



Cambridgeshire and Peterborough Music Education Hub

Charging, Remissions and Subsidy policy

The Hub operates the following policy in relation to its own strategic work and expects partners, particularly those carrying out delivery to have policies that reflect similar good practice in relation to pay, charges, remissions, budgeting and discounting. This policy is therefore referenced in the partner agreement and a copy of their similar policies can be requested.

- Full cost recovery budgeting – all commissioned activity should be initially budgeted to determine the full cost of its provision before an assessment of income sources is carried out. It should be possible for any partner to demonstrate the breakdown of roles, responsibilities, time allocations, overheads and other costs so that the HLO and Board can make a fair comparison and review for quality assurance purposes.
- Remuneration for those contracted to carry out work should be at appropriate levels for employed or self-employed provision of a similar nature to ensure fair pay for the skill required for a role and above the living wage minimums. Equally, high staff costs may be challenged to ensure that the level truly reflects an enhanced level of skill or knowledge that is beneficial to the activity.
- Where procurement of goods or services is required and funding is directly provided by the Hub to a partner towards this, it is expected that the partner will follow appropriate procurement procedures that are in compliance with national best practice for use of public funding, depending on the procurement level. Guidance will be provided should this apply and it will be referenced in the Partner Agreement. Partners should have their own procurement policies and procedures to ensure best value and quality is achieved in any of their own procurement that is not directly funded by the Hub.
- Benchmarking approaches should be used by partners (and will be by the Hub as well) to identify appropriate charging levels for activities where part or all of the cost may be paid by participants. Partners should be able to justify their proposed full cost charge level for participation in an activity based on this information and assess whether the costs of the activity need to be reduced in order to lower the participation cost or if not possible whether subsidy from a grant source or the Hub should be sought to lower the full cost charge for all and/or a remission scheme should be applied for those who would otherwise be unable to access for financial reasons.
- Subsidisation may be appropriate for ongoing or regularly occurring provision through key partnerships where the full cost can never be reclaimed from participation charges. If this is likely then an analysis of the best source of support will need to take place, this may be charities and trusts, government funding, Hub funding or some other source. Requests for support from Hub funding will be considered at the time projects and programmes are reviewed for funding decisions. The Hub will usually want to consider the potential, if possible, for improving the sustainability of such provision with lower levels of support in future years or changes to make the provision more balanced in costs and charged income.

- Remissions should always be available through partners to help support those young people who would otherwise be unable to access opportunities even if subsidisation is also being used. These may be limited according to financial or policy constraints but should be planned for within all activities. The remission expectations include settings as well as project providers. In general we would encourage all projects to have a minimum remission supported number of places or budgeted amount that would enable 15% of participants to be assisted if needed. Where partners are funded already to provide such support (e.g. schools and FSM) they should have appropriate policies that set out how help is provided. Remissions should be meaningful and able in general to fund a significant proportion of cost for participation with discretion by providers for particular cases to be higher. In general the Hub would expect remissions for those who would be eligible for Free School Meal support to be at least 2/3 of the participatory cost (including any supporting resources) and for those ineligible for such support but financially constrained at least 1/3 of the participatory cost. In some cases full remission may be appropriate however normally contributions are encouraged to ensure a valuing of the opportunity offered.
- Where partners approaches to charging, subsidisation and remissions are different to the Hub, it will discuss with partners whether adjustments may be appropriate and the impact of existing approaches in encouraging or limiting participation. If the Hub considers partner approaches to be insufficient to support inclusion, it may not be appropriate for it to subsidise or support particular programmes unless improvements can be made.