

Sefton Council Children's Social Care IRO/CP Chair Team Manager



Applicant Recruitment Pack

Sefton is a really great place to live and work

Welcome

Hi,

Thank you for your interest in a permanent, full-time, contract for IRO/ CP Conference Chair Team Manager role within Sefton Council Children's Social Care.

This is a key senior statutory leadership role within the Safeguarding and Quality Assurance Service. We are seeking an experienced and confident social work professional with strong management and leadership experience, who is skilled in providing professional oversight, quality assurance and effective challenge across complex multi-agency safeguarding processes.

As the IRO / CP Conference Chair Team Manager, you will lead and manage a team of Independent Reviewing Officers and Child Protection Conference Chairs, ensuring high-quality, timely and outcome-focused Child Protection Conferences and statutory reviews. You will provide professional leadership to support robust decision-making, ensure children's voices are heard, risks are clearly analysed and plans effectively safeguard children and promote their welfare. You will also be responsible for addressing drift and delay, escalating concerns appropriately where practice or progress falls short.

If you value professional independence, strong multi-agency partnership working and leading practice improvement to make a meaningful difference to children's lives, we would be delighted to receive your application.

The Job Description and Person Specification for this role are included within the job pack. If you have any questions about the vacancy, please refer to the job pack for the appropriate contact details.

If, when you've finishing reading this pack, you like what you see, and Sefton's Vision and Values align to yours then we can't wait to hear from you.



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About the Borough of Sefton

Sefton is a confident and well-connected Borough, stretching from Bootle in the south to the coastal resort of Southport in the north. Home to more than 275,000 residents, Sefton encompasses a range of vibrant towns and communities, including Bootle, Litherland, Seaforth, Crosby, Formby, Maghull and Southport.

It is a fantastic place to live and work. As the northern-most Borough within the Liverpool City Region, Sefton offers a unique blend of beautiful coastline, countryside, attractive villages, thriving industrial areas and the busy Port of Liverpool.

With 22 miles of stunning coastline, Sefton is a leading coastal destination with a growing visitor economy. It is home to the iconic Antony Gormley *Another Place* installation, expansive beaches and protected sand dunes that support several rare species.

While each town and village has its own distinctive character, it is the people of Sefton who make the Borough truly special, creating diverse, welcoming and energetic communities in which to live, work, invest and visit.

Alongside its miles of golden sands, Sefton offers those who work here access to a world-renowned racecourse, prestigious golf courses, and National Trust nature reserves, ideal places to unwind, explore and enjoy leisure time.

The Borough benefits from excellent transport links, providing easy access to major North West cities including Liverpool and Manchester, and placing the Lake District and North Wales within reach for weekend breaks.

Whether you prefer vibrant town centres, friendly commuter towns, picturesque villages or stunning rural and coastal locations, Sefton offers a place to suit everyone. With house prices and rents typically lower than in neighbouring Liverpool and Manchester, you can enjoy coastal living while still being close to the buzz of city life.



Our Vision and Values

At Sefton Council, our vision is to deliver high-quality services that make a real difference to the lives of our residents, visitors, and communities. Everything we do is guided by a strong set of values that shape how we work and interact:



- **We put people at the heart of what we do** – ensuring our services are responsive, inclusive, and focused on improving lives.
- **We listen, value, and respect each other’s views** – fostering a culture of collaboration and mutual respect.
- **We develop a culture of challenge, ownership, innovation, and improvement** – encouraging creativity and continuous development.
- **We are ambassadors for Sefton** – promoting the Borough positively and proudly representing our communities.
- **We are responsive and efficient** – delivering services that are timely, effective, and customer-focused.
- **We are clear about what we can and cannot do** – being transparent and honest in all our communications and actions.

These values underpin our commitment to excellence, inclusivity, and innovation, ensuring that Sefton remains a great place to live, work, and visit.

Our Successes and Key Projects

Sefton Council is proud of its recent achievements and ongoing commitment to delivering high-quality services. Our Children Social Care services were recently graded Good by the Care Quality Commission (CQC), and our Children’s Services also achieved a Good rating from Ofsted. These



successes reflect the dedication and professionalism of our teams and our focus on continuous improvement.

Alongside these achievements, Sefton Council is actively delivering a range of major capital projects that will transform the Borough and stimulate economic growth. These include the Marine Lake Events Centre in Southport, the Strand Shopping Centre redevelopment in Bootle, and exciting developments such as the Cove Resort and Enterprise Arcade in Southport. We are also proud to support cultural and community initiatives like Salt and Tar, Bootle's vibrant events space, which hosts live music, comedy, and family-friendly activities, bringing people together and boosting the local economy.

