



METROPOLITAN POLICE SERVICE
ASSISTANT COMMISSIONERS PUBLIC INQUIRY TEAM

Terms of Reference:

PROTECTIVE MARKING	Restricted	FOIA EXEMPTION	No
SUITABLE FOR PUBLICATION SCHEME	No	DATE CREATED	23rd September 2014
TITLE AND VERSION	Operation FileSafe - Steering Group Terms of Reference (following from Record Management ToR - Public Inquiry Team)		
SUMMARY	This paper establishes the parameters of operation for the Operation FileSafe Steering Group.		
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Introduction

Experience shows that the current MPS approach to records management does not allow us to effectively locate all material held in relation to a subject / request.

The Stephen Lawrence Independent Review conducted by Mark Ellison QC on behalf of the Home Secretary has highlighted a number of issues relating to 'historic' counter corruption intelligence and investigations. Criticisms made include failure of the MPS to locate documentary records relating to historic corruption enquiries. Operation FileSafe was initiated following the publication in March 2014 of Mr. Ellison's report.

Governance

Operation FileSafe is managed through a Command structure based on Gold Group principals.

- Gold - AC Hewitt
- Silver - DCS (Burton)
- Bronze / SIO - DSU (Hutchison)

Membership

Operation FileSafe Steering Group

- Jeremy Burton PIT (Chair)
- Neil Hutchison PIT (Deputy Chair)
- ██████████ Met HQ Records Management BAND S1
- ██████████ Shared Support Services OTH 3
- ██████████ Digital Policing OTH 4
- ██████████ Total Technology Programme SUPT 2
- ██████████ SO15 BAND A1
- Roger Harding PSD
- ██████████ PIT Project Manager BAND B5
- Training - co-opted when required
- DMC representative to be nominated

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The Steering Group will:

- 1) Meet monthly
- 2) Report to Beacon Diamond Group and Independent Oversight Committee (where applicable)
- 3) Identify and develop IT solution - information asset register
- 4) Inform MPS Record Management Policy
- 5) Inform Shared Support Services Service Recovery Plan
- 6) Provide direction, guidance and support to FileSafe Working Group
- 7) Identify and mitigate risks, promote learning and ensure effective implementation of Operation FileSafe
- 8) Monitor evaluation
- 9) Implement Communication and Stakeholder Engagement Strategy