

CABINET

9 JULY 2013

RECRUITMENT FREEZE

Portfolio Holder: Councillor Alan Jarrett, Finance

Report from: Neil Davies, Chief Executive

Author: Tricia Palmer, Assistant Director, Organisational Services

Summary

This report brings forward a number of posts to be considered for approval.

1. Budget and Policy Framework

1.1 It is the responsibility of Cabinet to manage income and expenditure to remain within the budget approved by Council.

2. Background

2.1 At Cabinet on 7 January 2003 Members agreed a process by which directors could request approval to fill posts that are not on the list of exempted posts agreed by Cabinet on 10 December 2002. This process was introduced at a time of high concern about overspending as one measure to assist budgetary control. Members have indicated they wish to retain this direct detailed control of recruitment decisions while budgets remain difficult to manage.

2.2 The posts requiring approval to fill are being presented to this Cabinet with the following information: -

- Details of the post including directorate and section, post title, grade and location.
- Length of time post has been vacant.
- Impact on service if the post is not filled with particular reference to services to the public.
- Numbers of posts of this type within the function.
- Realisable savings including any proposals to provide the service in alternative ways, which could also lead to savings.
- Comments from the relevant portfolio holder.

3. Details of the post requiring approval

- 3.1 The following posts are coming forward for approval the details of which are shown at Appendix 1: -

Children & Adults

Support Services Officer
Support Services Assistant

Business Support Department

Democratic Services Officer
Macmillan Customer Contact (Initial Contact)
Communications and Marketing Team (various)

Regeneration, Community and Culture

GAPS Cross Border Placements Coordinator
NDI Project Coordinator.

- 3.2 The forms attached are email copies and the Assistant Director, Organisational Services, holds the signed copy. The Job profile and structure chart is also held in HR Services.

4. Risk Management

- 4.1 In order to assess the potential impact of posts upon the council's ability to achieve its strategic objectives, the attached forms include details of the likely impact on the service should the posts not be filled.

5. Financial and legal implications

- 5.1 The recruitment freeze was instigated to support the realisation of savings against the background of a forecast of a significant overspending. It remains important to ensure that where possible the drive to pursue savings continues. It is important that no cover is taken on to fill any posts which have not been identified as exceptions or been given Cabinet approval to be filled.
- 5.2 There are no legal implications arising from this report at this stage.
- 5.3 The posts will be filled in accordance with the Council's recruitment policies.

6. Recommendation

- 6.1 The Cabinet is asked to agree to unfreeze the posts as set out in Appendix 1 to enable officers to commence the recruitment process.

7. Suggested reason for decision

- 7.1 The posts presented to Cabinet will support the efficient running of the Council.

Lead officer contact

Tricia Palmer, Assistant Director Organisational Services, Gun Wharf, Dock Road, Chatham Telephone: (01634) 332853 Email: tricia.palmer@medway.gov.uk.

Background papers:

Cabinet report 10 December 2002

<http://democracy.medway.gov.uk/ieListDocuments.aspx?CId=115&MId=1834&Ver=4>

7 January 2003

<http://democracy.medway.gov.uk/ieListDocuments.aspx?CId=115&MId=1835&Ver=4>

CABINET APPROVAL FOR RECRUITMENT TO VACANCIES

Please complete this form, with all required signatures, and return to the Organisational Change Team, HR Services, 3rd Floor, Gun Wharf. You will also need to send an electronic word version to resourcing@medway.gov.uk, so that the approval form can be inserted into the cabinet report.

