

Protocol for the Operation of a Joint County and District Council Overview and Scrutiny Review Committee (JOSRC)

Membership

Choice of authority to chair the committee

This will be in rotation by agreement of the Joint Scrutiny Chairmen's Network. If no consensus can be reached, this will be decided by a majority vote, with each member having an individual vote

Size of committee

The ideal size of a committee is between 8 and 12 members drawn from all participating authorities.

No member of the executive should be included in the membership of the JOSRC.

Other co-options will be agreed by the JOSRC

Party political balance

Whilst every attempt will be made to ensure fair representation across the political parties, representation from participating authorities will be a matter for each authority to determine

Substitution

There is an expectation that committee members will make every effort to attend all meetings. Named substitutes will be determined at the start of a review and will be invited to all meetings as either an observer or as a participating member as appropriate

Quorum

Every effort will be made by participating authorities to attend all meetings. However, as a minimum, 50% of the membership will be required for the meetings to be quorate

Voting rights

Every effort will be made to reach a consensus over the findings/recommendations from a review.

In the event of no consensus being reached, a vote will be taken, with each member having a single vote and the Chairman a casting vote

Committee Support

Timing and frequency of meetings

The timing and frequency of meetings, including an indicative end date will be determined by each JOSRC, taking into account the need to be flexible over timing and location to meet members' needs.

Officer support

Officer support will be provided by the authority chairing the JOSRC.

Expenses

Each authority will be responsible for the expenses of its members. Any additional expenses will be shared in proportion to the membership

Reporting Process

Reports

A written report with recommendations will be produced at the end of each review. Committee members from each authority will be responsible for ensuring the report is disseminated to their authority using individual reporting mechanisms. In addition, the Chairman will be responsible for ensuring the report is presented to any other organisation which participates in the review or is able to implement the review recommendations.

Minority Report

Every effort will be made to reach a consensus over recommendations from a review. However, where a minimum of two members do not agree with the findings, a minority report from them may be submitted.

Publicity

The Chairman of the JOSRC in consultation with the Vice Chairman will approve all press releases in connection with the review.

Monitoring of implementation of recommendations

The officer supporting the JOSRC will manage the process and provide a report to the Joint Scrutiny Chairmen's Network