

AREAS FOR WITNESS STATEMENT

RYAN MARTIN

Please provide your **full name, date of birth, personal or business address.**

Ryan [REDACTED] Martin
[REDACTED] 1993
[REDACTED]

Please provide as much detail as you can in relation to each of the following questions.

Introduction

1. Please introduce yourself by summarising your professional background and experience.

I joined the Scottish Government executive agency Disclosure Scotland in December 2015 as a Learning and Development Advisor. This was initially a one year graduate placement following attaining my undergraduate degree. I remained at Disclosure Scotland until March 2019. Over this period, the team function evolved with my final role being Organisational Development and Change Advisor. During this time, I undertook a Master's Degree in Human Resource Management from January 2017 to June 2018 in a full time capacity whilst working at Disclosure Scotland, returning to full time working at Disclosure Scotland after successfully attaining my MSc.

I joined the Police Investigations and Review Commissioner in May 2019 in the role of Training Coordinator. Whilst initially focusing on PIRC staff training, my role evolved in response to the Covid-19 Pandemic and its subsequent lockdowns, shifting focus onto staff wellbeing and organisational development.

Since November 2023, I have been working as a Policy and Communication Officer in the Equality, Inclusion and Human Rights Directorate of the Scottish Government.

Your role at PIRC

2. Is it correct that you were the training co-ordinator at the PIRC between May 2019 and November 2023? What were your duties and responsibilities in this role?

I was the Training Coordinator at PIRC between May 2019 and November 2023. This was my only role within the organisation. The duties and responsibilities per the job description for the role advertised in January 2019 were:

- Consulting with managers and staff on identifying training required or requested by staff. This could be due to essential business requirements or requested as part of the Performance Appraisal process. Working with managers on prioritising and planning training.
- Coordinating and booking training courses including tracking participation and looking for ways to continually improve this process.

- Developing and delivering internal training courses including trailing and updating course content.
- Work closely with HR and the Information Officer to ensure all staff within the PIRC are up to date on all equalities matters.
- Evaluating training courses after completion, providing meaningful data in relation to attendance and value for money to the PIRC.
- Booking travel to and from courses in line with procurement guidance.

These duties and responsibilities were subject to change as a result of the Covid-19 Pandemic as training from external partners was withdrawn therefore my focus was shifted to staff wellbeing and organisational development, e.g. providing information and sessions on remote and hybrid working, management, stress, etc. This was an organisation priority due to the effects of the pandemic on PIRC.

3. Prior to your appointment, what is your understanding of how the duties and responsibilities of the role were carried out within PIRC?

This was a newly developed role within PIRC with no predecessor. This was made clear to me during the recruitment and onboarding process. An expectation of being able to adapt the role based on what worked well and my recommendations was set through conversations with my line manager. An example of adaptation includes changes to process for training requests which I recommended upon beginning the role.

4. Please provide details of training you received for your role whilst at PIRC.

I received training on a number of HR topics via ACAS whilst at PIRC due to its relevance to my role. I undertook online training periodically which included my mandatory online training requirements but also training via the Civil Service Learning platform and Scottish Government Pathways platform. In 2021 I attended a virtual Race Inclusion and Diversity at Work Conference with another member of the PIRC Equality, Diversity and Inclusion (EDI) Group. Through attendance, we gained an insight into best practise which was shared with the EDI Group during a meeting. I received in house training on numerous subjects such as data protection and cyber security.

5. Who was your manager? Did you have any managerial responsibilities in this position? If yes, please provide full details.

My line manager during my time at PIRC was the Head of Corporate Services, Sharon Smit. I did not personally have any line management responsibilities during this period.

6. Were annual training plans created within PIRC? If so, what was your role in the creation of these? Were these for the organisation as a whole, or for business areas/individual staff? Can you describe them and how they were produced?

Annual training plans were created within PIRC. Plans in my first year were derailed in 2020 due to the Covid-19 Pandemic, withdrawal of training from external providers and

organisational refocus on wellbeing as a priority in this period. Training requirements were collated locally by area training single points of contact (SPOCs). The SPOCs and I discussed these training needs regularly, leading into the creation of training plans which I developed with the Head of Corporate Services. Training plans required Senior Management Team approval to ensure training was fit for purpose, funding for agreed training would be guaranteed, and staff would be released from regular duties to attend.

Training delivered

7. While you were in the role of training co-ordinator, who held overall responsibility within PIRC for training in relation to:

- 7.1. equality, diversity, and inclusion insofar as relating to race;
- 7.2. investigating race as a factor in an incident;
- 7.3. instruction of expert witnesses;
- 7.4. investigation of deaths in custody.

Responsibility for training laid with the Director of Operations, with budgetary approval by the Accountable Officer. For clarity, equality, diversity and inclusion training encompassed all protected characteristics under the Equality Act 2010 and not just race exclusively.

8. It is understood that in June 2022, the PIRC training co-ordinator undertook training provided by ACAS titled 'Equality, Diversity and Inclusion'. Is this training you undertook? What did this training encompass? Is PIRC-04725 the handout received as part of this training?