DIRECTORATE	Children and Adults	
SECTION	Children's Care	
POST TITLE	Support Services Officer	
GRADE AND SALARY RANGE	B1 (£22,958 – £30,011)	
POST NUMBER	8654	
LOCATION	Woodlands Place	
DATE POST BECAME VACANT	23/09/2013	
MANAGER POST REPORTS TO	Paul Munday	
*IS THIS REQUEST TO COVER PERMANENT RECRUITMENT	No	
*IS THIS REQUEST TO APPLY TO AN EXTERNAL AGENCY	No	
*IS THIS REQUEST TO COVER TEMPORARY RECRUITMENT FROM AGENCY POOL	Yes	
IF TEMPORARY PLEASE SPECIFY DATES FROM AND TO:	01/08/2013 to end of maternity leave	
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)		
WHICH PHASE OF BETTER FOR LESS DOES THIS POST RELATE TO? Phase 3		
<p>ARE THERE IMPLICATIONS FOR NOT FILLING THE POST PRIOR TO THE RELEVANT PHASE OF BETTER FOR LESS – IF SO PLEASE INDICATE BELOW</p> <p>Current permanent staff member is going on Maternity Leave, this is to request to offer a secondment for the period of the maternity leave. The post currently manages 9.56 fte Support Services Assistant, manages the site at Woodlands Place, has responsibility for performance reporting and completes the budget returns, oversees the legal process work. This work cannot be picked up elsewhere.</p>		
NAME OF RECRUITING MANAGER:		

Impact on Service – please include:-

- Information on the structure within this function indicating numbers of posts of the same type and how many corresponding vacancies – eg 20 care workers 2 posts vacant.
- Impact on the service if this post is not filled, with particular reference to services to the public.

1. Current permanent SSO going on Maternity Leave, this request is to offer a secondment opportunity to cover the work for that period. SSO currently managed the Integrated team at Woodlands. This post manages 9.56 fte SSA (D2) posts. Within Children's Services there are 3 SSO posts, the other 2 are filled; one permanently and the other acting up.

2. The post currently manages 9.56fte SSA's, manages the site at Woodlands Place, has responsibility for performance reporting and completes the budget returns, oversees the legal process work. This work cannot be picked up elsewhere.

Budget Issues

Please indicate:

1. The realisable savings if this post remained vacant until the 31st March 2014.
2. If any savings could be achieved by alternative ways of providing the service.

1. About 12,000 would be saved if the post remained vacant, however we would need to get some cover to undertake the workload as this cannot be distributed elsewhere.

2. The other two SSOs already work to capacity and although the SSAs will be entitled to apply for the secondment, it cannot be picked up onto their other workloads.

Please specify the funding source for this post:

Council fund

Comments from Portfolio Holder

Signed:
Portfolio Holder

Dated:

Signed:
Councillor Alan Jarrett

Dated:

Signed:
Director

Dated:

CABINET APPROVAL FOR RECRUITMENT TO VACANCIES

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DIRECTORATE	Children and Adults		
SECTION	Children's Care		
POST TITLE	Support Services Assistant		
GRADE AND SALARY RANGE	D2 (£15,039 – £19,126 Per annum)		
POST NUMBER	0969		
LOCATION	Woodlands Place		
DATE POST BECAME VACANT	From when SSA gets seconded out		
MANAGER POST REPORTS TO	Leanne Mark		
*IS THIS REQUEST TO COVER PERMANENT RECRUITMENT	No		
*IS THIS REQUEST TO APPLY TO AN EXTERNAL AGENCY	No		
*IS THIS REQUEST TO COVER TEMPORARY RECRUITMENT FROM AGENCY POOL	Yes		
IF TEMPORARY PLEASE SPECIFY DATES FROM AND TO:	For period of secondment		
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)			
WHICH PHASE OF BETTER FOR LESS DOES THIS POST RELATE TO? 3b			
ARE THERE IMPLICATIONS FOR NOT FILLING THE POST PRIOR TO THE RELEVANT PHASE OF BETTER FOR LESS – IF SO PLEASE INDICATE BELOW			
SSA being seconded from SSA post to cover SSO maternity leave due to business need for core elements of administration i.e. minute takers, and administration support to social workers the post will need to be backfilled temporarily.			
NAME OF RECRUITING MANAGER: Leanne Mark			

(* please delete as appropriate)

Impact on Service – please include:-

1. Information on the structure within this function indicating numbers of posts of the same type and how many corresponding vacancies – eg 20 care workers 2 posts vacant.
2. Impact on the service if this post is not filled, with particular reference to services to the public.

