



Briefing note

Date: 8 September 2014
To: Assistant Commissioner Martin Hewitt
From: Neil Hutchison, Detective Superintendent
'AC Professionalism: Public Inquiry Team'
Topic: Progress on reform of MPS Records Management.

Purpose of briefing

To report progress on review of MPS approach to Records Management (RM).
Management Board Coordination group 7th May 2014 set tasks to:

1. Review Records Management Policy
2. Obtain Independent Scrutiny
3. Prepare simplified operational guidance
4. Conduct internal awareness campaign around Information management
5. Conduct Op FileSafe to recover missing material, abandoned filing and recover unregistered files throughout the estate.
6. Conduct a MOPI compliance testing operation (Maturity Assessment)
7. To develop Information Management Programme within Total Technology.

Delivery of Op Beacon tasks

Task 1. Review Records Management Policy.

Actions

Governance structure established:

- Diamond group - ACPO oversight and leadership through weekly Op Beacon meeting advised by Independent Review Committee.
- Gold group - Strategic direction through monthly group chaired by DCS and including Digital Policing, HQ Records Management, SSS, Total Technology Programme, SO15 and PSD.
- Working group - Tactical delivery through fortnightly group chaired by DSU and including Digital Policing, HQ Records Management, SSS, SO, SC&O and TP reps, SO15 and Training.

Key to an effective Records Management process is a standardised and auditable Information Asset Register (IAR) to record unregistered documents, enable recovery of relevant material, monitor their movement and destruction and Performance manage compliance.

Task 2. Obtain Independent Scrutiny.

OTH 7

Actions

Independent Review committee formed chaired by HHJ [redacted] and including [redacted] of National Archives as advisor on Records Management.

OTH 8

Task 3. Prepare simplified operational guidance.

- One page retention and destruction guide created but complexity of MOPI requirements difficult to capture.
- Records Management branch tasked to update website.
- HQ Records Management tasked to re-write RM manual of guidance and review précis of retention/destruction schedule for use by BOCUs.

Task 4. Conduct internal awareness campaign around Information management.

- B/OCU Commanders from TP, SC&O and SO briefed and provided with one page e mail guidance and relevant documents.
- Guidance circulated via Intranet.
- Further communication and training to be delivered by Working group on implementation of IAR.
- BOCUs provided with current details of Information Managers. This process has identified organisational vulnerability as post not accounted for in MPS Change programmes resulting in lack of clarity as to who is responsible for RM. BOCUs have been tasked to appoint an IM.

Task 5. Conduct Op FileSafe to recover missing material, abandoned filing and recover unregistered files throughout the estate.

Staged delivery following implementation of Task 7:

- Stage 1 - Implementation of IAR across BOCUs - to be completed over 2 months. BOCUs to review processes, sweep estate and populate IAR.
- Stage 2 - BOCUs tasked to review content of unregistered material held at TNT and update IAR with content. This has considerable cost potential to MPS due to need to review material on site or through arranging its return to BOCUs. Estimated time to complete is 4 months.

6. Conduct a MOPI compliance testing operation (Maturity Assessment)

Following completion of Stage 1 of task 5 Quality Assurance will be reviewed by a joint Compliance team from Public Inquiry team and HQ Records Management:

- Stage 1 - The Compliance Team will conduct initial MOPI compliance testing by monitoring and Risk assessing BOCU IARs and signing off.
- Stage 2 - Compliance team will identify BOCUs who have not effectively implemented the IAR and will deploy search/compliance teams.
- Stage 3 - Long Met HQ and Records Management branch to audit records and monitor compliance with MOPI through IAR performance data e.g. checking that MOPI destruction dates complied with. Compliance to be reviewed through MPS Business groups normal performance management process e.g. reviewed at monthly areas Business meetings and at Business group Crimefighters meetings.

7. To develop Information Management Programme within Total Technology.

Task 5 of Records Management programme awaits implementation of MPS Information Asset register (IAR) to enable effective delivery of FileSafe, ensure accountable record of material destroyed and achieve sustainable improvement.

Delivery will be staged as follows:

- Stage 1 - Initial Viability Assessment for IAR - complete.
- Stage 2 - Form Digital Policing project team to deliver IAR - commenced.
- Stage 3 - Form working group to direct IAR project team - meeting 23/9/14.
- Stage 4 - Delivery and field testing of IAR - estimated completion by 01/01/15.
- Stage 5 - Develop NCALT training package for BOCU staff in use of IAR - completion awaits IAR development. Minimal training anticipated.

Cost of implementation and development of an IAR will be conducted by DoI as part of a wider ranging change to their delivery of small scale projects. DoI have stated cost to Op Beacon will be under £50,000 (no MOPAC authority required). The likely reduction in storage costs through identifying material that can be disposed of will offset this cost. Digital Policing estimate delivery by the end of the year.

Neil Hutchison
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