

## Music Hub revenue grant additional conditions 2024-25

Additional conditions are a key element of the funding agreement with the Hub Lead Organisation (HLO) for the **core revenue grant for 2024-25**. Their purpose is to provide HLOs with essential information about the documents and evidence that you will need to submit to meet our funding requirements.

You should read the additional conditions alongside the other elements of your revenue grant funding agreement available on our [website](#):

- the payment conditions schedule
- the standard terms and conditions
- the 2024-25 Relationship Framework for Music Hubs (available from June 2024)
- the updated guidance on Local Plans for Music Education ('LPME guidance')

You should note the following information about the additional conditions:

- The document refers to the 'Music Hub' or 'Hub', when referring to the whole partnership, and 'Hub Lead Organisation', 'HLO' or 'you' when referencing specific responsibility of the HLO. For the avoidance of doubt, the 'Hub Lead Organisation' will be solely responsible and accountable for the core revenue grant.
- We expect all Hub boards (or equivalent oversight group – herein referred to as the 'Hub board') to be informed of all elements of the funding agreement, including the additional conditions.
- If you applied as part of a consortium, then all consortium members must also be informed – we've included some specific information for consortia in section 10.6.
- The LPME guidance will draw together all previous guidance documents related to the requirements of the LPME. This is the essential guidance document to support you in meeting the requirements set out in the additional conditions. It will be made available on our [website](#).
- A reminder that the information in this document is specifically related to the **core revenue grant**. All references to 'grant' herein therefore refer to the revenue grant, unless otherwise indicated. Essential information regarding the Music Hub capital grant for musical instruments, equipment and technology ('capital grant') will be available [here](#).

The structure of the additional conditions is as follows:

- [Section 1](#): An overview of the Local Plan for Music Education (LPME)
- [Section 2](#): Understanding need – needs analysis
- [Section 3](#): Objective setting – SMART objectives
- Sections 4 to 8 set out the programme of activity for the Music Hub as well as the key strategies and plans to be produced by the HLO as part of the strategic functions:
  - [Section 4](#): Programme of activity
  - [Section 5](#): Workforce plan
  - [Section 6](#): Schools
  - [Section 7](#): Progression and musical development

- [Section 8](#): Inclusion
- Sections 9 to 15 set out the Music Hub and HLO operational plans, policies and structures:
  - [Section 9](#): Partnerships and commissioning arrangements
  - [Section 10](#): Governance and management
  - [Section 11](#): Finance
  - [Section 12](#): Charging and remissions policies
  - [Section 13](#): Instrument management and maintenance policy
  - [Section 14](#): Communications and engagement
  - [Section 15](#): Environmental sustainability
- [Section 16](#): Measuring quality, performance and impact
- [Section 17](#): Subsidy control requirements

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1	<b>Local Plan for Music Education</b>
1.1	<p>All Music Hubs must develop a <b>Local Plan for Music Education (LPME)</b> during the 2024-25 funding period, which describes how the Hub will deliver against the <b>three aims</b> for Hubs as set out in the NPME and ensure a consistently <b>high-quality music education offer</b> is available to all children and young people within the Hub area.</p> <p>The LPME should:</p> <ul style="list-style-type: none"> <li>• set out a <b>clear strategic vision</b> for the Music Hub area, articulating the aims and outcomes the Hub would like to achieve during 2024-25.</li> <li>• be <b>developed, implemented and communicated</b> by the HLO in <b>collaboration</b> with its Hub partners.</li> <li>• be flexible, evidence-led and informed by the Hub’s <b>collective understanding and analysis of local needs and circumstances</b> in all local authority areas and state-funded schools covered by the Music Hub.</li> <li>• connect to the <b>five strategic functions</b> for HLOs and set out the strategic and operational arrangements for the Hub.</li> <li>• incorporate the Hub’s <b>programme of activity</b>, as well as <b>all relevant plans and strategies</b> associated to the Hub.</li> </ul>
1.2	<p>In the 2024-25 funding period we are staggering the submission of the different components of the LPME, with the aim that a ‘complete’ LPME will be in place by June 2025. This recognises that 2024-25 marks a period of transition for the Music Hub programme, with different implications based on local context, including the scale of geographic change in many Hub areas.</p> <ul style="list-style-type: none"> <li>• For the <b>4 September 2024</b> payment condition, we will only be requesting <b>specific components of the LPME</b>.</li> <li>• By <b>8 January 2025</b>, you will need to provide a <b>draft LPME</b> that contains, as a minimum, the required components as set out in these additional conditions: <ul style="list-style-type: none"> <li>○ For some Hubs (especially those where there has been a lot of geographic change) this may be the first draft of your LPME for the entire Hub area.</li> <li>○ For other Hubs (with minimal or no geographic change) this may be the latest version of your LPME.</li> </ul> </li> <li>• <b>Further components of the LPME</b> will then be requested, if not already supplied to us, as part of your payments on <b>2 April and 4 June 2025</b>.</li> </ul> <p>Please also refer to the <a href="#">payment conditions schedule</a> for a complete list of what will be required and when during the 2024-25 funding period.</p> <p>If you have concerns about meeting any of the requirements of the LPME within the timeframes set out in the payment schedule, then please discuss these with your Relationship Manager. We may be able to agree to move certain LPME components</p>

