



Musinc Inclusion Action Plan 2024-2026

About Musinc

Musinc was established in 2012, born out of a targeted musical inclusion programme funded by Youth Music. The programme is hosted by Middlesbrough Council and is based at [Middlesbrough Town Hall](#).

Musical inclusion sits at the heart of our approach to our work and the principles of Equity, Diversity, Inclusion and Accessibility influence all aspects of our musical offer. We offer a range of music engagement activities including open access groups, projects with local partners for people facing barriers, a school concerts and events programme, as well as performances and sharing events. We know that music has the power to change lives, for people of all ages and backgrounds, and that the process of making and engaging in music activities can contribute significantly to increased wellbeing.

About This Strategy

This inclusion strategy has been created by, and for, Musinc and its delivery partners, through funding from [Arts Council England](#) and [Youth Music](#). It outlines the action plan for developing inclusive practice across Musinc's activities.

The implementation of this strategy will be driven by the Musinc core team and will be reviewed and overseen by the Middlesbrough Town Hall board.

Vision, Mission, Values

VISION Every person experiences the benefits that music making brings.

MISSION Musinc provides opportunities in Middlesbrough for people of all ages, backgrounds, and circumstances to make music, connect with others and explore their musical identity.

VALUES We are:

- Inclusive: accessibility and diversity drives everything we do
- Collaborative: we build connections with communities
- Creative: we're passionate about developing new ideas
- Responsive: we respect and understand the needs of others
- Determined: we tackle challenges and inspire others to make change

Musinc has been delivering inclusive music education activities across the Tees Valley (primarily in Middlesbrough) since 2012. As a lead partner in the [Tees Valley Music Education Hub](#) (TVMEH), Musinc and TVMEH have previously had a joint inclusion strategy. However, since Arts Council England's changes to the Hub Lead Organisation structure in 2024 we have launched our own strategy. While we continue to advise and support TVMEH with their own inclusion strategy, we felt it was important for Musinc to have our own action plan which sets out high standards for the progress we want to achieve through our programme.

Musinc's Key Priority Areas for 2024-26 are:

1. [Embedding Inclusion \(including Policies\)](#)
2. [People and Culture \(including Youth Voice\)](#)
3. [Partnerships](#)
4. [Reach and Engagement](#)
5. [Marketing & Communication.](#)

Note: We haven't included Governance as a Key Priority Area for Musinc, as we believe this is best covered by the Middlesbrough Town Hall Inclusion Strategy. This plan is currently under review and will be accessible on our website, once it has been updated, early in 2025.

Musinc Equity, Diversity and Inclusion Strategy 2024-2026

Embedding Inclusion

Objective/Goal	Outputs/Actions	KPI's	Timeline	Notes and Progress Updates
1.1 Inclusion principles are embedded and valued within the organisation	1.1.1 Our vision, mission and values reflect our commitment to EDI principles and practice	Our vision, mission and values and EDI plan are published on our website	Spring 2024	EDI published Dec 2024
	1.1.2 Budget is available for inclusion related work	Our programme is guided by our mission and values Budget is allocated annually for inclusive projects as well as for access needs	Ongoing Ongoing	Budget allocated for 24/25 financial year
1.2 Inclusive practise is understood and valued by all staff, and regular CPD is offered to all staff	1.2.1 Staff have a regular dialogue around inclusion	EDI is a standing agenda point for all team meetings Staff IDPs and observations take place regularly across the year and include a focus on inclusive practice	Ongoing	In progress, Oct 2024
	1.2.2 Our team strive to develop their knowledge of inclusive practice, and implement their learning in all sessions they deliver	Inclusion focused CPD is offered to all staff 3 times a year and staff are paid to attend training	Ongoing	Inclusion focused CPD held in Summer and Autumn 2024
		We ask participants and their guardians what support they	Ongoing	

<p>1.3 We have policies in place which support our mission for all people to make music</p>	<p>1.2.3 Our staff are flexible and make adjustments in sessions to support the needs of their group</p> <p>1.3.1 Our bursary policy supports participants from all backgrounds to engage with our activities, removing financial barriers</p>	<p>might need to access our sessions</p> <p>Our bursary policy is widely promoted. It is published online and detailed in all promotional material</p> <p>Accessing bursaries is a simple process for parents and support workers</p> <p>Free events are available throughout our programme</p>	<p>Spring 2024</p> <p>Ongoing</p> <p>Ongoing</p>	<p>New policies published Autumn 2024</p> <p>Programme set for 24/25 (70% schools activity is free to attend)</p>
<p>1.4 Our events and activities are designed to support young people with access needs</p>	<p>1.3.2 We programme a number of free activities throughout the year for schools and families</p> <p>1.3.3 We support new audiences to get involved with our programme by offering free tickets to participants facing barriers</p> <p>1.4.1 Our staff know what adjustments are available to participants attending our programmes who have access needs</p> <p>1.4.2 Our marketing information includes detailed information about the support we can offer young people through our events and activities – including quiet spaces, ear defenders, lighting and other expectations</p>	<p>Distribution list of local partners is used for ticket offer sharing</p> <p>Ongoing conversations between the office and delivery teams</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	<p>Copy has been added to all listings, as well as 'Your Visit' page of Musinc's new website</p>