1. 5.16 fte SSA posts cover the safeguarding administration SSA post being seconded into a SSO role to cover maternity leave to help fulfil business needs therefore need to backfill the SSA post with an internal temp for the time of the secondment.

2. This team deals with the child protection and court work the support to the social workers is paramount to allow the social workers to focus on the vulnerable children and their families.

Budget Issues

Please indicate:

- 1. The realisable savings if this post remained vacant until the 31 March 2014.
- 2. If any savings could be achieved by alternative ways of providing the service.

Please specify the funding source for this post:
CW50M Woodlands admin budget as the SSA will be seconded out the savings made on her post will cover the temporary appointment.

Comments from Portfolio Holder

Signed:
Portfolio Holder

Dated:

Signed:
Councillor Alan Jarrett

Dated:

Signed:
Director

Dated:

CABINET APPROVAL FOR RECRUITMENT TO VACANCIES

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DIRECTORATE	Business Support	
SECTION	Democratic Services	
POST TITLE	Democratic Services Officer	
GRADE AND SALARY RANGE	PO2 (£31 754 – £40 741)	
POST NUMBER	3865	
LOCATION	Gun Wharf	
DATE POST BECAME VACANT	31 October 2013	
MANAGER POST REPORTS TO	Head of Democratic Services	
*IS THIS REQUEST TO COVER PERMANENT RECRUITMENT	No	
*IS THIS REQUEST TO APPLY TO AN EXTERNAL AGENCY	No	
*IS THIS REQUEST TO COVER TEMPORARY RECRUITMENT FROM AGENCY POOL	No	
IF TEMPORARY PLEASE SPECIFY DATES FROM AND TO:	Maternity cover November 2013 to July 2014	
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)	N/A	
WHICH PHASE OF BETTER FOR LESS DOES THIS POST RELATE TO?		
Phase 3		
ARE THERE IMPLICATIONS FOR NOT FILLING THE POST PRIOR TO THE RELEVANT PHASE OF BETTER FOR LESS – IF SO PLEASE INDICATE BELOW		
<p>The work of this post holder relates to the statutory functions of the Council. Following a reduction of 2.5 posts in Democratic Services and Members Services it was necessary, with effect from 2011/12, to reduce member level activity commensurately with a reduction in the number and frequency of Council, Cabinet and Overview and Scrutiny Committees. This temporary maternity related absence will require the remaining five Democratic Services Officers to cover meetings of the Business Support and CYP Overview and Scrutiny Committees, associated task group work, the Councillor Conduct Committee, the School Transport and Curriculum Appeals Committee, and a share of school admission appeals. This will be impossible without the recruitment of temporary cover or a commensurate reduction in member level activity. This could be done by ceasing support for all non-statutory meetings (e.g. Scrutiny Task Groups) and further reducing the frequency of other meetings.</p>		
NAME OF RECRUITING MANAGER: Julie Keith		

Impact on Service – please include:-

1. Information on the structure within this function indicating numbers of posts of the same type and how many corresponding vacancies – e.g. 20 care workers 2 posts vacant.
2. Impact on the service if this post is not filled, with particular reference to services to the public.

The Democratic Services Team consists of the Head of Democratic Services, six Democratic Services Officers and two Democratic Services Support Officers (who also provide members services reporting to the Head of Elections and Members Services). CIPFA benchmarking shows that the Medway Democratic Services Team is smaller and less costly than most in other Unitary Councils.

As outlined above, the work of this team relates to statutory member level decision - making directly connected to the major programmes and functions of the authority. A reduction of capacity equating to 1 FTE represents a requirement for other members of the team to cover a significant number of additional member level meetings, which is unsustainable for more than a few weeks without a commensurate reduction in member level activity. Otherwise there will be a risk that arrangements for meetings and related paperwork will fall short of the required standard with consequential risks affecting the quality of decision-making, accessibility of the formal processes of the Council to the public and potentially generating unfavourable publicity. In addition there may be weeks where there are simply too few staff to cover the number of meetings scheduled, given the frequency of un-programmed but essential additional meetings, staff annual leave and unplanned absences are factored in.