	to a future payment date within the 2024-25 funding period where circumstances require it.
1.3	<p>Many, if not all, of the components of the LPME should cover the entire Music Hub area. However, we recognise that in some Hub areas this will take time to produce. Therefore, for certain components (particularly 'draft or outline' versions) we can accept plans/documents from each upper tier Local Authority area within the Hub area (e.g. from key strategic/delivery partners and in particular former HLOs). This can apply to your:</p> <ul style="list-style-type: none"> <li>• outline programme of activity (see sections 4.1 and 4.2)</li> <li>• instrument loan service (see sections 4.1 and 4.3)</li> <li>• workforce plan (see section 5)</li> <li>• School Engagement Strategy (see section 6.1)</li> <li>• draft commissioning policy (see section 9.2)</li> <li>• charging and remissions policies (see section 12)</li> <li>• instrument management and maintenance policy (see section 13.1)</li> </ul> <p>These should be accompanied by a summary of how these will be reviewed, and a 'Hub-wide' approach developed during 2024-25 (including any references within SMART objectives where relevant, see section 3).</p>
1.4	<p>All components of the LPME should clearly set out how they:</p> <ul style="list-style-type: none"> <li>• will be developed, resourced, reviewed and monitored, with appropriate referencing within SMART objectives where needed (see section 3).</li> <li>• they connect to other relevant components in the LPME, i.e. the Progression Strategy should indicate where it connects with the Inclusion Strategy, charging and remissions policies, instrument management and maintenance policy, partnership arrangements etc.</li> </ul>
<b>2</b>	<b>Understanding need</b>
2.1	<p>You will need to work with Hub partners to develop and undertake a <b>comprehensive approach to needs analysis</b> which considers a range of perspectives and mechanisms for understanding need. Needs analysis informs the development of effective local plans that support and deliver the aims of the NPME in your Hub area.</p> <p>You will need to provide evidence of the development of your approach to needs analysis that meets the requirements set out below and in the <a href="#">LPME guidance</a>, via submission of a written summary by <b>4 September 2024</b> which sets out:</p> <ul style="list-style-type: none"> <li>• the range of needs analysis activities (detailing type, frequency and target group as per <a href="#">LPME guidance</a>) including those which: <ul style="list-style-type: none"> <li>○ are currently in place across the Hub partnership</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ you have recently undertaken to inform your outline programme of activity for the first term of 2024-25 (see section 4)</li> <li>○ you plan to develop during 2024-25, including these, where appropriate, within your SMART objectives (see section 3)</li> <li>● key learning from recent needs analysis activity, highlighting how any new understanding of young people’s needs and aspirations will be responded to.</li> </ul> <p>For further guidance and examples of good practice, please see the <a href="#">LPME guidance</a>.</p>
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<b>3</b>	<b>Objective setting</b>
3.1	<p>You will need to set <b>SMART objectives</b> for the Hub based on your LPME, using our mandatory template (to be published in June 2024), and submit:</p> <ul style="list-style-type: none"> <li>● <b>draft SMART objectives by 4 September 2024.</b> These should focus on ensuring continued delivery of activity within / across the Music Hub area. We expect them to be informed by the priorities and key milestones set out in your updated Music Hub Development Plan submitted during funding agreement negotiation, and to begin to set out your Hub’s objectives as per section 3.2.</li> <li>● <b>updates to your SMART objectives and notes on your progress</b> as part of payment conditions at the start of each subsequent term (<b>January 2025</b> and <b>April 2025</b>). Each update should identify any areas of activity where insufficient progress is being made, with appropriate actions that increase progress and performance and/or mitigate risks. This will form a core part of our monitoring of the funding agreement by your Relationship Manager.</li> </ul>
3.2	<p>Objectives should:</p> <ul style="list-style-type: none"> <li>● outline your strategic priorities and ambitions for co-ordinating the Hub and developing and delivering the Hub’s LPME, including how you will deliver the three aims for Hubs and embed the five strategic functions for HLOs.</li> <li>● be informed by needs analysis activity and set out the key outputs and outcomes for your Hub, which relate to your Programme of Activity (see section 4).</li> <li>● reflect your Performance Framework ratings (from January 2025, see section 16.2), ensuring any areas for development or improvement are addressed.</li> <li>● capture, where appropriate, any key milestones or actions for developing your Hub governance and management arrangements (see Section 10).</li> <li>● incorporate any specific targets that are requested within these additional conditions or in the LPME guidance. This includes targets for: <ul style="list-style-type: none"> <li>○ school engagement</li> <li>○ recruitment of Lead Schools</li> <li>○ pupil engagement and within this, targets to support children and young people who are eligible for Pupil Premium (PP) and those who have an identified special educational need or disability (SEND).</li> </ul> </li> <li>● be approved and reviewed regularly by the Hub board.</li> </ul>

