



West of England Music Hub Commissioning Policy – September 2024

1. Introduction

This policy sets out the commissioning framework by which the Hub Lead Organisation (Bristol Music Trust) will appoint and secure partners and services, under the recommendations and oversight of the West of England Music Hub Committee. It is designed to ensure that all commissioned services meet the needs of children and young people, align with the [National Plan for Music Education](#) (NPME), ensure transparency, accountability and value for money in the commissioning process to support the delivery of the Music Hub's programme of activities and strategic functions. Bristol Music Trust aims to commission high-quality, inclusive, and accessible music education services and recommendations of funding will be made by the West of England Music Hub Committee (WEMHC) to the Trustees of Bristol Music Trust.

The commissioning process will ensure that all partners contribute to an equitable music education offer across the region, providing opportunities for every child and young person to engage with music.

Please Note: All Music Hub commissioning will be subject to relevant Bristol Music Trust policies and procedures.

2. Strategic Delivery Partners

Bristol Music Trust may appoint large scale Strategic Delivery Partners, who will receive large scale sub-grant funding to carry out significant delivery functions of the Music Hub in named geographical locations. Potential Strategic Delivery Partners will be invited to apply and will be required to provide the following evidence which will be assessed by the WEMHC:

- Track record in planning, commissioning and delivering high quality Music Education.
- Strategic approach to ensuring music education is inclusive of all children and young people with a range of needs, including how they will ensure inclusion and widening opportunity will be embedded across all activity, plans and policies.
- Approach to ensuring the strategic, financial, operational and environmental sustainability.
- Approach to musical instrument storage, purchase and maintenance (if relevant).
- Approach to supporting progression and musical development for children and young people, including how potential sub-contractors will enable children and young people to progress their interests and potential as far as they would like, across a range of genres and traditions.
- Financial, safeguarding, management and governance arrangements.



Strategic Delivery Partners must adhere to the Terms and Conditions of the Arts Council England/DfE grant funding and will be enabled to sub-contract other delivery partners in their assigned geographical areas up to an annual value of £15,000. Proposals for funding delivery partners over the value of £15,000 of ACE/DfE revenue grant money will be reviewed and recommended by the WEMHC.

Please note: Bristol Beacon will also seek to be a Strategic Delivery Partner and will adhere to this commissioning policy and process.

3. Commissioning Principles

The HLO commissioning process will be guided by the following principles:

1. **Equity and Inclusion:** Prioritising providers that demonstrate a commitment to inclusivity and equality, ensuring that all children and young people, regardless of background, can access music education.
2. **Quality and Impact:** Selecting providers with a proven track record of delivering high-quality music education, backed by clear evidence of outcomes and impact.
3. **Collaboration and Partnership:** Ensuring commissioned services work cohesively with other providers to reduce duplication, share best practices, and maximise resources.
4. **Sustainability:** Supporting long-term development through capacity building, professional development, and infrastructure investments to create lasting music education provision.
5. **Transparency and Accountability:** Commissioning processes will be transparent, with clear criteria and decision-making processes, including input from relevant stakeholders.

4. Partnership and Delivery Commissioning Opportunities

- Opportunities for commissioning by both the Hub Lead Organisation and Strategic Delivery partners will be published on relevant organisational websites.
- These opportunities will be informed by a joint, regional Annual Needs Analysis and Local Plan for Music Education, carried out by the Hub Lead Organisation and Strategic Delivery partners.
- The Hub Lead Organisation reserves the right to commission on a responsive basis, up to the value of £15,000 per year.

5. Commissioning Process



6. Monitoring and Evaluation

All commissioned organisations will be required to submit regular reports to demonstrate:

- The impact on children and young people, with a particular focus on those from underrepresented communities.
- The integration of consultation, codesign, and copowering principles into delivery.
- Financial accountability and alignment with the original grant's terms and conditions.
- Compliance with safeguarding and quality measures.
- Evidence of progress towards equality, diversity, and inclusion goals.

Annual reviews will be conducted by the WEMHC, which will evaluate the effectiveness of commissioned services and recommend any necessary adjustments to the Board Bristol Music Trust.

Policy Review

The WEMHC will review and recommend any updates to this policy to the Board of Bristol Music Trust on an annual basis, in the summer term.