

<b>Committee(s)</b>	<b>Date:</b>
Board of Governors for the Guildhall School of Music and Drama	20 November 2017
<b>Subject:</b> Interim Director of Advancement  Waiver Report – Graham Pelton  Document Reference Number: WLOF0043	<b>Public</b>
<b>Report of:</b> The Principal	<b>For Information</b>
<b>Report author:</b> Steve Eddy, Head of HR	

### Summary

The School is seeking approval for the recruitment of an interim Director of Advancement to help shape the development department and focus the case for support for the School. This will be over the next 9 months.

The School wish to use a specialist agency who focus on fundraising positions at this senior level as our past experience on using the old corporate contract is that it could not deliver the calibre and specialism needed.

### Recommendation(s)

Members are asked to note the award of the contract for an Interim Director of Advancement to Graham Pelton for a value of £112,500 from 26<sup>th</sup> June 2017 to the 23<sup>rd</sup> March 2018.

### Main Report

#### **Background**

1. The City commissioned a sustainability review via PA Consulting last year and one of the recommendations was that the School have a Director of Advancement to focus the fundraising efforts. Fundraising, especially for Scholarships is key to securing the right students and underpins all aspects of delivering our new Strategic Plan.
2. Additionally, Graham Pelton has previously worked with the Trust and School to review the effectiveness of the Development team so they understand the dynamics of the organisation and how it sits within the Corporation.

## Current Position

3. Several members of the Development team have left recently including the Head of Development. Morale is low and momentum on some of the projects is being lost, needing action to be taken fast.
4. Given that the School have a relationship with Graham Pelton, the School thought it would be better for someone with prior knowledge to work with us on this. We wanted an interim DOA to lead a reimagined department and develop and recruit the role of DOA whilst revising the Case for Support.
5. We feel their current quote of £112,500 for 9 months is in line with the full time equivalent salary for this post based on similar roles currently advertised with comparison organisations.
6. The Development team have also used Graham Pelton for an interim Data Manager, again due to the specialist nature of this role. A waiver of £21k has already been signed for this.

## Options

7. Procure an interim with the objective of forming the Job Description (as none exists) and subsequently recruit a permanent replacement. In addition, the interim will provide stability to the role and department.

## Proposals – Recommended Course of Action

8. Proceed with the interim appointment with the intention of replacing this contract upon termination with a permanent recruitment for the post.

## Procurement Strategy

9. The procurement of the interim is via direct award.
10. The replacement “contract” will fall outside of the Procurement Code and into the City/Barbican recruitment policy. No extension or replacement of this interim contract should be considered.
11. Should an extension be required, a competitive process must be undertaken to ascertain best value is being achieved.

## Summary of Recommended Proposal(s)

12.

<b>Name of supplier</b>	Graham Pelton
<b>Length of contract:</b>	9 months
<b>Contract start date:</b>	26 <sup>th</sup> June 2017
<b>Contract end date:</b>	23 <sup>rd</sup> March 2018
<b>Total Contract Value:</b>	£21,000 + £112,500 = £133,500
<b>Annual Contract Value:</b>	£133,500
<b>Estimated Total Savings:</b>	£0

<b>Estimated Annual Savings:</b>	£0
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**Reasons for Waiver**

	<b>Reason for Waiver</b>	<b>Further information (please complete)</b>
<b>4</b>	<p><b>Retrospective Waiver</b></p> <p>(A purchase where previous authority has not been obtained). Under no circumstances should an officer proceed with a purchase with the intention of applying for a waiver retrospectively. City Procurement must be contacted prior to the placement of any order. Therefore a retrospective waiver will be noted and reported as a purchase where previous authority has not been obtained (non-compliance). However, it will allow the City to pay its contractual obligations.</p>	<p>Due to not being able to secure this via the corporate contract a retrospective waiver is being asked for.</p> <p>The time pressure was also a contributor as the School needed someone in place quickly.</p>

**Responsible Procurement Implications**

Insert brief comments here on any responsible procurement benefits arising from this contract award. Refer to guidance on Responsible Procurement Benefits at: <http://colnet/Departments/Chamberlains/City%20Procurement/Pages/Policy/Responsible-Procurement.aspx>

13.N/A

**Comments**

14.

<b>Department</b>	<b>Name &amp; Title</b>	<b>Comments</b>
City Procurement	David Scott, Category Manager	As the appointment has already been made there is little impact that City Procurement (CP) can have on this contract. As this will be replaced by a permanent appointment it will fall out of scope of the Procurement Code, however, any extensions to this agreement should come back to CP for review prior to agreement.

Comptroller & City Solicitor's	Philip Mirabelli Senior Lawyer	No comments
Financial Services Division	Sarah Wall Group Accountant	This is an important role, vital to the delivery of the Strategic Plan. Budget is available for this role.
Departmental Chief Officer	Lynne Williams Principal	As above

### Health & Safety Implications

15. None

### Conclusion

16. Members are asked to note the contract award for the Interim Director of Advancement to Graham Pelton for the value of £112,500 from 26<sup>th</sup> June 2017 to the 23<sup>rd</sup> March 2018.

### Appendices

17. None

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