



# Music Education Hubs: 2023-24 funding requirements briefing

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# Introduction

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# AGENDA

1. Context: new policy, new requirements
  2. What is the Relationship Framework?
  3. The funding agreement
  4. New Performance Framework
  5. Changes to requirements
  6. Role of the Relationship Manager
  7. Monitoring and reporting
  8. Key dates & guidance
- 10-minute break followed by Q&A*



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# Context: new policy, new requirements

New National Plan for Music Education from September 2023, includes:

- Refreshed vision for music education
- Three aims for Hubs
- Five strategic functions for HLOs: Partnership, Schools, Progression & Musical Development, Inclusion and Sustainability



# What is the Relationship Framework ?

- Externally facing document
- Sets out the nature of the relationship between ACE and Hub Lead Organisation
- Details how ACE will administer and monitor the grant on behalf of the DfE
- Introduces the Performance Framework
- Risk assessment, prevention and intervention measures
- Available in accessible formats



# The funding agreement

Funding agreements issued on Grantium in August 2023. The funding agreement comprises four key elements:

1. Funding offer letter
2. Standard terms and conditions
3. Additional conditions
4. Payment conditions schedule



# Performance management

A new Performance Framework which aims to:

- provide clarity and detail on each Hub's performance
- consider the breadth of a Hub's work across 7 performance areas
- be a tool for Hubs at all stages of development
- use a Hub's existing practice of self-evaluation and reflection
- support HLOs in encouraging and driving improvement
- align with quarterly reporting, feedback and contact
- complement ongoing risk assessment



# Performance Framework

Performance area	Developing	Emerging	Engaging	Stretching
Programme of Activity	<ul style="list-style-type: none"> <li>• 'Engaging' is the minimum acceptable standard</li> <li>• Hubs set SMART objectives based on priorities and areas of development identified via self-assessment</li> </ul>			
Quality				
Partnerships				
Schools				
Progression & musical development				
Inclusion				
Sustainability				



# How will the performance ratings be used?

- Shared understanding of Hub performance and areas for improvement
- Regular programme reports to the DfE on performance and risks and shared internally within the Arts Council

# Key changes to requirements

- Additional conditions and related guidance documents updated to **reflect the new NPME**
- Requirements structured against the **5 strategic functions**
- Some new requirements for 2023-24 – in ‘outline’ only



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# Key changes to requirements

- Key change includes move to **Local Plans for Music Education (LPME)**, replacing business plans
- Respond to **Hub aims** and **HLO strategic functions** in the new NPME
- Updated **SMART objectives** template:
  - how-to video walkthrough available
  - space to log **performance ratings**



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# Additional conditions – key changes to delivery

- **Outline workforce plan** – increased expectations as per NPME
- **Outline progression strategy** – for 1 December 2023
- **Communications and engagement** – increased importance
- **Environmental sustainability** – early stages of development



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# Additional conditions – key changes to delivery

- **Working with schools –**  
new guidance draws together expectations from the NPME, programme aim of 95% engagement, drive to engage those historically disengaged
- **Inclusion strategy –**  
RMs to review the full strategy
- **Access to musical instruments –**  
provision for adapted/adaptive instruments
- **Understanding impact –** in development



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# Additional conditions – key changes to governance and management

- **Governance** – mandatory independent Chair
- **Instrument storage and management** – more detail on the records required
- New clauses on **transition and subsidy control**

