

Appendix 3 - Post Transaction Integration Plan (PTIP) Summary – July 2026

The table below is a summary of the high-level actions that remain within our Post Transaction Integration Plan, across our 7 workstreams.

All workstreams are progressing with no material changes to anticipated delivery outcomes.

PTIP Actions		End Date
Workforce: Lead - Anita Pisani – Chief People Officer		
Electronic Staff Record (ESR)		
Merge ESR units		31/10/26
Merge payrolls		01/04/27
Healthroster		
Align Healthroster and bank business processes and support and merge units		01/03/27
Recruitment		
Merge recruitment systems (TRAC)		31/10/26
Align recruitment processes and support		31/03/27
ID Badge Replacement		
Production and distribution of ID badges		31/03/27
Workforce Development		
Review external mandatory training contracts and assess for inhouse delivery		30/09/26
Align professional education processes		30/09/26
Agree apprenticeship approach for 27/28		30/09/26
Develop approach for future workforce pipeline for 2027 onwards		31/12/26
Align job evaluation process and system		30/07/26
Review and align policies with staff side		31/03/27
Finance and Resources: Lead - Angie Moodie – Chief Finance and Resources Officer		
Review and align Estates and Facilities service strategies		31/03/27
Develop and implement plan to align Charities		31/07/26
Digital Systems: Lead – Sarah Buchan – Chief Information Officer		
Decommission Norfolk Community Health and Care tenancy email accounts		30/11/26
Transfer remaining applications from local tenant to nhs.net		30/09/27
Migrate legacy nhs net into new Trust nhs net tenancy container		31/08/26

Establish process with service desks for staff on other infrastructure to access shared folders			10/07/26
Data Reporting: Lead - Sarah Buchan – Chief Information Officer			
Process map 'As is' Service & Performance Reporting			30/09/26
Process map 'To be' Data and reporting design and implementation			30/04/27
Align Business Intelligence approaches			30/04/27
Process map 'To be' - National Data reporting Expectations confirmed and implemented			30/09/26
Transfer all reporting to new Trust			30/09/26
Data Quality & Assurance Framework definition			30/09/26
Service & Performance Reporting definitions and processes			30/09/26
Change Control & Freeze Management			30/09/26
Governance: Lead - Rachel Hawkins – Director of Corporate Affairs			
Emergency Prevention Preparedness and Response (EPPR)			31/10/26
Align structure			30/09/26
Implement revised EPPR governance and reporting arrangements.			01/09/26
Develop single approach to on-call arrangements			30/09/26
Information Governance structure and processes			
Implement new information governance structure			28/08/26
Align transactional internal processing of Freedom of Information and Subject Access Requests			30/09/26
Review of all information governance plans and processes and develop alignment plan			30/09/26
Implement revised information governance and reporting arrangements			14/09/26
Data Security Protection			
Single claims process			01/10/26
Review of all legal services across all areas			01/09/26
Single archiving process completed			31/03/27
Develop a trust wide content management system			28/08/26
To upload the documentation of all committee / sub-committee meetings to a central repository			02/11/26

Risk Management			
Set up the new risk group to share learning and focus on implementing mitigation, controls and actions to reduce risks to target and resolve issues			31/3/27
Policies and library			
Develop and implement policy alignment plan			01/10/26
Embed the document and storage library			01/10/26
Communications: Lead - Rachel Hawkins – Director of Corporate Affairs			
Alignment of support service information on intranet and website			01/09/26
Rationalisation and digitisation of patient information leaflets			01/04/27
Unify Adult health services communication on to one website			01/04/27
Post launch update of intranet pages and ongoing development			31/12/26
Clinical Quality – Lead - Kate Howard – Chief Nursing and AHP Officer			
Implement the alignment of the modules in Datix – incident reporting system			30/09/26
Update Datix related Policies and Procedures			30/10/26
Implement audit tool across Norfolk			30/12/27
Align Quality Impact Assessment processes			28/08/26
Align Duty of Candour processes			31/08/26
Align Coroner related processes			30/10/26
Implement inhouse volunteer management service across new Trust			31/03/27
Implement Genome			31/03/27
Reissue prescription pads under new organisation code			30/09/26