	<p>HLOs should consider how their use of the capital grant is supporting them to deliver against the aims and priorities they have identified through their LPME and may wish to articulate this where appropriate within relevant SMART objectives.</p> <p>Further details on completing your SMART objectives will be available in the Introduction tab of the template itself and within the <a href="#">LPME guidance</a>.</p>
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<b>4</b>	<b>Programme of activity</b>
4.1	<p>You will need to work with partners to develop, commission and deliver a high-quality <b>programme of activity</b>, including an affordable and accessible <b>instrument loan service(s)</b>, for your Music Hub and submit:</p> <ul style="list-style-type: none"> <li>• An outline <b>programme of activity</b> for at least the first term of the 2024-25 funding period by <b>4 September 2024</b> (see section 4.2). This should include reference to the <b>instrument loan service(s)</b> available throughout the Hub area (see section 4.3).</li> <li>• An updated <b>programme of activity</b> for the remainder of the 2024-25 funding period and more detailed information on the <b>instrument loan service(s)</b>, where applicable, as part of your draft LPME by <b>8 January 2025</b>.</li> </ul>
4.2	<p>Your <b>programme of activity</b> should:</p> <ul style="list-style-type: none"> <li>• be clearly articulated within your LPME.</li> <li>• be developed and delivered through and by the Hub partnership.</li> <li>• respond to and be informed by needs analysis activity.</li> <li>• respond to and connect with other strategies and plans within the LPME, including (but not limited to) your instrument loan service, instrument management and maintenance policy, partnership arrangements and commissioning policy, workforce plan, communications and engagement plan, School Engagement Strategy, Inclusion Strategy, and Progression Strategy.</li> <li>• meet the requirements set out in the <a href="#">LPME guidance</a>.</li> </ul>
4.3	<p>Your <b>instrument loan service(s)</b> should ensure:</p> <ul style="list-style-type: none"> <li>• provision is responsive to local need as much as possible.</li> <li>• looked after children are not charged in relation to access to musical instruments and equipment.</li> <li>• appropriate charging and remissions are in place and clearly communicated on the Hub's website (see section 12).</li> <li>• all instruments, equipment and technology are appropriately stored and maintained (see section 13).</li> <li>• an appropriate range of musical instruments, equipment and technology are on offer as set out in the <a href="#">LPME guidance</a>.</li> </ul>

5	<b>Workforce plan</b>
5.1	<p>You will need to submit a <b>workforce plan</b> as part of your draft LPME by <b>8 January 2025</b>.</p> <p>The <b>workforce plan</b> should:</p> <ul style="list-style-type: none"> <li>• set out how you will support and sustain a dynamic and well-trained music education workforce within your Hub area.</li> <li>• be developed by the HLO, in collaboration with partners.</li> <li>• meet the requirements set out in the <a href="#">LPME guidance</a>, including: <ul style="list-style-type: none"> <li>○ a programme of high-quality CPD opportunities and resources for both school-based and non-school based practitioners, with provision that supports specialist and non-specialist practitioners. This programme should connect with your Programme of activity within your LPME (see section 4).</li> <li>○ appropriate reference to relevant sector guidance and consideration of the needs and rights of the Hub/HLO workforce depending on how they are employed and/or contracted to work for or on behalf of the Hub.</li> </ul> </li> </ul> <p>HLOs will be responsible for:</p> <ul style="list-style-type: none"> <li>• ensuring their organisation’s workforce (including volunteers) – and the wider workforce of the Music Hub (where appropriate) – reflects the diversity of the individuals and communities your Hub is working with and working to reach, including membership from protected characteristic groups and individuals across different socio-economic backgrounds.</li> <li>• considering the ways in which a diverse range of individuals can be supported into and through their music education careers, including how rigorous quality assurance processes and development opportunities are made available for staff employed by both the HLO and those working for or on behalf of Hub partners.</li> </ul>

6	<b>Schools</b>
6.1	<p>You will need to submit a <b>School Engagement Strategy</b> as part of your draft LPME by <b>8 January 2025</b>.</p> <p>The <b>School Engagement Strategy</b> should:</p> <ul style="list-style-type: none"> <li>• be developed by the HLO, in collaboration with partners where appropriate.</li> <li>• meet the requirements set out in the <a href="#">LPME guidance</a>, including how the Hub will: <ul style="list-style-type: none"> <li>○ ensure a Hub-wide approach to developing and sustaining responsive and collaborative relationships and partnerships with all state-funded schools and educational establishments in the Hub area, including special schools and alternative provision settings.</li> </ul> </li> </ul>

- ensure all schools receive key information on the activity and offer of support provided by the Hub (as set out in the [LPME guidance](#)), in particular for:
  - developing School Music Development Plans
  - delivering a high-quality music curriculum, such as the Model Music Curriculum
  - improving co-curricular and extra-curricular offers to support progression and widen participation
- identify schools and their pupils who have historically been disengaged from the Hub programme and work with them to offer appropriate support.

The Department for Education’s ambition is for the Hub programme as a whole to engage with at least 95% of all state-funded schools nationally, and for all schools to receive key information and an offer of appropriate support from their local Hub. The engagement between Hubs and schools should be proportionate and reflect the needs of schools and the non-statutory nature of the relationship. The definition of engagement is set out as part of the annual survey guidance on our [website](#).

6.2

You will need to recruit and appoint **Lead Schools** for the Hub area and submit:

- a **draft recruitment plan for Lead Schools** as part of or alongside your draft LPME, by **8 January 2025**. This should describe how you intend to recruit Lead Schools and the role they will play in your Hub area in line with the criteria, roles and responsibilities of Lead Schools set out in the [LPME guidance](#).
- **confirmation of the appointed Lead Schools, via signed partnership agreements, by 2 April 2025**. This should include:
  - at least one primary school and one secondary school for each local authority area in the Hub. You should also seek to appoint a special school and an alternative provision setting (or a school(s) with suitable experience of working with and supporting pupils with SEND), where appropriate.

In addition to the requirements for partnership agreements set out in Section 9, agreements with Lead Schools must also include:

- considerations around remuneration and support in kind
- how the HLOs will monitor performance of Lead Schools against set objectives agreed by the Hub

Information relating to Lead Schools should be shared with us through your regular reporting, specifically your SMART objectives, as well as through your School Engagement Strategy and the annual survey.