People and Culture

Objective/Goal	Outputs/Actions	KPI's	Timeline	Progress Updates
2.1 Our recruitment practices support our pursuit of greater workforce diversity, to ensure our team is representative of the local community	2.1.1 EDI data is collected from our staff and progress is monitored	Data shows improvements in our workforce's diversity	Summer 2024 & Ongoing Annually	EDI survey sent to all staff and results collated June 2024
	2.1.2 Our job descriptions are edited to make roles more attractive to a wider range of applicants	Greater diversity in applications for all roles Facilitators have similar lived experiences to participants	Ongoing	SK developed process for monitoring applications using Equal Opportunities forms
	2.1.3 Expand recruitment channels to target specific communities	As above	Ongoing	
	2.1.4 We offer automatic interviews to disabled candidates who meet the minimum criteria	Job adverts outline processes for recruitment and direct candidates to Musinc's HR & Recruitment Policy	January 2024	HR & Recruitment Policy updated Autumn 2024
	2.1.5 We offer flexible interview formats to accommodate candidates with different access needs. Reasonable adjustments are set out in Musinc's HR & Recruitment Policy		Ongoing	
2.2 Our employment practises are inclusive and support staff	2.2.1 the Musinc handbook and induction processes support staff in their inclusive practice	The handbook and induction process are updated annually and support staff to thrive in their role	Summer 2024 & ongoing annually	Handbook updated Summer 2024
	2.2.2 Staff receive regular support for wellbeing and professional development	Annual observations allow staff to identify areas for development	Ongoing	Last observations: Autumn 2024

		<p>1:1s in place for admin staff</p> <p>Flexi working is available for admin staff</p> <p>Admin staff can access Middlesbrough Council's support networks</p>	<p>Ongoing Fortnightly</p>	
	<p>2.2.3 Our workforce have a 'voice' and mechanisms are in place for them to share feedback formally and informally</p>	<p>There is space for staff reflection in all team meetings</p> <p>Staff complete surveys annually and feedback is read and actioned by the office team</p>	<p>Ongoing</p>	
<p>2.3 Our programme of work supports getting new people into the workforce</p>	<p>2.3.1 We offer different routes for young people to learn more about working in the music industry, giving first-hand experience of working in a cultural venue</p>	<p>Work experience offer is in place to encourage short and long term placements</p> <p>Volunteering opportunities are in place for people to get involved with our work</p>	<p>Spring 2024</p> <p>Summer 2025</p>	<p>Work experience offered to Middlesbrough College Students and Teesside Uni students</p>
<p>2.4 Our programme takes positive action to provide a platform for underrepresented communities</p>	<p>2.4.1 Our programme showcases a diverse range of composers, performers and styles</p>	<p>Performers are encouraged to programme works by underrepresented composers in concerts</p>	<p>Ongoing</p>	<p>Introduced for 24/25 classical café series</p>
<p>2.5 Young people have ownership over their musical journey</p>	<p>2.5.1 Young people have a choice of instrument and repertoire within activities</p>	<p>Tutors adapt chosen repertoire to make it accessible for the young people</p>	<p>Ongoing</p>	

	<p>2.5.2 Young people have regular opportunities to share their thoughts and opinions, and this is acted upon by tutors</p> <p>2.5.3 Young people are aware of progression opportunities within Musinc's provision as well as across the Tees Valley</p> <p>2.5.4 Staff have the knowledge to support young people throughout their musical journey</p> <p>2.5.5 Our groups make use of accessible or adapted instruments</p>	<p>Annual surveys completed and results shared with tutor teams</p> <p>Young people access different opportunities as a result of engaging with our programme</p> <p>All staff have attended youth voice training</p> <p>Groups have access to Clarion on Musinc iPads</p>	<p>Annually</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	<p>Surveys completed Summer 2024</p> <p>Potential for Upbeat to access Clarion SK to check licenses</p>
2.6 Young people have opportunities to influence decision making	<p>2.6.1 Young people are regularly consulted on programme and decision making</p> <p>2.6.2 Young people are involved with the recruitment process for existing groups</p>	<p>Youth steering group is established and meets regularly</p> <p>Representatives from the youth steering group attend MTH board meetings</p> <p>Where appropriate young people meet and work with prospective facilitators as part of interview processes</p>	<p>Sept 2025</p> <p>2026</p> <p>Ongoing</p>	
2.7 Progression routes are available to support young people	<p>2.7.1 Young people can access our spaces to rehearse and develop their skills and musicianship</p> <p>2.7.2 Young people have opportunities to put on their own events</p>	<p>Rehearsal spaces offered to young people</p> <p>Young Producers group running regularly with 1 cohort per year</p>	<p>2025</p> <p>Annually</p>	<p>Young Producers 24/25 cohort began Oct 2024</p>

