

**SUBJECT: INTERNAL AUDIT SECTION  
CONTRACT PROCEDURE RULES -  
EXEMPTIONS**

**DIRECTORATE: Resources**  
**MEETING: Governance & Audit Committee**  
**DATE: October 2023**  
**DIVISION/WARDS AFFECTED: All**

## **1. PURPOSE**

- 1.1 To consider the adequacy and appropriateness of the exemption process from the Authority's Contract Procedure Rules.
- 1.2 To inform the Governance and Audit Committee of the number of exemptions requested by operational managers and to identify any noncompliance with the process or adverse trends.

## **2. RECOMMENDATION(S)**

- 2.1 That the Governance and Audit Committee accepts and acknowledges the justifications for the exemptions provided by operational officers.
- 2.2 If the justifications are not accepted, then consideration should be given to calling in the respective operational officer and their respective Head of Service to further account for the reasons why they could not comply with the Council's Contract Procedure Rules at the time of the procurement.
- 2.3 That the Governance and Audit Committee receive an updated report in 6 month's time to include any further responses obtained by the Acting Chief Internal Auditor.
- 2.4 That the Governance & Audit Committee note the commitment to improve the CPR Exemption process through a digital solution.

## **3. KEY ISSUES**

- 3.1 To ensure compliance with the Council's Contract Procedure Rules in the way goods, works and services are procured on behalf of the Authority.

- 3.2 Reassurance that the exemption process from Contract Procedure Rules is operating as intended by managers procuring goods, works or services on behalf of the Authority.
- 3.3 Some operational managers procuring goods, works and services on behalf of the Authority may not be as familiar with Contract Procedure Rules and the exemption process as they should be.

#### **4. REASONS**

- 4.1 Contract Procedure Rules (CPR) were revised and updated in 2020/21 and approved by Council as part of the update of its Constitution in March 2021.
- 4.2 The previous report regarding CPR Exemptions was presented to the Governance & Audit Committee in July 2021. It is acknowledged that this report is overdue and a commitment will be made to providing this report on a 6 monthly basis as part of the forward work programme. This report covers the following periods;
- November 2021 to March 2022 (5 month period)
  - 2022/23 Financial Year
  - 2023/24 Financial Year (first 6 months)
- 4.3 The Acting Chief Internal Auditor is currently in discussion with colleagues from Procurement and Digital Services regarding strengthening the CPR Exemption process and offering a digital solution to recording and approving requests. There are also a number of potential legislative changes being discussed by UK Parliament and the Senedd which may result in the Councils Contract Procedure Rules requiring an update within the next 12 months.
- 4.4 Previously, managers have been invited to attend a Governance & Audit Committee meeting to explain to Members their reasons for seeking an exemption rather than complying with the Council's Contract Procedure Rules. The Acting Chief Internal Auditor is not recommending that any managers be called in to the Governance and Audit Committee as a result of this report.

#### **5. EXEMPTIONS - Background**

- 5.1 Although the Contract Procedure Rules were written to ensure a consistent and fair approach to how officers procure works, goods and services on behalf of the Council, there will be occasions where full compliance may not be appropriate or possible. Provided there is sufficient justification and appropriate approval for not following these rules the policy recognises this.

- 5.2 Management need to ensure that the use of exemptions is proper and they are not being used for convenience or to avoid following CPRs. Exemptions from CPRs are therefore currently administered by Internal Audit, although approvals are given by Heads of Service, Chief Officers and or Cabinet Members.
- 5.3 The Internal Audit, Procurement and Digital Services team are currently working together to review the CPR Exemption process with a view to digitising the system which will provide greater ownership to Heads of Service / Chief Officers and Procurement in approving exemptions. Internal Audit will maintain a strengthened role in providing comment on all exemption forms prior to their appropriate approval. We are currently working to go live on this new system with effect from the new financial year (1<sup>st</sup> April 2024).
- 5.4 It is acknowledged that there is some missing data on the tables included in Appendix 3-5. Exemption forms are required to be submitted to Internal Audit once they have been approved by the respective Head of Service or Chief Officer, however, there are a number (23) which are still outstanding (25%). The exemptions requested may not have been ultimately needed by the service managers but they have not notified Internal Audit of this; so it is not yet possible to determine whether or not the correct authorisation procedures have been followed.
- 5.5 Some adhoc reminders have been issued to staff requesting forms to be returned, however, due to the staff vacancies within the Internal Audit team over the past 2 years, all available resources were directed to complete as much of the audit plan as possible rather than chasing for completed exemption forms.

