



Investigative Oversight Committee Terms of Reference

Introduction & Purpose

1. The Independent Commission for Reconciliation and Information Recovery (ICRIR) powers and duties derive from its founding legislation. The primary roles of the ICRIR will be to provide information to families, victims and survivors of Troubles-related deaths and serious injury, and in doing so to fulfil its principal objective of promoting reconciliation. The ICRIR will have full police powers to conduct criminal investigations as part of any review and will be able to produce findings following any review.
2. The ICRIR has a statutory duty to carry out reviews of deaths caused by conduct forming part of the Troubles and to carry out reviews of other harmful conduct forming part of the Troubles.
3. The legislation establishes the role of Commissioner for Investigations, and also confers the powers needed to discharge the investigative responsibilities connected with the ICRIR's review functions. As a Commissioner, the Commissioner for Investigations is a member of the ICRIR Board, and shares collective responsibility for ensuring that the ICRIR fulfils its purpose and objectives. A Commissioner may also have delegated responsibility in relation to a particular Board Committee role, enabling the ICRIR to carry out its functions more effectively. In this capacity, a Commissioner may have lead responsibility for securing Board or Committee agreement to policy proposals, and for reporting to the Board on Committee activity.
4. Individual operational decisions regarding the conduct of a specific case are for the Commissioner for Investigations, or delegate, to take in line with the Commission's adopted policies and procedures. Others may be consulted for input where appropriate and legal advice must be taken from the General Counsel or delegate.
5. The Investigative Oversight Committee has been established as a Committee of the ICRIR Board to monitor active reviews to ensure they are carried out in line with the requirements of the legislation and the Commission's adopted policies and procedures.

Membership

6. The Commissioner for Investigations is the Chair of the Investigative Oversight Committee. Other members are Senior Investigative Officers, Chief Operating Officer and General Counsel.

Responsibilities

7. The Investigative Oversight Committee will:
 - Review the form and manner prospective and confirmed requests for review are being taken forward to ensure individual cases are being managed in a manner that is compliant with the requirements set out in the legislation and any policies and procedures adopted by the Commission
 - Maintain an overview of the conduct, progress, efficiency and use of resource of the caseload of the Commission;
 - Consider the management and resource allocation of future requests;
 - Consider the overall caseload and operational capabilities;
 - Consider information requests for disclosures as well as providing oversight on information security process; and
 - Consider management and support of cases that have been referred to prosecutors and/or proposed for closure.

Meetings

8. Meetings of the Investigative Oversight Committee will be held every two months. The Chair of the Investigative Oversight Committee may convene additional meetings, as they deem necessary. A minimum of three members, including Chief Operating Officer or delegate, will be present for each meeting for it to be quorate. The Chief Executive Officer may attend if they consider it necessary to do so.
9. The Investigative Oversight Committee may ask any other officers of the organisation to attend to assist it with its discussions on any particular matter. On such occasions, officers are expected to treat attendance as a priority.

Agenda/Papers

10. The Investigative Oversight Committee may determine that certain matters shall appear on every agenda for meetings. The Chair will however agree the agenda with the secretariat ahead of each meeting.
11. For each meeting, the Investigative Oversight Committee members will at a minimum be provided with an update report which sets out:
 - The number of prospective requests and the number of requests that have been considered and confirmed;
 - Case scoping, triaging and allocation into specific interventions (types of review) and assignment of priority; and
 - The current active review caseload that are being conducted in line with the provisions set out in the legislation, and the Commission's policies and processes.
12. The papers for each meeting will be shared with Board members in advance of each meeting.

13. The Investigative Oversight Committee may take decisions by correspondence, as appropriate, and with the agreement of the Chair.

Reporting

14. The Investigative Oversight Committee will submit a quarterly update report to ICRIR Board. A report will also be provided to the ICRIR Audit & Risk Committee on a bi-annual basis.

Review

15. These terms of reference will be reviewed by the Investigative Oversight Committee at least every two years and must be endorsed by the ICRIR Board following a review.