



NEW ZEALAND
POLICE
Ngā Pirihimana o Aotearoa

**NATIONAL ROAD
POLICING CENTRE**

ORAL FLUID TESTING GOVERNANCE BOARD: MINUTES

Date:	15 March 2022	Location:	Webex
Time:	9:30am – 11:00am		
Apologies:	Ms. Gillian Ferguson, Director: Policy & Partnerships Supt. Steve Greally, Director: National Road Policing Centre, NRPC Supt. Brian Moyle, Director: Mobility & Digital Group Supt. Warwick Morehu, Director, Training – <i>apologies from 10.00am</i> Insp. Mark Donaldson, Mobility and Digital – <i>apologies from 10.00am</i> Supt. Greg Williams, Director: National Organised Crime Group Mr Daniel Wildly, Director: National Intelligence Mr. Bill Peoples, Manager Legal – <i>available on request</i> Supt. Melanie Aitken, Director: Safer People – <i>available on request</i>		
Attendees:	AC Bruce O’Brien, Assistant Commissioner Deployment & Road Policing (Chair) Dr. Jennifer Grabow, Manager: Portfolio & Programmes, NRPC Mr. Roger Jordan, Programme Manager: Oral Fluid Testing, NRPC Insp. Jared Pirret, District Manager: Prevention (Senior User) – <i>from 10.00am</i> 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 Insp. Mark Rowbottom, Manager: National Tasking & Coordination Insp. Paula Holt, Director Police Prosecutions & Resolutions Mr. Paul Halford, Manager, Marketing & Brand, Communications Insp. Dan Mattison, Manager: Strategy and Relationships, NRPC		

#	Open Action Points	Who	Date Assigned	Discussion/Progress	Carry or Close
14	<p>s9(2)(b)(ii)</p> <p>[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>15/03/22</p>	<p>s9(2)(b)(ii)</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	Closed
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 / MC</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>	Closed

		All	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.	
		RJ/MC	15/03/22	15/03 – List confirmed to be up to date. Further staff change information to be captured and list reissued next month. 17/03 – Agreement from AC O'Brien to close and maintain as a BAU function.	
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. 15/03 – Actioned. Close.	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 15/03/22	15/02 – No update avail today. 15/03 – Governance team are considering this. Aiming to confirm ownership next month. Once confirmed the ToR will be updated and sign-off requested.	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 15/03/22	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. 15/03 – Feedback from #24 required before finalising.	Closed

				17/03 – Agreement from AC O'Brien to close this and update in #24.	
34	Close Issue I2/11059 relating to Opportunity Cost and Transfer to the NRPC.	RJ	15/02/22	15/03 – Issue Closed.	Closed
35	<u>OFT Interagency Group</u> : Chris to collate information on what is required from Police outside of the OFT programme to meet the legislation requirements. This paper will be circulated to the members out of session.	RJ SG/DM/ Policy	15/02/22 15/03/22	15/03 – Question remains of what the focus for this group should be and which group/person should Chair. New Action (see #44) opened for Policy/Steve/Dan to meet to discuss and report back to the Board next month with an update.	Closed
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. (Supersedes action #29)	RJ RJ	15/02/22 15/03/22	15/03 – Purpose and audience discussed by the Board. New Action (see #45) opened for Roger to engage with Dan Ralph and Penn Forrest along with support from Paul to discuss as a further potential communications channel.	Closed
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	15/03 – updates confirmed. Close	Closed
38	<u>Deployment Strategy Paper</u> : Remove the 'member or gang associate' line from the paper and the presentation and apply a DRAFT watermark on them	SM	15/02/22	15/03 – updates confirmed. Close	Closed

#	Agenda item	Key discussion and actions
1.	Welcome & Apologies	<ul style="list-style-type: none"> AC O'Brien opened the meeting, noting attendees and apologies. <p>CHAIRMAN'S NOTE</p> <p>It is noted that the OFT Board meetings are 1.5 hours long, and even though there are competing priorities and busy schedules this is a big piece of work for Police, therefore Members should be in attendance for the full meeting time or have representation if unable to attend for this period.</p>
2.	Previous Minutes	<ul style="list-style-type: none"> Request for amendments to the Minutes were made by members, once these amendments have been incorporated, a final version will be circulated.
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"> It was advised that Royal Assent was received 11 March 2022, therefore OFT commencement date of 11 March 2023, and that the third reading incorporated several amendments, most significantly around oversight of the legislation post implementation.
5.	Project Update: February Status Report	<ul style="list-style-type: none"> The February Status Report was reviewed with members. Points of note: <ul style="list-style-type: none"> Red status noted for Finances, due to a variance identified for this year which has been discussed with the Portfolios & Programmes office who have identified available funding to cover the variance. Amber status for Schedule and Scope; <ul style="list-style-type: none"> Now that Royal Assent has been received the schedule can be refined and confirmed. The scope needs clarification around the entire Bill impact on Police and is a discussion currently with Road Policing Senior Leadership Team. Progress with the Procurement workstream and the intention to issue the OFT Device Request for Pricing on 21 March 2022. <p><u>Risks and Issues</u></p> <ul style="list-style-type: none"> A list of all project risks and issues currently recorded were sent to members. As issues and risks are a specific meeting agenda item these would be reviewed at that time. It was identified that an OnDuty solution would be the preferred to be available at go live, to ensure consistency for the users when dealing with a similar process, i.e. EBA. <p>Action 39: Roger to establish if OFT is being represented in the current Mobility workplan. If not, then discuss with Brian and Mark D how to request this.</p>
6.	Key Issues & Risks - Review of mitigating actions	<ul style="list-style-type: none"> A detailed review with the members noting risks and issues was undertaken, reviewing the impact and likelihood rating of each, along with the identified mitigating actions. #11060 Evaluation of OFT implementation work streams: <ul style="list-style-type: none"> Included in the Assurance Plan which will be discussed today with a view to closing this issue.

