NHS
East of England
Community Health and Care
NHS Trust

Appendix 3 - Post Transaction Integration Plan Summary – October 2026

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

Items highlighted **BLUE** have been completed since the last report. Dates identified by an asterisk have had changes to completion dates approved by the program board to take account of current factors but will not have an adverse impact on delivery outcomes.

All workstreams continue to progress 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)			*03/01/27
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			*31/12/26
Align professional education processes			*31/12/27
Agree apprenticeship approach for 27/28			31/12/26
Develop approach for future workforce pipeline for 2027 onwards			31/12/26
Align job evaluation process and system			*30/11/26
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			*31/03/27

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			*16/11/26
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			*13/11/26
Transfer all reporting to new Trust			*30/11/26
Data Quality & Assurance Framework definition			30/09/26
Service & Performance Reporting definitions and processes			*13/11/26
Change Control & Freeze Management			30/09/26
Governance: Lead - Rachel Hawkins – Director of Corporate Affairs			
Emergency Prevention Preparedness and Response (EPPR)			
Align EPPR structure			30/12/26
Develop single approach to on-call arrangements			30/09/26
Information Governance structure and processes			
Implement new information governance structure			*01/04/27
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			*30/11/26
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			*30/11/26
Single archiving process completed			31/03/27
Develop a trust wide content management system			*30/12/26
To upload the documentation of all committee / sub-committee meetings to a central repository			*01/03/27
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			*17/11/26
Embed the document and storage library			*01/12/26
Communications: Lead - Rachel Hawkins – Director of Corporate Affairs			
Alignment of support service information on intranet and website			*30/11/26
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			*30/11/26
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