

# LOCAL COUNCILS' LIAISON COMMITTEE

## Terms of Reference 2019/20

(4 September 2019 (draft))

### Introduction

- (1) Since the inception of the Epping Forest District in 1974, the District Council and the parish and town councils have come together to discuss matters of mutual interest and concern. The Local Councils' Liaison Committee, comprises representatives from all parish and town councils, Essex County Councillors and District Councillors.
- (2) The District Council's Service Director (Planning Services) is the lead officer for the Committee and will co-ordinate agenda preparation, in conjunction with an appointed representative(s) of the local councils.

### Membership

Membership of the Local Councils' Liaison Committee will comprise representatives of the following councils.

#### **Epping Forest District Council:**

Committee membership will be determined at the Annual Council meeting each May.

The Chairman of Epping Forest District Council will be the Chairman of the Liaison Committee.

#### **Essex County Council representatives for the following divisions:**

Buckhurst Hill and Loughton South  
Chigwell and Loughton Broadway  
Epping and Theydon Bois  
Loughton Central  
North Weald and Nazeing  
Ongar and Rural  
Waltham Abbey

#### **Parish and Town Councils:**

Clerks and Chairmen / Members

The Vice-Chairman of the Liaison Committee will be a representative of the local councils and will be appointed at the first meeting in each municipal year, although this is usually the Chairman of the Epping Forest Branch of the Association of Local Council.

### Frequency of meetings

Two meetings per year, on a six-monthly basis.

### Aims

- To enhance and enrich communications, so as to assist in the exchange of information, the expression of views and the making of representations.
- To work in partnership in the provision of services to the public.

## **Terms of Reference**

### **General:**

- (1) To note the Terms of Reference at each meeting, unless a review/amendment is required.
- (2) The consultation and information exchange achieved through the Committee tends to be limited to matters of general concern and interest, leaving parish specific matters to be taken up directly with the Council concerned.

### **The District Council:**

- (2) To inform local councils of matters affecting their local communities upon which they will be consulted.
- (3) To formally consult local councils upon those matters where the local council is entitled to formal consultation.
- (4) To provide sufficient information about matters upon which the views of local councils are sought.
- (5) To discuss matters of common interest.
- (6) To provide speakers if requested on any of its services or any aspect of a particular service, subject to availability.

### **Local councils:**

- (6) To arrange for the dissemination of information within their areas to publicise and allow the public a reasonable opportunity to participate in the decision-making process.
- (7) To assist the District Council and local District Ward Councillors in keeping them informed about local opinion and views upon matters affecting their areas generally and upon specific issues.