



Partnership Agreement

1st September 2025 - 31st August 2026

Lead Organisation



Partnership Agreement between

Norfolk & Suffolk Music Hub
 c/o Norfolk County Council
 County Hall
 Martineau Lane
 Norwich
 NR1 2DH

and

<p>Name and Address of Partner Organisation:</p>
<p>Partnership Detail:</p> <p>Please see additional sheet for detail.</p>

Introduction

Norfolk & Suffolk Music Hub is a partnership of organisations which come together to provide the best possible music education for the children and young people of Norfolk and Suffolk. Music Hubs are funded by the Department for Education, administered by Arts Council England, to create more opportunities for children and young people to get involved in music making. Music Hubs are groups of organisations working together to create joined-up music education provision, respond to local need and fulfil the key objectives as set out in the current National Plan for Music Education: [The power of music to change lives - A National Plan for Music Education \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/611117/national-plan-for-music-education-2020-2025.pdf)

The plan sets out a vision for music education and how this can be achieved through partnership working in localities delivering against three core aims:

1. To support schools and other education settings to deliver high quality music education
2. To support young people to further develop their musical interests and talent, including into employment
3. To support all children and young people to engage with a range of musical opportunities in and out of school

Norfolk County Council is the **Lead Organisation** for the Norfolk & Suffolk Music Hub and works in partnership with key local, regional and national music organisations to maintain and develop a cohesive strategic overview of localities ensuring high quality provision in relation to identified need. As Lead Organisation, Norfolk County Council is responsible for reporting to Arts Council England.

Whilst ensuring that Norfolk & Suffolk Music Hub is delivering against the Department for Education’s vision, we are also mindful of the five overarching strategic aims of the plan and continue to plot activity with these in mind to underpin a high-quality, extensive infrastructure in localities:

1. **Partnership**
2. **Schools**
3. **Progression**
4. **Inclusion**
5. **Sustainability**

Norfolk & Suffolk Music Hub Executive Board

Norfolk & Suffolk Music Hub is overseen by an Executive Board which strongly affirms the right of all children and young people to access a high quality and valued music education regardless of age, gender, race, educational needs, geographical or financial circumstances. The Executive Board is created from local and national institutions that have a key role in:

- Making decisions about the design, delivery and monitoring of The National Plan for Music Education and being accountable for those decisions
- Bringing a combined experience of strategic planning and effective targeting of resources
- Sharing their own areas of expertise and demonstrating integrity within their chosen specialism

Hub Partners

Norfolk & Suffolk Music Hub Partners are organisations delivering or enabling musical opportunities for children and young people in Norfolk and Suffolk. Partner organisations agree to share and communicate with each other and are committed to ensuring 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 Norfolk and Suffolk to access high quality musical experiences appropriate to them.

All Hub partners agree to:

1. Contribute to the objectives of National Plan for Music Education in ways appropriate to their organisation
2. Share in the promotion of Music Hub events and opportunities for children and young people
3. Participate in networking opportunities to improve communication between Hub members
4. Attend meetings as required by the Lead Organisation and as far as reasonably practicable including the partner advisory meeting in order to feed into wider stakeholder consultation processes
5. Assist with annual Arts Council data surveys, as outlined by the lead organisation, for reporting and analysis purposes including providing **all** data as required by the deadlines set by the Lead Organisation
6. Contribute to monitoring and evaluation of the impact of activity
7. Act as positive ambassadors for the Norfolk and Suffolk Music Hub
8. Brand **all** Hub activity using the Norfolk & Suffolk Music Hub logo alongside the Arts Council England and the Department for Education logo
9. Work within the principles of our Hub Inclusion strategy promoting inclusive practice for children and young people
10. Ensuring the safety of children and young people at all times when undertaking activity by following appropriate safeguarding and child protection policies and procedures

Norfolk County Council (Norfolk & Suffolk Music Hub Lead Organisation) and the organisation identified below, agree to review the effectiveness of their collaboration annually.

Equipment Loan

Norfolk County Council may be able to offer equipment loan for partner activity that is directly related to the local delivery of the National Plan for Music Education and fulfils our strategic objectives.

1. Ownership of Equipment

1.1. The equipment and any additional parts or accessories provided will at all times remain the property of Norfolk County Council. The hirer shall not sell, offer for sale, lend or part with possession of the equipment and shall take all reasonable precautions to safeguard it including all additional accessories provided.

1.2. The equipment and additional parts or accessories must not be used by any person, organisation or group other than the agreed hirer.

2. Responsibilities for Insurance and Repairs

2.1. Norfolk County Council ensures that equipment and accessories provided are checked and in a serviceable condition before the hire period commences.

2.2. The Council provides insurance during the hire period, however, the hirer must take all reasonable steps to prevent loss, theft or damage to the equipment while in their care.

2.3. The hirer is responsible for ensuring the safe keeping and good care of the equipment and any additional parts and accessories during the hire period. The hirer will be responsible for the costs of any repair or replacement resulting from negligence, misuse or loss. Norfolk County Council reserves the right to determine if equipment has been damaged while in the hirer's possession.

2.4. In the event of loss, theft or damage beyond practical repair while in the hirer's possession the hirer must notify Norfolk County Council immediately. The Council may require the hirer to contribute towards the cost of replacing the equipment.

2.5. The hirer shall not employ any person to carry out any repairs or modifications to the equipment without prior written permission from Norfolk County Council.

2.6. The hirer agrees to store all hired equipment in a secure, dry and temperature-controlled indoor environment at all times during the hire period. Under no circumstances shall the equipment be stored outdoors, in vehicles, sheds, or any other location exposed to weather elements or fluctuating temperatures. Where musical instruments are concerned, the hirer must ensure that storage conditions adhere to recommended temperature and humidity levels to prevent damage.

Termination of Agreement

Norfolk County Council reserves the right to terminate this agreement if: a) The hirer fails to comply with the terms of this agreement b) The equipment is not adequately cared for or is used in a manner contrary to the conditions of hire.

Child protection, Insurance, Data Protection and HR Policies

For the duration of this agreement, all Music Hub delivery partners agree to:

- 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
- 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, safer recruitment processes and appropriate risk assessments
- Apply best practice in the delivery of the activity and maintain appropriate insurances
- 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

Monitoring and Evaluation - All Hub Partner Organisations agree they:

- Have systems in place to monitor and evaluate the quality of their delivery
- Regularly monitor the impact of activities together with their stakeholders
- Use evaluation to help improve their delivery
- Use outcomes of monitoring to influence the content of their future programming, training and CPD
- Provide evidence of regularly monitoring and evaluation to the Lead Organisation as required

Data

All Music Hub Partners agree to provide Norfolk and Suffolk Music Hub and Norfolk County Council as Lead Organisation with data as required by Arts Council England as far as reasonably practicable. Partners also agree to share information around activity programming to avoid any potential duplication of activity in localities and inform ongoing needs analysis processes to ensure the best possible offer for the young people of Norfolk and Suffolk.

Commissioned Activity

Any Music Hub Partners who are commissioned by the Hub or in receipt of other resources to carry out Hub activities agree to comply with the conditions set out our Music Hub commissioning policy.

The below organisation confirms their intention to abide by the terms of this agreement:

Signed:	
Organisation:	
Name & Position:	
Date:	
Telephone:	
Email:	

Please return completed form to tim.brain@norfolk.gov.uk