An exercise is being undertaken to capture the missing information on previously non returned exemption forms. This is currently in progress. A list of all requests for CPR exemptions which have not been returned has been sent to Chief Officers for documents to be returned to the Acting Chief Internal Auditor who will then verify that they have been correctly authorised. The Acting Chief Internal Auditor will then also remind all Heads of Service of the correct procedure to follow when seeking an exemption from the Council's procurement rules.

- 5.6 It is important to note that this process only captures the exemptions which have been requested via and returned to Internal Audit.
- 5.7 As part of the 2022/23 Annual Governance Statement, it was recognised that a training package for Financial Procedure Rules and Contract Procedure rules would be developed.
- 5.8 Comprehensive guidance documents and a set of FAQ's are available via the internal MCC Hub for Officers who conduct procurement exercises. This includes specific guidance on Exemptions to the Contract Procurement Rules.

5.9 The correct process is as follows:

- Obtain a sequentially numbered exemption form from Internal Audit
- Record the reason for requesting the exemption on the form
- Check that Procurement Team are happy with the justification of the exemption
- Obtain the appropriate level of approval
- Return the fully signed off and approved form to Internal Audit.

It is planned that this process will be reviewed and strengthened with the implementation of the new digitised exemption system.

## 6. EXEMPTIONS - Summary

5.1 EXEMPTIONS – November 2021 – March 2022 [349 - 365] [Appendix 3]

Of the 17 requested exemptions.

- 7 were returned to Internal Audit as required and were correctly authorised
- 2 were returned to Internal Audit without the correct authorisation.
- 1 was no longer required after the form was issued
- 7 were not returned to Internal Audit

5.2 EXEMPTIONS – April 2022 – September 2022 [366 - 397] [Appendix 4]

Of the 32 requested exemptions,

- 19 were returned to Internal Audit as required and were correctly authorised
- 3 were returned to Internal Audit without the correct authorisation.
- 2 were no longer required after the form was issued
- 8 were not returned to Internal Audit

5.3 EXEMPTIONS – October 2022 – March 2023 [398 – 420] [Appendix 5]

Of the 23 requested exemptions,

- 13 were returned to Internal Audit as required and were correctly authorised
- 1 was returned to Internal Audit without the correct authorisation.
- 4 was no longer required after the form was issued
- 5 were not returned to Internal Audit

5.4 EXEMPTIONS – April 2023 – September 2023 [421 - 440] [Appendix 6]

Of the 20 requested exemptions,

- 13 were returned to Internal Audit as required and were correctly authorised
- 1 was no longer required as the contract was deemed Exempt as MCC was passporting the money on behalf of Welsh Government. 2 were returned to Internal Audit without the correct authorisation.
- 2 was no longer required after the form was issued
- 1 recently issued form was still waiting for a decision to be made regarding the authorisation of the expenditure
- 3 were not returned to Internal Audit

## **8. RESOURCE IMPLICATIONS**

None.