These projects form part of our strategic investment programme to attract private sector-led development and create vibrant spaces for residents and visitors. We work closely with local communities to ensure these projects reflect their needs and foster a sense of ownership and pride.

For more information on these projects and to stay updated on progress, visit the Sefton Council website at www.sefton.gov.uk

An Inclusive Workplace

We are committed to fostering an inclusive Council that reflects the diverse communities we serve. Our workforce brings a wide range of experiences and perspectives, and we value an environment where everyone feels respected, supported, and able to reach their full potential.

Sefton is proud to be the first local authority in the Liverpool City Region to achieve **Navajo** accreditation, recognising our commitment to LGBTQ+ inclusion. We are also a Disability Confident employer and continue to build a workforce that represents our communities.

We support several staff networks, including groups for Black and Ethnically Diverse colleagues, LGBTQ+ staff, women, disabled employees, and a Christian Workplace Group.

As an Equal Opportunities Employer, we base recruitment solely on skills, experience, and suitability for the role. All applicants are treated fairly, and we have also recognised 'care experienced' as a protected characteristic within Sefton.



For more information, please refer to our [Equality, Diversity and Inclusion Strategy](#)

Liverpool City Region Fair Employment Charter



Sefton Council is proud to support the Liverpool City Region Combined Authority Fair Employment Charter, an initiative that promotes fair, healthy, inclusive, and just workplaces across the region. The Charter celebrates good employers and encourages the highest standards in employment practice, including fair pay, secure work, opportunities for progression, strong employee voice, and a commitment to staff wellbeing. By aligning with the Charter, we demonstrate our dedication to providing a fair day's pay for a fair day's work and to fostering an equitable and supportive working environment for all colleagues.

What We Can Offer You

- A supportive and collaborative working environment.
- An agile approach to working.
- Opportunities for professional development and career progression.
- A role where your work makes a real difference across the organisation.
- Flexible working arrangements supporting work-life balance.
- A strong commitment to equality, diversity, and inclusion.

You will benefit from a comprehensive local government employment package which includes the following:

- Competitive salary in line with NJC Local Government Pay Scales.



- Membership of the Local Government Pension Scheme (LGPS), providing a secure, defined benefit pension with employer contributions.

Annual Leave and Work-Life Balance

- Generous annual leave entitlement, 28 days annual leave rising to 33 days with 5 years continuous service.
- Additional public (bank) holidays.
- Flexible working options to support a healthy work-life balance, subject to service needs.
- Option to purchase additional annual leave.

Learning, Development and Career Progression

- A comprehensive induction programme.
- Access to a wide range of training, apprenticeships, learning, and development opportunities.
- Support for professional development and role related qualifications.
- Opportunities to develop your career within a large and diverse local authority.

Health, Wellbeing and Support

- Enhanced sick pay scheme.
- Employee wellbeing initiatives and access to occupational health support.
- Policies that promote physical and mental wellbeing in the workplace.

Family-Friendly and Inclusive Policies

Our family-friendly policies and flexible working arrangements help staff maintain a healthy work-life balance.

- Family friendly policies, including enhanced maternity, paternity, adoption, neonatal care and special leave to support with time off work to deal with issues when life events happen.
- A strong organisational commitment to equality, diversity, and inclusion.
- Reasonable adjustments and support to enable disabled employees to thrive.

Foster Friendly Employer Commitment

Sefton Council is proud to be a *Foster Friendly* organisation as recognised by The Fostering Network. We actively support employees who are foster carers or who are applying to foster by offering flexible



working arrangements, paid time off for fostering-related meetings and training, and a workplace culture that recognises the vital role foster carers play in our communities.

This commitment helps ensure carers can balance fostering responsibilities alongside career, and reflects our dedication to supporting children, families, and those who care for them.

Additional Benefits

- Access to salary sacrifice and employee benefit schemes (where applicable).
- Opportunities to contribute to meaningful work that supports local communities.
- A supportive, values led organisational culture.
- Free parking at office bases (dependent upon the work location).

About the Role

The IRO / Child Protection Conference Chair Team Manager is a senior statutory role within Sefton Council's Safeguarding and Quality Assurance Service. The post holder will lead and manage the Independent Reviewing Officer and Child Protection Conference Chairing service, ensuring high quality, timely and child-focused safeguarding practice that improves outcomes for children and young people.

