Partnership Agreement

**Hertfordshire** **Music Hub**

**September 2024 – August 2025**

**Hertfordshire Music Service (HMS) – Lead Organisation**

Hertfordshire County Council

Central Office,

Mid Herts Centre for Music & Arts,

Birchwood Avenue,

Hatfield,

AL10 0PS

01438 844851

Chief Executive Officer: Lisa Quinlan-Rahman

Music Director: Ben Stevens



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| **Hertfordshire Music Education Hub**c/o Hertfordshire Music Service, Mid Herts Centre for Music & Arts, Birchwood Avenue, Hatfield, AL10 0PS | and | NAME OF PARTNER:ADDRESSDate: INSERT DATE |

1. **Introduction**

Hertfordshire Music Hub (HMH) is a partnership of organisations which come together to provide the best possible music education for the children and young people of Hertfordshire. Music Hubs are funded by the Department for Education, administered by Arts Council England, to deliver the National Plan for Music Education with a core revenue grant.

HMS is the **Hub Lead Organisation** (HLO) for the HMH and works in partnership with key local, regional and national music organisations to achieve the aims of the National Plan for Music Education. As lead organisation, HMS is solely responsible for delivering this partnership agreement to Arts Council England in accordance with the grant terms and conditions.

HMS will co-ordinate music provision with children, young people, schools and groups across the county according to the guidance and funding conditions set out within the National Plan for Music Educationand Music Hub Relationship Framework.

Partnerships are a vital part of ensuring the successful delivery of the National Plan for Music Education and HMS has a responsibility to ensure any payments made from the revenue grant and/or any investment of Revenue Grant funded time or resource from the HLO in working with Partners, represent value for money. To do this, HMS as the HLO will commission services and work with any partners to fund the cost of the direct delivery of any agreed Music Hub activity only – partners are expected to fund overheads, management fees or administration costs that relate directly to the amount of time spent on the Music Hub activity.

1. **Purpose of the partnership**

INSERT purpose of partnership.

1. **Agreed Activity**

**Hub Partner detailed above will:**

* List the details of the partnership agreement from Partner, including details of any safeguarding or policies to be shared with the HLO and any data sharing details.

**Hertfordshire Music Service will:**

* List the details of the partnership agreement from HMS, confirmation of amount of payment to be made or whether the partnership is strategic, delivery or both. Include monitoring details and evaluation processes to demonstrate impact of the work completed.
1. **Hub Partners**

HMH Partners are organisations delivering, supporting, championing, or enabling music education opportunities for children and young people in Hertfordshire. Partner organisations agree to work collaboratively 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 the Hub to enable children and young people across Hertfordshire to access high quality musical experiences appropriate to them.

1. **All Hub partners agree to:**
2. Contribute to the objectives of the National Plan for Music Education in ways appropriate to their organisation.
3. Agree to act in accordance with the terms and conditions of the Music Hub grant, detailed by Arts Council England in the ‘[Standard terms and conditions: 2024-25](https://www.artscouncil.org.uk/our-open-funds/music-hub-investment/music-hub-investment-programme-making-your-application#t-in-page-nav-7)’ and the [‘Revenue grant additional conditions’](https://www.artscouncil.org.uk/our-open-funds/music-hub-investment/music-hub-investment-programme-making-your-application#t-in-page-nav-7). Particular attention must be given to section 6.7 of the ACE standard T&Cs with regards to safeguarding. The terms and conditions of the Music Hub grant will always take precedence or priority over this partnership agreement.
4. Retain any additional income generated from any activity delivered, funded through the grant. 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.
5. Ensuring 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.
6. Share in the promotion/signposting of HMH events and opportunities for children and young people. Use of the ACE branding and logos must be in line with ACE guidelines.
7. Participate in networking opportunities to improve communication between Hub partners.
8. Attend or contribute to meetings as required by the lead organisation and as far as reasonably practicable.
9. Assist with annual Arts Council returns, as outlined by the lead organisation, for reporting and analysis purposes.
10. Contribute to monitoring and evaluation of the impact of activity.
11. Be positive ambassadors for the Music Hub and include the use of Arts Council England, the Department for Education and HMS logos in all publicity material relating to HMH activity.
12. Support and assist HMS meet its targets within the service’s Equality, Diversity and Inclusion Action Plan.
13. Ensure they have considered Equality, Diversity and Inclusion when making decisions that could affect music education in Hertfordshire.
14. Terminate this partnership agreement if for any reason Arts Council England needs to suspend or terminate the Music Hub grant.
15. Hertfordshire Music Service (the HMH Lead Organisation) and the organisation identified within this agreement, agree to review the effectiveness of their collaboration annually.