## **9. CONSULTEES**

Deputy Chief Executive & Chief Officer Resources

## **10. BACKGROUND PAPERS**

Internal Audit CPR Exemption Logs

## **11. AUTHOR AND CONTACT DETAILS**

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## AUDIT COMMITTEE NOVEMBER 2023

### CONTRACT PROCEDURE RULES - EXEMPTIONS

APPENDIX 1

#### Contract Procedure Rules Exemption Forms Log

		Period	Exemption Ref	No' of exemption requests	Cumulative
Report 1	January 2011	April 2009 to 31 Aug 2010	1 – 41	41	41
Report 2	November 2012	September 2010 to August 2011	42 – 60	19	60
		September 2011 to August 2012	61 – 92	32	92
Report 3	May 2013	September 2012 to March 2013	93 – 102	10	102
Report 4	December 2013	April 2013 to October 2013	103 - 117	15	117
Report 5	July 2014	November 2103 to May 2014	118 - 132	15	132
Report 6	December 2014	June 2014 to October 2014	133 - 141	9	141
Report 7	July 2015	November 2014 to May 2015	142 - 174	33	174
Report 8	December 2015	June 2015 to October 2015	174 - 179	5	179
Report 9	June 2016	November 2015 to May 2016	180 - 194	15	194
Report 10	December 2016	June 2016 to October 2016	195 - 207	13	207
Report 11	November 2017	November 2016 to May 2017	208 - 222	15	222
Report 12	November 2018	June 2017 to October 2017	223 - 246	24	246
		November 2017 to May 2018	247 - 259	13	259
Report 13	July 2019	June 2018 to October 2018	260 - 272	13	272
		November 2018 to May 2019	273 - 280	8	280
Report 14	May 2021	June 2019 to October 2019	281 - 291	11	291
		November 2019 to May 2020	292 - 300	9	300
		June 2020 to October 2020	301 - 312	12	312

Report 15	June 2021	November 2020 to April 2021	313 - 333	21	333
		May 2021 to October 2021	334 - 348	15	348
Report 16	October 2023 (this report)	November 2021 to March 2022 * 5 month period	349 - 365	17	365
		April 2022 to September 2022	366 - 397	32	397
		October 2023 to March 2023	398 - 420	23	420
		April 2023 to September 2023	421 - 440	20	440

## APPENDIX 2

### EXTRACT FROM CONTRACT PROCEDURE RULES

#### 4. Exempt Contracts

The following contracts are exempt from the requirements of Contract Procedure Rules:

- a) contracts of employment which make an individual a direct employee of the Council (this exemption does not extend to the recruitment of agency staff)
- b) contracts relating solely to the disposal or acquisition of an interest in land and property.
- c) Contracts for the execution of mandatory works by statutory undertakers, such as utilities providers.
- d) use of the Council's in-house services
- e) individual care packages or education placements where it is considered in the Council's interest or the Council is required to meet obligations under relevant legislation
- f) orders placed under a corporate framework arrangement or contract arranged for the Council by the Strategic Procurement Manager.
- g) unconditional grants by the Council
- h) In a genuine emergency threatening public health, injury to persons or serious and immediate damage to property, an Authorised Officer can take any necessary action to alleviate the threat. This power is limited to the alleviation of the threat and does not extend to any Works beyond what is strictly essential.

An exemption form does not need to be completed for any of the reasons stated in clause 4.



## 5. Exemption Process

- a) In exceptional circumstances an Authorised Officer can request an exemption from the Council's Contract Procedure Rules. No exemption will be considered where the value of such action exceeds the EU procurement thresholds or any subsequent UK Government threshold. Approval has to be obtained in the first instance by the completion of the "Request for Exemption from Compliance with the Contract Procedure Rules", which can be obtained from Internal Audit.
  
- b) Where approval has been granted Contract Procedure Rules shall not apply to the following:
  - I. Purchase by auction or works of art-artists
  - II. Single tender action where a single contractor or a proprietary item or service of a special character is required and justified.
  - III. Extensions of existing contracts where the extension is in accordance with the terms & conditions, specification, rates and/or prices of the original Contract award and where provision for the extension was provided for in the original contract notice.
  - IV. Extensions of consultancy contracts (where the combined original value and extension value do not exceed any EU/UK thresholds), where continuation of Services is deemed necessary, and where the particular knowledge and understanding of the requirement is intrinsically linked to the supplier, and no suitable supplier could undertake the work without undue delay or additional/further cost.