The key responsibilities include:

- Provide strategic and operational leadership to the Independent Reviewing Officer and Child Protection Conference Chairing service.
- Ensure the Council meets its statutory obligations in the delivery of a Child Protection, Cared for Reviews, LADO and Foster Carer Reviews, complying with legislation, policy and procedures and relevant frameworks
- Manage, supervise and support staff, ensuring high-quality professional supervision, performance management and workforce development.
- Ensure Child Protection Conferences and statutory reviews are convened and concluded within statutory timescales and in line with legislation, policy and procedures.
- Maintain oversight and quality assurance of conference decision-making, plans, minutes and recording, ensuring accuracy, timeliness and legal compliance.
- Promote and ensure children's participation, advocacy and that the child's voice and lived experience are central to all reviewing processes.
- Provide professional challenge to practitioners and managers, addressing drift, delay or poor practice and escalating concerns appropriately to senior leaders or external bodies where required.
- Lead and promote effective multi-agency partnership working, ensuring strong engagement, accountability and shared safeguarding responsibility.
- Analyse performance, audit findings and service data to identify themes, risks and areas for improvement, contributing to service improvement and strategic planning.
- Lead and contribute to quality assurance audits, reviews, learning and development activity across Children's Social Care.



- Represent the Service and Council at internal, multi-agency and external forums as required.

Please see **Appendix A** for a full copy of the Job Description and Person Specification.

Top Tips on How to Apply

Submitting a strong application gives you the best chance of progressing to the next stage of the recruitment process. The following guidance applies to all roles and will help you prepare a clear, compelling application:

1. Read the Job Description and Person Specification Thoroughly

- Make sure you understand the key duties, expectations, and essential criteria.
- Use the person specification as your guide when writing your application.

2. Provide Clear Evidence of Your Skills and Experience

- Show *how* you meet the criteria using specific, real examples.
- Consider using the **STAR method** (Situation, Task, Action, Result) to structure your responses.

3. Tailor Your Application

- Avoid generic statements. Focus on experience that directly relates to the role you are applying for.
- Demonstrate how your strengths align with the organisation's values and priorities.

4. Highlight Your Achievements

- Include examples of work you are proud of or significant contributions you have made in previous roles.
- Emphasise impact – improvements, efficiencies, positive outcomes, or innovations.

5. Be Clear About Qualifications and Training

- List all relevant qualifications and professional training, including dates and awarding bodies.
- If you are working towards a qualification, include expected completion dates.

6. Showcase Transferable Skills

- Skills such as communication, teamwork, problem-solving, digital literacy, and organisation are valuable across all roles.



- Provide examples that demonstrate these effectively.

7. Check Your Application Carefully

- Review your responses for clarity, spelling, and completeness.
- Ensure all sections of the application form have been filled in fully.

8. Submit Your Application Before the Deadline

- Note the closing date and allow plenty of time to prepare your application.
- Late submissions usually cannot be considered.

9. Prepare for Potential Next Steps

- If shortlisted, you may be invited to an interview, assessment task, or presentation.
- Be ready to discuss your experience, approach to work, and examples of how you meet the role's requirements.

Application and Selection Information

The **closing date for this vacancy is the 24th of May 2026** (or earlier in the event of high volume of applications being received).

Provisional interview date is the 28th of May 2026 at Magdalen House, Trinity Road, Bootle L20

We are an Equal Opportunities Employer; all candidates will receive equal treatment. Our decision to appoint will be based upon whether an individual's skills, experience, qualifications, and abilities make them the most suitable candidate for the role.

All disabled and care experienced applicants will be offered an interview where they meet all essential criteria on the person specification.

Please ensure that you meet all the essential criteria outlined in the person specification before submitting your application. Only applicants who demonstrate that they meet all essential criteria will be considered and invited to interview.



Appendix A – Job Description and Person Specification

SEFTON COUNCIL Young People & Families

JOB DESCRIPTION

Post: IRO/CP Conference Chair Team Manager

Post Number: 20004

Gauge Reference: A3489

Team: Safeguarding Children Unit

Grade: M

Responsible to: Service Manager Safeguarding Children

Responsible for: Independent Reviewing Officers/Child Protection Case Conference chairs, Fostering IRO and CIN IRO.