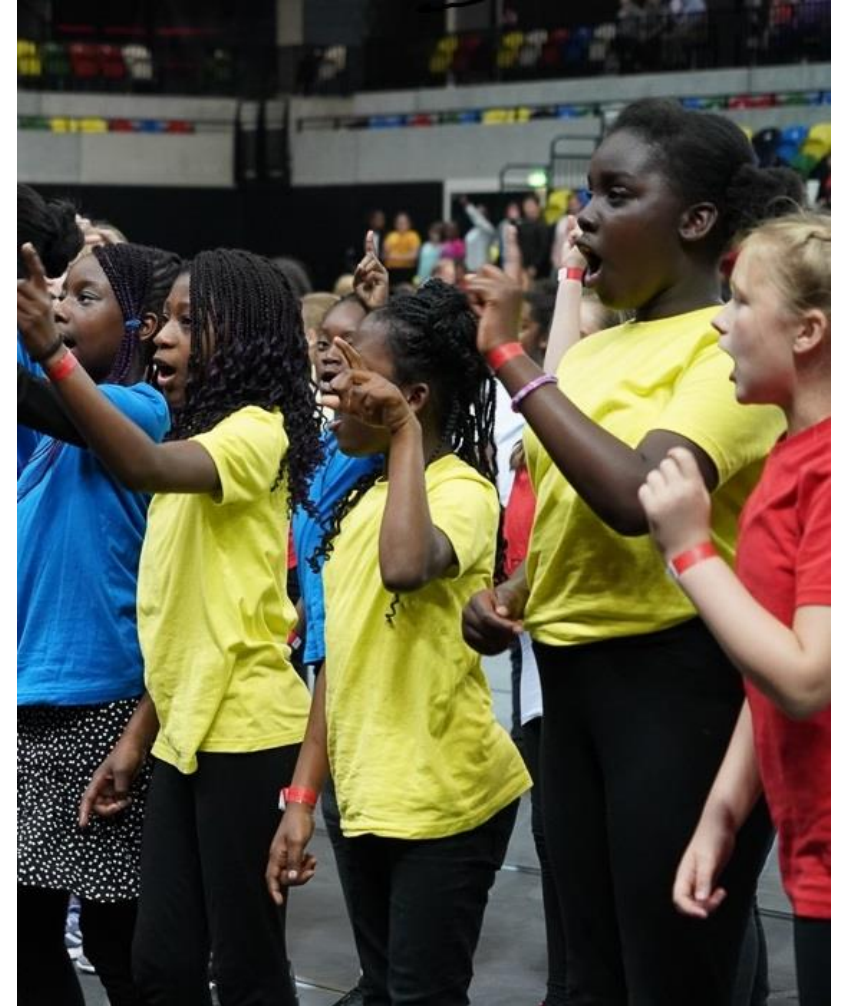


Photo: Royal Opera House –Create and Sing

# Additional conditions – key changes to finance

- **New financial reporting template**, combining budget and management accounts
- No Final Income & Expenditure template this year
- **Financial sustainability**



Photo: Fellowship Fest

# Role of the Relationship Manager

- Developmental and supportive relationship
- Main point of contact and critical friend
- Monitors use of grant and performance
- Provides quarterly feedback and contact
- Undertakes a quarterly risk assessment



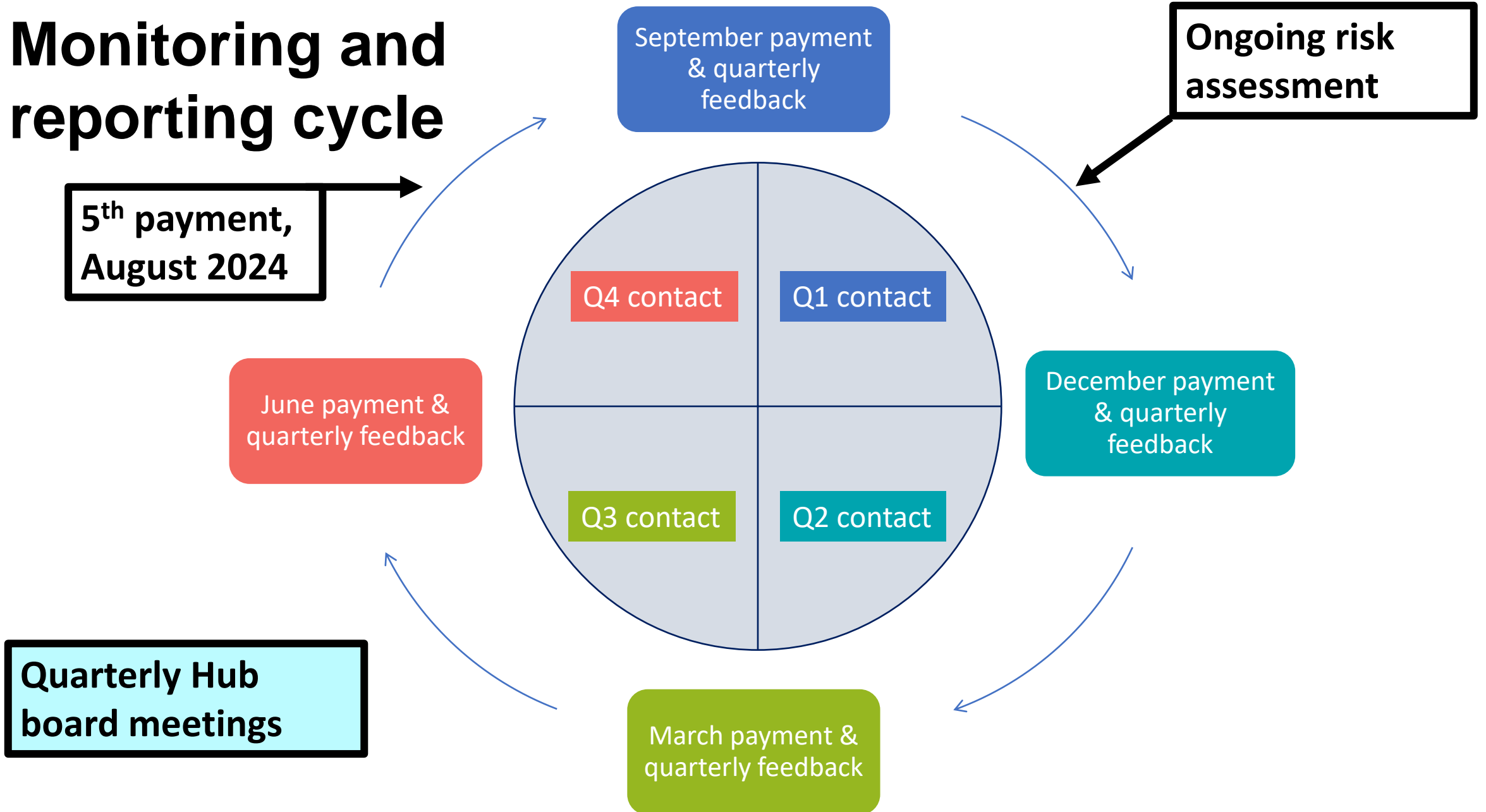
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# Quarterly contact

