

April 2017

## HIGHLIGHTS

In this issue we have updates on the;

- *ESBS Head of Payroll Shared Services & Shared Services Project Manager for ETB Payroll to take up new roles in May*
- *Recruitment of remaining ETB Director posts complete*

## EDUCATION SHARED BUSINESS SERVICES (ESBS)

### ESBS – Payroll for ETBs:

The aim of this project is to deliver payroll as a shared service to the ETB sector.

In relation to the Request for Tender (RFT) specification to procure a new payroll system for the sector, the review comments from the Chief State Solicitors Office (CSSO) were received and discussed, along with the Office of Government Procurement (OGP), in April 2017. The RFT is now scheduled for finalisation with the Office of Government Chief Information Officer's (OGCIO) Peer Review Group prior to issue.

In March 2017, a Data Processing Agreement for the ETB Shared Service projects, which had been reviewed by the Department's in-house legal unit and by the Office of the Data Protection Commissioner, was circulated to ETB chief executives for agreement. These will form a basis for the project teams to proceed with the detailed analysis in preparation for data migration.

We welcome the appointment of both Micheál Lenihan, as Head of Payroll Shared Services and Valerie Considine, as Shared Services Project Manager for ETB Payroll, who are both due to start their roles May 2017.

### ESBS Centre:

Work with the Office of Public Works (OPW) on securing a lease for accommodation for the ESBS Centre continues. A design team are in place and the CSSO are negotiating final elements of a lease to be in place in 2017.

### ESBS – Finance for ETBs:

The aim of this project is to support the delivery of finance as a shared service to ETBs.

Draft "To Be" process maps were presented to the project Design Authority and reviewed over a series of 4 meetings in March 2017. These are being revised to reflect feedback for finalisation.

**Recruitment:** Following EOIs to the Sector in January, interviews in February, offers were accepted in March 2017 for a replacement Process Team Lead (pending a start date from CDETb) and a Transition Lead (promotion of project team member, Berni Toft).

*The role of the Design Authority is to ensure that the project products and/or solution meets the goals, needs and specifications of key stakeholders such as the ETB sector and the Department of Education & Skills and that the project delivers business value*

In parallel, a set of interim initiatives are at various stages including the phased introduction of e-Invoicing, purchasing card adoption, online property register (complete) and further to a formal request in March 2017 to support trainee payments (planning).

**e-Invoicing:** Electricity bills for all 16 ETBs are being received as e-invoices from *Energia* into the interim shared service since May 2016. Planning is underway to transition to *Airtricity* for electricity e-invoicing under the new OGP framework from mid-May 2017 and to convert more suppliers to e-Invoicing in targeted utilities and goods categories.

**Purchasing Cards:** The project team are supporting Kildare & Wicklow ETB and Kerry ETB as they prepare to pilot the rollout of purchasing cards.

The Finance project continues to engage actively with the Sector via a number of dedicated groups and forums.

## ORGANISATIONAL DESIGN PHASE I - RECRUITMENT OF SENIOR MANAGER POSTS

Following the merger of the VECs in 2013 the PMO undertook a project to review the organisational structure of the new ETBs. The result has been the creation of three senior management posts in each ETB – a Director of Schools, a Director of Further Education and Training (FET) and a Director of Organisation Support and Development (OSD).

The Public Appointments Service (PAS) recruitment process to fill these vacancies has recently concluded. The recruitment of the final 8 Director position will see this phase of the Organisational Design project complete. Phase II has already begun, and an update is available below.

## ORGANISATION DESIGN PHASE II – WORKFORCE PLANNING

The Department is working with ETBI on Phase II of the Organisational Design project following the conclusion of phase I, as above. The first stage is to review the current organisational structures within each ETB pillar (Schools, FET and OSD) and to decide how best to perform this review. The project will identify how ETBs aim to utilise their non-frontline staff to meet priorities and requirements over the next 3 years. It was agreed that ETBI will lead out on the project.

ETB staff representative were briefed on these developments on 6<sup>th</sup> April.

## QUALITY ASSURANCE

Several Quality Assurance projects across the ETB sector are progressing. A sector wide consultation process will be undertaken in May on a new ETB sectoral model and process for External Authentication/Moderation. Sectoral consultation will also be undertaken on 4 draft Assessment Policies and Procedures which have been developed by a sectoral working group, this consultation will be coordinated through each ETB.

A plan to support implementation of new QQI validation policy and criteria has been agreed and is being executed, standard ETB resources and templates are currently being developed for use across the sector. A detailed analysis has been conducted on the bank of Assessment Instrument Specifications (AIS) in former FÁS programmes. A project to review and update the AIS bank is commencing based on the feedback received during the detailed analysis.

If you have any queries on any of our projects, or suggestions on the newsletter you can contact the PMO by emailing [etbsolas\\_pmo@education.gov.ie](mailto:etbsolas_pmo@education.gov.ie)