JOB PURPOSE

To manage, develop and lead a team of Child Protection Case Conference Chairs/Independent Reviewing Officers in order to deliver high quality reviewing services that address the needs of children, young people and their families and lead to improve outcomes.

To be responsible for ensuring the highest standard of practice in the delivery of Child Protection Conferences, Cared for Reviews, and the responsibility and reviews of foster carers, whilst managing the reputation of the Service and the Council.

To ensure the Service responds to new challenges, priorities and requirements whilst maintaining the Council's statutory obligations and using resources in the most effective manner.

MAIN DUTIES

To:

1. Ensure the Council meets its statutory obligations in the delivery of a Child Protection, Cared for Reviews, and Foster Carer Reviews, complying with legislation, policy and procedures and relevant frameworks.
2. Provide effective leadership, management, supervision and support to the team and service for which responsibility is held, ensuring the Council/service aims and priorities are met.



3. Ensure a multi-agency partnership approach to decision making and be responsible for the decision-making process at conferences and reviews. Ensure that there is a framework for reviewing compliance with the plans made.
4. Ensure that dates for meetings fit within the statutory timescales for meetings and that they are conducted in line with relevant procedures. Make decisions to defer when there is insufficient information on which to base a decision.
5. Ensure that minutes and records of meetings are accurate, meet statutory and legal requirements and are distributed within the required timescale. Develop, maintain and comply with efficient and effective systems to ensure compliance with procedures and recording systems.
6. Enable the child and family to have a voice in meetings as appropriate and ensure that the rights of children and parents are adequately addressed. Consistently promote participation and ensure advocacy services are utilised where appropriate.
7. Challenge service decisions where necessary to fulfil an agreed plan of care and ensure any drift is dealt with promptly, to use statutory powers to escalate to senior management and external bodies where appropriate.
8. Liaise and negotiate with other professionals and agencies to ensure that the best possible outcomes are achieved for children, young people and families.
9. Model and use critical reflective skills in management/ practice and through supervision enhance your own and others practice. Ensure effective supervision and Performance Development Reviews are embedded across service area.
10. Ensure that high standards are consistently applied across all aspects of service provision, including the quality assurance of conference, Cared for Reviews, and foster carer review minutes and other relevant records and ensuring that statutory timescales are met.
11. Lead effective partnership working within and outside of the organisation, creating a culture that promotes meaningful participation of children and young people, parents, families, foster carers and communities, ensuring a multi-agency approach to decision making in Child Protection Conferences and Cared for Reviews.
12. Collate and analyse information data emanating from conference and review materials, identify and quantify shortfalls and recommend improved ways of working. Ensure the service workload is actively monitored and evaluated. Develop written reports evaluating the effectiveness of the child Protection, Cared for Reviews, and foster carer reviewing service.
13. Undertaking engaging quality assurance audits on behalf of the whole of Childrens Services
14. Ensure that an overview of information gained of children's needs informs the planning and commissioning of children's services



15. Provide challenge and take action to promote positive solutions through sharing of good practice and the provision of learning and development opportunities across the wider service.
16. Promote leading edge innovative best practice across all tiers of the workforce including partner organisations. Monitor and evaluate effectiveness and take action to address and alleviate emerging issues.
17. Access and make critical use of relevant knowledge from a variety of sources, including current legislation and ensure this knowledge is applied across the service. Performance Management
18. As a member of the leadership and management team contribute to the strategic and policy developments in the area of work/service.
19. Oversee a duty system that provides consultation and ensures that issues are dealt with within timescales.
20. Apply performance targets, performance management and support processes including the development and monitoring of team plans, delivery of effective personal caseload supervision and mentoring; performance development reviews; management of disciplinary issues; and provision of statistical and performance management information relating to the work of the team.
21. Ensure that a system of team meetings and group supervision is developed and provide opportunities for sharing best practice and learning from inspection and Serious Care Reviews.
22. Lead on ensuring that policies and strategies concerning information sharing and privacy, are informed by current legal and professional requirements concerning safeguarding, information sharing, confidentiality and data protection. Ensure the interface between ICS system and practice, ensuring system supports positive outcomes for people who use services.
23. Model effective communication skills appropriate to role and communicate effectively in highly charged, complex or challenging circumstances.
24. Lead on ensuring that policies, practice and strategies concerning discrimination and oppression reflect the law and current best practice
25. Ensure a high level of service delivery and ensure that complaints are fully investigated in line with the Service's complaints procedure.
26. Maintain own Continuous Professional Development and develop a high level of professional knowledge through research, and reading, providing consultation and maintaining a confident body of knowledge that informs management practice and style.
27. Manage and lead a team of staff who themselves are managers, including recruitment and selection, induction, training and personal development, absence management, retention, grievance/discipline/capability, succession /workforce planning.



