

Role of the sponsoring Department and Secretariat to the Inquiry

The sponsoring department

Pre-inquiry

- Preparation of business case for inquiry (staffing, accommodation, IT, security)
- Secure appropriate funding
- Identification of chair[s] of inquiry (and panellists) and recommendation to Minister for decision;
- Preparation of Terms of Reference for Ministerial approval following consultation with families (in conjunction with Chair) and appropriate legal advice
- Record management

During the Inquiry

- Collection of financial information
- Regular monitoring of spending and progress
- Scrutiny of propriety and regularity

Post-Inquiry

- Supervision of the timely destruction of Inquiry records that are no longer required.
- Oversight of transfer of Inquiry records for archiving.

Role of the Secretariat

The secretariat of the public inquiry works for the Inquiry and not the sponsoring Department.

Role

Pre-Inquiry

- Securing accommodation, IT, security and staff
- Establishing appropriate Information management requirements
- Ensuring design of Website and inquiry logo
- Overseeing the development of a Communication plan

During Inquiry

- General administration and management of the inquiry;
- Budgetary control
- Intermediary for all information requests relating to the inquiry;
- Control and monitor the transfer of information to the inquiry and to witnesses;
- Agree policies and processes for information management;
- Ensure safeguarding and maintaining adequate records of the inquiry work;
- Support any Departmental witnesses by providing access to papers, advice and support (including legal support) in preparation for giving evidence to hearings;
- Briefing for Ministers and others;
- Handling receipt and possibly publication of the final inquiry report;

Post-Inquiry

- Co-ordination of the Government's response to the report and ensuring that work is taken forward to implement any recommendations in it;
- Identification of records for archiving.
- Lessons learned document.