

## Group Trust Board Meeting in Public

**Date:** Tuesday 1 April 2025

**Time:** 10:00 to 11:00

**Location:** Online via Teams

### Members:

Lynda Thomas,	Group Trust Chair (Chair)
Sarah Buchan,	Chief Information Officer
Laura Clear,	Director of Strategy and Transformation
Anna Gill,	Non-Executive Director
Rachel Hawkins,	Director of Corporate Affairs
Kate Howard,	Chief Nursing and Allied Health Professional Officer
Dr Caroline Kavanagh,	Chief Medical Officer
John Kennedy,	Non-Executive Director
Vacant,	Chief Finances and Resources Officer
Graham Nice,	Non-Executive Director
Anita Pisani,	Chief People Officer and Deputy Chief Executive
Matthew Winn,	Chief Executive Officer
Njoki Yaxley,	Non-Executive Director

### In Attendance:

Taylor Berzins,	Associate, Browne Jacobson
Vicky Brooke,	Associate Director of Communications
Sarah Feal,	Company Secretary and Freedom to Speak Up Guardian
Lea Fountain,	Associate Director of Communications
Rebecca Hainsworth,	Senior Associate, Browne Jacobson

### Apologies:

David Crawford,	Non-Executive Director
Steven Crowe,	Non-Executive Director

## Minutes

<b>1.0</b>	<b>Welcome, Apologies and Declarations of Interest</b>
1.1	<p>The Chair welcomed all to the meeting. Apologies were noted for David Crawford and Steven Crowe.</p> <p>Members confirmed they had no new declarations of interest or declarations relating to matters on the agenda, and their current declaration on the Register of Interest(s) were accurate and up to date. They also confirmed that any offers of Gifts and Hospitality had been registered.</p>
<b>2.0</b>	<b>Building Trust Programme – Strategic Business Case</b>
2.1	<p>The strategic business case was presented, which is the first part of the process to create a new organisation and was co-produced with board members ensuring comprehensive input from all relevant parties. Informal feedback has been received, and a formal evaluation and outcome is expected to take about six weeks from NHS England. The case is in its final draft, with some minor adjustments like pagination and spell checks pending. The case will be rated in one of three options: proceed with minimal support, proceed with some support needed, or not ready to proceed.</p> <p>It was noted that the organisation needs to be hosted within an Integrated Care Board for financial matters, and the specific one will be determined once the changes in the NHS landscape are finalised.</p> <p>It was agreed an amendment needs to go in at page 9, which relates to the Care Quality Commission.</p> <p>The Group Trust Board <b>approved</b> the Strategic Business Case for submission to NHS England.</p>
<b>3.0</b>	<b>Building Trust Programme – Governance</b>
3.1	<p>The Building Trust Programme was introduced, which contains four elements. It was confirmed that both organisations had approved the documents, which were approved by the Trust Board for Norfolk Community Health and Care NHS Trust, 19 March 2025 and the Trust Board for Cambridgeshire Community Services NHS Trust, 26 March 2025. Confirmation was given these are legally compliant and setting the path for the Group going forward and it is appropriate for the Group Trust Board to adopt the arrangements.</p> <p>It was highlighted the Standing Financial Instructions will come later following the commencement in role of the Chief Finances and Resources Officer.</p>

	<p>The non-executives expressed their appreciation for the inclusive and collaborative approach in developing the governance documents. They acknowledged the significant effort and hard work of the team and the importance of revisiting the documents in six months for further refinement.</p> <p>The Group Trust Board:</p> <ul style="list-style-type: none"> <li>▪ <b>Adopted</b> the Governance Manual</li> <li>▪ <b>Adopted</b> the Partnership Agreement</li> <li>▪ <b>Adopted</b> the Fit and Proper Person Test Framework Policy</li> <li>▪ <b>Noted</b> the Legal Assurance Letter</li> </ul>
<b>4.0</b>	<b>Questions from public, staff and stakeholders</b>
4.1	There were none received.
<b>5.0</b>	<b>Next Steps</b>
5.1	The Strategic Business Case will be submitted to NHS England.