

## **Cambridgeshire & Peterborough Music Education Hub**

### **Commissioning Policy (draft)**

#### Context

The Music Education Hub invests funds in programmes of work approved annually. This document outlines the process for the proposal of programmes of work and how the commissioning process operates.

#### Programme Design

The main programme of work for each geographical area of the hub is designed by the relevant Programme Board with support from Consortium Member and Key Partner Organisations.

Additional programmes may be put forward by providers but these will need to take account of the needs in each area and they will be encouraged to engage and form collaborations with the local Programme Boards.

The design is expected to take into account the annual Needs Analysis of music education carried out by the Hub in collaboration with Key Partners and Programme Boards so that opportunities and gaps in provision are identified and prioritised for future development alongside the sustaining of ongoing viable activities.

The Needs Analysis process will be outlined separately but it is expected that a range of stakeholders and interested parties will be consulted upon, analysis of evidence, data and dialogue and awareness of local, regional and national trends and expectations will be considered.

#### Commissioning Process

The Hub Board will request submissions of programme proposals annually, set out against the priorities from the needs analysis and expected outcomes and outputs with a proposed budget.

Programmes submitted by the stated deadline will be reviewed against investment criteria established by the Strategic Hub Board and:

- Approved for delivery with oversight by the local Programme Board and Consortium Member or
- Declined with feedback provided or
- Referred for further local collaboration discussion

All commissions that are approved will be managed through the relevant consortium member local team under the Music Education Hub Partnership Terms and Conditions.

The Consortium Member representatives will carry out monitoring and collection of data and evidence expected in relation to the work and advise the Music Education Hub if there are any issues or concerns at the earliest opportunity, reporting on a regular basis via the Programme Boards.