

Joint Overview and Scrutiny Transition Board

-Task Group Protocol Summary

- The Joint Overview and Scrutiny Transition Board (JOSTB) can establish small non-executive member task groups made up of members from all five councils to undertake and report back on specific reviews assigned to them.
- The Board will decide on which task groups are needed, their remit, and membership.
- Members are normally appointed on their knowledge, interest and availability and it will be for the appointing authorities to determine whether they wish to also appoint substitute members.
- Co-optees may be appointed to sit alongside other members of the task group and are able to hear evidence, ask questions and contribute to the findings. They are appointed because of their specialist knowledge and/or expertise. Co-optees do not have voting rights.
- The task group members at their first meeting will agree a project plan for the review assigned to them.
- Task groups may appoint advisers and assessors to assist them.
- They may go on site visits, conduct public surveys, hold public meetings, commission research and do all other things that they consider necessary. 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.
- Task groups will aim to:
 - Question members and officers about their views, decisions and performance.
 - Liaise with other relevant external organisations operating in the area, whether national, regional or local.
 - Make recommendations to the JOSTB
 - Question and gather evidence from any person (with their consent).
- The JOSTB and its task groups are entitled to copies of any document which is in the possession or control of the Implementation Executive or work stream boards
- The Board and its task groups will not be entitled to:
 - Any document that is in draft form without the author's permission
 - Any part of a document that contains exempt or confidential information, unless that information is relevant to an action or decision under review
- Following any investigation or review a task group shall prepare a report for submission to the JOSTB for final endorsement, and referral to the Implementation Executive or work stream boards as appropriate. Task groups shall also make the report and findings public.