

ORAL FLUID TESTING GOVERNANCE BOARD: MINUTES

Date:	15 February 2022	Location:	Webex
Time	9:30am – 11:00am		
Apologies:	AC Bruce O’Brien, Assistant Commissioner Deployment & Road Policing - Chair Ms. Gillian Ferguson, Director: Policy & Partnerships Supt. Steve Greally, Director: National Road Policing Centre, NRPC Supt. Brian Moyle, Director: Mobility & Digital Group Insp. Paula Holt, Police Prosecutions Supt. Melanie Aitken, Director: Safer People – <i>Has left OFT meetings – available on request</i> Supt. Anaru Pewhairangi, Director, MPES Engagement & Operations (Senior Supplier) – <i>Has left Police</i>		
Attendees:	Dr. Jennifer Grabow, Manager: Portfolio & Programmes, NRPC (Chair) S/Sgt. Christopher Whitehead, Programme Manager: Oral Fluid Testing, NRPC Mr Roger Jordan, Programme Manager: Oral Fluid Testing, NRPC – <i>new Programme Manager replacing Chris Whitehead</i> S/Sgt. Aaron Bunker, Manager: Strategy & Relationships, NRPC Insp. Jared Pirret, District Manager: Prevention (Senior User) Ms. Sharon Hart, Executive Director: Finance Mr. Blair Mills, Manager, Procurement & Contracts Management (Senior Supplier) Insp. Blair MacDonald, Manager: National Drug and Intelligence Bureau Insp. Mark Donaldson, Mobility and Digital – <i>on behalf of Brian Moyle.</i> Ms. Bronwyn Donaldson, Policy – <i>on behalf of Gillian Fergusson</i> Insp. Pete Jones, NRPC – <i>on behalf of Steve Greally</i> Supt. Warwick Morehu, Director, Training – RNZPC – <i>new member replacing Dean Clifford</i> Mr. Paul Comer, Director Communications, - <i>new member, new position (attended briefly to introduce himself)</i>		

#	Open Action Points	Who	Date Assigned	Discussion/Progress	Carry or Close
14	<p>s9(2)(g)(i) [REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	<p>CW</p> <p>SG</p> <p>SG</p> <p>SG</p> <p>SG</p>	<p>28/09/21</p> <p>26/10/21</p> <p>23/11/21</p> <p>15/12/21</p> <p>15/02/2022</p>	<p>s9(2)(g)(i) [REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>23/11: Work in progress. No update currently.</p> <p>15/12: Will be discussed next year (2022)</p> <p>15/02 – No update.</p>	Carry
16	OFT GB Member attendance: The group agreed that all members must register attendance or name a substitute with voting rights to replace them.	<p>All</p> <p>All /</p>	<p>26/10/21</p> <p>23/11/21</p> <p>15/12/21</p>	<p>04/11: Meetings invites for 2022 have been issued with clear messaging to members to register attendance or to name a substitute.</p> <p>23/11: Bruce requested that all members nominate their representative in advance (to Maureen).</p> <p>15/12: A list was passed around the members in the room to update.</p> <p>New action: Follow-up with members directly for those outstanding.</p>	Carry

		MC	15/02/22	15/02 – emails have been sent directly to those with outstanding information. The List is not complete and further follow up required. Staff movements and member changes also to be updated. New action: The group were asked to check the list and advise of any missing roles.	
		All			
22	Request update in Sentient to show benefit status as progressing	CW	15/12/21	19/01/22: Completed by Jo Beckford. New action: Jenny requested that Maureen request access to do this going forward.	Carry
23	Communications: Add the NRPC Portal as a Comms channel and connect in the new year.	CW/ SComm s	15/12/21	15/02 – Pete Jones advised that the Portal (part of the NRPC Toolkit) will not be ready until June. Chris confirmed that this has been included and will be incorporated into the overall Comms Plan.	Closed
24	ToR's - OFT Business Owner: Bruce to consult with OCGG (Maria Rawiri) to confirm the governance/ownership structure for the programme.	BO'B	15/12/21	15/02 – No update avail today.	Carry
25	ToR's -Accept changes as tracked as a draft, include ownership as being OCGG; current and review dates; replace background outputs with workstream names; (accept previously agreed change of 60 minute meetings in 2022 to 90 minutes) and review again at the next meeting.	CW RJ	15/12/21 15/02/22	15/02 – Changes made were accepted by the group. Chris queried who the Board is responsible to and requested appropriate wording for the inclusion of the Sub Portfolio board. Jenny suggested words with effect of "Consultation with the RP Sub Portfolio Board who have control over funding." Update required and review at the next meeting.	Carry