Poor planning or insufficient time is not justification for seeking an exemption.

## 39. Contract Extension

- c) Where the terms of the contract and the original procurement exercise do not expressly provide for an extension, the contract may only be extended in exceptional circumstances, where legislation permits and value for money issues

have been addressed. Such decisions will be made by the relevant Authorised Officer, Internal Audit & the Strategic Procurement Manager.

## APPENDIX 3

### EXEMPTIONS – November 2021 – March 2022 [349 - 365]

Number	Requester	Details / comment	Estimated Contract Value £	Directorate	Date Issued	Correctly authorised	Date Returned to Internal Audit	Reason for exemption
349	Jude Langdon	Development of Monmouthshire Community Fridge		Communities and Place	2/11/21	No unauthorised form returned 19/11/21 -	19/11/21	CPR 5 b) II
350	Jude Langdon	Development of a Schools based family cookery skills programme		Communities and Place	2/11/21	No unauthorised form returned 19/11/21 -	19/11/21	CPR 5 b) II
351	Carl Touhig	Purchase of specialist second hand vehicle	£85k	Communities and Place	5/1/22	Yes	10/02/22	CPR 5 b) II
352	Tyrone Stokes	Research on Carer Requirements (13 month contract)	£30k	Social Care, Safeguarding and Health	7/1/22	Yes	17/1/22	CPR 5 b) II
353	Nikki Wellington	5 year contract for the Capita Education management system	£695k	Children and Young People	25/1/22	n/a	n/a	Cancelled - no longer required.
354	Carl Touhig	For dry mixed recycling	70k	Communities and Place	16/02/22	Yes	11/04/22	CPR 5 b) II
355	Sharran Lloyd			People, Performance and Partnerships	17/02/22			
356	Deb Jackson	Extension of contract		Communities and Place	25/02/22			
357	Nicholas Tulp	New purchase of automated dashboard - only one supplier		Customer, Culture and Wellbeing	01/03/22			
358	Tyrone Stokes	Direct payments managements service		Social Care, Safeguarding and Health	01/03/22			

Number	Requester	Details / comment	Estimated Contract Value £	Directorate	Date Issued	Correctly authorised	Date Returned to Internal Audit	Reason for exemption
359	Tania Shackland			Social Care, Safeguarding and Health	14/03/22			
360	Anna Phythian	Community Meals System	£25k	Communities and Place	17/03/22	Yes	21/03/22	CPR 5 b) II
361	Nick Perry	Extend our Mechanical Contract for a 6 month + 6 month contract		Communities and Place	17/03/22			
362	Richard Cook	Extension of contract not requiring tender Monmouth - Newport (60S/M/01/17).	£13598 (4mnoth ext) or £40,794.00 (12mth)	Communities and Place	18/03/2022	Yes	10/10/23	CPR 39 C
363	Richard Cook	Extension of contract not requiring tender Brynmawr - Abergavenny (3S/M/01/17).	£18,045.33 4mth/£54,136.00 12mth	Communities and Place	18/03/2022	Yes	10/10/23	CPR 39 C
364	Gareth Emery	Second hand minibuses		Communities and Place	23/03/22			
365	Debbie Jackson	We have on hire at the moment a 7.5T hired vehicle in the waste service, we need to purchase a second-hand vehicle to cover off this hire	£50,000	Communities and Place	30/3/22	Yes	01/04/22	CPR 5 b) II

