

Joint Overview and Scrutiny Transition Board Summary of Operational Protocol

- The Board will undertake all transitional scrutiny functions on behalf of the five councils
- It can appoint task groups to help fulfil those functions
- It will develop its own work programme, to include that of any task groups, and prioritise its workload
- It will ensure effective communication of recommendations to the Implementation Executive, Joint Implementation Team and/or workstream boards (known collectively hereafter as the Executive)
- During the transitional period, there shall be at least 11 ordinary meetings of the Joint Overview and Scrutiny Transition Board (JOSTB). In addition, extraordinary meetings may be called from time to time as and when appropriate. It will be for the Board to determine whether these will be open to the public.
- The chair of the JOSTB will be drawn from among the councillors sitting on the Board, and the Board may appoint such a person as it considers appropriate.
- Any member of the JOSTB shall be entitled to include a relevant item on the agenda for the next available meeting of the Board.
- Any five members of the any of the five councils may give written notice to the Chair to include an item on the agenda of the Board.
- The JOSTB shall also respond, as soon as its work programme permits, to requests from the Executive to review particular areas of the transition.
- The JOSTB may hold enquiries and investigate the available options during transition and may appoint advisers and assessors to assist in this process. They may go on site visits, conduct public surveys, hold public meetings, commission research and do all other things that they reasonably consider necessary to inform their deliberations. They may ask witnesses to attend to address them on any matter under consideration and may pay to any advisers, assessors and witnesses a reasonable fee and expenses for doing so.
- Once they have formed recommendations on proposals, the JOSTB will prepare a formal report and submit it to the Executive for consideration within one month.

- The JOSTB will have access to the Executive's forward plan and timetable for decisions and intentions for consultation.
- The JOSTB may scrutinise and review decisions made or actions taken in connection with the transition process. As well as reviewing documentation, they may require any member or senior officer of the Implementation Executive to attend a meeting to explain in relation to matters within their remit.
- Following any investigation or review, the Board shall prepare a report for submission to the Executive and shall make its report and findings public.