

# Single Scheme Administration Project

Quarterly Bulletin - Issue 1

May 2016



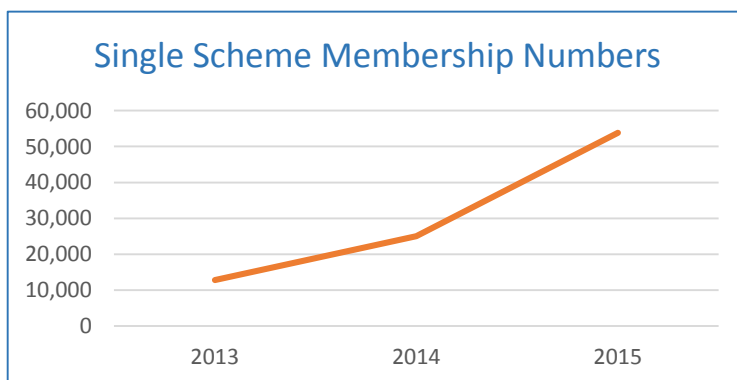
## Welcome

Welcome to the first quarterly bulletin on the Single Scheme Administration Project. This bulletin aims to share information with all public service bodies involved in Single Public Service Pension Scheme operation regarding project work planned in this area.

## Project Overview

A project to conduct a Feasibility Study has, this year, been initiated within DPER to examine various options for improving the administrative arrangements for the Single Scheme. This project will have regard to international best practice and will include cost benefit analysis of various options, leading to a recommendation to Government on a preferred option for implementation. If approved, this would lead to further design, build, test and implementation phases of work.

To date, work has focused on getting the project team and Programme Board established, and on assessing all public service organisations in scope, in order to define an approach to engaging with them on the work. The intent is to run a number of in-depth workshops with specific employers in each sector, to gain a greater understanding of their implementation challenges and assess the work that would be involved if the administrative model were to be changed. As these workshops progress, findings will be shared with all public service bodies.



Single Scheme membership numbers, as advised by all employers, have increased significantly since 2013 and so it is now timely to address the administrative arrangements in place.

### Programme Board

John Conlon – Chair, Dept. Social Protection

Oonagh Buckley - Senior Responsible Officer, Dept. Public Expenditure & Reform

Peter Brazel – Dept. Public Expenditure & Reform

Teresa Cody – Dept. of Health

Joan Curry – National Shared Services Office

Des Dowling – Dept. of Defence

Eithne Fox – Health Service Executive

Micheal Keogh – Dept. Education & Skills

Paul Lemass – Dept. Environment, Community and Local Government

### DPER Project Team

Martina Hennessy, Project Manager

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### Contact:

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## How is the Project Organised?

A core project team has been established within DPER to drive this work. However, execution will involve extensive collaboration with many public service bodies. A Programme Board, comprising senior managers from some of the largest sectors, has been put in place to provide advice and guidance on the progression of the project and to ensure specific sectoral challenges are given sufficient consideration.

## What does this mean for you?

Individual organisations from various sectors may be invited to participate in workshops during Q2 or Q3 in order to evaluate current implementation of the Single Scheme and assess options to improve it. These will likely need to involve HR, payroll and pension administration staff. As the project progresses, and findings are developed, information sessions will be scheduled to share information more broadly with all public service bodies.

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## Communications

This bulletin forms part of a communications plan for the project, which will involve sharing information both in person and in written form with various fora, for example the Personnel Officers and Finance Officers networks in the civil service. To suggest any networks that should be informed of this work, please contact the project team at [singleschemequeries@per.gov.ie](mailto:singleschemequeries@per.gov.ie).

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## Recap on the Baseline Study

A Baseline Study was undertaken in 2014 to gather details on how the Single Scheme was being implemented at that time. The findings indicated particular challenges in some sectors, where atypical work patterns and movement of staff between employers are common. That work identified a significant connection between payroll function and Single Scheme operation. As a consequence, the feasibility study is taking payroll functions as a starting point in determining how best to assess all organisations within the public service. The Baseline Report is available on the DPER website: <http://www.per.gov.ie/en/single-scheme/>

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## Reminder of Where to Find Policy Information

A reminder to all that all policy information relating to the Single Scheme, including circulars and information guides, is available on the DPER website <http://www.per.gov.ie/en/single-scheme/>.

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For further information or to be added to/removed from, the circulation list please email [singleschemequeries@per.gov.ie](mailto:singleschemequeries@per.gov.ie). If possible, please include your Relevant Authority identification number in any correspondence.