

Dear Audit Committee

Contract Procedure Rules: Abergavenny Public Realm Scheme

I apologise to the Audit Committee for not fully adhering to the Contract Procedure Rules and failing to obtain the sequential number from our Internal Audit Team in connection with the above works.

The form was forwarded on to Internal Audit after obtaining the appropriate level of approval and I acknowledge that this was not the correct process and have therefore subsequently arranged for the number to be provided post authorised signatories.

I am now aware of the need to obtain the sequential number from Internal Audit before processing with any exemption request and in order to avoid any future reoccurrence of this nature I have arranged a training session on MCC Contract Procedure Rules for my colleagues from Highways.

I hope that the above actions are satisfactory to the Audit Committee.

Regards,

Paul Keeble | Group Engineer (Highway & Flood Management)
Monmouthshire County Council / Cyngor Sir Fynwy