



Commissioning Funding Agreement 2018-19

Lead Organisation



Norfolk County Council

This document sets out the terms of commissioning funding from:

Norfolk County Council’s Educator Solutions Music Service of Norwich Professional Development Centre, 144 Woodside Road, Norwich NR7 9QL, acting in its role as the ‘Lead Organisation’ for **The Norfolk Music Hub**

Lead Organisation Authorised Officer is: the persons respectively designated as such by the Lead Organisation, the first such person being (insert name of lead Officer)

To:

NAME, ADDRESS (service provider)

for the provision of **PROJECT TITLE** (activity or project)

Both parties have agreed to enter into this agreement and the service provider shall provide activity or project on the terms set out below.

1. Project / Activity to be delivered by the Service provider

The following sets out the details of the activity/project to be delivered by the above named service provider with the commissioning funding made available through the Norfolk Music Hub.

Organisation Name:	
Address:	
Organisation Description:	
Contact:	
Commissioning Funding Offered:	
Project/Activity Title:	
Period of Agreement:	
Description of Activity. Please include details of locations where activity will be delivered, key dates, partners involved and project beneficiaries	
Total Activity Income (please provide a breakdown of total activity income)	
Total Activity Expenditure (please provide a breakdown of total activity expenditure, clearly identifying the above	

contribution from the Norfolk Music Hub)	
Evaluation and data collection (please provide information on how the activity will be evaluated and the data collected on participants aged 5-18 years)	

2. Terms and Conditions of the Commissioning Funding Agreement

Child Protection, Insurance, Data Protection and HR Policies:

For the duration of this agreement, the Service Provider agrees to:

- Provide a copy of their current Safeguarding Policy to the Lead Partner and commit to following that policy throughout the duration of this Agreement
- Ensure that any adult engaging directly with children and young people through regulated activities is subject to satisfactory DBS clearances
- Apply current Best Practice in the delivery of the activity
- Follow all relevant health and safety measures, risk assessment procedures, equal opportunity policies, GDPR requirements and Safeguarding procedures
- Maintain appropriate public liability insurance.

Monitoring and Evaluation:

For the duration of this agreement, the Service Provider agrees to:

- Have systems in place to monitor and evaluate the quality of their delivery
- Regularly monitor the impact of activities together with their stakeholders
- Use evaluation to help improve their delivery
- Use outcomes of monitoring to influence the content of their future programming, training and CPD

Financial Records:

The Service Provider agrees to:

- To maintain appropriate financial records for all transactions relating to the delivery of funded projects/activities for the length of time required by the relevant regulatory bodies.

Reporting to the Norfolk Music Hub:

On completion of the funded activity/project, the Service Provider agrees to:

- Provide an evaluation of their project/activity
- A statement of income and expenditure
- Provide Norfolk Music Hub Lead Organisation with data as required by Arts Council England as far as reasonably practicable including details of outcomes for beneficiaries aged between 5-18 years.

Please send this information to Brenda.seymour@educatorsolutions.org.uk

Acknowledging Support:

The Service Provider agrees to:

- Acknowledge this commissioning funding by displaying the Norfolk Music Hub, DfE and ACE logos on all publicity material, in hard copy or online.

Monitoring:

The Norfolk Music Hub Lead Partner reserves the right to attend, within reason key events and activities. Please ensure Norfolk Music Hub representatives are invited to attend key events by emailing Alison Corfield

alison.corfield@educatorsolutions.org.uk or Brenda Seymour Brenda.seymour@educatorsolutions.org.uk or by mail to Norfolk Music Hub, Norwich Professional Development Centre, Woodside Road, Norwich NR7 9QL.

Commissioning Funding:

The level of commissioning funding awarded through this agreement is stated above. Further commissioning funding, beyond the life of this project/activity, is not guaranteed and is subject to future discussions with the Norfolk Music Hub Lead Partner and in response to the strategic priorities set by the Lead Partner.

Reputational Damage:

Any activity of the Service Provider that brings the reputation of the Norfolk Music Hub into disrepute by association shall be considered a breach of the spirit in which this agreement was entered into. In such circumstances the Norfolk Music Hub may terminate this commissioning funding agreement with immediate effect.

