

September 2016

HIGHLIGHTS

In this issue of the newsletter we have updates on;

- The new Director posts for ETBs
- e-Invoicing and Purchasing cards for ETBs
- Change champions for ETB Payroll Shared Services
- The establishment of an ETB Legal Services Support Unit in ETBI

EDUCATION SHARED BUSINESS SERVICES (ESBS)

ESBS IS THE NAME WE ARE 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 project team have developed an RFT specification to procure a new payroll system for the sector. This is currently under review with the OGP before it can go to market.

Work with the OPW on securing a lease for accommodation for the ESBS Centre continues. Structural evaluations and legal examination are on-going.

A change champion proposal has been shared with the ETBI Chief Executive forum for their input. We aim to have champions across the ETB sector to assist us with establishing Payroll Shared Services.

The project team are engaging with some ETBs as a first step in the data migration process. This is being led by Kieran O'Sullivan, project Technical Lead.

The process to appoint a Head of Payroll Shared Services remains on-going.

Following the departure in August of Kevin Cullen as project manager for ESBS Payroll, Michael Morgan (ESBS Finance) has taken over responsibility in the interim.

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 we are delighted to welcome Bernadette Toft and Daryl Valentine to the project team on assignment from CDETB. Visits to four ETBs (Limerick & Clare, Cavan & Monaghan, Donegal and Louth Meath) took place in September as part of developing "As Is" and initial "To Be" process maps led by Charlie Mitchell, project Process Lead, formerly of GRETb. The first meeting of the project Design Authority group was held in September.

e-Invoicing: Beginning in May electricity bills for all 16 ETBs at a rate of over 700 a month continue to be received as e-invoices from Energia into the interim shared service. One new small regional supplier added successfully in September to further test the process.

Purchase Cards: Kildare Wicklow ETB and Kerry ETB have commenced an initial pilot rollout of purchasing cards (p-cards).

The Finance project team continue to engage actively with the Sector via the project Steering Group, Design Authority, 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.

RECRUITMENT OF SENIOR MANAGEMENT POSTS

While the final position is still evolving it looks like around 80% of the Director posts in the ETB sector will be filled from the Public Appointments Service (PAS) competition that was advertised in April 2016.

In the interim, each of the relevant ETBs will fill the remaining vacancies, circa. 8 Director posts, on a temporary/acting basis pending the filling of the posts on a permanent basis through PAS. The competitions for the filling of these temporary/acting Director posts will be run by each of the relevant ETBs and will be based on the requirements and competencies that are outlined in the PAS information booklets.

PAS has agreed to re-advertise the ETB Director recruitment competition and it is envisaged that this will occur later in 2016.

LEGAL SERVICES

An ETB Legal Services Support Unit (LSSU) is to be established within ETBI for a period of 3 years with a review to take place after 18 months to assess the effectiveness of the Unit.

The LSSU will provide a range of legal services to the ETB sector including supporting the procurement of legal services. The new Unit will be staffed by 3 personnel and the PMO has approved the recruitment by ETBI of two staff members - one at Grade VII and one at Grade III.

QUALITY ASSURANCE

Following on from our last update the ETB Quality Assurance (QA) project has agreed a number of actions to be progressed over the coming months in relation to;

- **Assessment;** including implementing a national approach to updating the existing assessment banks,
- **External Authentication (EA);** including the establishment of a new national ETB EA panel,
- **Programmes;** including planning for and supporting the implementation of new QQI validation policy and criteria,
- **New apprenticeships;** including supporting the development and implementation of new QA arrangements.

Colleagues should see the results and evidence of the work plan implementation in the coming months.

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