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

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

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**Please ask for**  
Ben Smith

**Direct Dial**  
01832 742113

**Date:**  
17 May 2019

Dear Councillor

A meeting of the **Transformation Committee** will be held in the **Council Chamber**, East Northamptonshire House, Cedar Drive, Thrapston, on **Wednesday 29 May 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 17 April 2019**

**3. Appointment of Vice-Chairman for the 2019/20 Municipal Year.**

**4. 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.*

**5. 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)*

6. **Unitary Update** (report of the Chief Executive – **attached**)
  
7. **Update on Joint Working with Borough Council of Wellingborough** (report of the Business Transformation Manager – **attached**)
  
8. **Update on the Office Transformation Project** (report of the Business Transformation Manager – **attached**)

Yours sincerely

DAVID OLIVER

### **FIRE/EMERGENCY EVACUATION**

Please read the fire/emergency evacuation instructions before the meeting begins. These are displayed at the entrance to the meeting room.

If the emergency alarm sounds, you must evacuate the building immediately by the nearest signed fire exit and proceed to the main car park area as directed by the Democratic Services staff. Further instructions will then be given.