Budget Issues

Please indicate:

1. The realisable savings if this post remained vacant until the 31 March 2014.
2. If any savings could be achieved by alternative ways of providing the service.

If the post remained vacant for one month until 31 March 2014 the realisable saving would be £19 500.

There are no alternative options for provision of this service as the post holder is required to be an experienced Democratic Services professional with a detailed knowledge of the law and procedures for local authority meetings and an ability to exercise excellent judgement and a high level of political skills.

Please specify the funding source for this post:

Budget for Democratic Services

Comments from Portfolio Holder

Signed:
Portfolio Holder

Dated:

Signed:
Councillor Alan Jarrett

Dated:

Signed:
Director

Dated:

CABINET APPROVAL FOR RECRUITMENT TO VACANCIES

Please complete this form, with all required signatures, and return to the Organisational Change Team, HR Services, 3rd Floor, Gun Wharf. You will also need to send an electronic word version to resourcing@medway.gov.uk, so that the approval form can be inserted into the cabinet report.

DIRECTORATE	Business Support Department		
SECTION	Customer Contact, Welfare Benefits, Macmillan Service		
POST TITLE	Macmillan Customer Contact (Initial Contact)		
GRADE AND SALARY RANGE	D2 (£15,039 - £19,126) dependant on skills		
POST NUMBER	10031		
LOCATION	Gun Wharf		
DATE POST BECAME VACANT	28/06/2013		
MANAGER POST REPORTS TO			
*IS THIS REQUEST TO COVER PERMANENT RECRUITMENT	Fixed	term until	
	14/9/	2014	
*IS THIS REQUEST TO APPLY TO AN EXTERNAL AGENCY	No		
*IS THIS REQUEST TO COVER TEMPORARY RECRUITMENT FROM AGENCY POOL	No		
IF TEMPORARY PLEASE SPECIFY DATES FROM AND TO:			
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)			
WHICH PHASE OF BETTER FOR LESS DOES THIS POST RELATE TO?			
Phase One			
ARE THERE IMPLICATIONS FOR NOT FILLING THE POST PRIOR TO THE RELEVANT PHASE OF BETTER FOR LESS – IF SO PLEASE INDICATE BELOW			
NAME OF RECRUITING MANAGER: Sharon Watson			

Impact on Service – please include:-

- Information on the structure within this function indicating numbers of posts of the same type and how many corresponding vacancies – eg 20 care workers 2 posts vacant.
- Impact on the service if this post is not filled, with particular reference to services to the public.

Structure Information – Macmillan Welfare Benefit Service funded by Macmillan. 3 posts (2 Advisors and 1 Support Assistant). The current Support Assistant has been successful in her application for another role and therefore needs to be replaced.

Impact on service if not filled – Number of referrals has increased by 25% over the last quarter. The Admin Assistant role supports the Welfare Benefits advisors by completing the generic tasks such as making appointments, preparing case files and chasing for updates to enable the advisors to spend sufficient time advising clients on all aspects of Welfare Benefits.

The role is funded by Macmillan.

Budget Issues

Please indicate:

- 1. The realisable savings if this post remained vacant until the 31 March 2014.
- 2. If any savings could be achieved by alternative ways of providing the service.

Please specify the funding source for this post: Macmillan

Comments from Portfolio Holder

Signed:
 Portfolio Holder

Dated:

Signed:
 Councillor Alan Jarrett

Dated:

Signed:
 Director

Dated:

CABINET APPROVAL FOR RECRUITMENT TO VACANCIES

Please complete this form, with all required signatures, and return to the Organisational Change Team, HR Services, 3rd Floor, Gun Wharf. You will also need to send an electronic word version to resourcing@medway.gov.uk, so that the approval form can be inserted into the cabinet report. This form is not required for those posts covered by the exemptions list shown below.

