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**To: Councillors Tony Boto, John Farrar, Richard Gell, Roger Glithero JP, Marion Hollomon, Helen Howell, David Jenney, Richard Lewis, Steven North, Harriet Pentland, Janet Pinnock, Colin Wright.**

**To: The Chairman and all other Councillors (for information)**

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**Please ask for**  
Ben Smith

**Direct Dial**  
01832 742113

**Date:**  
16 January 2019

Dear Councillor

A meeting of the **Transformation Committee** will be held in the **Council Chamber**, East Northamptonshire House, Cedar Drive, Thrapston, on **Wednesday 16 January 2019** at 7.30pm.

### **AGENDA**

*A period of not more than 15 minutes will be allowed to enable members of the public, who have notified their intention to speak, to address the meeting on a matter due for consideration at the meeting.*

**1 Apologies for absence**

*If you are unable to attend this meeting please notify Ben Smith*

**2. Minutes of the meeting held on 7 November 2018 (attached)**

**3. Declarations of Interest**

*Members should declare any Disclosable Pecuniary Interests or Other Interests in any matters on the agenda, as defined by the Localism Act 2011. Advice can be sought ahead of the meeting from the Monitoring Officer or Deputy Monitoring Officer.*

**4. Questions by Members under Council Procedure Rule 10.3 (if any).**

*Members of the Committee have the right to ask the Chairman a question on any matter in relation to which the Council has powers or duties or which affects East Northamptonshire and which falls within the terms of reference of the Committee - provided that notice is given to the Chief Executive by 5pm on the working day preceding the meeting. The functions of the Committee are to be found in Part 3 of the Council Constitution. A form for use by Members is available on the Council's Intranet. Alternatively please telephone Ben Smith or e-mail [bsmith@east-northamptonshire.gov.uk](mailto:bsmith@east-northamptonshire.gov.uk)*

5. **Unitary Update** (report of the Chief Executive)
6. **Update on the Office Transformation Project** (report of the Business Transformation Manager – **attached**)
7. **Update on Joint Working with Borough Council of Wellingborough** (report of the Business Transformation Manager – **attached**)
8. **Committee Management System – Establishment of Member Working Group** (report of the Democratic and Electoral Services Manager – **attached**)

Yours sincerely

**DAVID OLIVER**