- Relationship Managers are contactable on an ongoing basis
- Quarterly contact meetings can take the form of:
  - ❖ a scheduled meeting, eg face-to-face or online; this could also include observing a quarterly Hub board meeting (Relationship Managers will attend at least one board meeting per year coupled with a short catch up with the Hub lead before/after the meeting);  
*and/or*
  - ❖ observing Hub activity in action
- Q1 meeting to include discussion of performance ratings
- Increased contact for Hubs where there are significant concerns

# Monitoring and reporting cycle



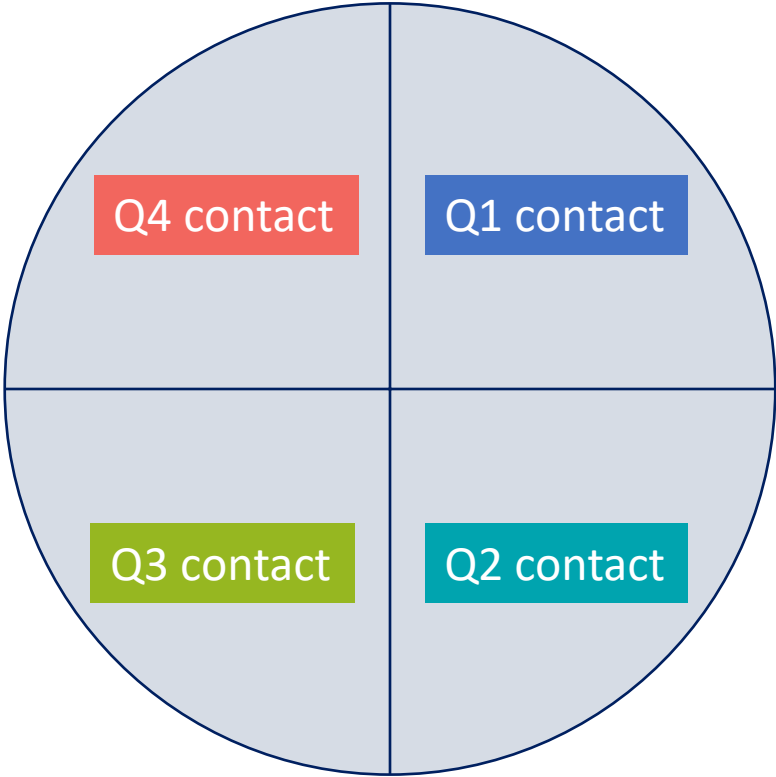
Ongoing risk assessment

5<sup>th</sup> payment, August 2024

September payment & quarterly feedback

June payment & quarterly feedback

December payment & quarterly feedback



Quarterly Hub board meetings

March payment & quarterly feedback

# Payment conditions overview

- 5 payments during 2023-24
- Payment conditions are used to ensure that:
  - public money is being spent appropriately
  - Hubs are working effectively
  - ACE can assist and support Hubs as needed