26	OFT GB Membership - Dean to discuss with Chris any possible changes to membership.	DC	15/12/21	15/02 – New Board member Supt. Warwick Morehu is in role replacing Dean Clifford.	Closed
27	OFT Meeting attendance - Send a reminder to members (and invited attendees) of the OFT GB Meetings.	CW	15/12/21	15/02 – Comment is made in every email sent to the members and attendees. Further follow-up in #16 being made to ascertain core group.	Closed
28	OFT GB Membership - Identify a Communications team member to attend the OFT GB Meetings.	CW	15/12/21	Paul Comer, Director Strategic Communications accepted role (interim). 15/02 – Paul attended the start of the meeting to introduce himself.	Closed
29	New external group quarterly update meeting - Develop ToR's for a group of external parties to be consulted with, include representation from such groups as discuss and noted above	CW RJ	15/12/21	Included agenda item for discussion 15/02/22 15/02 – New <u>action #36</u> supersedes. #36 requests for an engagement plan/strategy to be developed and options presented back to the Board.	Closed
30	New external group – OFT GB Agenda item - Include a 30minute Agenda item at the next meeting for this to be discussed.	CW	15/12/21	Included agenda item for discussion 15/02/22	Closed
31	Deployment model strategy - Gillian to arrange a Policy member to work with Simon.	GF	15/12/21	Simon has been working with Bronwyn and Adriana on the Model. 15/02/22 Agenda item included for presentation on updates.	Closed
32	Deployment model strategy – Simon to research AVSEC processes	CW/SM	15/12/21	15/02 – contact made and information included in the Deployment paper issued.	Closed
33	Evaluation criteria options - Initiate a two-hour workshop to work through options for the evaluation criteria for February with Sarah Czarnomski (EBPC), Rob Burns (Lesson's Learnt) and Nils van Lamoen (RP) leading the presentation.	CW	15/12/21	15/02 – Discuss as part of the agenda, general business. 15/02 – Agreement from the Board to include evaluation criteria within the Assurance Plan.	Closed

#	Agenda item	Key discussion and actions
1.	Welcome & Apologies	<ul style="list-style-type: none"> Dr Jenny Grabow opened the meeting, advising that AC O'Brien was unable to attend and had appointed her as Chair for today. Jenny noted attendees, new members, and apologies.
2.	Previous Minutes	<ul style="list-style-type: none"> It was noted that Minutes from the 15 December 2021 were accepted
3.	Open Actions review	<ul style="list-style-type: none"> As per table above
4.	Land Transport Bill Update	<ul style="list-style-type: none"> Chris advised that Parliament have been reading the Bill this month. Bronwyn advised that Parliament have now deferred the item until the first week in March due to Parliament working without officials this week due to the ongoing protest events.
5.	Programme Update: January Status Report	<ul style="list-style-type: none"> Roger introduced himself as the incoming OFT Programme Manager before commenting on key points from the monthly Sentient report Roger advised the Programme is on track and awaiting Royal Assent. He noted that an Amber is showing against the finances but work to confirm this for the Programme and workstream costs. Roger is reviewing the Programme artefacts and developing the indicative business case. The Interagency Group meeting scheduled for 16 February has been cancelled with the intention of reconvening after Royal Assent and the Bill content confirmed. Further discussion on this group in the agenda item listed. Case Management workstream is looking at an alternative solution as it appears that an OnDuty app will not be available for quite some time. <p><u>Risks and Issues</u></p> <ul style="list-style-type: none"> A risk review session will be added to a future agenda to review the risks and issues with the OFT Board. Roger highlighted the following current risks and issues. <u>Risk R13/11372 Absence or Abstraction</u> – impact of Covid on staff. Roger advised that any new implications need to be considered with Omicron/Covid implications in the current and near/ future settings as things develop. Jenny commented that supply chains are concerning. <u>Issue I2/11059 Opportunity Cost</u> for the NRPC: was proposed to be transferred into NRPC as part of the broader NRPC requirements and close the risk for the Programme. Roger asked the members for confirmation. Mark asked what happened since approval was given to hire a Data Analyst to perform this work, and if closed at this level how does the NRPC track this progress.

