

June 2016

RECRUITMENT OF SENIOR MANAGEMENT POSTS

Following the merger of the VECs in 2014 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. These additional Director posts are currently being recruited through the Public Appointments Service (PAS). The short-listing process is underway with preliminary interviews held in June followed by final interviews in July.

EDUCATION SHARED BUSINESS SERVICES (ESBS)

ESBS IS THE NAME WE ARE NOW USING TO REPRESENT ALL THE SHARED SERVICES PROJECTS FOR THE EDUCATIONAL SECTOR

ESBS - Payroll:

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

The process to identify and evaluate potential buildings and locations has been completed. We are now working with the OPW on a detailed structural evaluation of shortlisted buildings. As recommended in the business case for the project, the location will be in the south/west Dublin region.

Following an Expression of Interest (EOI) and open competition through PAS, the process to appoint a Head of Payroll Shared Services is nearing a conclusion. Following an EOI for project team support we are delighted to welcome Orlaith Benn to the project team on re-assignment from DDLETB.

The project is continuing to work on the process to procure a payroll system solution for the Shared Services Centre in collaboration with relevant State Agencies.

Work is on-going to define the business processes for the Shared Services Centre. This includes consultation and input from a project Design Authority and SME focus group whose members are nominated from ETBs. We will continue to keep you up to date on our progress through these newsletters and via HR/Finance forums.

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.

Following an EOI for project team support we are delighted to welcome April White as project team support on re-assignment from DDLETB. A further EOI was shared with the Sector and interviews are currently underway.

First 700+ live e-Invoices were received in May for electricity (Energia) and are being routed to schools/centres by email. Eliminating paper based and manual invoicing is a significant milestone.

The next phase is to export the e-invoices directly to existing ETB Financial systems – SUN (testing), Manser (planning) & SAP (to be agreed). The plan is to on-board more suppliers in targeted utilities and goods categories.

The project team with the support of Donegal ETB are looking to roll out the use of Purchasing Cards across the Sector. Purchasing Cards will allow delegated staff members to purchase necessary goods/services up to an agreed transaction limit. This initiative will make day to day procurement a simpler and more efficient process for ETBs.

The Finance project team continue to engage actively with the Sector via the project Steering Group, the ETB Finance Forum and a project focus group with over 45 ETB staff involved. The project team has also presented at a series of ETB based forums and user groups this year.

ICT FORUM

The ETB ICT Forum, with members from all 16 ETBs, met for the second time on 22 April. The recently drafted ETB ICT Strategy for 2016 is intended to support the ETB sector in promoting a single sector view of Information and Communications Technology. The strategy's aim is that future approaches related to ICT can be agreed within the sector in order to benefit from cost savings and Sector collaboration.

An example of this strategy in action is the proposed purchasing of an internet based business telephone system (Voice over IP) by Kilkenny & Carlow ETB. The ICT forum agreed to support KCETB in this project, with a view of rolling out the eventual system to the Sector. The ICT forum will meet again on 24 June.

LEGAL SERVICES

ETBI continues to engage with the Office of Government Procurement (OGP) and expects to complete a catalogue of legal services for ETBs soon. Having these legal services in place will enable ETBs to comply with procurement rules and requirements. This project steering group is also looking at other central supports that could be provided through ETBI to ETBs in the area of legal services. The Steering Group next meets on 4 July.

QUALITY ASSURANCE

The aim of the ETB Quality Assurance project is to ensure that Further Education & Training (FET) services provided by ETBs meet an agreed standard of quality across the sector. This standard will reflect the requirements of the external Quality Assurance body. The merging of VECs and incorporation of training centres has raised this need for an overarching approach to Quality Assurance in the FET area.

A Quality Assurance Steering Group has been established and a number of 'pop-up' task groups are working to determine priority actions and a schedule of work for 2016-2017.

OTHER PROJECTS

ICT Connectivity – Connectivity to Government Networks (GN) for all ETB Head Office locations is now complete. The final phase of this project is to connect all ETB Training Centres to GN, this work has begun and is on target to be completed in 2016.

ETB People – The issues referred to the Labour Relations Commission (LRC) were discussed at a Labour Court hearing on 19 January. The outcome of the hearing was discussed at the ETB Industrial Relations (IR) forum on 17 May. The matters contained in the outcome of the hearing are currently being considered by the staff representatives and will be discussed further at the next meeting of the ETB IR forum.

ETB Integration – Phase 3 Transfer of Training functions to five ETBs with no Training Centres. The transfer of training functions to CMETB, KWETB, LOETB, KCETB and TETB was completed as planned in Qtr 2 2016. We would like to thank the management and staff in both the "giving" and "receiving" ETBs for all the assistance in completing this project. We would also like to acknowledge the work of Mr Denis Rowan and Mr Jim Coughlan in managing and facilitating the transfers.