

ORAL FLUID TESTING GOVERNANCE BOARD: MINUTES

Date:	18 May 2022	Location:	Webex / L15.01
Time:	9:30am – 11:00am		
Apologies:	AC Bruce O’Brien, Assistant Commissioner Deployment & Road Policing Supt. Brian Moyle, Director: Mobility & Digital Group Ms. Sharon Hart, Executive Director: Finance Ms. Gillian Ferguson, Director: Policy & Partnerships Supt. Greg Williams, Director: National Organised Crime Group Mr. Daniel Wildly, Director: National Intelligence Insp. Paula Holt, Director Police Prosecutions & Resolutions Mr. Paul Halford, Manager, Marketing & Brand, Communications Mr. Bill Peoples, Manager Legal – available on request Supt. Melanie Aitken, Director: Safer People – available on request		
Attendees:	Supt. Steve Greally, Director: National Road Policing Centre, NRPC - representing AC O’Brien as Chair Mr. Blair Mills, Manager, Procurement & Contracts Management (Senior Supplier) Insp. Blair MacDonald, Manager: National Drug and Intelligence Bureau Insp. Dan Mattison, Manager: Strategy and Relationships, NRPC Mr. Roger Jordan, Programme Manager: Oral Fluid Testing, NRPC Dr. Jennifer Grabow, Manager: Portfolio & Programmes, NRPC Insp. Mark Donaldson, Mobility and Digital – representing Brian Moyle Ms. Bronwyn Donaldson, Policy – representing Gillian Ferguson Supt. Warwick Morehu, Director, Training – RNZPC Insp. Mark Rowbottom, Manager: National Tasking & Coordination Mr. Peter Best, Snr Analyst, Finance – representing Sharon Hart Mr. Richard Bruce, Sthn Regional Manager, Service & Resolutions - Prosecutions – representing Paula Holt		

#	Open Action Points	Who	Date Assigned	Discussion/Progress	Carry or Close
45	<p><u>New 'external parties / expert advisory group / Quarterly Update'</u></p> <p>Options for an engagement plan/strategy to be developed and presented to the Board. (Supersedes action #36)</p> <p>Roger to engage with Dan Ralph and Penn Forrest along with support from Paul to discuss as a further potential communications channel.</p>	RJ	15/03/22	<p>19/04 – planning on-going.</p> <p>18/05 – Draft Engagement Plan was shown to the group with an initial listing of identified stakeholder groups of those who made submission to the Bill and other key interest groups.</p> <p>Initially contact will be made to capture early thinking from these groups and engage more actively in the future.</p> <p>An email address has been established for people to contact Police.</p> <ul style="list-style-type: none"> • Support was given from several members to engage early with as many groups as possible. • Consult early to bring groups on the journey in the development. • Concerns noted that if consultation is not thorough this will be aired by the media. • s9(2)(g)(i) [REDACTED] • It was noted that the Police Association are being briefed regularly. • It was noted that the deployment strategy was presented to the UPD panel for feedback. • It was noted that further development by the programme to provide material for discussion and feedback is required before engagements can be progressed. • It was noted that timeliness is a consideration. <p>Action: Engage and seek feedback on the proposed strategies with</p>	Carry
		RJ	18/05/22		New

				impacted groups and related forums. (Eg. CoP Maori forum)	
46	<u>Impaired Driving Programme:</u> Update the Land Transport Policy update paper to reflect the amended recommendations and action.	BD /RJ	19/04/22	18/05 – to be confirmed if completed. 20/05 – Updated paper received with amendments to recommendations c and d completed.	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 19/04/22	15/03 – Governance team are considering this. Aiming to confirm ownership next month. Once confirmed the ToR will be updated and sign-off requested. 19/04 – no update available 06/05 – AC O'Brien advised OFT business owner group is the Stewardship & Performance Governance Group (S&PGG). 18/05 – it was noted that funding will still need to be approved by the DFA of the NRPC Sub-Portfolio Board.	Closed
47	<u>Deployment CCI Requirements:</u> Two further recommendations to be added to the paper relating to: (v) engagement with Ethnicity project and (vi) to present updated strategy paper with the CCI requirements to UPD.	SM/ RJ	19/04/22	04/05 – Paper updated. (v) Engagement has been made and advised the DDC project is still being established. They would be interested to explore using OFT as an opportunity to run an initial trial. John Nixon (PM) will discuss with ICT BA (Judy Brown) about building in additional requirements into our OFT solution that would assist their project. (vi) Presentation scheduled for 13 May. 18/05 - Completed	Closed
48	<u>Deployment CCI Requirements</u> Confirm requirements to advise the NRG and ICT teams.	RJ	19/04/22	18/05 – refined requirements have been supplied for an MVP model. It was noted that no date is yet advised as to when to expect a response.	Closed

