

January 2017

HIGHLIGHTS

In this newsletter issue we have updates on;

- Expressions of Interest sought for roles with ESBS Finance and ETBI Legal Services Support Unit
- Head of Payroll Shared Services appointed
- New ESBS Payroll project manager recruitment complete
- Remaining ETB Director posts re-advertised

EDUCATION SHARED BUSINESS SERVICES (ESBS)

ESBS - Payroll:

The aim of this project is to deliver payroll as a shared service to the ETB sector. As of January 2017 all ETBs are operating a single payroll function for each ETB. The success of merging these databases has been due to the dedication and commitment of local payroll, HR and IT staff. In preparation for Payroll Shared Services the project team has carried out a data extract from a sample of ESI and MegaPay systems in order to get an early view of current anonymised ETB Datasets. From this we can understand the quality and completeness of each ETBs data. In addition this allows us the opportunity to build the tools required to enable an error free migration lifecycle.

It has been agreed that the new Directors of Organisational Support & Development will act as ETB Change Champions and will provide a key role in leading the change as Payroll Shared Services is rolled out to the sector. The Head of ESBS Payroll has been appointed, a start date is currently being arranged. The Head of Payroll will work closely with the PMO in establishing payroll as a shared service for ETBs. The interviews for a new Payroll Project Manager are complete, a decision and appointment is expected in early 2017. The RFT specification to procure a new payroll system for the sector is at final review stage with the Chief State Solicitors Office (CSSO) prior to issue.

ESBS Centre:

Work with the 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 aimed to be in place in early 2017.

We are happy to confirm that all [HEAnet services](#), including procurement frameworks, are now available to the ESBS Centre.

ESBS – Finance:

The aim of this project is to support the delivery of finance as a shared service to ETBs. As we progress this project we have undertaken a set of interim initiatives including the phased introduction of e-Invoicing, further purchasing card adoption and an online property register.

The mapping of current processes “As Is” is complete following visits to 6 ETBs (Limerick & Clare, Cavan & Monaghan, Donegal, Louth & Meath, Cork and Tipperary) by members of the project team. These process maps were presented to the project Design Authority. The initial development of the “To Be” process maps is underway.

e-Invoicing: Electricity bills for all 16 ETBs are being received as e-invoices from Energia into the interim shared service since May 2016. Having successfully added a further small regional supplier, planning is underway to convert up to 10 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 run an initial pilot rollout of purchasing cards.

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

RECRUITMENT OF SENIOR MANAGER POSTS

All new Directors have now taken up their new positions with the exception of the 8 outstanding appointments. In most cases these vacancies are currently being filled on a temporary/acting basis by staff in ETBs.

The Public Appointments Service (PAS) are currently running the competition for the remaining 8 permanent Director posts in ETBs; applications for these roles closed on the 5th of January 2017.

LEGAL SERVICES SUPPORT UNIT

The ETB Legal Services Support Unit (LSSU) has been established within ETBI to provide a range of legal services to the ETB sector including supporting the procurement of legal services. A manager has been appointed to the LSSU and expressions of interest have been sought from the sector for the other two roles in the LSSU.

A Legal Services Management Group has been established which will monitor and approve the work of the ETB Legal Services Support Unit (LSSU) on strategic and policy issues. The Group will oversee the achievement of the goals of the Unit and will report to the ETB/SOLAS Project Management Office.

A large number of tenders have been received by the Unit on foot of the recent Framework Tendering Exercise and a number of evaluation team meetings have taken place with a view to finalising the evaluation process early in 2017.

QUALITY ASSURANCE

Several Quality Assurance projects across the ETB sector have commenced and will be progressed in 2017, including the development of a new ETB model and process for External Authentication/Moderation and a new Assessment Handbook. An implementation plan to support implementation of new QQI Validation Policy and Criteria in ETBs is also underway. Working groups have been established through the ETBI QA Forum to progress this work. A new QA Development Officer will start in ETBI at the end of January to work on review and development of assessment instruments, in the first instance they will focus on updating these assessment instruments on former FÁS programmes.

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