METROPOLITAN POLICE SERVICE
ASSISTANT COMMISSIONERS PUBLIC INQUIRY TEAM

Terms of Reference:

PROTECTIVE MARKING	**Restricted**		FOIA EXEMPTION	**No**
SUITABLE FOR PUBLICATION SCHEME		**No**	DATE CREATED	**11th September 2014**
TITLE AND VERSION	**Operation FileSafe - Working Group Terms of Reference - version 3.0**			
SUMMARY	**This paper establishes the parameters of operation for the Operation FileSafe Working Group.**			

HANDLING INSTRUCTIONS This document must be handled in accordance with the protective security marking shown at the bottom of the document and should not be disseminated to outside agencies/partners without the consent of the authorising officer & or Director DPS. This FOIA table must not be detached from this Document

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.

This paper sets out the Governance and Terms of Reference of the Working Group within Operation FileSafe. The Working Group supports the strategic objectives as set out in the Steering Group Terms of Reference.

Governance

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

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

The Working Group will be chaired by Operation FileSafe Bronze (DSU Neil Hutchison), with Public Inquiry Team Detective Inspector (Pyemont & Coombe) as deputy chair. The membership of the Working Group is based on key stakeholders (DP, Met HQ, TP, SSS) and the selected groups that will pilot the digital Information Asset Register (IAR) solution (MD, SO15, Roads and Traffic OCU).

Terms of Reference

The Working Group will:

1. Report and be accountable to the Op FileSafe Steering Group, chaired by Public Inquiry Team Gold (DCS Burton).

2. Convene fortnightly, after an initial founding period of weekly meetings.

3. Undertake an iterative process that will plan, develop and monitor the implementation of Op FileSafe - the coordinated 'sweep' of the entire MPS estate to recover unregistered documents. Op FileSafe will support (B)OCUs during implementation and ensure compliance through dip-sampling and targeted interventions.

4. Inform, develop and pilot an MPS wide digital solution (Information Asset Register - IAR) in accordance with a benefit-led strategy following key stakeholder consultation and in line with MPS corporate strategic aims. This solution will be developed in conjunction with Total Technology Programme to convert 'hard copy' records into a digital format that is compatible with current MPS systems, ensuring a long-term searchable solution that will maximise ability to locate held documentation.

5. Ensure that Op FileSafe capability is a solution for all and that documentation and information of a highly sensitive nature is able to be located and registered in a way that does not compromise either operational function or officer safety.

6. Design and introduce quality assurance processes moving to Business as Usual (inc performance management arena) and evaluation process, via compliance testing.

7. Ensure effective liaison and communication with all OCUs during planning, implementation and evaluation and assist in building a robust dialogue between OCUs and Records Management.

8. Ensure that Operation FileSafe activity is guided by appropriate risk assessment and monitoring systems.

9. Ensure that organisational learning is identified, captured and promptly enacted in a proactive manner throughout Operation FileSafe.

10. Deliver a comprehensive review of MPS Record Management Policy providing a refreshed policy package that is compliant with College of Policing Authorised Professional Practice (APP) on Information Management and realises measurable and identifiable benefits that contribute towards MPS strategic aims.

Key Stakeholders & Membership

- Specialist Operations (SO)
- Specialist Crime and Operations (SCO)
- Territorial Policing (TP)
- Deputy Commissioner's Portfolio
- Met HQ
- Shared Support Services (SSS)
- Directorate of Media and Communications (DMC) (to be introduced at a later date)
- Met Training (to be introduced at a later date)
- Digital Policing

Related Documentation (not complete)

- Op FileSafe Steering Group ToR
- Op FileSafe Project Management Plan
- Op FileSafe Tactical Plan

Ellie Pyemont & Penny Coombe
Detective Inspector (Job Share)
Assistant Commissioners Public Inquiry Team