



# Music Education Hubs: Quick Reference Guide 2023-24

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## Introduction

This document aims to provide a brief overview of the changes to funding requirements for Music Education Hubs (Hubs) for the 2023-24 academic year funding period compared with the 2022-23 funding period.

**In response to feedback from Hubs, some original requirements for the 2023-24 funding period which were published 12 May 2023 have now been made optional, as set out in the **What's New** section below.**

Please note:

- the term '**outline**' is used throughout the document to mean a summary of your existing approach, focussing on what you know already, what data/evidence there is, and how you have or will begin to develop your approach during 2023-24.
- this document does not replace a thorough reading of all key Hub funding agreement documents which set out the requirements in full. Accessible versions of all documents are available on our website and Relationship Managers are on hand to answer any queries.

## What are the key documents to read?

All Hub leaders and Chairs should ensure they have read the key documents on the [2023-24 Funding agreement web page](#). These documents are:

- Relationship Framework, including Appendix 1 Schedule of payment conditions
- Appendix 2: Additional conditions
- Appendix 3: Performance Framework
- Standard terms and conditions 2023-24

Further helpful information can be found in:

- [Guidance documents](#)
- [2023-24 FAQs](#)
- [Webinar briefing and accompanying slides](#)

## What are the key changes for Hubs during 2023-24?

From September 2023 all Hubs are expected to **begin implementing the vision, three aims and five strategic functions for Hubs in the new National Plan for Music Education (NPME)**, published in June 2022. As such **all** key requirements, related guidance and policy documents have been refreshed or produced to reflect the new language, priorities and expectations for Hubs moving forward. Much of this is similar to the existing work of Hubs and builds on learning of the previous NPME. To help with navigating what's changed, we've provided a summary in this guide.

### What's new?

- A change from **Business Plans to Local Plans for Music Education**. Whilst we have put this as 'new' given it's a new policy requirement of the new NPME, the LPME will in fact feel very similar to previous business plans. What we'll be looking for is a stronger emphasis on being collaboratively developed and communicated. Additional conditions list the required elements, with many familiar aspects. Introducing the LPME during 2023-24 will help to lay the groundwork for the new Hub structures from September 2024 and will ensure that strategy and delivery is being considered across the Hub area.
- A new **Performance Framework**, which reflects the new policy and increased focus on the five strategic functions. Hub Lead Organisations (HLOs) and their Hub boards and senior teams should read this and reflect on where their Hub's performance sits within the criteria detailed in [Appendix 3 of the Relationship Framework](#).
- **Outline progression strategy** – to be submitted for 1 December 2023.
- **Transition requirements** – current HLOs will need to work with new HLOs to ensure a smooth transition to the new Hub programme from September 2024 onwards. Additional conditions and the fifth payment condition set out the transition requirements.

**As a revision to the information published in the 2023-24 Relationship Framework 12 May 2022, we have relaxed the following payment conditions which are now optional and not mandatory but can be provided if you wish to do so:**

- **Outline workforce plan – optional for 2023-24.** Where possible, Hubs are asked to share an outline, as in the bullet above, which covers your CPD, training and support for the workforce. Much of this will have been in your business plans already, however areas that might be new to some Hubs are consideration of non-school-based staff and progression routes for the workforce.
- **Consideration of environmental sustainability – optional for 2023-24.** Where possible, Hubs are asked to review and respond to [DfE's climate change strategy](#) and use the Hub's needs analysis or LPME to set out what they already know and do to support the environment. Hubs should highlight which aspects of environmental sustainability they want to address over the coming year. Music Mark are set to do more work on this during 2024.
- **Financial sustainability – optional for 2023-24.** Where possible, Hubs are asked to submit a summary of your approach to developing your financial sustainability (as was previously set out in section 10.1 of the additional conditions).

## **What's been updated or enhanced for 2023-24?**

Most of the requirements below are building on previous work and learning to date and have been updated to reflect the new NPME.

- **SMART Objectives** – updated template reflecting feedback received during last year and to include space to record performance ratings.
- **Approach to school engagement** – remains a key part of a Hub's role with the overall national ambition to engage with all schools, though language and focus now reflects the new NPME. Hubs should build on previous SMEP work and look at how they support schools with

School Music Development Plans, curriculum support including Model Music Curriculum and other support outlined in the additional conditions.

- **Inclusion strategy** – renamed from Equality, Diversity and Inclusion plan with updated requirements to reflect the new NPME, including identifying an **Inclusion Lead**. Youth Music's [IDEA Framework](#) guidance is being developed to support Hubs with this.
- **Communications strategy** is now referred to as a **communications and engagement strategy**, emphasising its key role in a Hub's work. All Hubs are currently expected to have a communications strategy, and many will have already acknowledged that communications play a vital role in building engagement. By engagement we mean considering how your communications can build awareness of the Hub amongst a wide range of audiences and stakeholders, including those who have not historically engaged with you. During this busy period in 2023-24 we recommend Hubs prioritise key communications and publishing important information for children, young people, parents and schools in your area. Then as capacity allows, looking at how your approach to comms can develop and align further with the new NPME and your wider work.
- An [updated financial reporting template](#) merges the previous budget and management accounts and has new simplified budget headings.
- The [Terms and Conditions](#) have been updated to reflect new subsidy control legislation, safeguarding and transition requirements. Hubs should be satisfied that they are compliant with changes in the law.

## What is largely the same as before?

- A summary of your **needs analysis**
- **Programme of Activity**
- **Quality and impact** – as before Hubs should demonstrate they have a quality framework and quality assurance processes in place. If

relevant, a summary of your approach or plans to undertake research and/or activity to better understand and/or demonstrate your Hub's impact should also be shared with us.

- **Partnership agreements and outline of partnerships**
- **Charging and remissions policy**
- **Instrument stock and management** – an approach to this was also a requirement in 2022-23. The guidance for this remains the same but we have clarified the detail expected within the additional conditions. Hubs should also signpost to what support is available with regards to adapted or adaptive instruments, where possible.
- **Governance and management arrangements**, including quarterly submission of board papers. It should be noted we now require rather than recommend an **independent chair** of the Hub board.
- **Financial arrangements** – expectations on annual budget setting, the 80/20 split of the Hub grant, stipulations on the use of the grant remain the same. Year-end income and expenditure will now be captured via the annual survey.