## APPENDIX 4

### EXEMPTIONS – April 2022 – September 2022 [366 - 397]

Number	Requester	Details / comment	Estimated Contract Value £	Directorate	Date Issued	Correctly authorised	Date Returned to Internal Audit	Reason for exemption
366	Amy Longford	Heritage Delivery agreement		Communities and Place	04/04/2022	n/a	n/a	Cancelled - no longer required.
367	Becky Pritchard	Extending school bus contracts		Communities and Place	07/04/22			
368	Debbie Jackson	Immediate purchase for emergency dog vans for Ukrainian dogs	£21,455	Communities and Place	21/04/2022	No - copy sent had not been signed by Procurement	06/10/23	CPR 5 b) II
369	Laura Carter	Extension to bulk waste carrier	£14k	Communities and Place	27/04/22	Yes	28/04/22	CPR 39 (c)
370	Nigel Leaworthy	Ash die back treatment		Communities and Place	27/04/22			
371	Roger Hoggins	Contract to undertake the WelTAG stage 3 for the AT element of the Chepstow Transport study coupled with the transport LUF bid also based upon the Chepstow Transport study.		Communities and Place	28/04/2022	n/a	n/a	Cancelled - no longer required.
372	Nikki Wellington on behalf of Jacky Elias	To work with the Autism Education Trust to upskill staff in our resources bases to become centres of excellence. We have a grant to cover this cost.	£68k	Children and Young People	09/05/22	Yes	16/05/22	CPR 5 b) II
373	Deb Jackson	Van for Dog Wardens	£21,455	Communities and Place	18/05/22	Yes	31/05/22	CPR 5 b) II
374	Chris Price	Weather Station Maintenance	£32,391	Communities and Place	23/05/22	Yes	01/06/22	CPR 5 b) II

Number	Requester	Details / comment	Estimated Contract Value £	Directorate	Date Issued	Correctly authorised	Date Returned to Internal Audit	Reason for exemption
375	Emma Jackson	Extension of My Council Services Website	£80k	Resources	06/06/22	Yes	02/02/23	CPR 5 b) II
376	Nicola, Venus-Balgobin	Bridges Community Centre, Monmouth Social Circles - extension of existing specialist contract for 3 more years	£32,943	Social Care, Safeguarding and Health	10/06/22	Yes	20/01/23	CPR 5 b) II
377	Nicola, Venus-Balgobin	Monmouthshire Mind, Info and Advice extension of existing specialist contract for 3 more years	£106,179	Social Care, Safeguarding and Health	10/06/22	Yes	20/01/23	CPR 5 b) II
378	Nicola, Venus-Balgobin	Sight Cymru; Rehabilitation Service - extension of existing specialist contract for 3 more years	£183,378	Social Care, Safeguarding and Health	10/06/22	Yes	20/01/23	CPR 5 b) II
379	Nicola, Venus-Balgobin	Age Cymru Gwent; Local Links project – extension of existing specialist contract for 3 more years	£248,859	Social Care, Safeguarding and Health	10/06/22	Yes	20/01/23	CPR 5 b) II
380	Chris Price	Tree Services - undertaking tree works on ash die back which isn't covered under a framework.	£40k	Communities and Place	23/06/22			
381	Chris Price	Bureau weather service	£16,345.50	Communities and Place	23/06/22	Yes	30/06/22	CPR 5 b) II
382	Deb Jackson	Welfare Vehicle	£36,645	Communities and Place	23/06/22	Yes	30/06/22	CPR 5 b) II
383	Bethan McPherson	Surveys - Topography and drainage		Communities and Place	04/07/22	Yes	13/07/22	CPR 5 b) II
384	Nicola, Venus-Balgobin	Age Cymru Gwent – Hospital Discharge Service extension of	£227,361	Social Care, Safeguarding and Health	15/07/22	Yes	20/01/23	CPR 5 b) II

