**Business Services**

**Future Requirements beyond current discussions**

Blend of Support, Development, Governance, Organisational, Transactional, Support, Financial, Control Environment

Ongoing balance of how we cover for absences and leave and gear up to ensure we can develop, have cover and support and not leave ourselves exposed. Probably fair to say that we have erred on the cautious however as the focus increases on developing the business and delivering more, faster and on time then we need to ensure we gear up to have the support mechanisms in place to both support the process but also inform, develop and challenge as well.

**Finance**

**General Finance Support**

Initially 0.5 Finance Assistant type role. Basic level – transactional requirement to process growing level of activity

**Management Accountant Role**

Reporting, governance and control –to help focus on analysis and reporting of I&E performance

**Asset Accountant/Analyst/Cashflow incl Financial analyst/modeller**

Oversight and control of the capital pipeline, availability of funds, forecasting, reporting< budgeting etc. See below link to Commercial/Procurement – will span both areas.

**Commercial/Procurement**

**Procurement Assistant**

Day to day support for REDACTED, picking up the process related aspects of his work (maintaining Contracts Register, administering contract awards process etc). This will free up REDACTEDto concentrate more on strategic aspects of job (handling most complex procurements, driving process improvements, representing CES externally).

**Asset Accountant/Analyst/Cashflow incl Financial analyst/modeller**

Provide analytical support for Portfolio Performance and other reporting. Assist with business case modelling, including process automation. See above re Finance team – will span both areas

**Commercial Advisor**

Work closely with the Marine Team. Handle the day to day commercial aspects of the agreements managed by the Marine Team (particularly E&I). I’d continue to look after the more strategic/ complex issues.

**IT/GIS**

**Reporting and Automation Coordinator**

CES wide Business and Data reporting

**IT Assistant/Technician**

Prepare for Consilium contract to be scaled back and bring in support role for IT to support REDACTED. Role would also help cover REDACTEDabsence and improve turnaround times as well as being able to provide a more direct bespoke service for staff and Board.

**GIS**

Should be ok in short term one we have completed recruitment process

**HR**

We should be ok for a while re staff complement once we complete recruitment

However will need consultancy/short term support for:

System renewal/improvements

HR Pay and Conditions Update etc incl Competency structure

**Business Support**

**Further Exec Assistant support for Exec Team**

Perhaps one additional role to directly support Directors. We now have REDACTEDand REDACTEDhowever as the office continues to be used more and activity levels increase, I do feel that there is a discussion to be had on future support needs.

**Legal**

Query on future requirement. We have reviewed this and there is perhaps an update discussion as to how we can take this forward. REDACTED We will soon be two years into the contract that only had one bidder and so it is something that we will want start thinking about how best to plan ahead.