**6. Child protection, Insurance, Data Protection and HR Policies -** For the duration of this agreement, all HMH **delivery partners** agree to, where relevant:

1. Provide a copy of their current Safeguarding Policy to the Lead Organisation and if acceptable, commit to following that policy throughout the duration of this Agreement.
2. Provide a copy of their Equality, Diversity and Inclusion policy, statement or action plan.
3. Ensure that any adult engaging directly with children and young people through regulated activities is subject to appropriate satisfactory DBS clearances, safeguarding training, most recent governmental policy and appropriate risk assessments.
4. Apply best practice in the delivery of any delivery activity, in line with the HMS Teaching & Learning Standards framework (supplied to Hub delivery partners).
5. Operate against their own set of policies and procedures when executing their commitment to this partnership agreement ensuring latest relevant health and safety measures, risk assessment procedures, equal opportunity, GDPR requirements and Safeguarding procedures are followed.
6. Maintain appropriate public liability insurance.
7. **Monitoring and Evaluation - All HMH Partners agree they:**
8. Have systems in place to monitor and evaluate the quality of their delivery or impact.
9. Regularly monitor the impact of activities or decisions together with their stakeholders.
10. Use evaluation to help improve their delivery or impact on music education.
11. Use outcomes of monitoring to influence the content of their future programming, training and CPD.
12. Will forward any complaints or concerns about this agreement to the HMS Music Director.
13. **Data**

All HMH partners agree to provide HMS as Lead Organisation with data as required by Arts Council England as far as reasonably practicable. Data sharing will be completed in line with the [Hertfordshire County Council privacy policy](https://www.hertfordshire.gov.uk/about-the-council/legal/privacy-policy/privacy-policy.aspx) and records kept for seven years.

1. **Payments to Hub Partners from the Music Hub grant**
2. Any HMH Delivery Partners who are commissioned by the HMS to supply goods or services directly for HMH activities agree to comply with the conditions set out in the details of the Agreed Activity in Section 3.
3. Hub partners agree that, as Lead Organisation, HMS will not be liable to make payments to any Hub partner until the grant funding is received.
4. **Pre-agreement checklist**

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| --- | --- |
| Checklist | Details |
| Purpose of partnership | Complete? |
| Agreed activity: Partner | Complete? |
| Agreed activity: Hertfordshire Music Service | Complete? |
| Partner safeguarding policy provided (confirm read, saved to network and date)? | HMS staff member to complete  |
| Partner ED&I policy or statement provided? | HMS staff member to complete |
| Partner staff all compliant with DBS / safer recruitment? | HMS staff member to complete |
| Confirmed how the partnership will be evaluated / monitored? | HMS staff member to complete |
| Payment amount confirmed? | HMS staff member to complete |

1. **Partnership agreement confirmation and signatures**

The below signed confirms their intention to abide by the terms of this Agreement:

|  |  |
| --- | --- |
| On behalf of |  |
| Signed |  |
| Date |  |
| Name |  |
| Position |  |
| Telephone |  |
| Email |  |

Signed on behalf of Hertfordshire Music Service:



Benjamin Stevens – Music Director, HMS

**Please return completed form to** **benjamin.stevens@hertfordshire.gov.uk**