



ETB/SOLAS Project Management Office



Communications

Welcome to the final newsletter of 2014, a year that has seen immense change in the SOLAS and ETB sector. Significant progress has been made on a number of projects that form part of the ETB/SOLAS Reform Programme, including the transfer of training centres, the appointment of members to the new boards and improved connectivity for administrative offices.

The PMO is currently reviewing the communications methods utilised for 2014 and it has been decided to conduct a communications survey of ETB staff in 2015. The survey will assist the PMO identify any gaps that exist in our current Communications Management Plan. Your feedback will also inform the approach we take to communications in 2015.



In 2014 ...

- 19 training centres transferred to ETBs
- Appointments to new boards took place
- Payroll Shared Services Business Case was completed
- ICT connectivity progressed
- Manser merges were implemented
- We began to explore a shared services approach to financial services

Transfer of training centres

A Consultative group has been established to explore options around duration, staffing and reporting arrangements for the supports currently being provided by SOLAS. To date, the group has met on three occasions and at least one further meeting is planned before the group submits its report to the PMO.

Three meetings have taken place to progress the issue of reviewing the existing SOLAS HR policies. The purpose of this group is to provide a set of HR Policies that apply to all ETB staff and ensure a standardised approach where possible. In the event that agreement cannot be reached on any or all issues these matters will be referred to the LRC for assistance.

As stated in our October issue, a proposal was put to the staff side to ensure that the method for the application of the PCW agreement would continue to apply in a fair and consistent manner to the transferred SOLAS staff. At the request of the staff side it was agreed that a decision on this matter would be placed on hold pending the outcome of the review of HR policies.



PROJECT UPDATES

ETB CORE STABILISATION PROJECT

As previously notified the Core HR/Payroll system has 'gone live' in Cork ETB. There are however some minor system configuration issues which need resolving before we progress to the remaining ETBs. In preparation for User Acceptance Testing (UAT), Dublin and Dun Laoghaire, Donegal, Limerick and Clare, and Waterford and Wexford ETBs are completing a data cleansing exercise. Due to the pressing nature of year end payrolls and procedures, UAT is not expected to commence in those ETBs until January 2015 with a final project go-live implementation by April 2015. Adjusted plans and timelines are being developed by Core and the Project Steering Group.

ETB Finance Shared Services Project

The Steering Group for this project has been established with representation from the ETBs, SOLAS and the DES. The first meeting of this group took place on the 2nd of December.

A project plan has been prepared and the recruitment process for the Finance Project Manager and Process Lead is on-going.

Development of a Financial Base lining template is currently underway having collated feedback from an ETB consultative group.

E&Y have been appointed as the consultants to assist in the development of the business case.

ICT Connectivity

Connectivity to Government Networks for Cavan and Monaghan head offices has been established. At the time of writing, Waterford and Wexford were in the process of being connected and work in Donegal is expected to be complete by early December.

Council access permission has been granted in Limerick and work has commenced. Work in Tralee is now commencing.

A review of the connectivity project to date will be undertaken by the Project Management Office before a nationwide project is established in early 2015.

ETB PAYROLL SHARED SERVICES PROJECT

The ETB/SOLAS PMO is taking preparatory steps in anticipation of proceeding with the implementation of the payroll shared services project which is due to commence in January 2015. This includes the development of a payroll ICT strategy, the preparation of a request for tender for expert assistance and carrying out an initial location analysis exercise.

The Business Case recommended that an ETB Shared Services Centre (SCC) be established, operating from a single location in the south/west Dublin region. A survey of available and suitable potential accommodation in this region, including site visits, is underway. The Steering Group reconvened on 10th November and the next meeting is due to take place on 19th December 2014.