<b>7</b>	<b>Progression and musical development</b>
7.1	<p>You will need to submit your <b>Progression Strategy</b> by <b>2 April 2025</b>. Your <b>Progression Strategy</b> forms a core part of your LPME and should:</p> <ul style="list-style-type: none"> <li>• describe your Hub-wide approach to supporting the progression and musical development of children and young people.</li> <li>• be developed by the HLO in collaboration with partners.</li> <li>• meet the requirements set out in the <a href="#">LPME guidance</a>.</li> </ul>

<b>8</b>	<b>Inclusion</b>
8.1	<p>You will need to submit your <b>Inclusion Strategy</b> by <b>2 April 2025</b>. Your Inclusion Strategy forms a core part of your LPME and should:</p> <ul style="list-style-type: none"> <li>• describe your Hub-wide approach to ensuring music education is inclusive of all children and young people with a range of needs.</li> <li>• demonstrate how inclusion will be embedded across all activity, plans and policies.</li> <li>• be developed by the HLO in collaboration with partners.</li> <li>• identify a named <b>Inclusion Lead</b> and summarise their role and responsibilities. This should either be a named individual within the HLO/Hub management team, or, a partner organisation with a named contact.</li> <li>• meet the requirements set out in the <a href="#">LPME guidance</a>.</li> </ul>
8.2	<p>You will also need to provide evidence of <b>publishing the whole, or key points, of the Inclusion Strategy</b> on the Hub's website by <b>2 April 2025</b> for the benefit of local stakeholders, workforce, parents and young people.</p>

<b>9</b>	<b>Partnerships and commissioning arrangements</b>
9.1	<p>You must review and confirm the partnership arrangements for your Hub via the <b>Partners Table</b>, adding any updates, if applicable, within the relevant section of Grantium. This must be provided as part of the payment conditions in <b>September 2024, January 2025 and June 2025</b>.</p> <p>The Partners Table must be completed and include for each partner:</p> <ul style="list-style-type: none"> <li>• their roles and responsibilities and involvement in the development or delivery of the LPME.</li> <li>• their location.</li> <li>• whether they are a delivery and/or strategic partner.</li> <li>• whether the revenue grant will be used to fund them.</li> </ul>

	<p>Your partnership arrangements should be <b>varied, diverse and representative</b>, meeting the expectations set out in the NPME and in the <a href="#">LPME guidance</a>. The range of partners within the Hub should be regularly reviewed by the Hub board with HLOs taking a proactive and flexible approach to the identification, recruitment, monitoring and retention of Hub partners.</p>
9.2	<p>You will need to submit a <b>draft commissioning policy</b> for your Hub by <b>4 September 2024</b> and a <b>final version</b> as part of your draft LPME by <b>8 January 2025</b>.</p> <p>The commissioning policy should:</p> <ul style="list-style-type: none"> <li>• clearly outline how partners and services will be appointed and secured by the HLO, and/or overseen by the Hub board.</li> <li>• set out the Hub board's role in approving and reviewing this policy, at least annually.</li> <li>• ensure an appropriate range of partners are commissioned/procured to support and deliver the Hub's programme of activity and strategic functions.</li> <li>• require a budget and activity proposal from partners which demonstrates value for money and adheres to the requirements and exclusions set out in section 9.3 below and in clause 6.6.4 of the standard terms and conditions.</li> <li>• set out how quality and performance will be monitored, and how funding will be distributed and monitored to support the delivery of the Music Hub's LPME.</li> <li>• it should also include how opportunities to join the partnership and/or deliver Hub activity will be promoted to ensure the Hub evolves in response to the developing needs and context of the Hub area.</li> <li>• make clear that the HLO itself will need to be commissioned via this policy if it also plans to deliver some of the programme of activity within the Hub area.</li> </ul> <p>You will also need to provide evidence of publishing <b>the whole, or key points, of your commissioning policy</b> on the Hub's website by <b>8 January 2025</b> for the benefit of local stakeholders, partners and workforce.</p>
9.3	<p><b>Partnership agreement/s</b> with partners for which part of the revenue grant is used to pay for the partner's involvement in delivery of the LPME must be submitted as part of the payment conditions by <b>4 September 2024</b>. These must:</p> <ol style="list-style-type: none"> <li>a) cover the period 1 September 2024 to 31 August 2025.</li> <li>b) refer to, or preferably include, the relevant additional conditions and standard terms and conditions of the funding agreement (particularly noting clauses 6.7.1-6.7.2 of standard terms and conditions with regards to safeguarding).</li> <li>c) include a clause which requires that if the activity delivered, funded through the grant, results in additional income being generated, the partner organisation will identify these funds and retain them within a restricted fund under the description of 'Arts Council Funding' for use for music education activity only.</li> <li>d) ensure value for money and that overheads, management fees, administrative costs and any other recharges relate directly to the amount of time spent on Music Hub activity.</li> </ol>

	<p>e) as per section 11.1, a minimum of 80 per cent of the total grant should be directed towards frontline activity, services and support. However, the grant monies distributed via each partnership agreement may, individually, use more than 20 per cent of their allocation towards strategic and/or administrative costs provided that:</p> <ul style="list-style-type: none"> <li>○ there is a clear rationale provided for how the money will be used to support the coordination and leadership of the Hub.</li> <li>○ the HLO ensures value for money within each partnership agreement.</li> <li>○ the total grant expenditure for the Hub does not exceed a maximum of 20 per cent of the grant being spent on the strategic and/or administrative costs associated with the coordination and leadership of the Hub.</li> </ul> <p>f) prohibit use of the grant for marketing and advertising, or for any costs associated with the maintenance, technical development or updating of existing websites or for the development and/or creation of new websites.</p> <p>g) include relevant clauses to allow for necessary data and information sharing.</p> <p>h) set out how quality, performance and impact will be monitored.</p> <p>i) state that if there is any conflict between the interpretation of the Arts Council's terms and conditions of the funding agreement and the terms of the partnership agreement, the Arts Council's will always take precedence.</p> <p>Due to the nature of partnership working, it is acceptable to submit several shorter-term partnership agreements to cover the full investment period. HLOs should notify the Arts Council of key changes to, or the creation of new partnership agreements which occur within the funding agreement period, which utilise the Hub grant.</p> <p>For general best practice, you may also wish to refer to the Partnership Agreements guidance published on our website <a href="#">here</a>.</p>
9.4	<p>You do not need to routinely submit (but the Arts Council reserves the right to request sight of and comment on these if deemed necessary) partnership agreements, Service Level Agreements and delivery contracts for:</p> <ul style="list-style-type: none"> <li>• openly procured organisations.</li> <li>• organisations which do not receive any part of the grant as payment but contribute to the agreed activity.</li> </ul> <p>Note that delivery contracts, Service Level Agreements and any other types of agreements which underpin the passing of monies received from the Music Hub grant to a partner organisation must also incorporate points in section 9.3 a)-i).</p>

