

WORKING GROUP TO REVIEW SUPPORT FOR MUSIC TUITION IN HILLINGDON

Objective

The Council currently provides borough-wide support for music tuition via the Hillingdon Music Service.

Hillingdon residents must be satisfied that every Council service is of good quality and provides value for money. The provision of music tuition, like all areas of council activity, should not be immune from any review into how it operates or can be improved. The Working Group will take up this challenge and report its findings to Cabinet.

Membership

The Working Group will have the following membership:

- Cllr Judy Kelly (Chairman and Champion for the Arts)
- Cllr John Hensley
- Cllr Peter Curling
- Cllr Michael White
- Mrs Lynne Kauffman

Terms of Reference

1. To review the delivery of music tuition in Hillingdon and whether it offers value for money and is cost effective;
2. To specifically review the structure, operating procedures, utilisation of staff and management (financial and general) of the Hillingdon Music Service;
3. To consider an interim structure to carry forward the delivery of music tuition in Hillingdon whilst a long term sustainable solution for the delivery of quality music tuition can be determined;
4. To present to Cabinet an interim report to ensure the continuity of music tuition, particularly related to those part way through an academic course, by the date of the May Cabinet meeting to enable Cabinet to determine how best to continue support for music tuition in Hillingdon;
5. To review alternative methods of delivering music tuition in Hillingdon and produce a second report to Cabinet with options / recommendations as to how good quality music tuition can be delivered on a cost effective, sustainable basis.

Status

The Working Group is not a committee meeting and therefore is not required to meet officially in public to conduct its business or publish its minutes etc... However, it may call on members of the public and external witnesses to attend as it deems appropriate.

Operation

Reporting to the Working Group

Before the Working Group meets in open session, it will be necessary to interview relevant music service staff and undertake a complete forensic analysis of the delivery of music tuition in Hillingdon. Officers reporting to the Deputy Chief Executive and Director for Planning, Environment, Education and Community Services will undertake this initial work and prepare a report. Research will also be undertaken by Officers to ensure best practice, comparative data and national policy analysis is considered.

The Leader of the Council has undertaken to ensure that this is carried out in a manner comparable with the Cabinet's wish for the delivery of music tuition in Hillingdon.

To meet its Terms of Reference, the Working Group will operate in two distinct phases as set out below:

PHASE 1

Review of operation and value for money of the Hillingdon Music Service

The first phase will review whether Hillingdon Music Service currently offers value for money and is cost effective and corporate in approach.

The Working Group will receive the necessary service, financial, organisational and benchmarking data including details on the take-up of the service and the way in which it is managed. It will look at tuition fee levels and how financial controls can be improved along with being smarter at collecting income. The Working Group will also review the services' compliance with corporate policies and procedures.

Witnesses may include:

- Cabinet Member for Education and Children's Services
- Corporate Finance Officer / Departmental Officers
- Representative from another music provider / local authority
- Staff delivering music tuition
- Pupils in receipt of music tuition
- Others that the Working Group feels appropriate

The Working Group will present an interim report to Cabinet in May as set out in the Terms of Reference.

PHASE 2

Sustainable delivery of quality music tuition in Hillingdon

As set out in the Terms of Reference (no.5), the Working Group will look in detail, over a longer period, at different forms of delivering music tuition. It will produce a report to Cabinet with options and recommendations.

Witnesses may include:

- Education representatives
- Representative from other organisations delivering music tuition
- Others that the Working Group feel appropriate

Officer support:

Support and advice to the Working Group will be given by officers in:

- Planning, Environment, Education and Community Services
 - Corporate Finance
 - Democratic Services
 - Other service areas as appropriate, e.g. BID Team
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