

**Mayo Music Education Partnership Memorandum of Agreement
between Mayo Sligo Leitrim Education & Training Board (MSLETB)
and Mayo County Council (MCC).**

Context:

Mayo Music Education Partnership is a non-profit, non-political partnership which was set up in 2006 to co-ordinate music services within the county, to ensure equity of access and to develop music education opportunities for all young people. Mayo MEP is made up of: Mayo Sligo Leitrim ETB, Mayo Education Centre and Mayo County Council (Community & Integrated Development, Arts Office).

In May 2011, Mayo MEP was chosen in the first round as one of three national Music Education Partnerships to receive funding through Music Generation Ltd, which administered substantial philanthropic funding on behalf of U2, the Irelands Funds (July 2011- June 2014) and matched funding from the Department of Education & Skills since July 2014.

In 2016, following a review of the programme, a new Five-Year Development Plan was agreed with Music Generation. This formed the contractual basis for continued Match Funding from the Department of Education & Skills for the five-year period: 2014 – 2019. As part of that contractual agreement, Mayo MEP will continue to work under the moniker **Music Generation Mayo**.

Composition of Mayo MEP:

Mayo MEP (Music Generation Mayo) is made up of: Mayo Sligo Leitrim Education & Training Board (MSLETB), Mayo County Council (Community & Integrated Development & Arts Office) and Mayo Education Centre (MEC).
Membership of MEP to be reviewed annually and changed only by agreement with current members.

Nature of agreement:

This agreement sets out the respective roles for MSLETB and MCC in respect of Mayo MEP (Music Generation Mayo), in relation to continued implementation of a music education development plan.

It is agreed that MSLETB, as Lead Partner, will remain responsible for the administration of programme and employment of staff by virtue of this service agreement. This strategic alliance brings together the knowledge, co-ordination and accountability structures of Mayo Sligo Leitrim ETB, Mayo County Council, Mayo Education Centre and Music Generation (nationally).

Mayo MEP (Music Generation Mayo), is established as a sub-committee of MSLETB. Music Generation Mayo benefits from its constituent members, maximising access to the wider community, broadening funding opportunities and expertise.

Finance:

National funding from the Department of Education & Skills, through Music Generation National Development Office, will be transferred to MSLETB and held in a ring-fenced expenditure code. Any other income received by MSLETB in relation to the MEP, will be lodged in the same code and audited within the MSLETB system, which is C&AG compliant.

The constituent partners for Mayo MEP (Music Generation Mayo), may also directly fund or deliver components of the Mayo MEP plan with the agreement of the Mayo MEP. All programme funding will be directed to MSLETB. All funding will be audited under the relevant body.

Duration of Agreement:

This agreement will operate until end of 2020, subject to the continuance for funding from the Department of Education & Skills through Music Generation NDO, after which the agreement may be reviewed and renewed. In the absence of any written agreement in any interim period after the specified date, it is agreed that this agreement remains in force until it is reviewed, renewed or terminated.

Recruitment:

1. Music Generation Mayo Co-ordinator

This person will be recruited by open competition, which will be managed by MSLETB. The composition of interview boards will be by agreement between MSLETB and Mayo MEP (Music Generation Mayo), and must be compliant with MSLETB policy and procedure. The successful candidate will be required to fulfil a probation period of six months.

The Music Co-ordinator's employment is predicated on continuing funding for the Music Generation Programme. Mayo MEP require that the Co-ordinator's pay scale and pension be aligned with a Grade 6 employee in the Education & Training Board system.

The CE of MSLETB (or their nominee) will act as Line Manager for the Co-ordinator, and his/her programme of work will be agreed with a management subcommittee of the Mayo Music Education Partnership (Music Generation Mayo). The co-ordinator will also liaise with any advisory groups established to support the work of the MEP.

2. Music Generation Mayo Administrator:

This person will be recruited by open competition, which will be managed by MSLETB. The composition of interview boards will be by agreement between MSLETB and Mayo MEP (Music Generation Mayo), and must be compliant with MSLETB policy and

procedure. The successful candidate will be required to fulfil a probation period of six months.