<b>10</b>	<b>Governance and management</b>
10.1	You will need to demonstrate <b>appropriate governance, management and staffing arrangements</b> are in place to oversee the funded activity of the Music Hub, ensuring

impartial, evidence-based decision-making, with oversight and accountability from the **Hub board** or equivalent oversight group ('Hub board').

You will need to provide evidence of the development of your Hub governance and management arrangements and how it is meeting the requirements set out in these additional conditions and the [LPME guidance](#) via submission of:

- a **visual diagram** and a **Hub board Terms of Reference**, by **4 September 2024**, which build on any draft version(s) submitted during funding agreement negotiation. These should:
  - clearly set out the relationship between the HLO (including the organisation's board and executive), the Hub board, and, where relevant, any sub-committees, steering groups and partner organisations. The visual diagram should also include your leadership and management arrangements for the HLO/Hub, including senior leadership roles, where appropriate.
  - be live, dynamic documents which are reviewed by the HLO and Hub board members on a regular basis.
  - meet the requirements set out in the [LPME guidance](#).
- an appropriate **supporting narrative** as part of your **draft LPME** (and SMART objectives where relevant) by **8 January 2025**. This should set out how and when your Hub governance and management arrangements will meet all the requirements set out in sections 10.2-10.5 and in the [LPME guidance](#) by the end of the 2024-25 funding period.

The pace at which your Hub's governance and management arrangements develop during 2024-25 will likely depend on many factors, including local context and the scale of geographic change in your Hub area. We expect all key operational structures to be in place, at the latest, by April 2025, if not before.

10.2

HLOs will need to meet the Hub governance and management requirements set out in the [LPME guidance](#), including:

- implementing a **Hub board**, which has the skills and authority to check, challenge and champion strategic decisions, and is led by an **independent chair**. Hub boards should meet the requirements set out in section 10.3.
- having appropriate **leadership and management arrangements** in place to manage and oversee the work of the Music Hub, including a senior leadership team and appropriate management structure.
- ensuring **appropriate staffing, contracting and management arrangements** are in place within the Music Hub partnership, including consideration of relevant training needs, and alignment with partnership and/or consortium agreements and commissioning policy (see sections 9 and 10.6) and your workforce plan, where appropriate (see section 5).

10.3	<p>When setting up and implementing the <b>Hub board</b>, HLOs will need to:</p> <ul style="list-style-type: none"> <li>• Consider an appropriate structure that meets the requirements within these additional conditions and the LPME guidance.</li> <li>• appoint an independent chair of the Hub board with the authority to meet and correspond freely with the Arts Council, and to represent the Hub board. The chair's role should be clearly specified. You may also wish to consider whether the Hub board's chair is assisted by a vice-chair.</li> <li>• ensure that there is a conflicts of interest policy that applies to how the Hub board members make decisions, and that any conflicts of interest are appropriately managed.</li> <li>• ensure that the Hub board (and steering groups) have broad and diverse representation, demonstrating a range of perspectives, skills and protected characteristics within its membership, and is representative and reflective of the communities served by the Hub.</li> <li>• ensure there is appropriate succession planning for key HLO officers and Hub board members, as and when required.</li> </ul> <p>Please also see the <a href="#">LPME guidance</a> for further information.</p>
10.4	<p>We require you to consult us in a timely manner on the process of <b>recruitment</b>, including (but not exclusive to) job descriptions and recruitment timelines, and being invited to observe interviews when you are recruiting Hub board members and/or senior staff within the HLO/Hub.</p>
10.5	<p>You will need to provide <b>full copies of your Hub board papers</b> (or equivalent management report), which are no older than four months, as part of your payment conditions in <b>January 2025 and April 2025</b>.</p> <p>These must evidence that your Hub board regularly monitors and reports on:</p> <ul style="list-style-type: none"> <li>• the development of your LPME and Music Hub</li> <li>• payment condition documentation, including progress against your SMART objectives.</li> <li>• Any feedback or concerns raised by the Arts Council.</li> </ul> <p>Hub board papers must include:</p> <ul style="list-style-type: none"> <li>• an agenda for the meeting</li> <li>• minutes from the previous meeting</li> <li>• all papers submitted to the meeting</li> <li>• latest available financial information, including: <ul style="list-style-type: none"> <li>○ your most recent management accounts, using our <a href="#">mandatory Financial Information template</a> and meeting the requirements in section 11.3</li> </ul> </li> <li>• your latest risk register/s</li> <li>• the latest available SMART objectives template, highlighting relevant updates and progress based on your LPME</li> </ul>