DIRECTORATE	Business Support		
SECTION	Communications and Marketing		
POST TITLE	Various see below (permission is sought to recruit to any vacancies that remain once the internal restructure is complete)		
GRADE AND SALARY RANGE	Various see below		
POST NUMBER			
LOCATION	Gun Wharf		
DATE POST BECAME VACANT			
MANAGER POST REPORTS TO	Head of Communications and Marketing		
*IS THIS REQUEST TO COVER PERMANENT RECRUITMENT	Y		
*IS THIS REQUEST TO APPLY TO AN EXTERNAL AGENCY	N		
*IS THIS REQUEST TO COVER TEMPORARY RECRUITMENT FROM AGENCY POOL	Y		
IF TEMPORARY PLEASE SPECIFY DATES FROM AND TO:	Depends on vacancies arising from restructure		
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)			
WHICH PHASE OF BETTER FOR LESS DOES THIS POST RELATE TO?			
BfL changes already implemented for Communications and Marketing			
ARE THERE IMPLICATIONS FOR NOT FILLING THE POST PRIOR TO THE RELEVANT PHASE OF BETTER FOR LESS – IF SO PLEASE INDICATE BELOW			
No			
NAME OF RECRUITING MANAGER: Simon Wakeman			

(* please delete as appropriate)

Impact on Service – please include:

1. Information on the structure within this function indicating numbers of posts of the same type and how many corresponding vacancies – eg 20 care workers 2 posts vacant.
2. Impact on the service if this post is not filled, with particular reference to services to the public.

The Communications and Marketing team is currently subject to a restructure to improve the effectiveness of the team's work. The team delivers a range of communications services to ensure information about council services is provided to residents and businesses in Medway.

When fully staffed the team comprises 18.8FTE although the team has been holding a number of vacancies prior to the review being implemented.

To ensure the team can continue to provide communications services during the final stages of the review implementation, Cabinet permission is sought to undertake permanent recruitment to any remaining vacancies that may arise once internal slotting and internal recruitment to roles is complete.

Permission is also sought to undertake temporary recruitment to provide transitional cover while permanent recruitment is undertaken.

Budget Issues

Please indicate:

3. the realisable savings if this post remained vacant until the 31st March 2014.
4. If any savings could be achieved by alternative ways of providing the service.

If any remaining vacant posts following the restructure are not filled then savings could be made equivalent to approximately half the full year cost of those posts.

Comments from Portfolio Holder

Signed:
Portfolio Holder

Dated:

Signed:
Councillor Alan Jarrett

Dated:

Signed:
Director

Dated:

CABINET APPROVAL FOR RECRUITMENT TO VACANCIES

Please complete this form, with all required signatures, and return to the Organisational Change Team, HR Services, 3rd Floor, Gun Wharf. You will also need to send an electronic word version to resourcing@medway.gov.uk, so that the approval form can be inserted into the cabinet report.

DIRECTORATE	Regeneration, Community and Culture		
SECTION	Economic Development and Social Regeneration		
POST TITLE	GAPS Cross border placements coordinator		
GRADE AND SALARY RANGE	B2 - £27,052 – £34,549 per annum		
POST NUMBER	N/A		
LOCATION	Gun Wharf		
DATE POST BECAME VACANT	New post – 9 months maximum		
MANAGER POST REPORTS TO	Principal European Officer		
*IS THIS REQUEST TO COVER PERMANENT RECRUITMENT	No		
*IS THIS REQUEST TO APPLY TO AN EXTERNAL AGENCY	No		
*IS THIS REQUEST TO COVER TEMPORARY RECRUITMENT FROM AGENCY POOL	No		
IF TEMPORARY PLEASE SPECIFY DATES FROM AND TO:			
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)			
WHICH PHASE OF BETTER FOR LESS DOES THIS POST RELATE TO? N/A			
ARE THERE IMPLICATIONS FOR NOT FILLING THE POST PRIOR TO THE RELEVANT PHASE OF BETTER FOR LESS – IF SO PLEASE INDICATE BELOW N/A this is European funded			
NAME OF RECRUITING MANAGER: Solene Ferreira			

Impact on Service – please include:-

- Information on the structure within this function indicating numbers of posts of the same type and how many corresponding vacancies – eg 20 care workers 2 posts vacant.
- Impact on the service if this post is not filled, with particular reference to services to the public.

1. This post is quite unique as it focuses on a specific action delivery within the GAPS project: the cross border placements. The reason why we are creating this post is because failing to deliver the cross border placement could mean that we lose money for the apprenticeship scheme supported by the Council.

