

Commissioning Policy

1.0 Purpose & Aim

1.1 This Policy exists to outline how partners and services will be appointed and secured by the Berkshire Music Hub, Hub Lead Organisation for Berkshire, in order to meet the needs of the children and young people in Berkshire.

1.2 This Policy aims to:

- Clearly outline how partners and services will be appointed and secured by the Hub Lead Organisation (HLO), and/or overseen by the Hub board
- Outline how our partners are varied, diverse and representative
- Set out the Hub board's role in approving and reviewing this policy, at least annually
- Ensure an appropriate range of partners are commissioned/procured to support and deliver the Hub's programme of activity and strategic functions
- Set out how quality and performance will be monitored, and how funding will be distributed and monitored to support the delivery of the Music Hub's Local Plan for Music Education (LPME)
- Give information on how opportunities to join the partnership and/or deliver Hub activity will be promoted to ensure the Hub evolves in response to the developing needs and context of the Hub area

2.0 Scope

2.1 This Policy applies to all partners working with the Berkshire Music Hub.

2.2 This Policy does not form part of a partner's Service Level Agreement or Partnership agreement and may be amended from time to time.

3.0 What is commissioning?

3.1 The HLO accepts the definition of commissioning as 'the process of specifying, securing and monitoring partners to meet people's needs. Commissioning is more commonly used to describe the strategic, long-term process by which this takes place, as opposed to the short-term operational purchasing process.

3.2 The process of commissioning relates to ensuring the best use of resources (time, money, people and premises) to secure services of the appropriate quality to meet the identified needs.

4.0 Our approach to commissioning

4.1 We have identified the following commissioning principles which define our approach to commissioning:

1. **Quality and Excellence:** Commission partners that demonstrate a commitment to delivering high-quality music education that aligns with national standards.
2. **Inclusivity and Accessibility:** Prioritise partners who can engage diverse and underrepresented groups, ensuring equitable access to music education.
3. **Collaboration and Partnership:** Foster a collaborative approach where commissioned partners work together to enhance the overall impact of the Music Hub.
4. **Innovation and Creativity:** Encourage innovative approaches to music education that inspire creativity and engage students in new and exciting ways.
5. **Sustainability and Impact:** Ensure that commissioned activities are sustainable and have a measurable impact on the musical development of children and young people.

5.0 The commissioning cycle

5.1 The approach takes the form of a cyclical activity referred to here as the Commissioning Cycle.

5.2 The first step of the commissioning cycle underpins our commitment to pursue an approach to commissioning which is informed by a needs assessment drawing on strategic and individual plans.

5.3



6.0 The commissioning process

6.1 Identification of Needs

- Conduct a needs analysis to identify gaps and priorities in music education provision.
- Engage with stakeholders, including schools, parents, and young people, to gather insights and feedback.

6.2 Partner Selection Criteria

Potential partners will be evaluated based on the following criteria:

- Experience and Track Record: Demonstrated experience in delivering music education programs.
- Quality of Provision: Evidence of high-quality, impactful music education initiatives.
- Inclusivity and Diversity: Commitment to reaching and engaging diverse and underrepresented groups.
- Innovation: Ability to deliver innovative and creative music education projects.
- Capacity and Sustainability: Capacity to deliver sustainable and scalable programs.

6.3 Application and Assessment

- Open call for proposals outlining specific priorities and objectives.
- Provide clear guidance on application requirements and evaluation criteria.
- Establish a transparent assessment process involving a panel of experts and stakeholders.

6.4 Monitoring and Evaluation

- Develop a robust monitoring and evaluation framework to assess the impact and effectiveness of commissioned activities.
- Set clear targets and outcomes for commissioned partners.
- Conduct regular reviews and feedback sessions with partners to ensure continuous improvement.

6.5 Reporting and Accountability

- Require commissioned partners to submit regular progress reports.
- Conduct observations of activity to ensure compliance and quality.
- Provide feedback and support to partners to enhance delivery and outcomes.

6.6 The HLO, as key delivery partner for West Berkshire, Reading, Wokingham, Bracknell Forest and Windsor & Maidenhead will be commissioned through this policy as per other partners.

7.0 Funding and resource allocation

- 7.1 Funding will be allocated based on the type of activity being delivered.
- 7.2 The HLO will ensure a fair and transparent distribution of resources to commissioned partners and partnership agreements will include the relevant clauses from the Additional Conditions and the standard Terms and Conditions.
- 7.3 The HLO will continue to explore additional funding opportunities to support and expand its programmes of activity.

8.0 Governance and oversight

- 8.1 All hub partners will be overseen by the Senior Leader – Partnerships, Progression & Development in collaboration with our Partnership & Inclusion Manager
- 8.2 Delivery and strategic partners will be invited to participate in the Berkshire Music Hub Board.
- 8.3 Details of the governance of the Hub Board are captured in the Terms of Reference.
- 8.4 In addition all partners will be invited to be members of a Strategic Partnership Group.
- 8.5 Members of the Strategic Partnership Group will be invited to attend a programme of strategic meetings throughout the year in advance of Hub Board Meetings.
- 8.6 The HLO will ensure compliance with legal and regulatory requirements.

9.0 Monitoring and Review of the Policy

- 9.1 The Hub Board will monitor the outcomes and impact of this Policy on an annual basis, to assess its effectiveness throughout the Organisation and its continuing compliance with legislation.

10.0 Version Control

Document Name	Commissioning Policy		
Version	1.0		
Document Owner:	Effective Date	Review Date	
CEO	01.09.24	31.08.25	