	Your Relationship Manager should be added to the distribution list for circulating Hub board papers.
10.6	<p><b>Consortia only:</b></p> <p>If your HLO is operating as a consortium you must:</p> <ul style="list-style-type: none"> <li>• submit a <b>consortium agreement</b> signed by all members of the consortium by <b>4 September 2024</b> for the period 1 September 2024 to 31 August 2025. We must have reviewed your written agreement with your consortium members before it is signed. If a consortium member is also receiving any of the revenue grant to pay for their involvement in the development and/or delivery of the LPME, then the agreement should also meet the requirements set out in section 9.3.</li> <li>• keep your <b>consortium membership up to date</b> in the Consortium Members table in Grantium.</li> <li>• tell us in advance if you want to make any significant <b>changes to your consortium membership or arrangements</b> (where applicable). We will not unreasonably withhold our consent to any such changes.</li> </ul> <p>Please also see the <a href="#">LPME guidance</a> for further information.</p>

<b>11</b>	<b>Finance</b>
11.1	<p>By <b>4 September 2024</b> you must provide an updated detailed <b>budget</b> for the period 1 September 2024 to 31 August 2025 using our published <a href="#">Financial Information template</a>. This should reflect any changes since the version submitted during funding agreement negotiation.</p> <p>You must ensure:</p> <ol style="list-style-type: none"> <li>a) efficiencies are enabled through partnership working and shared services where appropriate.</li> <li>b) at least 50 per cent of the Hub's total income (excluding the capital grant for musical instruments) comes from sources other than the core revenue grant provided by the DfE by the end of the 2024-25 funding period.</li> <li>c) staff (including freelance) are properly and fairly contracted and paid, in line with relevant trade union or employers' association guidance.</li> <li>d) a minimum of 80 per cent of the grant is directed towards frontline activity, services and support delivered by or through the Hub partnership, and a maximum of 20 per cent of the grant is used to cover the strategic and/or administrative costs associated with the coordination and leadership of the Hub. Grant funding should only be used on activity or support for state-funded schools and establishments.</li> <li>e) recharges for the use of premises, HR, financial, legal support and other general running costs and overheads: <ul style="list-style-type: none"> <li>○ contribute directly towards the aims of the Hub.</li> </ul> </li> </ol>

	<ul style="list-style-type: none"> <li>○ are clearly broken down in the LPME/budget notes. We cannot accept recharges presented as flat percentages without a strong rationale for how this level relates to the amount of time spent on the Agreed Activity.</li> <li>○ are fixed and agreed <u>with your Relationship Manager</u> within the <u>budget submitted by 4 September 2024</u>. These costs can only be increased after this point in exceptional circumstances.</li> </ul> <p>f) the grant is appropriately distributed to partners within the Hub:</p> <ul style="list-style-type: none"> <li>○ using the Hub’s needs analysis to respond to local contexts and the specific needs of all children and young people, schools and other recipients and stakeholders in each local authority area covered by the Hub. On our <a href="#">website</a> we publish a breakdown of grant funding allocations by local authority area to show how your funding is calculated only. It is not intended to indicate how the grant funding allocation should be distributed across the Hub’s geographic area. This will need to be determined by the HLO and Hub board, in response to need.</li> <li>○ allocating sufficient budget to partner organisations to maintain or develop required infrastructure to deliver the Agreed Activity. We reserve the right to intervene and apply specific sanctions where the distribution of funds does not appear to be (at our discretion) reasonable.</li> </ul> <p>g) the grant is not used for marketing and advertising, or for any costs associated with the maintenance, technical development or updating of existing websites or for the development and/or creation of new websites. efficiencies are enabled through partnership working and shared services where appropriate.</p> <p>Information on how grant allocations are calculated is available on our <a href="#">website</a> and will be added to the <a href="#">LPME guidance</a>.</p>
11.2	<p>You will need to provide a summary of your <b>approach to developing the financial sustainability</b> of your Hub as part of your draft LPME, to be submitted by <b>8 January 2025</b>.</p> <p>Hubs should demonstrate skills in fundraising and income generation and are required to identify diverse sources of income to best meet the local needs of pupils’ music education. Your approach should set out how you plan to meet the target of 50% of the Hub’s total income to come from sources other than the revenue grant by the end of the 2024-25 funding period, through:</p> <ul style="list-style-type: none"> <li>● identifying potential income sources</li> <li>● providing analysis of opportunities and challenges</li> <li>● consideration of appropriate resourcing and capacity</li> <li>● inclusion of appropriate actions to develop the financial resilience of the Hub</li> </ul>

11.3	<p>You will need to provide <b>management accounts</b> for your Hub for the <b>January 2025 and April 2025</b> payment conditions using the published <a href="#">Financial Information template</a>.</p> <p>The management accounts must:</p> <ul style="list-style-type: none"> <li>• include the original budget set for the year</li> <li>• the budget and actuals to date</li> <li>• the resulting variances and revised projections to the end of the year</li> <li>• have been updated within the last four months of the payment submission due date</li> </ul> <p>You will need to collect relevant financial information from partners and accurately report on all partners' expenditure in relation to the grant as well as income they raise through the Agreed Activity, using the budget headings in the Financial Information template. Partners' information should be collected in a timely manner to ensure management accounts are as up to date as possible for submission in <b>January 2025 and April 2025</b>.</p>
11.4	<p>By <b>4 June 2025</b> you must provide a <b>written statement</b> confirming whether any <b>underspends</b> are anticipated for the revenue grant allocation for the 1 September 2024 – 31 August 2025 funding period.</p> <p>Hubs must provide a <b>final financial end-of-year summary</b> as part of the annual survey (see section 16.3). As set out in clause 3.4 of the standard terms and conditions, the Hub grant must be fully utilised within the funding agreement period. Any <b>underspends</b> must be returned to the DfE via the Arts Council.</p>
11.5	<p>By <b>1 November 2025</b> you must provide a <b>Certified Statement of Final Expenditure for the revenue grant</b> (and underspends of this grant, as applicable).</p> <p>The document must verify that:</p> <ul style="list-style-type: none"> <li>• the accountant is independent and not an Employee of the HLO (unless the organisation is a local authority) or have a conflict of interest with the HLO they are providing assurance for.</li> <li>• the accountant is a qualified member of one of the CCAB (ICAEW, ACCA, CIPFA, ICAS, or Chartered Accountants Ireland) and holds a current Practising Certificate.</li> <li>• the grant funding award was used in accordance with the terms and conditions set out in the Grant Offer letter.</li> <li>• the percentage and value of transactions were checked back to source documents as part of the accountant's review.</li> </ul> <p>The <b>Certified Statement of Final Expenditure</b> must show whether the following points were taken into account:</p> <ul style="list-style-type: none"> <li>• identification and assessment of the risks of material misstatement of the Final Expenditure, whether due to fraud or error, design and perform procedures</li> </ul>