28. Represent the Service/Council at meetings and conferences as appropriate.

29. Ensure that client information data is lawfully gathered, accurate, up to date and only divulged in accordance with the Data Protection Act 1998 and the local government common law duty of confidentiality. Failure to apply these duties can lead to the individual or the Service facing court proceedings.

GENERAL

This job description is a representative document. Other reasonable similar duties may be allocated from time to time commensurate with the general character of the post and it's grading.

This job description applies to a post within Children's Social Care, the team (and office location) that staff undertaking this job description are allocated to could change at the discretion of management following consultation with individual post holders.

In addition to his/her principal duties the post holder will be expected to contribute more widely to the overall development of the Service and the Council. You may be required to be available to contribute to the Out of Hours Service.

All employees are responsible for the implementation of the Health and Safety Policy so far as it affects them, their colleagues and others who may be affected by their work.

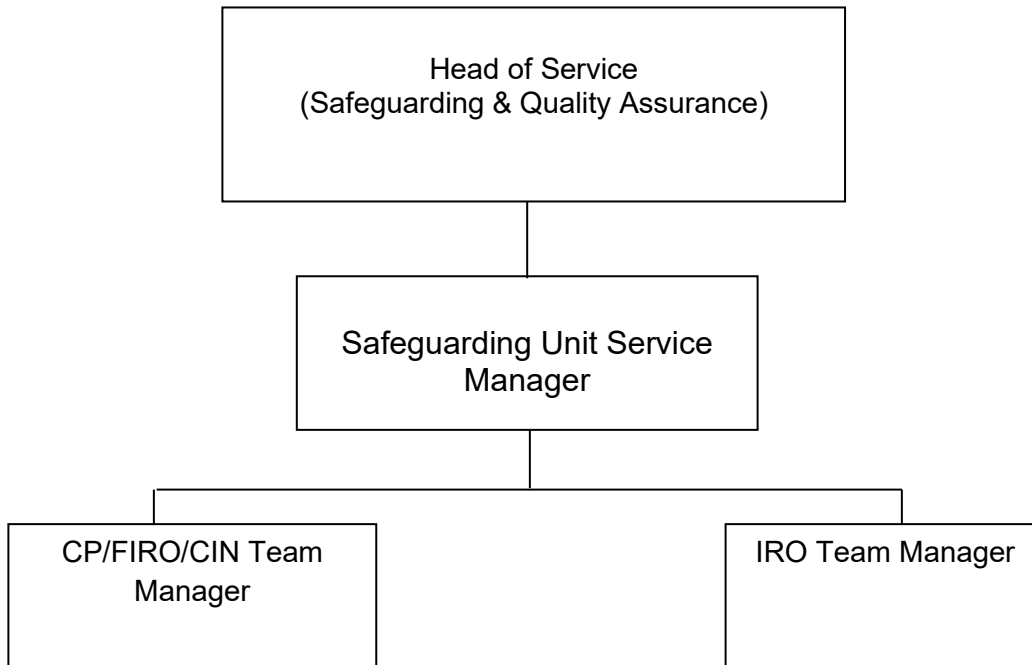
The post holder is also expected to monitor the effectiveness of the health and safety arrangements and systems to promote appropriate improvements where necessary.

All employees are expected to be committed to the Equality and Diversity policy and assist in removing the barriers to service delivery and employment to enhance a positive equality culture.

This post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. You are therefore not entitled to withhold information about convictions which for any other purposes are 'spent' under the provisions of the Act and any failure to disclose such convictions could result in dismissal or disciplinary action by the Authority. Any information given will be completely confidential and will be considered only in relation to the positions to which the Order applies.



ORGANISATION CHART



OTHER

There is an expectation placed on all newly recruited employees to achieve the appropriate level of NVQ at the first possibly opportunity.

CONFIDENTIALITY

Since confidentiality information is involved, the post holder will be required to exercise discretion at all times and to observe relevant codes of practice and legislation in relation to data protection and personal information.

