South East London Music Hub

Commissioning Policy

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

1. Dependencies

This policy complies with the terms of the Music Hub grant managed by Arts Council England, particularly section 6.6.4 of the Standard Terms and Conditions, section 9.3 of the Additional Conditions and ACE's LPME guidance.

2. Appointing and Securing Partners and Services

South East London Music Hub will implement a robust and transparent process to appoint and secure partners and services. This process includes:

- **Open Tendering and Competitive Bidding:** opportunities for partnership and service provision will be advertised widely to ensure a diverse range of applicants.
- **Evaluation Criteria:** applications will be assessed against predefined and published criteria, including relevance to the Hub's strategic goals, quality of proposal, track record, and capacity to deliver.
- **Contractual Agreements:** successful partners will enter into formal agreements outlining roles, responsibilities, deliverables, timelines and performance measures.

This process will apply equally to commissioning of the Principal Partners by South East London Music Hub to (a) ensure fairness and transparency and (b) manage any conflicts of interest or appearance of conflicts of interest.

3. Oversight by the Hub Advisory Group

The Hub Advisory Group will oversee the commissioning process. This includes:

- **Approval and Review:** approval of this commissioning policy and reviewing it annually in the summer term to ensure it remains relevant and effective.
- **Monitoring Implementation:** receiving regular reports on the commissioning process, scrutinising commissioning proposals and ratifying decisions.
- **Monitoring delivery:** receiving reports and feeding back on the performance of commissioned partners.

4. Diversifying the Hub Partnership

To support the Hub's diverse programme of activities, the HLO will:

- **Diverse Commissioning:** actively seek a range of partners from various sectors and backgrounds to bring in different skills, voices and perspectives.
- **Strategic Fit:** ensure that partners align with the Hub's strategic objectives and have the capacity to deliver against its goals.

5. Budget and Activity Proposals Review

South East London Music Hub's executive will review budget and activity proposals from partners to ensure they demonstrate value for money and adhere to relevant requirements, including:

- **Cost-Benefit Analysis** to ensure financial efficiency.
- **Compliance Checks** to ensure that proposals comply with grant terms and conditions and the partner operates suitable safeguarding procedures.
- **Approval Process** through the Hub Advisory Group to ensure proper oversight and accountability.

6. Quality and Performance Monitoring

During 2024/25, South East London Music Hub will develop quality and impact frameworks which will be the benchmark for monitoring all Hub delivery. This will comprise:

- **Regular Performance Reporting** by partners in a format consistent with the way the Hub is required to report to ACE.
- **Site Visits** to be undertaken periodically by members of the executive and Hub Advisory Group to verify reported outcomes.
- **Funding Distribution** in tranches, taking account of South East London Music Hub's draw-down of the Hub grant and contingent on partner progress and performance.

Monitoring and assessment will be both a supportive and challenging process, designed to maximise outcomes for children and young people in SE London.

7. Promoting Partnership Opportunities

To ensure the Hub evolves and meets the developing needs of the area, the HLO will:

- **Regularly issue open calls** for new partners and service providers.
- **Engage with local communities** and stakeholders to identify emerging needs and potential partners.
- **Establish feedback mechanisms** to continuously refine and improve the commissioning process.

8. Annual Policy Review

The Hub Advisory Group will review this commissioning policy annually at its summer term meeting to ensure it remains fit for purpose. This review will consider feedback from partners, performance data and changes in the external environment.

9. Conclusion

This policy establishes a clear, fair, and transparent framework for the commissioning of partners and services by the HLO, with robust oversight by the Hub Advisory Group. It aims to ensure high-quality delivery of the Hub's activities while maintaining value for money and evolving to meet the needs of the Hub area.