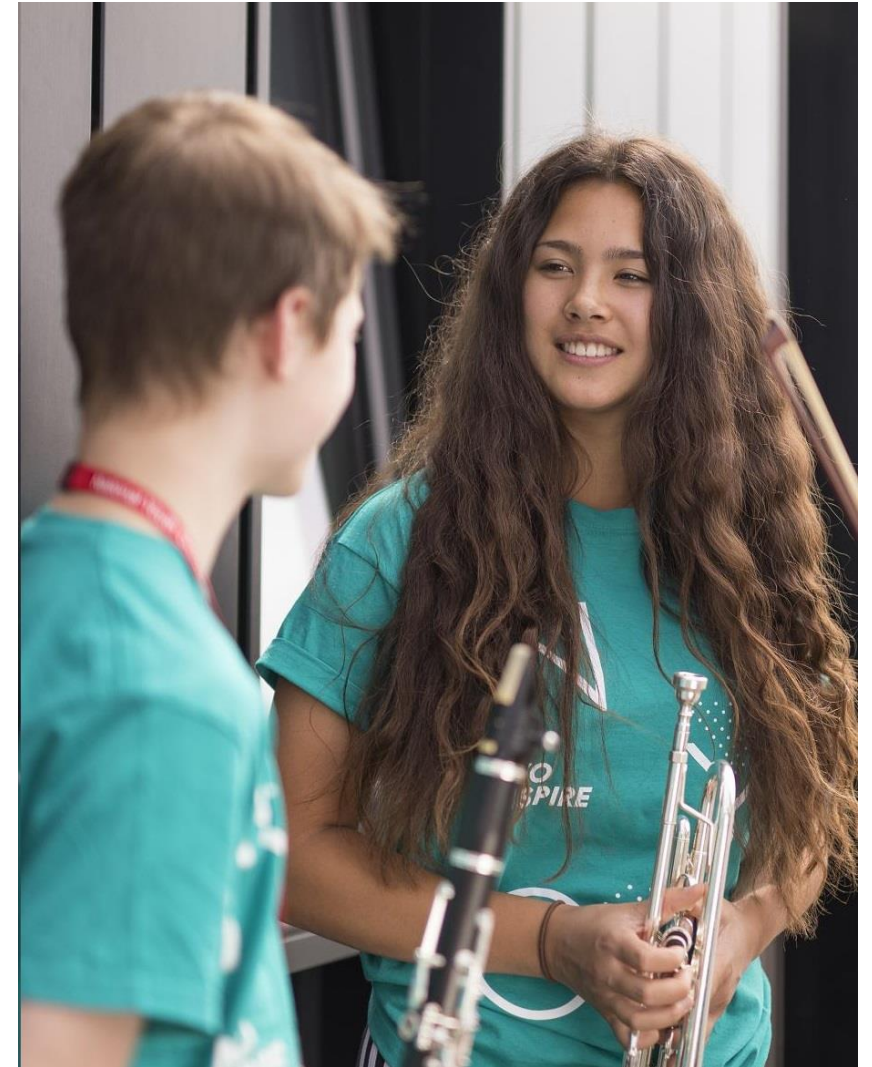


Photo: National Youth Orchestra of Great Britain

# Payment conditions schedule

September '23 (24%)	December '23 (24%)	March '24 (24%)	June '24 (24%)	August '24 (4%)
Management accounts, using new financial reporting template				Continuing HLOs to have logged on to annual survey
Most recent board papers, or equivalent report, now inc. SMART objectives template				OR
Local Plan for Music Education, including SMART objectives and performance ratings	Evidence of publishing the whole, or a summary, of the Hub's inclusion strategy and charging and remissions policy.			Additional update to your SMART objectives template to address all practical considerations associated with the transition to the 2024-2025 Music Hub investment period, as set out in the Additional Conditions.
Detailed budget for the period 1 September 2023 to 31 August 2024	Outline progression strategy as set out in the Additional Conditions.			Written confirmation from the new HLO that they have received data, knowledge and asset transfer from the incumbent HLO
Signed partnership agreements	All non-local authority-based HLOs must provide financial statements for the previous financial year			A written statement confirming whether any underspends are anticipated for the grant allocation for the 1 September 2023 –31 August 2024 funding period.
To have logged on and started the annual survey				
Completion of the 'Submit bank details' step on Grantium				

