



**London Borough of Hillingdon  
Music Education Hub Advisory Group  
Terms of Reference (August 2022)**

## **1. Purpose**

- 1.1 To provide governance of the Hillingdon Music Education Hub
- 1.2 To contribute to and monitor the implementation of the Hub's Business Plan/strategy
- 1.3 To review the Hillingdon Music Education Hub's business plan.
- 1.4 To review the services delivered through the Hub so that they provide value for money and fulfil the core and extension roles as outlined in the National Plan for Music Education
- 1.5 To provide strategic advocacy of the work of the Hub

## **2. Relationship of the Hub Advisory Group to Hillingdon Music Service**

The Hillingdon Music Education Advisory Group is concerned with the activity and development of the Music Education Hub. It is not empowered in matters which Hillingdon Music Service is legally responsible for, in particular the proper management of the Music Education Hub grant and Music Service's own budget, the content of partnership agreements, procurement policy and employees' engagement, terms and conditions or performance review. These matters are centrally approved by the London Borough of Hillingdon, i.e. its Chief Officers, the Cabinet and Cabinet Member responsible for making formal decisions.

## **3. Membership**

- 2.1 Members:
  - School Leadership representatives from primary and secondary (maximum of four)
  - Music specialists from primary and secondary schools (maximum four)
  - LA Council Member
  - 1 Senior Council Officer
  - Head of Hillingdon Music Service
  - Arts Council Relationship Manager
- 2.2 The group may agree to co-opt further members and to invite guests to attend from time-to-time as it determines will enhance its work, including youth voice representation, parent representation, the Friends of Hillingdon Music Service and Music Service Coordinators.

## **4. Term**

The members to sit on the group from Summer 2022, with a review on a two-yearly cycle



## **5. Chair**

Chair to be elected from the group members, to be reviewed on a two-yearly cycle.

## **6. Meetings**

Meetings will be held at least quarterly in advance of quarterly submissions to Arts Council England and occasionally and exceptionally at other times if there is pressing need.

## **7. Voting**

- 7.1 Whilst not a formal decision-making body, where it is necessary to take a vote on a question to be decided at a meeting this shall be determined by a majority of the votes of the members present. In the case of an equality of votes the Chair shall have a second or casting vote.
- 7.2 A quorum will be considered to be fair representation of those present from LA officers, Council members, school representatives and other group members

## **8. Conduct and Declaration of Interest**

- 8.1 In carrying out their functions, Members of the Advisory Group shall act in accordance with the principles of good governance produced by the Clore Leadership Programme and supported by Arts Council England.
  - Accountable – so that that an organisation is able to report, explain and be responsible for the consequences of its decisions
  - Transparent – so that its processes are easy to identify and understand
  - Compliant – with internal procedures, the organisation's constitution (as set out in its governing document such as Articles of Association or trust deed) and the relevant laws
  - Responsive – to the relevant needs of the organisation over time, making the most of limited resources in a timely and appropriate way
  - Participatory – so that relevant people can be involved in decision making processes
  - Predictable – so that the same situations result in the same decisions
  - Efficient – to avoid misuse of resources
- 8.2 Any conflicts of interest must be signalled to the Chair, no later than the start of the meeting in question. This includes conflicts of interest which arise because of payments to the individual or their organisation by Hillingdon Music Education Hub or because of other possible impacts on them or their organisation of the Hillingdon Music Education Group's decisions.
- 8.3 The conflicted member must leave the meeting when the item is being discussed and must not take part in any decision relating to it and this must be noted in the



minutes. These provisions also apply should an unforeseen conflict of interest become apparent during the meeting. Any report or advice the member gives in the matter must be noted in full in the minutes.

## **9. Decisions other than at meetings**

If necessary, and by exception, the group may be consulted, make recommendations and take decisions about any matter within its power outside of formal meetings, provided that all members of the group receive the same information and have similar opportunities to feedback, that any decision is communicated in writing to all members of the group AND that the decision is recorded in the notes of the next meeting.

## **10. Dissolution**

The group will dissolve if:

- Hillingdon Music Service ceases to be the lead partner in the Hillingdon Music Education Hub;
- The structure and/or funding of Music Education Hubs changes substantially;
- The group agrees that its role is no longer required;
- The group, Hillingdon Music Service and Arts Council England agree on alternative arrangements for the governance of Hillingdon Music Education Hub.

## **11. Review**

These Terms of Reference will be reviewed annually in the Autumn term and amended if appropriate. Any amendments to these Terms of Reference must be agreed by the Executive Director of Education & SEND in consultation with Cabinet Member responsible and the Leader of the Council.