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		<ul style="list-style-type: none"> Chris responded to this advising that in light of the Martin Jenkins report, the NRPC are considering resourcing against a wider funding source. Pete added that the ABC review should give us better indication of where funding goes then apply the resources from there. This was followed by the question of whether the Deployment models will be covered before that happens. Mark responds that the risk for current requirements is being met and OFT is additional to this. Jenny advised that it fits to transfer the risk to the NRPC as the Programme is not responsible for resourcing. Members agreed to close the risk transferring it to the NRPC. <p>Action 34: Close Issue I2/11059 relating to Opportunity Cost and Transfer to the NRPC.</p> <ul style="list-style-type: none"> <u>Issue I3/11060 Evaluation of OFT Implementation work</u>. Roger advised that he will be developing an Assurance Model Plan across the workstreams, and this will include evaluations. Roger asked if he should progress the evaluations or can this wait until the assurance plan has been developed and include with that. Jenny responds yes, ok to wait for this and suggests Roger talk to Felix Jalleh for guidance over projects and programmes. s.9(2)(b) OIA [REDACTED] <u>Issue I6/11510 Strategic Communications workstream Lead vacancy</u> will be escalated next month unless an appointment is made. Roger advised that with the Bill currently being heard this week in Parliament, the vacancy is fast becoming a real issue for the programme. He noted that Paul Comer is working on a replacement for OFT. Chris informed the members that the position became vacant just on Xmas break. Jenny asked if Dan Ralph could be helpful in the meantime. Chris responds yes and that Dan is already working with OFT.
6.	NIA Reference Group Request Form	<ul style="list-style-type: none"> Members had previously received a copy of the NIA Request Form for review and noting. Chris advised that it was drafted in consultation with Mhoira Donachie (CM Lead) and Mark Johnson and is to be considered for prioritisation by the NIA reference group. Chris advised that he was presenting it to the Board before formally submitting the request to NIA (noting they already have a copy). Chris brought attention to the Problem and Opportunity Statement advising that earlier in 2021 the data ethnicity programme was not prioritised within Police, therefore the data available to the programme is constricted. Chris had had a discussion with Mark Johnson on potential to use of the word race rather than ethnicity and has made a note in the request form.

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		<ul style="list-style-type: none"> Chris has heard that the ethnicity project has been reactivated. Chris asked the group if anyone knew more about this. Jenny had not heard about this. Sharon suggested submitting the request to NIA with the preference for the word ethnicity and have dialogue from there. She supports keeping the original request as this is the requirement for OFT, regardless of the other project regarding ethnicity. Pete asked if Waka Kotahi are represented at the interagency group, with Chris confirming yes. Pete put forward the idea to consult with them in conjunction with licensing etc. Chris advised that he believes there is information collected during driver license application processes that are not recorded on the driver's license. He suggested this information may be able to be accessed from MOT to help with ethnicity etc. Jenny thought it would be good to know but thought it probably falls outside this programme. Sharon thought the best plan is to submit the NIA request internally. External links and connections may be of benefit in the future but cannot be anticipated at this stage.
7.	OFT Interagency Group	<ul style="list-style-type: none"> Roger spoke to this item advising the group that OFT is just part of the Bill. The original purpose of this group was to focus on OFT, however the Bill is much larger than the OFT Programme. Roger proposed to the group that with a broader scope than just OFT that the OFT Programme Manager may not be the right person to lead this group. Sharon asked what the current intention is. Roger advised it is to communicate with other organisations and discuss how the Bill is being implemented. This group allows for others to link together to support the introduction of aspects of the Bill into their own organisations. Chris advised that the biggest changes to note relate to the CIT processes. Currently ESR check for presence of alcohol, Police get notified and the person is charged. The blood nurse process will remain unchanged by the Bill, but the CIT will need to be brought in line with the proposed OFT provisions as indicated in the bill. Chris advised that he had a lot of calls about the coordination and support for other agencies affected by the Bill, so he established the group. Chris continued that as the OFT Programme only have knowledge about the OFT, we are seeing a risk with chairing this group. Sharon agreed and commented further that perhaps we should limit the group, in line with the programme scope. Sharon suggests a piece of work be undertaken to identify what parts of the Bill are relevant to Police and what are not. Chris advised he can advise what the key changes are outside of OFT that the bill includes. Roger asked that this be circulated to Members out of session. Agreed. <p>Action 35: Chris to develop information for the Boards consideration. The paper will be circulated out of session.</p>