	<p>responsive to those risks, and obtain evidence that is sufficient and appropriate to provide a basis for your opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal controls.</p> <p>The cost of obtaining independent assurance is the HLO's responsibility but can be funded from the grant awarded.</p>
11.6	<p><b>Non-Local authority based HLOs:</b> You will need to provide a <b>rolling 12-month organisational cash flow</b>, including opening balance and using the relevant tab within the published <a href="#">Financial Information template</a> as part of the <b>September 2024, January 2025 and April 2025</b> payment conditions.</p> <p>For Hubs led by a consortium, the cash flow should be for the organisation we issue the funding agreement to.</p>
11.7	<p><b>Non-Local authority based HLOs:</b> <b>Financial statements</b> must be provided within 10 months of the end of your organisation's previous financial year. Financial statements should be prepared to the appropriate standards for your organisation.</p> <p>For Hubs led by a consortium, the financial statement should be for the organisation we issue the funding agreement to.</p> <p>This will be added to the relevant payment condition depending on your organisation's financial year.</p>
<b>12</b>	<b>Charging and remissions policies</b>
12.1	<p>You will need to submit the Hub's <b>charging and remissions policies</b> as part of your draft LPME by <b>8 January 2025</b>.</p> <p>You will also need to provide evidence of publishing <b>the whole, or key points, of your Hub's charging and remissions policy / policies</b> on the Hub's website by <b>8 January 2025</b>, making it clear where there might be variation across the Hub area. This will be for the benefit of local stakeholders, workforce, parents and young people.</p> <p>As set out in 'The Charges for Music Tuition (England) Regulations 2007', no charge may be made in respect of a pupil who is looked after.</p> <p>Further detail can be found within the <a href="#">LPME guidance</a>.</p>

13	<b>Instrument management and maintenance policy</b>
13.1	<p>You will need to submit your <b>instrument management and maintenance policy</b> for the musical instruments, equipment and technology (i.e. ‘assets’) held by the Hub (by the HLO or Hub partner(s) on behalf of the Hub) by <b>4 September 2024</b>. This must also include, all assets purchased using the capital grant.</p> <p>Your policy must include:</p> <ul style="list-style-type: none"> <li>• appropriate considerations for <b>storage</b> (in secure locations and with access limited to authorised personnel), <b>maintenance</b>, <b>insurance</b>, and <b>accessibility</b> are in place.</li> <li>• how you will <b>maintain up-to-date records</b> of instruments, equipment, and technology purchased by and owned by the Hub (by the HLO or a Hub partner on behalf of the Hub). This should include: <ul style="list-style-type: none"> <li>○ mechanisms to record the type and level of available stock for use locally by children and young people, including its current status in terms of repair, loans, sales, location, and transfer or disposal. <i>Please note that you will need to provide information about your Hub’s current stock of instruments, equipment and technology as part of the conditional offer for the capital grant.</i></li> <li>○ maintaining a register of assets for items purchased with the revenue grant which details as a minimum the requirements set out in clause 6.21 in the standard terms and conditions. <i>Please note that submission of a register of assets will be mandatory for project assets purchased using the capital grant and will need to adhere to the specific requirements for the capital grant. HLOs may wish to use the same template to record all the assets owned by the Hub.</i></li> </ul> </li> <li>• appropriate <b>consideration of any agreements</b> required with Hub partners to cover asset purchase, storage, maintenance, and management. <i>Please note that we will publish guidance for HLOs on developing specific Asset Purchase and Management Agreements (APMAs) for purchases made with the capital grant. HLOs may wish to use these for all the assets owned by the Hub.</i></li> </ul> <p>Please also see our <a href="#">instrument storage, purchase and maintenance guide</a> and the <a href="#">LPME guidance</a>.</p> <p>Further information about the specific requirements of the Music Hub capital grant for musical instruments, equipment and technology will be available <a href="#">here</a>.</p>

14	<b>Communications and engagement</b>
14.1	<p>You will need to submit a <b>communications and engagement plan</b> as part of your draft LPME by <b>8 January 2025</b>. This should demonstrate how you will:</p>