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		<ul style="list-style-type: none"> • #s9(2)(b)(ii) <ul style="list-style-type: none"> ○ Propose to close this as per action item and previously agreed by Supt. Greally as this is out of scope for OFT and has been transferred to the NRPC. Closed. • #11066 Project delivery time constraints: <ul style="list-style-type: none"> ○ No reporting requirements are noted during delivery phase. Monitor as part of the project progress and quarterly reporting channels via RSPP and Road to Zero. • #11070 Disproportionate impact on minority groups: <ul style="list-style-type: none"> ○ Request to maintain the same language as used by UPD (Understanding Policing Delivery). Bruce will connect Roger with Bailey Tuioanufili to discuss. ○ This group looks at mitigating bias and Bruce would like to present to them with Roger and Steve on OFT. <p>Action 40: Bruce to connect Roger with Bailey Tuioanufili from UPD. Action 41: Roger / Steve / Bruce to present to UPD on what OFT is.</p> <ul style="list-style-type: none"> ○ Using Comms/engagement strategy to mitigate to be added. • #11573 Accuracy of oral fluid testing results: <ul style="list-style-type: none"> ○ Police have only been funded for 2% of blood tests. Utilisation of this funding will need to be monitored and, if required, request further funding from Waka Kotahi. ○ The procurement process will request for independent evidential testing capability of each device. It will be the known limitations that will need to be worked around. • #11153 Unable to source suitable equipment: <ul style="list-style-type: none"> ○ The procurement tender evaluations will be key, ensuring that requirements are clearly stated, and respondents validate these within their response. ○ Communications planning will assist with mitigation.
7.	OFT Indicative (Lean/SS) Business Case	<ul style="list-style-type: none"> • The OFT Single Stage Business Case was presented to the members, with explanation of the process in relation to Treasury's Better Business Cases and Risk Profile Assessment (RPA). The OFT RPA returns a Medium rating and identifies it as a project, rather than a programme. • Felix Jalleh, Enterprise Assurance Manager, IPO was in attendance to provide assurance to the members on the information given, advising Police IPO had been engaged in the review process. • It was advised that support for this rating and structure is given by Police IPO. • The members accepted the supporting information provided, noting the next step, if endorsed, is for IPO to engage Treasury.

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		<ul style="list-style-type: none"> Feedback on the business case queried the stating of the deployment strategy as this is currently under consultation. It was advised that as an indicative business case this was open to future change and would be confirmed in the Implementation Business Case. Also noted was the timeline shown within and that now that we have Royal Assent the dates can be updated. The OFT Board endorsed the Medium risk rating and the OFT Project's Single Stage Business Case.
8.	OFT Assurance Plan / Memo	<ul style="list-style-type: none"> Due to time constraints members are requested to review the Assurance Plan and Memo and provide feedback with the view to approval out of cycle depending on the feedback received. <p>Action 42: Assurance documents to be resent and advice to Members to be prepared for an out of cycle approval process.</p> <ul style="list-style-type: none"> Early feedback offered was that it would be the Minister of Police not the MoT that would be approving OFT. Noted. A query relating to the Change Impact Assessment was made asking who the author would be. It was noted that a discussion is ongoing with Policy at this time and members suggested that Policy should be working with Legal on this. <p>Action 43: Roger and Bronwyn to discuss this further.</p>
9.	Any other business	<ul style="list-style-type: none"> The members acknowledged the work undertaken to provide the documents reviewed.
10.	Meeting Close	<ul style="list-style-type: none"> The meeting closed at 11:00am
The next meeting scheduled is for <u>Tuesday, 19 April 2022, 09.30am – 11.00am</u>		

#	New Action Points	Who	Date Assigned
39	<u>OFT Mobility / OnDuty Solution:</u> Roger to speak with Steve to establish if OFT is being represented in the requests to the Mobility workplan. If not, then discuss with Brian and Mark D how to request this for inclusion.	RJ	15/03/22
40	<u>Consistent language to be used as per the UPD:</u> Bruce to connect Roger with Bailey Tuiomanufili from UPD.	BoB/RJ	15/03/22
41	<u>OFT Presentation to UPD:</u> Roger / Steve / Bruce to present to UPD on what OFT is.	RJ	15/03/22

#	New Action Points	Who	Date Assigned
42	<u>OFT Assurance Plan & Memo:</u> Resend the Assurance documents with advice to Members to be prepared for an out of cycle approval process.	RJ / Members	15/03/22
43	<u>OFT Assurance Plan:</u> Roger and Bronwyn to discuss.	RJ/BD	15/03/22
44	<u>OFT Interagency Group:</u> Policy/Steve/Dan to meet to discuss and report back to the Board next month with an update on what the focus for this group is (all the changes required as an impact of the Bill or just OFT), and which group/person should Chair this.	SG/DM/Policy	15/03/22
45	<u>New 'external parties / expert advisory group / Quarterly Update'</u> Options for an engagement plan/strategy to be developed and presented to the Board. (Supersedes action #36) Roger to engage with Dan Ralph and Penn Forrest along with support from Paul to discuss as a further potential communications channel.	RJ	15/03/22
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