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8.	New 'external parties / expert advisory group / Quarterly Update'	<ul style="list-style-type: none"> Chris advised of the action to create ToRs for this group for discussion. Chris advised of three key issues with this proposal. <ul style="list-style-type: none"> ➤ Currently no Strat Comms person to lead this. ➤ No identified audience yet – as lwi groups are to be identified and the Select Committee responders total 173people. ➤ Potential risk about missing people out and with these high numbers we are unable to hold face to face groups Chris queried if this group should include consultation with RPMs to identify stakeholders or to keep the audience small and look to an alternative forum other than direct talking/ face to face. Jenny agreed that it could be a problem. Chris has asked Dan Ralph for recommendations on external communication tools; options suggested are, Mail Chimp, LinkedIn group or a private Facebook group which was the preferred option recommended by Comms. Sharon noted the potential communication solutions put forward. However, recommended exploration of who our stakeholders are – as this may inform the best communication tool. Is this to be an advisory panel or an interest group – as these are quite different stakeholders. If this is an Advisory Group, then which decisions would they advise on and how would this fit with the Governance Board. Bronwyn thought a strategy should be developed on who and how to engage. <p>Action 36: Engagement strategy/plan to be developed with options to be presented to the Board.</p> <ul style="list-style-type: none"> Pete asked if this group was what the Minister was talking about, something he saw in a draft press release. Chris responds no that is the Interagency Group referred to. Roger and himself will discuss that as the press release reads like we are bringing in experts eg. Scientists etc. to the group. Chris has been asked to add comment on that.
10	Deployment: Model Presentation update & discussion	<ul style="list-style-type: none"> Simon joined the meeting at 10.25am to present his update. Members had been sent the updated strategy paper. Simon shared the document on screen and spoke to it updating the group on the key points and minor changes of: <ul style="list-style-type: none"> ➤ The main change is in the removal of any reference to targeted testing and introducing a risk-based regime. He explained that when Officers undertake a risk-based test, criteria needs to be met beforehand. Monitoring will be required of how often Officers choose to apply this criteria.

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		<ul style="list-style-type: none"> ➤ He continued with an example of for CVST they could test every second or third vehicle and as many as possible but that would be dependent on the equipment used. ➤ This regime would be trialed for a minimum of three months before IPT begins. Keeping this early phase pilot with CVST only allows time for assessment and process improvements if needed before working with the larger team. ➤ Data collection gathered over a 12-month period will be evaluated for improvements or change. • Simon continued when asked that the next steps are to continue with the Critical Command Information gathering and development. • Simon informed that the paper seeks noting, approval and endorsement on the 7 recommendations listed. • Simon invited questions. • Blair Mills comments on content in an accompanying paper and suggests the footnote be removed relating to needing 28 devices for the mobile buses as this is a risk for the Procurement project and a cause for concern for Probity matters. • Further discussion was had to clarify wording to use. <p>Action 37: Remove 'we require' in the footnote but include reference to 'needing to equip 28 buses with chosen equipment'.</p> <ul style="list-style-type: none"> • s.9(2)(g) OIA [REDACTED] • [REDACTED] • [REDACTED] • [REDACTED] • Pete commented that of the samples that were retested for drug content showed 60% with drugs versus 30% for drink only. • Simon added that the 60% was broken down into the drug groups, cannabis, meth, etc, sedatives and opioids detected were listed also. • Sharon supports seeing the evidence base. • Bronwyn advised that the government have agreed to a random drug testing regime. We know that 66k (year3) will not attain general deterrence. She thinks we should develop a model in line with random approach and then go back to government to say we need a risk-based criteria. • Simon s.9(2)(g)(i) [REDACTED] <p>[REDACTED] Data capture is the key.</p>