Yes, I attended this session virtually in June 2022. These are the slides from the session as this was delivered online. The course objectives from these slides were:

- Explain sources of discrimination law
- State the differences between equality, diversity and inclusion
- Describe the protected characteristics
- State the types of discrimination
- Explain exemptions and exceptions to discrimination law
- Describe good practice to ensure compliance with the Equality Act
- Cases, recent issue and future planning

9. It is understood that in October 2022, you adapted the ACAS training and delivered an internal Equality, Diversity, and Inclusion mandatory training course. Is this training you delivered? What did this training entail, how was it delivered and what was its length?

Yes, I delivered this training with an initial run in late 2022, spanning six sessions delivered in person. There was a follow up session held in September 2023 to deliver to new staff. Whilst I cannot verify, given my leaving PIRC in November 2023, it was planned to run this session annually as a mandatory requirement for new staff/an optional refresher for those who wished.

The course objectives were:

- Explain sources of discrimination law
- State the differences between equality, diversity and inclusion
- Describe the protected characteristics

- State the types of discrimination
- Describe good practice in alignment with PIRC policy

The ACAS session was positioned more from the perspective of an employer therefore this was framed to fit a wider PIRC organisational audience with examples of best practice provided by colleagues from the PIRC EDI Group. This allowed staff to have discussions of scenarios which would be applicable to them on an operational basis.

Each session ran for roughly half a day – this varied at times as, due to depth of conversation, some sessions ran slightly longer. Further training on EDI has been delivered to PIRC based on the feedback received during these sessions, however, these took place after my leaving in November 2023.

It is my understanding that the Inquiry Team have the materials used in this session (document reference: PIRC-04743).

10. Please provide details of any other training you received from which you devised training which was then delivered to other PIRC staff.

No further training received and PIRC training devised from.

11. Did you deliver any training to PIRC staff devised by others? If yes, please provide full details including topic of the training and relevant dates.

No, the ACAS 'Equality, Diversity and Inclusion' training was the only training from which a session was devised and delivered to PIRC staff.

12. How was it decided what training would be delivered to staff within PIRC? If there was a process for senior management or other staff within PIRC notifying you of training needs, please provide full details as to this.

The creation of an annual training plan is detailed in my response to question 6. Additional training requirements which came up through the year based on emerging needs were decided locally by managers and advised to respective SPOCS. SPOCs and I discussed these requirements on a monthly basis.

Discussions would include:

- What is the training requirement?
- Whom would this be for, e.g. individuals or teams?
- Would this training be deemed as an operational requirement or for an individual's personal development?
- What are the timescale expectations for training delivery?
- What would the costs incurred be?
- Had training of this nature been delivered in PIRC before?
- If so, how was it received? Was the training provider suitable?
- Are there alternative training providers to consider?
- How would the provision of this align with individual and organisational objectives?
- How would the provision of this benefit PIRC?
- Would there be a potential for departmental crossover, e.g. does another area have a similar requirement wherein both could consider the same training proposal or do the

required skills lie in house and upskilling could be provided by respective subject matter experts?

From these conversations, SPOCs would submit Training Consultation Forms with this information on it to go through lines of approval, first from an individual's line manager, myself as Training Coordinator, Finance Manager and finally Accountable Officer. Once approved, I would liaise with training providers to book if from an external source or liaise with area training SPOCs to agree on content and dates for in house delivery.

13. In your role as training co-ordinator, did you face any constraints on what you could deliver (for example the available budget for training)? Please provide full details of any issues encountered.

If training was deemed as a mandatory organisational requirement, a business case was made to secure funding to ensure provision. Online training as a result of the Covid-19 Pandemic was not always seen as favourable due to it not always lending itself to open group discussion, however, this was the best solution afforded at the time. Operational requirements meant that PIRC staff were not always able to attend planned training sessions – this could be due Investigators being called to an incident. To mitigate the risk of staff not receiving mandatory training, additional sessions were put on to accommodate. Equally, PIRC's office premises meant that group numbers were limited to around twenty.

Miscellaneous

14. What, if anything, have you seen or read about Mr Bayoh's death, the subsequent investigation and the Inquiry within the media? Do you think your recollection has been affected at all by what you may have read in the media or seen in the Inquiry evidence?

I was not aware of Mr Bayoh or the circumstances surrounding his death prior to beginning working at PIRC in May 2019 therefore personally have no recollection of the events of May 2015. I have seen some news coverage of the Public Inquiry since it began in 2022 but cannot say that I have followed since leaving PIRC in November 2023.

15. Annex B contains the Inquiry's terms of reference. The terms of reference include

to examine the post-incident management process and the investigation up to, but not including, the making by the Lord Advocate of the prosecutorial decision communicated to the family of Sheku Bayoh on 3 October 2018 (and the Victims' Right to Review process that was undertaken by the Crown Counsel in 2019), including:

- (i) the effectiveness of procedures for gathering and analysing information,*
- (ii) the securing and preserving of evidence,*
- (iii) the roles and responsibilities of those involved,*
- (iv) liaison with the family of the deceased and*
- (v) compliance with any relevant Convention rights; and make recommendations, if any, for the future in respect of these matters;*

With reference to these, is there anything else of relevance you would like to include in your witness statement?

N/A

I believe the facts stated in this witness statement are true. I understand that this statement may form part of the evidence before the Inquiry and be published on the Inquiry's website.

DocuSigned by:
May 23, 2024 | 11:36 AM BST
Date Signature of witness... 