Defamation Clause:

By entering into this agreement the Service Provider agrees not to defame the Norfolk Music Hub either verbally or in writing. Should the Service Provider make derogatory comments about the Norfolk Music Hub or the Lead Organisation then the Norfolk Music Hub may terminate this commissioning funding agreement with immediate effect. Future commissioning funding may also be affected and potentially not made available to the Service Provider.

Payment Terms and Termination:

Commissioning funding is subject to the acceptance of the terms and conditions of the Norfolk Music Hub as set out above. Failure to comply with these terms and conditions will be considered a breach of contract and the commissioning funding will be withdrawn.

Payment Process:

Following acceptance of this commissioning funding agreement a purchase order number will be raised. Payment will be made 30 days following receipt of an invoice, please quote the purchase order number on invoices submitted.

3. Acceptance of the Agreement

On behalf of the above named Service Provide I hereby accept the above terms of this commissioning funding agreement:

Signed	
Please print name	
Job title	
Date	
Organisation	

On behalf of Norfolk County Council trading as Educator Solutions Music Service, acting in its role as the ‘Lead Organisation’ for The Norfolk Music Hub I hereby accept the above terms of this commissioning funding agreement:

Signed	
Please print name	
Job title	
Date	

Please complete, sign and return the whole document to brenda.seymour@educatorsolutions.org.uk

4. About the Norfolk Music Hub

Norfolk Music Hub is a partnership of national, regional and local music education and cultural organisations and venues which come together to provide the best possible music education for the children and young people of Norfolk.

Music Education Hubs are funded by the Department for Education, administered by Arts Council England, to create more opportunities for children and young people, aged 5-18 years, to get involved in music.

Norfolk Music Service is the lead organisation for the Norfolk Music Hub and works in partnership with key local and regional music organisations to achieve this aim. As lead organisation Norfolk Music Service is responsible for reporting to Arts Council England.

Norfolk Music Hub will co-ordinate music provision with children, young people, schools and groups across the county according to the following core and extension roles as set out within the **National Plan for Music Education**:

Core Roles:

- a) Ensure that every child aged 5 – 18 has the opportunity to learn a musical instrument (other than voice) through whole-class ensemble teaching programmes for ideally a year (but for a minimum of a term) of weekly tuition on the same instrument.
- b) Provide opportunities to play in ensembles and to perform from an early stage
- c) Ensure that clear progression routes are available and affordable to all young people
- d) Develop a singing strategy to ensure that every pupil sings regularly and that choirs and other vocal ensembles are available in the area

Extension Roles:

- a) Offer CPD to school staff, particularly in supporting schools to deliver music in the curriculum
- b) Provide an instrument loan service, with discounts or free provision for those on low incomes
- c) Provide access to large scale and/or high quality music experiences for pupils, working with professional musicians and/or venues. This may include undertaking work to publicise the opportunities available to schools, parents/carers and students.

The Norfolk Music Hub Executive Board:

The Norfolk Music Hub is overseen by an Executive Board which strongly affirms the right of all children and young people to access high quality music and high quality music education regardless of age, gender, race, educational needs, geographical and financial circumstances.

Norfolk Music Hub Delivery Partners:

Norfolk Music Hub delivery partners are organisations delivering or enabling Music Education opportunities for children and young people in Norfolk. Partner organisations agree to share and communicate with each other and are committed to enabling the highest quality of music education for children & young people. All partners agree to promote the activities of other Norfolk Music Hub partners to enable children and young people across Norfolk to access high quality musical experiences appropriate to them.

All Norfolk Music Hub partners agree to:

1. Contribute to the objectives of National Plan for Music Education in ways appropriate to their organisation
2. Share in the promotion of Norfolk Music Hub events and opportunities for children and young people
3. Participate in networking opportunities to improve communication between Norfolk Music Hub partners
4. Attend meetings as required by the lead organisation and as far as reasonably practicable
5. Provide annual data, as outlined by the lead organisation, for reporting and analysis purposes
6. Contribute to monitoring and evaluation of the impact of activity
7. Brand and include the use of the Arts Council England, Department for Education and Norfolk Music Hub logos in all publicity material relating to Norfolk Music Hub activity.