



ETB/SOLAS Project Management Office



ETB/SOLAS PROJECT MANAGEMENT OFFICE (PMO) Update

Spring is here and we welcome you to the fourth issue of the ETB/SOLAS PMO newsletter. As stated previously the purpose of this newsletter is to provide an update to all staff on the progress being made on the identified strategic priorities of the ETB/SOLAS Reform Programme. What has happened since our last issue?

The PMO has had significant communication and engagement with the ETB sector directly on a number of issues including base lining of payroll data, stabilisation of existing payroll systems and on-going issues in relation to people transferring from SOLAS to ETBs.

Communications

The importance of communications has been recognised from the outset as integral to the success of any reform programme.

The system of using a dedicated contact person in each ETB has ensured that communication for general distribution is forwarded to all staff. The final approved Communications Management Plan issued to the sector in late February. As you know, the dedicated ETB/SOLAS PMO area has been established on the DES website where general information can be accessed by all staff. Follow <http://www.education.ie/en/The-Department/Bodies-and-Committees/ETB-SOLAS-Project-Management-Office/ETB-SOLAS-PMO.html> to view our newsletters, the Communications Management Plan and other information.

In recognising the vital nature of communication, ETBs are requested to ensure that all means are used to share information, ideas and views within their organisation. Feedback, suggestions or comments to the PMO are always welcome and can be sent to ETBSOLAS_PMO@education.gov.ie.





PROJECTS

Payroll Shared Services:

As you are aware the internal project team from the ETB sector has been assembled and external assistance has been engaged to aid in the production of a Cost Benefit Analysis (CBA) report. The outcome of the CBA will inform the final decision to be taken on how to move this payroll function to a shared service model in line with the Education and Training Sector Shared Services Plan (2014—2016). Evaluation of the possible options for transitioning the existing 33 payrolls into 1 are currently being considered, assessed and analysed. This work is at an advanced stage. When a decision is taken on the preferred option, the project team will then plan for implementation and engagement with the sector.

Core Projects:

Approval has been granted by DPER to upgrade the Core payroll application, which has been hosted locally in each of 5 ETBs, and move to a managed service. This project, when completed, will address the critical risks associated with the current outdated payroll software and hardware. A sector-led Project Steering Group is overseeing the project. To date the analysis of the 'As-Is' Core ETB model has been undertaken and the design for the new standardised solution is well advanced. The next phase will include the model design agreement, development and release for user acceptance testing. It is expected that the pilot ETB, Cork, will be Live on the new solution by July 2014, with Donegal and Dublin Dun Laoghaire following shortly thereafter. Limerick Clare and Waterford Wexford are currently progressing the merge of their respective non Core payrolls before migrating to the managed service solution.

Manser Projects:

There are a number of Manser projects on-going within the merged ETBs. Manser Payroll merges have successfully taken place in 4 ETBs, with work on creditors/payments merges nearly completed. Future plans to implement a Manser portal system in 5 ETBs have also been approved recently. These projects have been supported by the PMO to support ETBs in their operation pending the delivery of future plans to move to a shared services model.



Transfer of SOLAS Training Centres

Logistics 12 SOLAS Training Centres are scheduled to transfer to 7 ETBs on 1st July 2014. SOLAS and the ETBs have established a Transfer Implementation Group (TIG) to ensure that there is a smooth transfer process. Three sub-groups for HR, ICT and Finance have also been established to ensure planning takes place in these key areas and report back to the TIG.

Delivery of training functions by ETBs not receiving training centres 5 ETBs will not have a training centre transferred to them. These ETBs do, however, have training functions under the ETB Act. The 5 ETBs concerned are Kildare and Wicklow, Cavan and Monaghan, Tipperary, Kilkenny and Carlow, and Laois and Offaly. There is a requirement to ensure that provision of training to learners is not disrupted by the reforms underway. ETBs with or receiving training centres will retain primary responsibility for training for 2014. A Memorandum of Understanding (MOU) will be prepared between an ETB with a training centre and the ETB without a training centre which the former supports. This approach ensures continuity of provision for learners while also allowing time to determine a longer-term solution for 2015 and beyond. A team, which includes representation from ETBs and SOLAS, has been established and tasked with examining identified viable options for delivery of training in these ETBs for 2015 and beyond, and making a recommendation to the ETB/SOLAS Programme Board. The first meeting of that team is due to take place on 17 April 2014.

Plan for future management and delivery of SOLAS transitional supports SOLAS and ETBs have prepared a joint paper around the transitional supports which SOLAS will provide to the ETBs. The paper highlights the key supports which SOLAS is to provide and a deadline proposed by SOLAS for those transitional supports ceasing. The Department has established a group to review the paper and to recommend an approach to the ETB/SOLAS Programme Board as to how necessary supports for ETBs will continue into the longer-term. Further information has been sought from the sector on that joint paper.

People The IR engagement on the position paper has continued. The most recent meeting between the Management and Staff Sides took place on 27 March last and the position paper is close to agreement, with some additional separate time bound processes to commence following formal sign off. Those issues are-

- Review of HR Policies
- Access to promotional posts
- Review of 1997 Collective Agreement
- Application of the Higher Grade Scales to SOLAS staff transferring to ETBs



ETB/SOLAS Project Management Office



ICT

Various meetings between the network providers for the sector and the Department have taken place over the last 6 months. A number of factors have been developed and considered in relation to the ICT connectivity for those ETB not yet connected. This has proven to be a challenging piece of work in coming to the right decision. A communication to ETBs on a way forward is expected before the end of April.



ETB/SOLAS ORGANISATIONAL DESIGN

The PMO is engaged in a project to devise future organisational designs for ETBs having regard to their future relationship with SOLAS. The deliverables of the project include a clear vision of their future organisational structures based on their new mandates, a set of values and principles which will inform the future organisational structures and a migration plan with practical levers through which the journey to the new organisational design can be achieved.

To progress this, a Consultative Team has been established with representatives from the ETB sector and SOLAS. The Consultative Team has met on 3 occasions to date and it is expected that this project will be completed prior to the end of July 2014.

