

# PETERBOROUGH MUSIC HUB

## CHARGING, REMISSIONS AND SUBSIDY POLICY

The Hub operates the following policy in relation to its own strategic work and expects partners, particularly those carrying out delivery to have policies that reflect similar good practice in relation to pay, charges, remissions, budgeting and discounting. This policy is therefore referenced in the PARTNERSHIP AGREEMENT for partners and a copy of their similar policies can be requested.

- Full cost recovery budgeting – all commissioned activity should be initially budgeted to determine the full cost of its provision before an assessment of income sources is carried out. It should be possible for any partner to demonstrate the breakdown of roles, responsibilities, time allocations, overheads and other costs so that the HLO and Board can make a fair comparison and review for quality assurance purposes.
- Remuneration for those contracted to carry out work should be at appropriate levels for employed or self-employed provision of a similar nature to ensure fair pay for the skill required for a role and above the living wage minimums. Equally high staff costs may be challenged to ensure that the level truly reflects an enhanced level of skill or knowledge that is beneficial to the activity.
- Where procurement of goods or services is required and funding is directly provided by the Hub to a partner towards this, it is expected that the partner will follow appropriate procurement procedures that are in compliance with national best practice for use of public funding, depending on the procurement level. Guidance will be provided should this apply and it will be referenced in the Partnership Agreement. Partners should have their own procurement policies and procedures to ensure best value and quality is achieved in any of their own procurement that is not directly funded by the Hub.
- Benchmarking approaches should be used by partners (and will be by the Hub as well) to identify appropriate charging levels for activities where part or all of the cost may be paid by participants. Partners should be able to justify their proposed full cost charge level for participation in an activity based on this information and assess whether the costs of the activity need to be reduced in order to lower the participation cost or if not possible whether subsidy from a grant source or the Hub should be sought to lower the full cost charge for all and/or a remission scheme should be applied for those who would otherwise be unable to access for financial reasons.
- Subsidisation may be appropriate for ongoing or regularly occurring provision through key partnerships where the full cost can never be reclaimed from participation charges. If this is likely then an analysis of the best source of support will need to take place, this may be charities and trusts, government funding, Hub funding or some other source. Requests for support from Hub funding will be considered at the time projects and programmes are reviewed for funding decisions. The Hub will usually want to consider the potential, if possible, for improving the sustainability of such provision with lower levels of support in future years or changes to make the provision more balanced in costs and charged income.
- Remissions should always be available through partners to help support those young people who would otherwise be unable to access opportunities even if subsidisation is also being used. These may be limited according to financial or policy constraints but should be planned for within all activities. The remission expectations include settings as well as project

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providers. Where partners are funded already to provide such support (e.g. schools and FSM) they should have appropriate policies that set out how help if provided. Remissions should be meaningful and able in general to fund the cost of participation with discretion by providers for particular cases. In some cases full remission may be appropriate however normally contributions are encouraged to ensure a valuing of the opportunity offered.

- Where partners approaches to charging, subsidisation and remissions are different to the Hub, it will discuss with partners whether adjustments may be appropriate and the impact of existing approaches in encouraging or limiting participation. If the Hub considers partner approaches to be insufficient to support inclusion, it may not be appropriate for it to subsidise or support programmes unless improvements can be made.

<https://peterboroughmusichub.org.uk/schools/bursaries/>

PMH has 2 bursary schemes in place:

PMH Shared/Group lesson Bursary Awards

Open to all Peterborough Schools with students that have financial need.

- They are designed to allow pupils to experience instrumental lessons at the very early stages of learning that they would not otherwise be able to afford. This may be as a continuation of Whole Class Instrumental Teaching (WCIT) or at another point in their school life.
- Groups must:
  - Be 2+ students for a lesson (maximum group numbers should be discussed with the instrumental teacher).
  - Be comprised of students with financial need including Free School Meals, Pupil Premium, and other more specific needs that should be explained on the form. SEND lessons will also be considered
- It is important to complete all the forms. All information will be treated in the strictest confidence. From time to time PMH may be asked to give information to grant-giving bodies about students receiving bursary support. This information is given in such a way as to disguise the identity of the students.
- The amount of money available for bursaries is limited. Thus they are awarded on a case by case basis, depending on means, taking into account all the information provided on the form including any support the school is also able to offer.
- Forms must be received as soon as possible to allow prompt start of lessons.
- Continued bursary support is dependent on the student's attendance, behaviour and progress. The progress of all recipients is monitored by the Instrumental Teacher and at any time funding may be withdrawn.
- Any students who are taking instrumental lessons under this scheme will be eligible for a free place at the Peterborough Centre for Young Musicians (PCYM). Literature will be provided to advertise this to students/parents.
- Pupils who progress well and require individual lessons rather than a shared lesson will need to apply for an individual lesson bursary that is means tested via a separate form.

[PMH Individual Means Tested Bursaries](#)

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Open to all Peterborough School students who are having instrument lessons with a PMH associated teacher can demonstrate real financial need.

- It is important to complete all the forms. All information will be treated in the strictest confidence. From time to time PMH may be asked to give information to grant-giving bodies about students receiving bursary support. This information is given in such a way as to disguise the identity of the student.
- If any information given on this application form is found to be deliberately incorrect or misleading, or relevant information has been withheld, you will be liable to pay back any fees that were paid on your behalf.
- The amount of money available for bursaries is limited. Thus they are awarded on a case by case basis, depending on means, taking into account all the information provided on the form. As a guide, we will be unable to offer financial assistance to any family whose income comes to an amount above the threshold of c. £30,000 per year (the average UK salary, according to the National Office of Statistics). Priority will be given to those whose children are receiving Free School Meals.
- Supporting information must be submitted with the application, e.g. P60(s) for 2017-18, benefit statements etc., or, if you are self-employed, recent accounts. Income details must be gross (i.e. before tax is deducted). Please do not submit originals. Upon application, you may be asked to provide further information if anything is unclear.
- Forms must be received as soon as possible. If an application is unsuccessful, payments for the sessions already attended will be invoiced for.
- Please note that the maximum amount awarded does not normally completely cover the fees, and you will be notified of your parental contribution.
- Continued bursary support is dependent on the student's attendance, behaviour and progress. The progress of all recipients is monitored by the Instrumental Teacher and at any time funding may be withdrawn.
- The final decision is at the discretion of the Schools Manager of PMH and may not be appealed against.