	<ul style="list-style-type: none"> <li>• communicate your plans, provision and support for your Hub.</li> <li>• ensure your communications and published information is accessible to the communities and stakeholders the Hub serves.</li> <li>• use a range of communications channels, including a dedicated Hub website.</li> <li>• meet the requirements set out in the <a href="#">LPME guidance</a>.</li> </ul> <p>You must also adhere to our <a href="#">logo guidelines</a> and appropriate use of the relevant Arts Council England and Department for Education joint logo.</p>
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<b>15</b>	<b>Environmental sustainability</b>
15.1	<p>You will need to submit a <b>draft environmental action plan</b> by <b>4 June 2025</b> setting out your Hub’s approach to environmental sustainability.</p> <p>This should consider the Hub’s environmental impact alongside the DfE’s <a href="#">sustainability and climate change strategy</a>.</p> <p>Please also see the <a href="#">LPME guidance</a>.</p>

<b>16</b>	<b>Measuring quality, performance and impact</b>
16.1	<p>You will need to provide information on your Hub’s <b>approach to ensuring quality and quality assurance</b> as part of your draft LPME to be submitted by <b>8 January 2025</b>.</p> <p>This should include:</p> <ul style="list-style-type: none"> <li>• an overview of the quality framework(s) and quality assurance methodology for Hub provision.</li> <li>• how you will monitor the quality, impact and effectiveness of your LPME through the use of self-evaluation and reflective practice to enable a cycle of continuous improvement.</li> <li>• an outline of the mechanisms and success measures (e.g. data and evidence) to be used to understand and track engagement, quality and progression across the whole Hub partnership.</li> </ul> <p>Please also see the <a href="#">LPME guidance</a>.</p>
16.2	<p>The performance of Hubs will be monitored nationally in line with the <b>Performance Framework</b> and related guidance. All HLOs will need to review their Hub’s performance against the Performance Framework, which will be updated ahead of the 2024-25 funding period.</p> <p>HLOs will use the first term of the 2024-25 funding period to assess and review the performance of their Hub against the updated Performance Framework. Your first <b>performance ratings</b> must be submitted by <b>8 January 2025</b>.</p>

	<p>Performance ratings can be reviewed and updated, if needed, at the start of the subsequent term and submitted to the Arts Council via Grantium as part of the relevant payment condition by <b>2 April 2025</b>.</p> <p>Performance ratings will be confirmed to you by your Relationship Manager towards the end of the Spring and Summer terms via our 'Termly feedback' process on Grantium.</p>
16.3	<p>In accordance with the 2024-25 annual survey template, you will need to <b>collect and compile data</b> which will demonstrate the activity and impact of the Hub <b>during the 2024-25 funding period</b>. The exact timeline and template for submitting this data to us will be confirmed to you in writing.</p> <p>You will also need to <b>upload the relevant 2023-24 annual survey template(s)</b> for your Hub area to the Qualtrics portal between <b>Wednesday 4 September</b> and <b>Monday 4 November 2024</b>. As part of their 2023-24 funding agreements, all HLOs of Music Education Hubs are required to complete a 2023-24 survey template for their respective Hub area and to pass this to the new HLO of the relevant new Music Hub area (ie those to be funded during the 2024-25 funding period).</p> <p>All data must be submitted in accordance with our reporting requirements and expectations for data capture and analysis which are published annually via <a href="#">annual survey templates and guidance</a>.</p> <p>We require confirmation that all the data in your annual reporting is accurate, verifiable and acknowledged by your Hub board.</p> <p>The Arts Council will publish information from the annual survey on its <a href="#">website</a>.</p>
16.4	<p>You will need to submit a draft <b>impact framework</b> for your Hub by <b>4 June 2025</b>. During the 2024-25 funding period, we intend to work with all HLOs on the development and implementation of a programme-wide impact framework. What you submit will therefore be informed and supported by this work.</p> <p>Your impact framework should:</p> <ul style="list-style-type: none"> <li>• demonstrate how you intend to evaluate the <b>impact</b> of your work on the people who experience it.</li> <li>• use a range of mechanisms including research, and the analysis of qualitative and quantitative evidence and feedback.</li> </ul> <p>You will also need to contribute to and comply with requests made by either the DfE or a third party designated on behalf of the DfE to support evaluation. An independent evaluation will be undertaken, under the instruction of the DfE, to measure and assess the impact of the Hub programme against the key Hub aims, to track how the</p>

	<p>programme meets the overall aims and objectives as set out in the NPME, and to inform how to improve delivery over the life of the programme.</p> <p>Please also see the <a href="#">LPME guidance</a>.</p>
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<b>17</b>	<b>Subsidy Control</b>
17.1	<p>Arts Council England has considered whether this investment meets the definition for a subsidy to ensure compliance with the Subsidy Control Act 2022. The grant is not considered to be subsidy as defined by the Act.</p> <p>The Arts Council is making this award on the basis that the funding is used in line with the "flow through" model, in order to comply with Subsidy Control Act 2022. This requires you to demonstrate that, by the end of the funding period, the entirety of the funding (minus an allowance for your reasonable incurred programme management and operational costs) can be shown to have been used to deliver services for the end beneficiaries (members of the public).</p> <p>The Arts Council gives you the funding on the condition that:</p> <ul style="list-style-type: none"> <li>• you will ensure you do not pay excessive sums for any goods, works or services using the funding</li> <li>• the funding will be held separate to all other funds and solely used to deliver the agreed activities; and</li> <li>• you will keep records to demonstrate that you have applied the flow through model, in particular recording the value of the support you provide to others as well as all costs you have incurred in delivering the support. You will, as part of your record keeping, record your reasoning and how this was judged. At any time during the project and then after the project for a period of 6 years, the Arts Council may request such records to ensure that the flow through model has been suitably applied. Where not all the funding has been used to deliver services to the end beneficiaries, including but not limited to an allowance for your reasonably incurred programme management and operational costs, then the Arts Council may choose to recover the unspent proportion of the funding.</li> </ul>