

APPENDIX 3

Policy Section	Suggested Change	Reason for Change
Page 1, 2. Objective	Add: as the Committee is an advisory committee rather than a decision-making body,	To ensure the Committee makes recommendations to the decision-making body.
Page 1 3. Representation	Replace: Seven	To ensure the Members representatives have an equal balance
Page1 3 Representation	Replace: Seven	To ensure the employee representatives have an equal balance
Page 1 3 Representation	Remove: Transport and General Workers Union-three representatives	No longer a recognised Union
Page 1 3 Representation	Remove Unison Six representatives	Proportionality to be gauged based on employee membership.
Page 1 3. Representation	Add: In the event of any representative of either side being unable to attend any meeting of the LJCC, that representative may nominate a substitute to attend.	To allow for substitutes to the meeting.
Page 1 3. Representation	Add: The Human Resources Manager or a nominated deputy shall act as co-ordinator to the LJCC.	The Head of Human Resources post is no longer on the establishment. Replace with the Human Resources Manager title and include or a nominated deputy.

Policy Section	Suggested Change	Reason for Change
Page 2 5. Functions	Replace: Select with Scrutiny	In line with the Constitution
Page 3 6. Agenda	Add: Standing items shall include consideration of the minutes from the previous meeting and the declaration of any interests from Members of the Committee.	In line with the Constitution
Page 3 6. Agenda	Replace: Coordinator with Head of Democratic Services	To provide clear process for any matters to be added to the agenda.
Page 3 6. Agenda	Add: This shall include matters from those who are not members of the Committee.	To allow non-union members to contribute to the Committee.
Page 4 9. Minutes	Add: and be available for all employees to view.	To ensure all employees, including employees not in a union to see the minutes of the LJCC.
Page 4 Note	Remove: Membership of the Working Group shall consist of three Members, two Unison and one Unite the Union representatives.	The membership representative has been outlined at Point 3 Representation.