

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 coordinator 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 3 6. Agenda	Add: The LJCC may appoint working parties where necessary.	To give the Committee flexibility outside of and between meetings.
Page 3 6. Agenda	Add The LJCC may request to consider revisions to the Terms of Reference at its following meeting. Any revisions will be submitted to the Governance, Audit and Standards Committee and full Council in accordance with the Council's Constitution.	To allow for consideration of the Terms of Reference.

Policy Section	Suggested Change	Reason for Change
Page 5 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 5 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.