

NHS Castle Point and Rochford CCG Staff Guidance and Information Index

Document Number	DOCUMENT NAME	SUMMARY
1. CPR CCG Expenditure and Waiver Guidance and Forms: https://castlepointandrochfordccg.nhs.uk/about-us/key-documents/policies/8-cpr-ccg-staff-guidance-and-information-documents/1-cprccg-expenditure-and-waiver-guidance-and-forms-to-complete		
CPRCCG G01	Project Approval Guidance Notes	This guide is intended to provide an informed decision when in the initial stages of a project. It should be read in conjunction with the Project Approval Process Flowchart.
CPRCCG G02	Project Approval Process Flowchart	This flowchart provides a route for planning and gaining approval for a new project. The yes / no routes that the flowchart follows are intended to offer an informed plan for staff to follow.
CPRCCG G03	Non-procurement Route Guidance Notes	This guide is intended to provide an informed decision when using the non-procurement route in the initial stages of a project. It should be read in conjunction with the Non-procurement Route Process Flowchart.
CPRCCG G04	Non-procurement Route Process Flowchart	This flowchart provides a route for planning and gaining approval for a new project through a non-procurement route. The yes / no routes that the flowchart follows are intended to offer an informed plan for staff to follow.
CPRCCG G05	Sub £100k Project Form	This form is for staff to complete to request authorisation for projects under £100k
CPRCCG G06	Dispensation/Waiver Form for Procurements over £100k	This form is for staff to complete to request authorisation for Projects over £100k.
CPRCCG G07	Procurement Paper Template (QFP)	This paper is submitted to QFP to inform them of the current procurement position of the project. This paper must include information on the procurement process to be carried out.
CPRCCG G08	Procurement Decisions and Contracts Awarded Form	This form asks for all details of the completed procurement.

2. CPR CCG Individual Funding Request Forms: https://castlepointandrochfordccg.nhs.uk/about-us/key-documents/policies/8-cpr-ccg-staff-guidance-and-information-documents/2-cprccg-individual-funding-request-forms		
CPRCCG IFR01	Individual Funding Request Form Template (Consultant / GP)	Individual funding requests should only be made where the patient has exceptional clinical circumstances, and will be subject to audit.