**Leicestershire Music**
**Instrument stock and management policy**

Approach to instrument management

**Local Plan for Music Education**

The instrument hire scheme in Leicester City and Leicestershire County is run by **Leicester**shire Music.  Full details including the range of instruments available, charges, remissions, hire agreement and processes can be seen here: [**https://leicestershiremusichub.org/hire-instrument**](https://leicestershiremusichub.org/hire-instrument).

**Leicester**shire Music’s Instruments Analysis Spreadsheet can be found as an accompanying document.

Class sets are offered and loaned, depending on stock levels, to Primary Schools at a cost of £300 per annum - this is for cases where schools deliver their own Whole Class Instrumental Tuition but only require instruments. When a school buys in a **Leicester**shire Music Whole Class Instrumental Tuition Project, the fee is included in the charge for the programme.  Other instrument loans to schools are managed by Leicestershire Music.

For Secondary Schools, looking to hire a range of instruments for their ensembles, instruments are hired at:

* £20 per year per instrument for up to 5 instruments
* £17.50 per year per instrument for up to 10 instruments
* £15 per year per instrument for up to 20 instruments
* £10 per year per instrument for up to 30 instruments

Accessible instruments are available through the instrument hire scheme as well as being sourced to meet individual needs on a case-by-case basis. We use different organisations for advice for specific needs, where required, such as Drake Music, OHMI.

**Stock control**

Instruments are managed by **Leicester**shire Music, which has storage in Leicester as well as at Leicestershire County Council - County Hall. Storage is secure and dry and, generally, sufficient in terms of space.  Instruments are covered by Leicestershire County Council's insurance policy.

Instruments / equipment are checked and maintained by **Leicester**shire Music’s Instrument and Resource Technician, along with wider Music Leader staff from Leicestershire Music on an *ad hoc* basis. There is a range of administrative support from the Business and Operations Team on an *ad hoc* basis. Maintenance and minor repairs are carried out in-house, where this is viable. There is some capability to repair woodwind, brass, music technology and percussion instruments in-house however other repairs are outsourced to reputable repairers locally. We are currently seeking an external Strings specialist repair service.

Records are kept on SpeedAdmin and Excel spreadsheets about the location and condition of instruments.  New information about purchasing, and when repairs are required, are entered on to the system.  Some historic records, where available, of the age, origin and repairs of stock are kept on the SpeedAdmin database.

Historically, there has generally been sufficient funds to replace ageing instruments, where a need has been identified to do so. Leicestershire Music monitors stock and anticipates replacement requirements on a needs identified basis. Instruments are regularly checked by staff to help guide and make projections about where potential replacements are due to be required.

Unavoidable disposal of instruments, at end-of-life, follows **Leicester**shire Music’s policy for disposal.  Where possible, parts and accessories are retained for spares.

**Purchasing**

Purchases of instruments, resources and equipment have been made in line with Leicestershire County Council’s procurement policy.

In view of the serviceable life required of some hire instruments, **Leicester**shire Music prioritises buying better quality, branded instruments. Leicestershire Music allocates instruments, depending on their intended usage. For example, cheaper or lesser condition instruments are used for WCIT projects and complete beginners. Instruments for higher level players, bands and ensembles are generally of a higher quality and condition.

Instruments have been purchased, using traded income, and are recorded on the database.