



ETB / SOLAS Project Management Office Update

PMO COMMUNICATIONS

The PMO has established a Communications Steering Group. This group is chaired by CE Eilís Leddy and the sector is represented by three other ETB staff members. The role of this group is to support and improve the Project Management Office's communication efforts and bring ideas from the sector. Outcomes from the work of the project steering group will issue to ETBs by mid October.

PAYROLL SHARED SERVICES

System Solution Payroll Shared Services

We are currently developing specifications for a system solution for Shared Services. This will mean a new HR system for ETBs to complete HR administration. HR Units and functions will continue to be part of ETBs. HR work will not form part of the Shared Service Centre. However, the Payroll Shared Services Centre will use the same system to process all ETB payrolls. The system will include Employee Self Service for ETB employees to securely access their own payroll data online.

Focus group & Design Authority

A Focus Group and Design Authority with representatives from the ETB sector has been formed to assist the project team with the development of the HR & Payroll solution.

Location

The project team are still evaluating different locations in the Dublin South West area for the Shared Services Centre, with the help of OPW. We will continue to update you as we make progress on all aspects of the project.

FINANCE SHARED SERVICES

Business Case Following approval of the draft ETB Finance Shared Services business case report by the Project Steering Group in July, the ETB/SOLAS Programme Board approved the report in early September. The Education & Training Reform Board approved the business case report in late September.

The ETB Finance Business Case has been approved by the Minister for Education and Skills and the Department is now engaging with the Department of Expenditure and Reform on it.

Briefings on the project were held in September, both at the HR Forum and with the group of unions. The project team met with ETB Finance Forum in mid-September to update them on the project and discuss proposed Retained and Shared Service Centre (SSC) Finance staffing.

Proposals have been obtained for consideration from existing Finance software suppliers enable, on an interim basis, e-invoicing and facilitate further purchasing card rollouts.

ETB Integration

ORGANISATIONAL DESIGN

The Department met ETBI on 16 September regarding the number of senior management posts, salary scale, job descriptions & requirements, job titles and recruitment process and wrote to ETBI on 21 September to confirm its position. Further engagement with the Public Appointments Service (PAS) on a recruitment campaign for senior management posts is ongoing.

Letters have been issued to a number of ETBs on the outcome of an initial consideration of administrative posts focused on critical gaps in Finance and HR functions. Consideration of FET vacancies has also taken place within the Department and letters have issued to the relevant ETBs. Further consideration of administrative posts is to take place in early 2016.

PHASE 3 TRANSFER TO NON TRAINING CENTRE TO ETBs

Local meetings between giving and receiving ETBs are continuing. Ongoing engagement is continuing between ETBs supported by Mr Denis Rowan and Mr Jim Coughlan. Meetings of the National Implementation Group and Project Steering Group were held on 29 September last.

Timelines: The Transfer of training functions from Louth/Meath to Cavan/Monaghan took place on 28 September. Indicative timelines for the 4 remaining ETBs is as follows:

Kildare/Wicklow – End October

Laois/Offaly – End 2015/Early 2016

Kilkenny/Carlow – End 2015/Spring 2016

Tipperary – Spring 2016

PEOPLE

The review of HR policies has been completed, with a small number of remaining issues being facilitated through the offices of the Labour Relations Commission. An information session was provided to HR Managers on 9 September at the HR Forum. Going forward any IR matters that arise can be raised through the normal avenue of the IR Forum chaired by the External Staff Relations Department of the Department of Education and Skills.