

**START: IDENTIFY TYPE OF CCN**

**ONE-OFF PROJECT REVENUE**

*BECOMES PART OF CONTRACT ONCE*

**ONGOING REVENUE**

*BECOMES CONTINUAL PART OF CONTRACT*

**CAPITAL SPEND**

*RELATES TO CONTRACT, BUT SEPARATE SPENDING BUDGET REQUIRED*

- Individual CCNs:**
- Early Years Portal (Example 1)
  - Contracts Database Project (Example 2)
  - Tech Delivery Manager (TDM) (Example 3)
  - Orchard Housing (Example 4)

- CCN 195 – IT STAFF TRANSFERRED TO BT (EXAMPLE 5)**
- Staff related expenses
  - Cost of Pension Bond
  - Third Party spend (i.e. supplier review of existing contracts)
  - Variable project spend

- Example includes CRM Upgrade CCN (Example 6). Requirements:**
- That costs are confirmed before proceeding
  - Budget and spending plan are implemented
  - Spend is planned, often anticipated, as it is aligned with corporate strategy
  - However, affects specific contract, so there is a need for CCN process

**NOTES:**

In the case of **Urgent CCNs**, this procedure is followed on an accelerated timetable. Receipt of CCN by other Party in 1 Working Day. This graph conveys normal or non-urgent CCNs.

It is the role of the **CCN Originator** to send the completed CCN to the other Party.

A Customer/Service Provider Representative must be responsible for **sponsoring** a CCN. Throughout the relevant stages in this process, the CCN will be sent to this Representative who will acknowledge receipt of the CCN.

In the case of **multiple variations**, it is open to all parties to treat each variation with separate and independent CCNs.

**Evaluation (Part B) must include:**

- **Impact Assessment**
- **Timetable**
- **Charges Impact Proposal** (if relevant)
- If change relates to **Formal Volume Change**, relevant details must be provided
- Draft **Transition Plan** (which addresses requirements for this) if change require transition of an element in the contract
- Draft **Project Plan** if necessary (incl Milestones)
- **Statement of Benefits** if necessary
- Proposed **changes to terms** of Contract (if any)
- Details of **Testing Procedures** (if necessary)

Originator of CCN identifies type (i.e., 'normal' or 'urgent')

Originator of CCN fills in **Initiation Form (Part A)** of CCN and sent to other (recipient) party

Within 5 Working Days of receipt of the CCN, the recipient Party shall acknowledge and countersign the **Initiation Form (Part A)**

The Service Provider will complete the **CCN Evaluation (Part B)** whether it is the originator or the recipient. Actioned in 5 Working Days (or an agreed timescale depending on CCN Complexity)

**Authority to Proceed (Part C)** filled in by both Parties when both Parties are satisfied with the Evaluation stage. Contract Variation is implemented.

Originator of CCN identifies type (i.e., 'normal' or 'urgent')

Originator of CCN fills in **Initiation Form (Part A)** of CCN and sent to other (recipient) party

Within 5 Working Days of receipt of the CCN, the recipient Party shall acknowledge and countersign the **Initiation Form (Part A)**

The Service Provider will complete the **CCN Evaluation (Part B)** whether it is the originator or the recipient. Actioned in 5 Working Days (or an agreed timescale depending on CCN Complexity)

**Authority to Proceed (Part C)** filled in by both Parties when both Parties are satisfied with the Evaluation stage. Contract Variation is implemented.

Budget is proposed, funding requested

Budget is set, agreed by all parties, and spending plan implemented

Originator of CCN fills in **Initiation Form (Part A)** of CCN and sent to other (recipient) party

Within 5 Working Days of receipt of the CCN, the recipient Party shall acknowledge and countersign the **Initiation Form (Part A)**

The Service Provider will complete the **CCN Evaluation (Part B)** whether it is the originator or the recipient. Actioned in 5 Working Days (or an agreed timescale depending on CCN Complexity)

**Authority to Proceed (Part C)** filled in by both Parties when both Parties are satisfied with the Evaluation stage. Contract Variation is implemented.

Log to departmental database: CONFIRM system

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**CONTRACTS DATABASE**