices remain effective and relevant.

Feedback Mechanism

WYMH will develop a feedback mechanism where all partners can provide constructive feedback. Partners to share their insights and concerns and reciprocate by providing feedback on their performance. In addition to this being done through conversations, WYMH will consider implementing a partnership audit for 2024-25.

Training and Support

Partner organisations are required to ensure that their delivery meets the required standards. Where relevant they may be invited to regional and/or local workforce training. Regular information and updates will be disseminated to partners locally.



Risk Management

Potential risks associated with the partnership is indicated in the Risk register and is regularly reviewed and updated. This proactive approach helps prevent issues from arising and ensures smoother collaboration.

Audit and Compliance Checks

WYMH will conduct periodic audits and compliance checks to verify that partners are adhering to requirements set out in their partnership agreement. This helps maintain the integrity of the partnership and is done through individual meetings with partners.

In order that the WYMH can provide the Arts Council with all such information as the Arts Council may in its sole discretion reasonably require from time to time the Partner will provide the Council with any such information requested from it. This includes the information, without limitation, set out in the Arts Council funding agreement with the HLO, and copies of all or any other relevant documentation about the financial and operational running of the Partner, to include business plans, board papers or equivalent, reserves policies and any other information which the Arts Council deems relevant to its understanding of how the Services is being delivered and the funding used.

Changes to monitoring information, in line with Arts Council funding requirements, may be required throughout the funding period. These will be shared with all WYMH Partners.

Hub board's oversight

Approval of commissioning decisions

Commissioning decisions will be made at a local level by Consortium partners. In addition, the consortium will have strategic oversight and look at processes and decisions through the needs analysis process and led by the organisation with strategic responsibility for partnerships. Decisions may require sign off by the WYMH Advisory group.

Annual policy review

The WYMH Commissioning policy will be reviewed annually by the WYMH consortium and presented to the WYMH Advisory group for approval.

Capital Grant

The HLO will be allocating and transferring the Capital Grant to consortium members to purchase assets on behalf of the HLOP and will be responsible for the instrument spending plan and allocations in their local area to address to local need. This has been included in the Consortium Partnership and Funding agreements in place for the HLO and each Consortium Partner and draws direct reference to the Terms and Conditions stated by ACE.

Purchases from the Capital Grant will support:

- the consortium partners of the Hub as a LA based strategic lead
- Local partners supported by the previous HLO who will be supported on a local level partnership through the appropriate consortium partner (e.g. Bradford Music & Arts will support All Star Ents through the loan of electronic equipment supporting disadvantaged children and young people in cold spots in Bradford and support targeted children with addition needs through the loan of eye tracking devices)
- Children through working with regional partners through (not an exhaustive list):
 - Partnership with Young Sounds UK and the Pilot Progression Fund in Bradford and Kirklees, utilising the Capital Grant to support 60 children with instrument loan
 - Purchase of Braille technology through the partnership with the RNIB to support VI children in reading adaptive musical notation.
 - Future partnerships where instrument and equipment loan can support children and young people across the hub area.
 - Dhol and Santoor loan to support partner work with SAA UK in Leeds
 - Secondary project with DJ Schools supported with DJ decks and laptops

All instrument/equipment loans provided through partnerships will be underpinned through partnership agreements requiring the partners to:

- Agree that instruments/equipment loaned remains the property of the HLO
- Manage the maintenance, repairs and insurance and provide updates the HLO as required
- Report all required pupils' data for HLO monitoring purposes



- Wherever possible, purchases using the capital grant will be made using suppliers listed on the DfE's Musical Instrument, Equipment and technology supplier's framework
- Local agreements for procurement and tendering will be followed, ensuring adherence to the above and any spending restrictions imposed at a local level (e.g. LA services may have local government procedures to adhere to). Where an organisation is an independent trust, the supplier's framework should be adhered to or the HLO should be utilised for VAT relief, following appropriate local restrictions and procedures.
- All purchases must be reported and recorded to the HLO and tracked on the HLO Register of Assets and remain the property of the HLO.
- All purchases should demonstrate value for money, be a purchase of high quality and give due care and consideration to the Hub's sustainability policy.
- As required by the Capital Grant Terms and Conditions, all procurement routes used outside of the supplier's framework will adhere to PCR 2015 and competitive tenders for all purchases exceeding £12000 (inc VAT) will be sought.