49	<u>Deployment CCI Requirements</u> Mobility and ICT/NIA Leads to engage with the teams on draft requirements. Placeholders with NRG & ICT.	RJ	19/04/22	04/05 – Confirmation received from Leads that engagement ongoing and placeholders in place. 18/05 – Completed.	Closed
50	<u>Deployment CCI Requirements:</u> Include the Strategy and the CCI requirements for UPD assessment and ICT to be raised	RJ	19/04/22	04/05 – Noted. Presentation is scheduled for 13 May. 18/05 – Completed.	Closed

#	Agenda item	Key discussion and actions
1.	Welcome & Apologies	<ul style="list-style-type: none"> Supt. Steve Greally opened the meeting, noting attendees, apologies, and representatives. It was queried if enough representation is being provided to capture overall organisation view to the programme. Supt Greally advised the decision can remain with the Directors to delegate representatives in these meetings if preferred. <p>Action 47: Members to review attendance and advise if their nominated representative will be representing their business group going forward at the OFT GB meetings.</p>
2.	Previous Minutes	<ul style="list-style-type: none"> Minutes were accepted.
3.	Open Actions review	<ul style="list-style-type: none"> As per table above
4.	Project Update	<ul style="list-style-type: none"> The April monthly report was reviewed with the group. Key points to note: The project remains in Amber status due to the programme transitioning to impaired driving and resourcing changes. A Business Analyst started and is focused on the operations requirements and documenting the traceability back to the legislation. Resourcing for the remainder of this financial year is in place and next year's requirements are being worked through, any funding needs will be requested through NRPC S&PGG have been informed of the change in scope of OFT to incorporate a full Impaired Driving programme. The High-level implementation plan was distributed with key milestones shown. It was advised that approval of the deployment strategy scheduled for May will be delayed until at least June. The strategy relies on the OFT device

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		<p>and ICT solution to be understood and is still awaiting feedback from stakeholder groups.</p> <ul style="list-style-type: none"> • The April Impact Analysis workshop attendees have been sent a survey to complete, this will help with which will help with identifying engagement gaps. • The EP RFP closed 27 April and short-listed devices are being tested in a trial exercise at the Plimmerton CVSC (18/19 May). • Following confirmation of the chosen OFT device, this will inform the other workstreams. Scope and funding will be confirmed. • The programme has officially moved into the Design Phase of the workplan. • It was advised that resourcing for next year is being discussed and indications are that more staff will be required. • The NRPC SLT are available to the programme for decisions and to progress any further requirements. • The Operations Working Group is progressing key areas relating to processes, procedures and new policy recommendations. • It was advised that there are concerns about the volume and complexity with combination offending for the frontline officer to deliver, so understanding how the technology solution will support this is of utmost interest. • Plans for a Police Instruction workshop in June and an end-to-end workflow workshop for July are being progressed. • No significant change to risks and issues; next month's agenda will provide overview for discussion with members.
5.	Impaired Driving programme Overview	<ul style="list-style-type: none"> • The proposed structure was displayed for the group to view. Key notes: • The five components of Impaired Driving are Alcohol (EBA), Drugs (OFT), Impairment (CIT), Fatigue and Incapable (S58). Supporting changes required for these, the programme consists of Governance, Capability, Operations, Insights and Procurement workstreams. • The Insights workstream will manage tactical data for deployment, collections and distributions and plan for the 3-year legislated independent review. The Interagency Committee are also looking at data requirements for their organisational needs. • The Operations focus is on developing policy, processes and procedures to support the changes necessary.

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		<ul style="list-style-type: none"> Capability includes change management, training, communications and deployment and will focus on putting the requirements into action and embedding the changes. Procurement remains as is and is progressing to schedule. Police Instructions for all five components will be developed. An MVP (minimal viable product) solution will be created in time for March 2023 and will be a platform for development in the future.
6.	Any other business	<ul style="list-style-type: none"> It was noted that whilst the programme is on track and progressing now, the next 2-months will be a critical time for staff engagement and momentum to be gained. Confidence was given for the plan and the new structure proposed.
7.	Meeting Close	<ul style="list-style-type: none"> The meeting closed at the earlier time of 10:10am
The next meeting is scheduled for <u>Tuesday 14 June 2022, 09.00am – 10.30am</u>		

#	New Action Points	Who	Date Assigned
47	Members to review attendance and advise if their nominated representative will be representing their business group going forward at the OFT GB meetings.	Members	18/05/22
51			