

Commissioning Policy for London West Music Hub (LWMH)

Objective: To outline the procedures and criteria for securing and appointing partners and services by the Hub Lead Organisation (HLO), and the role of the Hub Governance Board in overseeing this process. The policy ensures an appropriate range of partners are commissioned to support the Hub's activities and strategic functions, guaranteeing value for money, quality performance, and adherence to the Local Plan for Music Education (LPME).

1. Role of the Hub Governance Board

1.1 Approval and Review:

- The Hub Governance Board will review and approve this commissioning policy annually.
- Regular evaluations will be conducted to ensure the policy remains relevant and effective in meeting the Hub's objectives.

1.2 Oversight:

- The Hub Governance Board will oversee the commissioning process, as directed by the Operational Leadership Team, ensuring transparency, fairness, and alignment with strategic goals.
- The Hub Governance Board will receive regular reports from the Operational Leadership Team on commissioning activities, partner performance, and budget utilisation.

2. Commissioning and Procurement of Partners

2.1 Identifying Needs: The Operational Leadership Team will:

- conduct regular needs assessments to identify gaps in provision and areas requiring additional support.
- engage with stakeholders, including schools, educators, and the community, to gather input on needs and priorities.

2.2 Securing Partners: The Operational Leadership Team will:

- develop clear criteria for partner selection based on experience, expertise, and ability to deliver high-quality services.
- issue open calls for proposals and tenders, ensuring opportunities are widely promoted to reach a diverse range of potential partners.
- ensure the HLO itself is subject to the same commissioning process if it plans to deliver any programme activities.

2.3 Selection Process: The Operational Leadership Team will:

- assess proposals based on criteria such as value for money, alignment with Hub objectives, and capacity to deliver.

3. Budget and Activity Proposals

3.1 Submission Requirements:

- The Operational Leadership Team will require detailed budget and activity proposals from partners, demonstrating how funds will be utilised to achieve specific outcomes.
- Proposals must adhere to the requirements and exclusions set out in section 9.3 in this document; and clause 6.6.4 of the ACE standard terms and conditions:

- o 6.6.4: you are responsible, through the partnership agreements you have in place, for ensuring that your partners have sound financial procedures in place appropriate for handling public money and are under an obligation to you to meet all the obligations imposed upon you under the terms of this Funding Agreement as necessary for them to fulfil their obligations to you

3.2 Value for Money: The Operational Leadership Team will:

- ensure proposals demonstrate value for money by comparing costs against expected benefits and outcomes.
- consider co-funding and in-kind contributions from partners as part of the value assessment, where appropriate.

4. Monitoring Quality and Performance

4.1 Performance Metrics:

- The Operational Leadership Team and Hub Governance Board will develop key performance indicators (KPIs) to measure the quality and impact of partner-delivered activities.
- KPIs may include participant engagement, educational outcomes, and feedback from schools and participants.

4.2 Regular Reporting:

- Partners will be required to submit regular performance reports detailing progress against agreed KPIs and any challenges encountered.
- The Operational Leadership Team and Hub Governance Board may conduct periodic reviews and site visits to assess the quality of delivery and provide support where needed.

4.3 Feedback Mechanisms: The Operational Leadership Team will:

- Establish feedback mechanisms for schools, educators, and participants to provide input on the quality and impact of services.
- Use feedback to inform continuous improvement and address any issues promptly.

5. Funding Distribution and Monitoring

5.1 Funding Allocation:

- Where appropriate and needed, the LWMH will distribute funding based on approved budget proposals, ensuring transparency and accountability in the allocation process.
- Where appropriate and needed, the LWMH will use staged payments linked to the achievement of agreed milestones and deliverables.

5.2 Financial Monitoring:

- The LWMH will implement robust financial monitoring systems to track expenditure and ensure funds are used as intended.
- The LWMH will conduct regular financial audits and reviews to maintain compliance with funding requirements and best practices.

6. Promoting Partnership Opportunities

6.1 Open Calls: The LWMH will:



- issue regular open calls for partnership proposals to ensure new and innovative partners have the opportunity to contribute.
- use multiple channels, including the Hub's website, social media, and local networks, to promote these opportunities.

6.2 Engagement Events: The LWMH will:

- host engagement events and workshops to inform potential partners about the Hub's objectives and commissioning process.
- facilitate networking opportunities to encourage collaboration and partnership formation.

7. Commissioning the HLO

7.1 Transparency and Fairness: The LWMH will:

- apply the same commissioning criteria and process to the HLO if it seeks to deliver any programme activities within the Hub area.
- ensure the HLO's proposals are independently reviewed and evaluated to prevent conflicts of interest.

8. Annual Review and Policy Update

8.1 Review Process: The LWMH will:

- conduct an annual review of the commissioning policy, incorporating feedback from partners, stakeholders, and the Hub Board.
- update the policy as needed to reflect changes in strategic priorities, funding requirements, and sector developments.

8.2 Approval:

- The Operational Leadership Team will present the updated policy to the Hub Board for approval at the start of each academic year.

9. Legal and Compliance

9.1 Compliance with Regulations:

- The LWMH will ensure all commissioning activities comply with relevant legal and regulatory requirements, including procurement laws and funding conditions, both local and national.
- The LWMH will maintain thorough documentation of all commissioning decisions and processes for audit purposes.
- By following this commissioning policy, the LWMH will secure and appoint partners and services effectively, ensuring high-quality delivery of the Hub's programmes and strategic functions while maintaining transparency, accountability, and continuous improvement.
- Any contracts entered into on behalf of LWMH will be in the name of the Mayor and Burgesses of the Royal Borough of Kensington and Chelsea. Any recommendations from the Operational Leadership team and/or the Hub Board will be subject to the requirements of the Constitution of the Royal Borough of Kensington and Chelsea.
- LWMH goes through RBKC, and therefore any commissioning must follow the RBKC Contracts Regulations:

- o If the contract is under £25k then it can be signed off by the Head of Service in consultation with Strategic Procurement.
- o A contract between £25k and £100k can be approved by the Service Director.