# Quarterly feedback process

- Access your quarterly feedback via Grantium
- Quarterly feedback will include:
  - feedback on payment conditions and quarterly contact meeting
  - latest risk summary and rating
  - confirmation of the performance rating against each of the seven performance areas
  - summary of ongoing or new actions for any areas moderate or major risk, or rated 'Developing' or 'Emerging'

# Risk and interventions

The Relationship Framework also covers:

- how we calculate and monitor risk
- updated risk prompts for 2023-24
- prevention and intervention measures
- risk factors and summary

HLOs are expected to have their own risk register

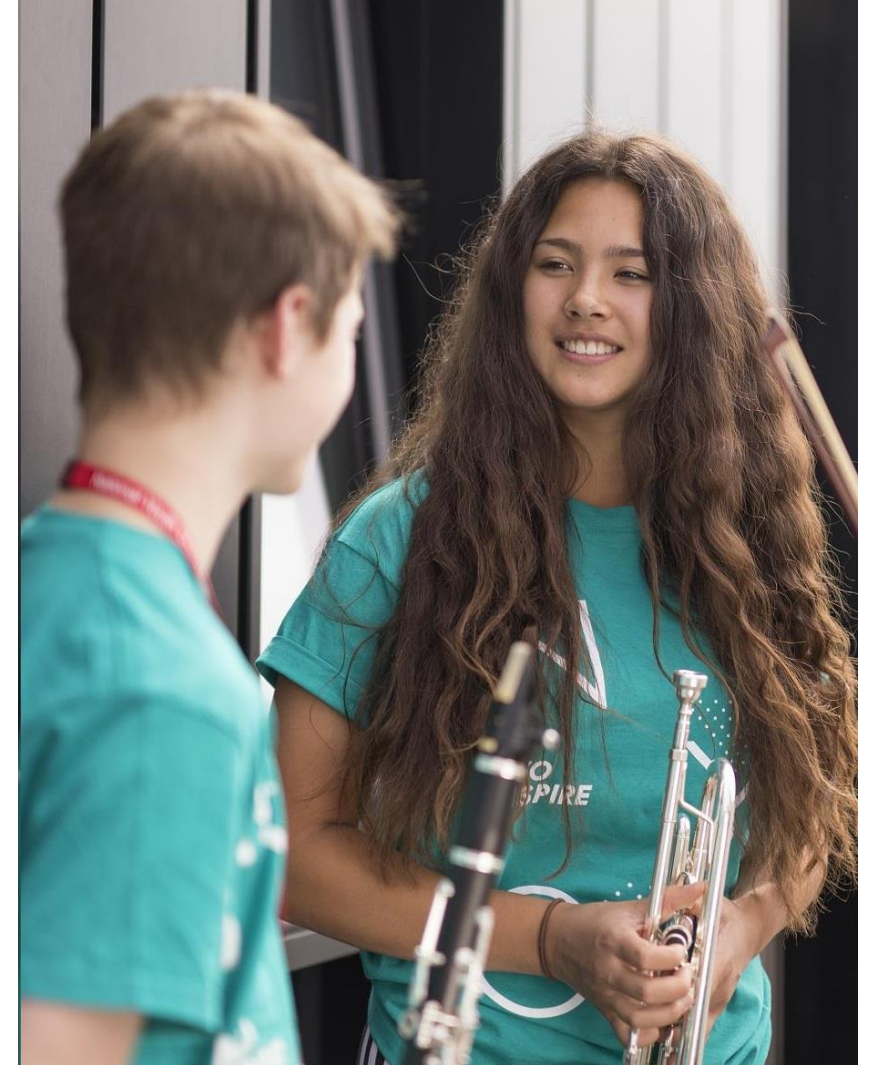


Photo: National Youth Orchestra of Great Britain

# Support and guidance

- New guidance documents:
  - LPME
  - Inclusion - refers to support from Youth Music
  - Progression
- All other guidance has been updated
- SMART objectives and financial reporting templates are mandatory
- Music Mark's new role as an IPSO
- FAQs and annual data templates/guidance to be updated soon
- Grantium support via the customer services team

# Key dates: 2023-24 funding period

Date	Task
1 July 2023	2022-23 Extension period final payment
1 September 2023	2023-24 First payment submission: includes new LPME, SMART objectives and performance ratings
1 December 2023	Second payment submission: includes outline progression strategy
1 March 2024	Third payment submission
1 June 2024	Fourth payment submission
1 August 2024	Final (fifth) payment submission date: transition requirements



Thank you!  
Any questions?



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