



Commissioning Policy for East London Music Alliance (ELMA) London East

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 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 Board

1.1 Approval and Review:

- The Hub 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 Board will oversee the commissioning process, ensuring transparency, fairness, and alignment with strategic goals.
- The Board will receive regular reports on commissioning activities, partner performance, and budget utilisation.

2. Commissioning and Procurement of Partners

2.1 Identifying Needs:

- 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:

- 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:

- Establish a selection panel comprising Hub Board members and independent experts to evaluate proposals.
- Use a scoring system to 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:

- 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 below and clause 6.6.4 of the standard terms and conditions.

3.2 Value for Money:

- 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.

4. Monitoring Quality and Performance

4.1 Performance Metrics:

- 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:

- Require partners to submit regular performance reports detailing progress against agreed KPIs and any challenges encountered.
- Conduct periodic reviews and site visits to assess the quality of delivery and provide support where needed.

4.3 Feedback Mechanisms:

- 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:

- Distribute funding based on approved budget proposals, ensuring transparency and accountability in the allocation process.
- Use staged payments linked to the achievement of agreed milestones and deliverables.

5.2 Financial Monitoring:

- Implement robust financial monitoring systems to track expenditure and ensure funds are used as intended.
- Conduct regular financial audits and reviews to maintain compliance with funding requirements and best practices.

6. Promoting Partnership Opportunities

6.1 Open Calls:

- 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:

- 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:

- 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:

- 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:

- 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:

- Ensure all commissioning activities comply with relevant legal and regulatory requirements, including procurement laws and funding conditions, both local and national.
- Maintain thorough documentation of all commissioning decisions and processes for audit purposes.

By following this commissioning policy, ELMA London East 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.