



ETB / SOLAS Project Management Office Update

PMO COMMUNICATIONS

We held focus groups in March to develop new ideas and methods for communicating with you.

25 ETB staff attended representing 12 ETBs, at two events held in Limerick & Clare ETB and Dublin & Dún Laoghaire ETB respectively.

Actions from the sessions are to use;

- More variety in how we communicate
- "Plain English" and less acronyms
- Face to face meetings in ETBs
- Explore use of social media

Next steps agreed include a wider employee survey and a communications plan to address your feedback.

What do we do?

You asked us to tell you what we do in the PMO in "plain English". In this update we provide information on some key projects.

If you have any queries on any of our projects you can contact the PMO by emailing etbsolas_pmo@education.gov.ie

Have your say with our survey

So we can continue to improve our communication we would appreciate your input by clicking the link below to complete a short survey <https://www.surveymonkey.com/r/88L2RMG>

SHARED SERVICES

Payroll: Since we last wrote to you at the turn of the year we have made good progress with the Payroll Shared Services Project. We have a project team in place led by a new project manager Kevin Cullen. We have engaged Deloitte Consulting for their expertise and help with the project. We are analysing how payroll currently operates across ETBs including City of Dublin, Cork and Longford & Westmeath, as an input into the design of the Shared Services Centre. We are looking at systems for the Shared Services Centre and how process automation and mobile technology could be used to help eliminate paper.

The business case for the Shared Services Centre recommended South/West Dublin region as our location; we are working with OPW and ETBs to identify a final site. We are developing our plans for shared services set-up and working towards doing this in the first quarter of 2016. We will keep you up to date on our progress through these newsletters and via HR/Finance forums.

Finance: A finance baselining exercise took place over the last number of months with ETBs. The purpose of this was to take a 'snapshot' of the ETB Finance activity at a current point in time. From this baseline we can look ahead to how shared services can assist to improve financial management for ETBs. The Finance team would like to thank the respective Finance people across the ETBs for their input on this. The baseline report findings were presented to the Finance forum and the report's recommendations were approved by the Project Steering Group this month.

The next step for the Finance team is to develop a business case which will examine the options for a finance shared services solution and issue recommendations for implementation.

In order to progress this project, a project manager, Michael Morgan and process lead, Charles Mitchell (of Galway & Roscommon ETB) joined the team earlier this year working with expert assistance provided by EY.

ETB Integration

People Our review of HR policies with staff representatives is nearing completion and issues not agreed will be jointly referred to the Labour Relations Commission for conciliation.

Organisational Design The Department of Education and Skills has secured agreement from the Department of Public Expenditure and Reform for a future organisational structure of ETBs, initially focused on the most senior management grade immediately below that of Chief Executive. A consultation process has been entered into with staff representatives and further consultation is planned in early June.