Partnerships

Objective/Goal	Outputs/Actions	KPI's	Timeline	Progress Updates
3.1 We work in partnership with local organisations and community groups to reach a wider number of participants	3.1.1 Partnerships are developed with mutual outcomes being established	Partnership agreements outline outcomes for both parties	Ongoing	Surveys collected for 23/24 year
	3.1.2 Our funding is assigned to partnerships that best support underrepresented groups	100% of participants attending activity through partner organisations identified as facing barriers to participation	Ongoing	
	3.1.3 Partners share feedback regularly and activity is adjusted in line with this	Partner surveys completed by at least 2 members of staff per organisation	Summer 2024 & ongoing annually	
	3.1.4 Activities are offered in settings where young people already feel comfortable and safe	Activities for young people facing barriers to participation take place on site at the partner organisation	Ongoing	

Reach and Engagement

Objective/Goal	Outputs/Actions	KPI's	Timeline	Progress Updates
4.1 We regularly review the data that Musinc collects, and how this is used and monitored	4.1.1 Annual data reported to the board includes number of participants, age, gender identity, ethnicities, and any barriers participants identify	Increasing numbers of people engage with our programme Participants come from a diverse range of backgrounds	Ongoing	Postcode engagement is now tracked in MTH Board Report
	4.1.2 Participant engagement is monitored by postcode	Our participants attend from postcodes across Middlesbrough's most deprived wards	Summer 2024	

<p>4.2 We have a strong reputation in the local community for providing inclusive and accessible music activities</p>	<p>4.1.3 New processes are put in place to monitor young people’s achievements or progress using EDI data and IDP’s</p> <p>4.2.1 Partnerships are in place between Musinc and local organisations / charities to support participants facing barriers to access our activities</p> <p>4.2.2 Our programme meets national standards of good practice</p> <p>4.2.3 We attend partnership meetings of local networks to share our work and connect with others</p>	<p>Young people facing barriers make progress at the same speed as young people who have not identified barriers</p> <p>We receive referrals to Musinc from organisations across Middlesbrough and the wider Tees Valley</p> <p>Families facing financial barriers engage with our programme</p> <p>Our activity meets the Family Arts Standards</p> <p>Our venue (Middlesbrough Town Hall) meets Attitude Is Everything standards</p> <p>Partners are aware of the programme, what bursaries are available and signpost participants to get involved</p>	<p>Summer 2025</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	
<p>4.3 Our performances and activities demonstrate best inclusive practice</p>	<p>4.3.1 Budget is allocated to support accessibility features in public performances</p> <p>4.3.2 Staff undertake inclusion focused CPD to create an environment where everyone is welcome</p>	<p>Performances throughout our programme are BSL interpreted</p> <p>Participants and audiences report positive experiences</p>	<p>Spring 2025 & Annually</p>	<p>24/25 schools programme includes BSL interpretation for 6 out of 7 events</p>

Marketing and Communications

Objective/Goal	Outputs/Actions	KPI's	Timeline	Progress Updates
5.1 Marketing content is accessible	<p>5.1.1 Musinc's website is compliant with WCAG 2.2 AA standard</p> <p>5.1.2 Accessibility checkers are used against all Musinc documents</p> <p>5.1.3 Online visual content is accessible to people with visual impairments</p> <p>5.1.4 Our brand guidelines put accessibility at the core, using contrast ratios of at least 4.5:1 (AA standard) for normal size text</p>	<p>Accessibility statement for our website will be updated regularly and will show any improvements needed</p> <p>Issues arising from the accessibility statement will be addressed where possible</p> <p>Accessibility issues identified by checker are addressed</p> <p>All shared or published documents have alternative formats or a large print versions on request</p> <p>Images on our website and social media pages have alt text added</p> <p>Video content is captioned</p> <p>Brand guidelines enforce accessible font styles, sizes, and colour schemes</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Set Summer 2024</p>	<p>Accessibility check on Dec 2024, one issue under investigation</p> <p>New website has new images</p>
5.2 Content is authentic and represents the	5.2.1 Our content authentically shows diverse people and voices, and encourages	Website images are reviewed and updated annually	Oct 2024 & ongoing annually	

<p>participants engaging with Musinc activity</p> <p>5.3 Communications are clear and easy to understand</p>	<p>engagement from underrepresented groups</p> <p>5.3.1 We use simple language and keep our messaging clear</p> <p>5.3.2 We provide contact details publicly for anyone to get in touch for further information about our programme</p> <p>5.3.3 Our language reflects our mission, values, and commitment to inclusivity</p>	<p>We don't use stock images</p> <p>We don't use jargon or shorthand to communicate</p> <p>Our contact details are clear on our website, social media, and in printed materials</p> <p>People can get in touch with our team via our website, email and social media pages</p> <p>We use language in our communications that is friendly, informal and invites interaction.</p>	<p>Ongoing</p>	
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