The Music Generation Mayo Administrator's employment is predicated on continuing funding for the Music Generation Programme. Mayo Music Generation Partnership require that the Administrator's pay scale and pension be aligned with a Grade 3 Clerical Officer in the Education Training Board system.

The Music Generation Mayo Administrator will be managed by the Music Generation Co-ordinator and his/her programme of work will be agreed with a management subcommittee of the Mayo Music Education Partnership (Music Generation Mayo). The administrator will also liaise with any advisory groups established to support the work of the MEP.

3. Music Tutors:

A panel of suitably qualified or suitably experienced music tutors will be maintained in accordance with policy established by Mayo MEP (Music Generation Mayo). The recruitment of additional staff to the panel, will be publicly advertised and managed by MSLETB. The composition of interview boards will be by agreement between MSLETB and Mayo MEP (Music Generation Mayo), and must be compliant with MSLETB policy and procedure.

Tutors will be employed as required by specific strands of the Mayo MEP music development plan.

Monitoring Review:

The MEP will conduct its own annual review. All requests for financial returns, and quarterly reviews will be supplied to the Department of Education & Skills, via Music Generation National Development Office.

Responsibilities of Mayo Music Education Partnership (Music Generation Mayo):

1. Developing the work plan
2. Deciding priorities
3. Providing matching funding on an annual basis:
 - Mayo Arts Office: €25,000
 - C & ID: €25,000
 - MSLETB: 25,000
4. Liaising with Music Generation National Development Office
5. Ensuring that the 5-year Music Development plan is achieved
6. Supporting the Music Generation Mayo staff and ensuring their rights as employees are met

Responsibilities of Mayo Sligo Leitrim Education & Training Board:

1. Employment of staff, with recognition of years of service, with increment and pension entitlements as per their aligned employee grades.
2. Management of staff, ensuring access to appropriate line management, supervision and professional development.
3. Providing financial reports on a quarterly basis to the Department of Education & Skills, via Music Generation National Development Office.
4. Providing audited accounts on an annual basis.
5. Health and Safety, Child Care Protection (and training where relevant).

Mission Statement and Principles:

Mayo MEP (Music Generation Mayo) will be guided by the following principles:

Mayo MEP is a non-profit, non-political partnership which exists to co-ordinate music services within the county, to ensure equity of access and to develop music education opportunities for all young people.

Guiding Principles:

- Respect and value for all music and all music genres
- Recognition of the intrinsic value of music for all young people
- Adding value to existing services to avoid duplication or replication
- Strong social inclusion ethos
- Quality and excellence

The aims of the MEP shall be;

- To develop a system of sustainable supports, across a wide spectrum of music genres county-wide
- To establish a strategic approach which ensures more equitable access to music for young people
- To augment and add value to music within the county
- To provide a strategic mechanism for joined-up developments in music.

The MEP is established as a sub-committee of Mayo Sligo Leitrim Education & Training Board

Review of relationship between MSLETB, Mayo County Council and Mayo MEP (Music Generation Mayo) including its constituent organisations;

It is acknowledged that in any agreed structure between partners, that there is a potential for conflict and disagreement.

In the event of a disagreement, the following procedure will apply.

1. In the first instance, matters will be raised between the bodies concerned.
2. If matters cannot be resolved, then the full MEP group will be informed.
3. The bodies concerned will agreed a binding arbitration process with an agreed time-scale.
4. Any outcomes of this arbitration process will be agreed by Mayo MEP, MSLETB and Mayo County Council.

This agreement will commence when signed by all parties and will continue for a period of three years from that date and any mutually agreed change must take into account the employment rights of staff. The agreement may be ended under the following conditions:


1. By agreement of all relevant parties.
2. By dissolution of the partnership

Review Period;

This agreement shall be reviewed after three years, in the absence of a signed new agreement.

Signed on behalf of


**Mayo Sligo Leitrim
Education & Training
Board**



Mr Shaun Purcell

Date: 20.11.17

Mayo County Council



Mr Peter Hynds
D/C.E.

Date: 15. Jan. 2018