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		<ul style="list-style-type: none"> Bronwyn clarified that random is not noted in the Bill, but this was verbally discussed as the requirement. The risk is that we are putting risk-based assessment in our papers. Sharon asked about the CVST pilot seeking clarification that testing would only be commercial drivers. Simon responds yes, testing would be conducted under BAU processes. This is a safe start under a controlled group and manageable size of staff to allow for adaption if needed. Sharon asked if we are comfortable that we are getting a good cross section of society. Simon responded it is a good cross section and removes any bias. IPT will be introduced at the earliest point after the 3-month pilot with CVST and this will introduce more randomised testing across more sections of society. Simon advised that as next steps he would like to circulate it through the districts and gain iwi involvement. He asked the Board if they would like him to consult with these groups and report back. Jenny discussed the request with Pete, advising that there are a lot of questions, and some will remain unanswered until the legislation is passed but she suggested it is time to consult given we have 12 months to implement. Pete agreed with this. Bronwyn suggests consultation with CVST and IPT, then districts, then Waka Kotahi and MoT. Jenny asked the programme to establish the next steps from here. Sharon asked if we are voting on the recommendations with Simon adding that it would be good to have support for the strategy presented from the Board before commencing consultations. Jenny put it to the group asking if there is support. Support was given with the following action required. s9(2)(g)(i) Roger clarified with the group that they are asking for district consultation first then to bring back findings to the Board, then external groups from there. This was confirmed by the group and Chair.
11.	Any other business	<ul style="list-style-type: none"> Chris advised that his last official day with the Programme will be Friday 18th February leaving Roger to take over fulltime. Chris thanked the group for their support which was returned by Jenny showing appreciation on behalf of the Board for his work.

#	Agenda item	Key discussion and actions
12.	Meeting Close	<ul style="list-style-type: none"> The meeting closed at 11:02am
The next meeting scheduled is on <u>Tuesday, 15 March 2022, 09.30am – 11.00am</u>		

#	New Action Points	Who	Date Assigned
16	<p>OFT GB Member attendance: The group agreed that all members must register attendance or name a substitute with voting rights to replace them.</p> <p>23/11 – Bruce requested that all members nominate their representative in advance.</p> <p>15/12 - Follow-up with members directly for their nominated representative.</p> <p>15/02 – emails have been sent directly to those with outstanding information.</p> <p>The List is not complete and further follow up required.</p> <p>Staff movements and member changes also to be updated.</p> <p>New action: The group were asked to check the list and advise of any missing roles.</p>	All	<p>26/10/21</p> <p>23/11/21</p> <p>15/12/21</p> <p>15/02/22</p>
22	<p>Request update in Sentient to show benefit status as progressing</p> <p>New action: Maureen to request access to update Benefit status herself.</p>	MC	<p>15/12/21</p> <p>15/02/22</p>
25	<p><u>ToR's</u> - Accept changes as tracked as a draft, include ownership as being OCGG; current and review dates; replace background outputs with workstream names; (accept previously agreed change of 60 minute meetings in 2022 to 90 minutes) and review again at the next meeting.</p> <p>15/02 further updates required and review at the next meeting</p>	RJ	<p>15/12/21</p> <p>15/02/22</p>
29	<p><u>New external group quarterly update meeting</u> - Develop ToR's for a group of external parties to be consulted with, include representation from such groups as discuss and noted above.</p> <p>15/02 – An engagement strategy/plan to be developed with options and presented back to the Board for consideration.</p>	RJ	<p>15/12/21</p> <p>15/02/22</p>
34	Close Issue I2/11059 relating to Opportunity Cost and Transfer to the NRPC.	RJ	15/02/22
35	s9(2)(g)(i)	CW / RJ	15/02/22
36	<u>New 'external parties / expert advisory group / Quarterly Update'</u> Options for an engagement plan/strategy to be developed and presented to the Board.	CW / RJ	15/02/22

#	New Action Points	Who	Date Assigned
37	<u>Deployment Strategy Paper</u> : Remove 'we require' in the footnote but include reference to 'needing to equip 28 buses with chosen equipment'.	SM	15/02/22
38	s.9(2)(g) OIA [REDACTED]	SM	15/02/22