

Hub Advisory Panel – Terms of Reference

1.1 The new Advisory Panel will have a key role as part of the Music Hub to support and work alongside the Board of Trustees

1.2 The responsibilities of the Advisory Panel are to:

- Advise the Board and bring expertise on developing a diverse range of music activities for children and young people in the borough of Swindon
- Contribute to the development of the Strategy and Business Plan for the Music Hub
- Feed back on the range and quality of musical experiences available, including the range, reach and quality of Hub activities in line with ACE requirements
- Contribute to the strategy and plans for fundraising
- Contribute to the development of the CPD programme by identifying needs and expertise within and beyond schools
- Be ambassadors and advocates for music activities and the work of the Music Hub in the borough
- Identify and disseminate good practice through networks and partnerships
- Work to ensure the hub contributes to the Council's Priority Plan 2022 – 2025: Priority Four - Equip **all our young people with the education and skills they need - Pledge 13** *'We will work with partners to unlock the talents of children and young people and strengthen families through positive activities'*.

1.3 Advisory Panel Members

1.3.1 Members of the Advisory Panel will be drawn from the wider Music Hub Network and will include representatives from key stakeholder groups including partner music organisations, music education providers and beneficiaries:

- Trustee from CiO – Chair
- CEO of the lead organisation – budget manager & secretary
- Representatives from each of the delivery partners
- School representatives
- SEND (Someone from the borough)
- Inclusion officer
- Others co-opted from time to time
- ACE Regional Manager (from time to time)

1.3.2 The Advisory Panel will include between 5-10 members at any one time, with flexibility to co-opt additional representatives as required, to ensure the membership remains relevant and current and the Panel reflects the communities it serves. Advisory Panel members will be nominated in the first instance for a term of three years, with the option to serve for a further three years. Members may step down by giving at least one month's notice in writing to the Chair. Membership may be terminated for failure to attend meetings within a six-month period.

6.3.3 Members of the Advisory Panel will provide substantial expertise and knowledge of music education in the borough, contribute to delivering key elements of the Music Hub Strategy and Business Plan, and/or reflect stakeholder views of needs and issues which the Hub should be addressing.

1.3.4 The Hub is strongly committed to ensuring that the voice of children and young people influence its work. Rather than being represented on the Panel, arrangements will be made to effectively engage with children and young people through other mechanisms eg youth forums.

1.4 Meetings

1.4.1 The Advisory Panel will meet twice a year as a minimum (i.e. two times a year). Meetings will normally be scheduled on the same day as the meetings of the Board, usually immediately before the Board. As appropriate, the Board and Advisory Panel may meet jointly to enable effective communication and ensure members of the Advisory Panel are fully engaged and empowered in the work of the Hub. Any member of the Advisory Panel may suggest items for the agenda prior to meetings.

6.4.2 A Board Trustee will Chair the Panel to ensure robust links between the Board and the Advisory Panel.

2. Membership of Hub Network

2.1 Any organisation or individual who supports the Music Hub Vision and Mission and wishes to further the objectives of the Music Hub may become a partner within the Music Hub Network. Partners will receive publications and communications such as regular Hub bulletins and the termly Hub newsletter and will be able to participate in networks and capacity building.

3. Delivery Partners

3.1 The lead organisation (SMS) will commission the delivery of a range of sustainable, high quality and diverse musical activities/provision with a range of providers in order to deliver its Strategy and Business Plan.

3.2 Any organisation may bid for funding in line with the commissioning strategy and on receipt of funding will automatically become a partner of the Music Hub Network. The Hub is committed to working in a mutually beneficial partnership with all its delivery partners to deliver shared objectives. As well as delivering music services, delivery partners will have a key role in contributing to the development of the Hub and promoting the Hub and its activity.

3.3 Any organisation in receipt of funding will be subject to a partnership agreement, which will set out clear quality and performance criteria. Organisations will be required to:

- Comply with relevant health and safety requirements including safeguarding
- Comply with IR35 when contracting self-employed freelancers
- Provide relevant and timely data which meets the conditions of the contract with ACE Report to the Board of Trustees on a regular basis

The Hub Advisory Panel also has a series of working groups as follows:

Remissions Group

The functions of the Remissions Group is to develop and recommend to the Hub Advisory Panel the Remissions policy for the lead organisation and the Hub's local delivery partners

The group is led by the CEO of the Lead Organisation with representation from various local delivery partners

Inclusion Working Group

The function of the Inclusion Working Group is to develop the Actions to the 13 Strategic Aims set out in the Inclusion Review.

The Inclusion Group will champion Inclusion and recommend to the Advisory Panel activities to meet the Action Plan

