

August 2017

HIGHLIGHTS

In this issue we have updates on the;

- RFT for a payroll solution for ETBs published, evaluation team in place
- Expressions of Interest (EOI) for project team roles to be shared with ETBs
- Payroll data cleansing underway in ETBs

EDUCATION SHARED BUSINESS SERVICES (ESBS)

ESBS Centre:

Lease negotiations have now concluded. A lease has been approved by the Department and has been submitted to OPW for final sign off. Once the lease is signed by all parties a process to finalise design and fit-out with the OPW will begin. The project teams will be the first people to be based in the new centre followed by ESBS staff in 2018.

ESBS – Payroll for ETBs:

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

On the 9th of June the Office of Government Procurement (OGP) on behalf of Department of Education & Skills published an RFT for a Payroll Solution for ETBs. This solution will be used by ETBs to capture and approve payroll and Travel&Subsistence claims, the ESBS Centre will use the solution to process these claims.

An RFT evaluation team has been assembled with strong representation from the ETB sector, the evaluation process will commence in August 2017.

On foot of the RFT being published the project manager, Valerie Considine, will be visiting with each ETB, the aim is to develop stronger lines of communication and begin change readiness in ETBs.

The data cleansing exercise in preparation for Payroll Shared Services continues; at this point ICT lead, Kieran O'Sullivan, has engaged with all ESI/Manser ETBs and has analysed their payroll data. Each ETB receives feedback on their data and where amendments may be required. The remaining ETBs will be contacted in the coming months.

The RFT will be evaluated on 2 main criteria;

- Cost 40%
- Quality of solution 60%

The OGP will ensure submissions are compliant and assess the cost element.

The evaluation team will assess the quality of each submission and score appropriately

ESBS – Finance for ETBs:

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

Recruitment: the finance project team are delighted to welcome Joan McCarville on secondment from City of Dublin ETB as Process Lead for the project. Joan's experience in ETB Finance and Training Centre background will be a great asset to the project going forward. Joan's first task will be to assist in the finalisation of the "To Be" process maps. An EOI to the ETB sector for support staff (grades III or IV) for both ESBS finance and payroll project will issue with a deadline in mid-August 2017.

Learner Payments System: ETB representatives, SOLAS and the PMO are working together to procure a Learner Payments System. This system will replace the Trainee Apprentice Payments System (TAPS) and will be extended to include the VTOS and Youthreach payments. A Request For Information (RFI) has been issued to the market in association with OGP to gauge market capabilities and costs re the new system.

e-Invoicing: the project team have transitioned to *Airtricity* for electricity e-invoicing given revised OGP framework from mid-May 2017 and plan to convert more suppliers 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

This project has resulted in a Public Appointments Service (PAS) recruitment process to fill 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). This phase of the Organisational Design project is now complete.

ORGANISATION DESIGN PHASE II – WORKFORCE PLANNING

The Department continues to work with ETBI as part of the joint working group on Phase II of the Organisational Design project. Data gathering templates have been drafted, and issued to the management and staff side for review. Following feedback, the templates were amended and issued to the sector on 3 July 2017. A workshop to support ETBs completing the templates was held on 13 July 2017 in ETBI. This workshop was attended by staff and management representatives.

QUALITY ASSURANCE

The consultation process has been completed on four Assessment procedures, the report is available here <http://www.etbi.ie/quality-assurance/>. The consultation process on a sectoral model for External Authentication has been extended until the end of July, to submit feedback see <http://www.etbi.ie/ea-consultation/>.

A sectoral report on QA Governance and individual evaluation reports for ETBs has been produced, a Governance handbook is being developed and should be available in Q3. A working group has completed templates and guidelines for the new validation policy and criteria, the documents are being piloted by QQI for the FET sector.

TRAINING CENTRE MIGRATION

ETBs and SOLAS are carrying out works to transfer the FAS legacy network (Training Centres) to the ETB networks. On completion the ETBs will provide ICT and helpdesk support for the Training Centres.

LEGAL SERVICES SUPPORT UNIT

The ETB Legal Services Support Unit has been established in conjunction with the OGP Framework for Legal Services to ETBs, to support the sector in the utilisation of the Framework.

The LSSU, together with the ETB Legal Services Framework, is central in promoting a standardised sectoral approach to legal issues, reducing sectoral risk, achieving value for money and ensuring quality of service delivery. The ETB Legal Services Framework launched on 14th March 2017. Since launch, 13 ETBs are actively engaged with the Framework.

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