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Prepared by: Sefton Children Social Care

Designation:

Date: 212 May 2026



SEFTON METROPOLITAN BOROUGH COUNCIL

SEFTON COUNCIL – PEOPLE DIRECTORATE PERSON SPECIFICATION

Please read the guidance notes before completing your application form. Please demonstrate, with examples, how you meet the criteria for the post, as set out below.

Job Title: IRO/CP Chair Team Manager Post Number:

Criteria	Essential	Desirable	Assessment Method
Qualifications	Social Work Degree or equivalent	E	C
	Current registration with Social Work England	E	C
	A recognised Management Qualification or commitment to work towards.	D	C/AF/I



<p>Experience</p>	<p>Recent, relevant and significant management experience within public service.</p> <p>Demonstrable and successful record of delivering accessible, high quality and customer-focussed social care services to vulnerable children and young people including Child Protection.</p> <p>Experience of chairing childcare meetings e.g. core groups, planning meetings and strategy meetings.</p> <p>A proven record of leading partnership working with a wide range of agencies, creating a culture that promotes meaningful participation.</p> <p>Significant experience of leading and managing a team with credible competency including in professional supervision.</p> <p>A proven track record of improving performance including creating and maintaining a culture where concerns about practice are effectively dealt with, including formal reporting to the regulator.</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>
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	<p>Ability to address issues of equality and discrimination effectively and promote access to appropriate services. Ability to champion children’s rights and participation.</p> <p>Ability to assess risks, children’s emotional, psychological and developmental needs and family functioning. Ability to evaluate plans and make appropriate decisions which safeguard children and promote their welfare.</p>	<p>E</p> <p>E</p>	<p>A/I</p> <p>A/I</p>
<p>Demonstrable skills, knowledge and aptitudes</p>	<p>Ability to chair complex meetings and to support others to do so under the Children Act 2004 and other relevant legislation.</p> <p>Ability to demonstrate effective leadership and management skills including detailed knowledge of organisational policies.</p> <p>Ability to facilitate organisational development at a local , and regional, providing the professional leadership required</p> <p>Ability to lead on ensuring policies and strategies concerning information sharing and privacy are informed by current legal and professional requirements.</p> <p>Ability to lead on ensuring policies, practice and strategies concerning discrimination and oppression</p>	<p>E</p> <p>E</p> <p>D</p> <p>E</p> <p>E</p>	<p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>



	<p>reflect the law and current best practice.</p> <p>High level of knowledge and understanding of appropriate legislative framework, including Care Planning, Placement and Case Review Regulations (England) 2010, Working Together 2018 and Care Planning for Looked After Children and Care Leavers.</p> <p>Substantial knowledge of social care provision for vulnerable children/young people and current research within child protection and childcare including outcomes from Inspections and Serious Case Reviews.</p> <p>Knowledge of relevant specialist areas e.g. Court work, Safeguarding, Looked after Children.</p> <p>A commitment to continuous professional development of self and others including the ability to coach and direct people.</p> <p>Ability to model and use critical reflective skills in management, practice or organisational supervision in order to enhance the organisations strategic outcomes.</p> <p>Proven ability to attract, lead, empower and motivate those involved in service delivery.</p> <p>Ability to work with a range of agencies and establish and maintain effective relationships.</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>
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	<p>High level of effective communication and interpersonal skills and ability to adapt to the needs of others.</p> <p>Proven ability to identify problems, challenges and strategic issues with vision, providing leadership and sense of direction.</p> <p>Proven skills of resource allocation in identifying and quantifying resources needed against increasing pressures of demand and supply.</p> <p>Ability to operate effectively with a high volume, at times highly sensitive workload and demonstrate personal resilience</p> <p>Ability to take advantage of, and effectively use information technology including ICS and to ensure and manage the consistent use across the team.</p> <p>Ability to work within professional and ethical standards including the Social Work England Standards of Conduct for Social Workers.</p>	<p>E</p> <p>D</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>
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<p>Special requirements</p>	<p>This post is registered as exempt from the Rehabilitation of Offenders Act 1974 and in accordance with the Police Act; the successful candidate must be able to obtain satisfactory Enhanced Disclosure and Barring Service (DBS) check in order to be appointed to the post. In this respect a criminal record check will be undertaken prior to confirmation of appointment.</p>	<p>E</p>	<p>C</p>
<p>Other</p>	<p>Ability to understand and demonstrate a commitment to equality and diversity.</p> <p>Must be legally entitled to work in the UK.</p>	<p>E</p> <p>E</p>	<p>A/I</p> <p>C</p>

