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**An Bille Fán Oifig Náisiúnta um Sheirbhísí  
Comhroinnte, 2016**  
**National Shared Services Office Bill 2016**

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*Meabhrán Mínitheach*  
*Explanatory Memorandum*

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**AN BILLE FÁN OIFIG NÁISIÚNTA UM SHEIRBHÍSÍ  
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**EXPLANATORY MEMORANDUM**

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***Introduction***

The purpose of this legislation is to create a formal and lasting structure to lead Civil Service Shared Services, which meets the requirements of international best practice in this area. These requirements can be summarised as follows:

- Clear accountability arrangements;
- Clear funding arrangements;
- An appropriate degree of operational autonomy; and
- A strong customer focus.

The specialist Shared Services role envisaged for the National Shared Services Office (NSSO) is not consistent with its current administrative basis within the broader policy-focused Department of Public Expenditure and Reform.

This Bill, which is essentially structural in nature, is set out in five (5) parts and the main provisions associated with each part are set out below.

***Main Provisions***

**Part I: Preliminary and General**

*Section 1* provides for the short title of the Bill and its commencement.

*Section 2, Definitions*, sets out certain terms used in the Bill.

*Section 3* provides a definition of *Public Service Body* for the purposes of this Bill.

*Section 4* provides for expenses incurred by the Minister for Public Expenditure and Reform (Minister) to be paid out of moneys provided by the Oireachtas.

**Part II: National Shared Services Office (NSSO)**

*Section 5* provides for the appointment of a day, by the Minister, to be the establishment day of the NSSO.

*Section 6* provides for the establishment of the National Shared Services Office as a body corporate.

*Section 7* outlines the principal functions of the Office.

*Section 8* provides for the transfer of certain functions of the Minister to the Office.

*Section 9* provides for the delegation of functions to the Office.

*Section 10* provides for directions of the Minister.

*Section 11* provides for staff of the Office.

*Section 12* provides for the Strategy Statement of the Office.

*Section 13* provides for advances to the Office by public service bodies.

*Section 14* provides for the appointment of consultants and advisers.

*Section 15* provides for the appointment of a chief executive.

*Section 16* outlines the functions of the chief executive.

*Section 17* provides for accountability of the chief executive to Oireachtas Committees.

### **Part III: Board of the NSSO**

*Section 18* outlines the membership of and processes for appointment to the Board.

*Section 19* provides for the functions of the Board.

*Section 20* provides for Oireachtas or European Parliament membership.

*Section 21* provides for the conditions of Office of members of the Board.

*Section 22* provides for vacancies on the Board.

*Section 23* provides for disclosure of interests.

*Section 24* provides for confidential information.

*Section 25* provides for meetings of the Board.

*Section 26* provides for Committees of the Board.

### **Part IV: Transitional and Consequential Provisions**

*Section 27* provides for the transfer of staff to the Office.

*Section 28* provides for the transfer of property to the Office.

*Section 29* provides for the transfer of records to the Office.

*Section 30* provides for the transfer of rights and liabilities to the Office.

*Section 31* provides for liability for loss occurring before establishment day.

*Section 32* provides for provisions consequent upon transfer of functions, assets and liabilities to the Office.

*Section 33* provides for the preservation of contracts.

### **Part V: Miscellaneous**

*Section 34* provides for the amendment of the Public Service Management Act 1997.

### **Schedule 1**

Sets out the public service bodies to receive services from the Office.

### **Schedule 2**

Sets out the functions of a public service body that may be delegated to the Office.

*Eanair*, 2016