2. If we don't create and fill this post, we will not reach our target of cross border placements under the GAPS project. This means that we would risk having to lose funding from the European Union that we currently use on the Medway apprenticeship scheme. The apprenticeship scheme has been very successful and we want to be able to continue thanks to some of the European Funding.

This means that our residents and businesses from Medway would miss on the opportunities of both cross border placements opportunities and apprenticeships.

Budget Issues

Please indicate:

- 1. The realisable savings if this post remained vacant until the 31 March 2014.
- 2. If any savings could be achieved by alternative ways of providing the service.

1. This is not applicable: this is a new post created for a temporary basis of up to 9 months in order to counterbalance the delays taken in creating cross border placements opportunities. The budget is available on the GAPS project and funded through the European Money. If we don't recruit, we will not use the full funding allocated to the project

2. It is not possible to provide the service in another way as the funding has been allocated under the specific budget line staff. We would not be able to use the EU money under external services.

We have also tried using existing staff but the workload and the requirements of the tasks make it impossible to reach the set targets.

Please specify the funding source for this post:

This is 100% European funded through the GAPS project. There will be no cost to Medway core funding. The overall cost should be a maximum of £26 699.

Possibility of secondment

Comments from Portfolio Holder

Signed:
Portfolio Holder

Dated:

Signed:
Councillor Alan Jarrett

Dated:
Signed:
Director

Dated:

CABINET APPROVAL FOR RECRUITMENT TO VACANCIES

Please complete this form to request approval from Cabinet to recruit to vacancies and return to Carly Ridley, HR Services, Gun Wharf.

DIRECTORATE	Regeneration, Community and Culture	
SECTION	Economic Development & Social Regeneration	
POST TITLE	NDI Project Coordinator	
GRADE AND SALARY RANGE	PO1 £27,849 - £36,313 (0.8 FTE)	
POST NUMBER	10220	
LOCATION	Gun Wharf	
DATE POST BECAME VACANT	1 st June 2013	
MANAGER POST REPORTS TO	Principal Business Support Officer	
*IS THIS REQUEST TO COVER PERMANENT RECRUITMENT	No	
*IS THIS REQUEST TO APPLY TO AN EXTERNAL AGENCY	No	
*IS THIS REQUEST TO COVER TEMPORARY RECRUITMENT FROM AGENCY POOL	No	
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)		
NAME:		
NAME OF RECRUITING MANAGER: WAYNE SAUNDERS		

(* please delete as appropriate)

Impact on Service – please include:-

1. Information on the structure within this function indicating numbers of posts of the same type and how many corresponding vacancies – eg 20 care workers 2 posts vacant.
2. Impact on the service if this post is not filled, with particular reference to services to the public.

Medway Council is a Partner in Interreg 4A project NDI – New Deal for Innovation. The Post of Project Coordinator has previously been approved by DMT and Cabinet in 2012 and the post was recruited at 0.8FT from 1 August 2012. The current postholder has successfully gained promotion to the position of Programme Co-ordinator (RECREATE) leaving a vacancy with immediate effect. The project will run to June 2015 and is well advanced in delivering innovation services to businesses and it is essential that the momentum of the project is maintained. One of the key schemes within the project is the Innovation Vouchers programme, which enables local innovation small businesses to access local University research and development expertise to invest in the development of hi-tech products and services.

Budget Issues

Please indicate:

1. The realisable savings if this post remained vacant until the 31 March 2014.
2. If any savings could be achieved by alternative ways of providing the service.

NDI is funded from European Regional Development Fund via the Interreg IVA Channel programme until June 2015.

The maximum gross cost of the Post will be circa. £33k (PO1 Point 38 x 0.8FT) per

annum and the post will be on a fixed term contract up to 30th June 2015.

Please specify the funding source for this post:

The post will be financed entirely with EU funds.

Comments from Portfolio Holder

Signed:
Portfolio Holder

Dated:

Signed:
Second Portfolio Holder

Dated:

Signed:
Director

Dated: