



## **EPPING FOREST LOCAL COUNCILS' LIAISON COMMITTEE**

### **NOTICE OF MEETING**

**Place:** Virtual Meeting on Zoom

**Date:** Monday, 15th March, 2021

**Time:** 7.00 pm

**Democratic Services Officer:**

R. Perrin

Tel: (01992) 564243 Email:

democraticservices@eppingforestdc.gov.uk

**Members:**

**District Council Representatives:**

Councillors H Kane (Chairman), C C Pond (Vice-Chairman), R Bassett, J Lea, M Sartin, J Share-Bernia and J H Whitehouse

**Local Council Representatives:**

Clerks and Chairmen/Members of Parish and Town Councils

**County Council Representatives:**

Members for the following divisions:

North Weald and Nazeing:

Councillor A Jackson

Loughton Central:

Councillor C Pond

Ongar and Rural:

Councillor M McEwen

Epping and Theydon Bois:

Councillor C Whitbread

Buckhurst Hill and Loughton South:

Councillor V Metcalfe

Chigwell and Loughton Broadway:

Councillor G Mohindra

Waltham Abbey:

Councillor R Gadsby

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#### **1. WEBCASTING INTRODUCTION**

1. This virtual meeting is to be webcast. Members are reminded of the need to unmute before speaking.

2. The Chairman will read the following announcement:

"I would like to remind everyone present that this meeting will be broadcast live to the internet (or filmed) and will be capable of repeated viewing (or another use by such third parties).

Therefore, by participating in this virtual meeting, you are consenting to being filmed and to the possible use of those images and sound recordings for webcasting and/or

training purposes. If members of the public do not wish to have their image captured, they should ensure that their video setting throughout the virtual meeting is turned off and set to audio only.

In the event that technical difficulties interrupt the virtual meeting that cannot be overcome, the Chairman may need to adjourn the meeting”.

**2. APOLOGIES FOR ABSENCE**

To report any apologies for absence for the meeting.

**3. MINUTES OF PREVIOUS MEETING (Pages 5 - 10)**

To confirm the minutes of the Extraordinary Committee held on 28 January 2021 and any matters arising from the meeting on 7 September 2020.

The following responses have been given;

(a) Issues Raised by Local Councils, Minute 4(a) Unauthorised traveller encampments.

The Housing & Community Services Portfolio Holder will attend this meeting.

(b) Any Other Business Minute 9(b) Local Government Reorganisation

There were no further updates currently.

(c) Digital Buddies, Minute 7.

Response from the Service Manager – Customer Services, S Lewis.

**Buddies workshop**

We began the rejuvenation of our Digital Buddy Programme in September 2020 by undertaking a consultation with our existing Digital Buddies to identify barriers they were encountering to providing digital support and to get their ideas on how the programme could be further developed. We used this feedback to design and deliver a refresher workshop to Buddies where discussions were held to explore the work of our individual teams and how we can use our roles to provide digital support to residents. We gave consideration to our residents that are not digitally enabled who may be excluded when services changes are made, such as digitalising an application process, to ensure appropriate support is considered for these residents.

This has created good connections with internal departments who are approaching us when implementing these type of changes, so we can help them to explore the impact on residents who are not yet digitally enabled and look at how we can support these people so they can continue accessing our services. Digital Buddy support has also enabled residents to access a Council health and wellbeing challenge on the fitness App Strava, six residents have so far received help to access this app.

**Reaching out to residents**

We have set up a dedicated phone line that our residents in Council Sheltered

Housing Schemes can contact if they require digital support. This support varies from setting up an email address, online shopping, or contacting friends and family via social media. So far, two residents have contacted us and been supported with mobile device issues.

The Community Culture and Wellbeing team have been visiting residents at their doorsteps in super output areas including Shelley and Paternoster, to identify who requires digital support so we can link them with a Digital Buddy. As a result, four residents have received support to access their family history records, watch online videos via YouTube and use email.

We have been working with our partner charities Digital Unite and Citizens Online to get useful technology guides uploaded to our website. This allows our digitally enabled residents to share information and easy how-to guides with their friends and family who need it. This information is also regularly going out on our Social Media platforms.

### **Communication Campaigns**

We have also been working alongside the Corporate Communications team to identify local and national campaigns that we can use as a platform to promote digital support to residents. The campaigns identified include All Digital Week at the end of March and Volunteers Week in June. We will use these campaigns as opportunities to promote the self-help support, we have available in the form of technology guides on our website and to encourage residents to volunteer and spare some time to work with us to provide digital support to residents who need it.

### **What's Next**

We're now exploring the possibility of teaming up with community leaders and existing volunteer groups to embed digital buddy support into the existing work they do. We're reaching out to new teams and partnerships including EFDC Community Champions, Digital Innovation Zone (DIZ) and partner charity Voluntary Action Epping Forest to ensure there is no overlap with existing programmes and to minimise duplication. We are also making contact with various local authorities to share information and learnings in regards to how other authorities who are further ahead than us in the digital transformation journey to find out how they have been able to embed digital support in the services and projects they provide.

## **4. RURAL AFFORDABLE HOUSING AND COMMUNITY LED HOUSING OPPORTUNITIES**

(Epping Forest District Forest) To receive a presentation regarding Rural Affordable Housing and Community Led Housing Opportunities.

“The most successful affordable rural housing developments are initiated and supported by active and committed parish and town councils. As they are often the first to hear the concerns of local people, they can offer an insight into the housing needs of the local community and take the first steps to tackle the housing problem. This presentation hopes to provide inspiration, alongside a refresher, on these opportunities and how you might initiate and find support for the process”.

**5. ISSUES RAISED BY LOCAL COUNCILS**

To discuss the following matters raised by the local councils:

- (a) Epping Forest District Council Local Plan – Progress report
- (b) Interim Air Pollution Mitigation Strategy – To advise and clarify on ‘Clean Air Zone’;
- (c) Update on the Elections Planning Process for the Elections being held 6 May 2021; and
- (d) Epping Forest District Council training Schedule and prospectus for 2021/22.

Note: The Members Trainings Programme for 2021/22 has been arranged although officers had advised that the offer to Parish and Town Councils would be dependent on Covid Restrictions and how the training would be provided.

**6. ANY OTHER BUSINESS**

**7. DATES OF FUTURE MEETINGS**

To note that subject to approval by Council on 29 April 2021, the next meetings of the Committee will be held on;

Monday 27 September 2021; and  
Monday 14 March 2022.