Number	Requester	Details / comment	Estimated Contract Value £	Directorate	Date Issued	Correctly authorised	Date Returned to Internal Audit	Reason for exemption
		existing specialist contract for 3 more years						
385	Nicola, Venus-Balgobin	Chepstow Mencap – My Day, My Life (South) extension of existing specialist contract for 1 year to allow for service review	£134,133	Social Care, Safeguarding and Health	15/07/22	Yes	28/03/23	CPR 39 (c)
386	Nicola, Venus-Balgobin	Chepstow Mencap – Family Aid extension of existing specialist contract for 1 year to allow for service review	£453,933	Social Care, Safeguarding and Health	15/07/22	Yes	28/03/23	CPR 39 (c)
387	Rachel Rodgers	Museum Storage - Chepstow and Shire Hall	£72k	Customer, Culture and Wellbeing	15/07/22			
388	Chris Price	Hire of 180 degree back hoe excavator with operator	£65k	Communities and Place	15/07/22			
389	Rachel Lewis	Replace LDP consultancy - demographic and household projections	£8,250	Communities and Place	15/07/2022	No - copy sent had not been signed by Procurement	05/10/2023	CPR 5 b) IV
390	Camilla Morgan	Move from our current desktop Case Management System (IKEN) to a cloud based version (IKEN Cloud)	£12k	Communities and Place		Yes	29/07/22	CPR 5 b) III
391	Deb Jackson	Bus purchase		Communities and Place	04/08/22			
392	Joanne Howard	MDF extension		Communities and Place	04/08/22			
393	Ian Bakewell	Housing Homelessness Module the team have on a system called Locata	£7,460 pa	Communities and Place	24/08/2022	Yes	06/10/23	CPR 5 b) II

Number	Requester	Details / comment	Estimated Contract Value £	Directorate	Date Issued	Correctly authorised	Date Returned to Internal Audit	Reason for exemption
394	Nikki Wellington	Evolve Trip Management System	£10,249	Children and Young People	25/08/22	Yes	21/09/22	CPR 5 b) II
395	Deb Jackson	Purchase of ex demo bus		Communities and Place	21/09/22			
396	Daniel Fordham	Public realm consultation and design for Monnow Street in Monmouth.	£38,500	Communities and Place	28/09/22	Yes	30/10/22	CPR 5 b) II
397	Laura Carter	Contract extension	n/a	Communities and Place	28/09/2022	n/a	n/a	Cancelled - no longer required.



## APPENDIX 5

### EXEMPTIONS – October 2022 – March 2023 [398 – 420]

Number	Requester	Details / comment	Estimated Contract Value £	Directorate	Date Issued	Correctly authorised	Date Returned to Internal Audit	Reason for exemption
398	Chris Price	Specialist vehicle restraint system		Communities and Place	04/10/22			
399	Kim Dolphin	GAVO Carers-Coordinator	£25k pa	Social Care, Safeguarding and Health	10/10/22			
400	Kim Dolphin	Respite for Carers Services	£20k pa	Social Care, Safeguarding and Health	10/10/22			
401	Deb Jackson	Vehicles to pick up contracts	£42k	Communities and Place	17/10/22	Yes	24/10/22	CPR 5 b) II
402	Richard Cook	Abergavenny – Llwynu Estate. This is a de-minimis supported service. The contract is for £10,000 and supports the busy Abergavenny Town commercial service on a Saturday	£10pa	Communities and Place	28/10/2022	n/a	n/a	Cancelled - no longer required.
403	Lisa Widenham	Banking services	£135,000	Resources	01/11/2022	Yes	06/10/23	CPR 5 b) II
404	Andrew Powell	Resurfacing works	£25k	Communities and Place	07/11/22	Yes	23/12/22	CPR 5 b) II
405	Hywel Price	A SCRIM analysis of Monmouthshire highway network	£20k	Communities and Place	01/12/22	Yes	20/12/22	CPR 5 b) II
406	Jill Edge	LDP consultancy	£10k	Communities and Place	19/12/22	Yes	19/12/22	CPR 5 b) II
407	Nikki Wellington	ICT upgrade to Capita	£45k	Children and Young People	19/12/22	Yes	04/01/23	CPR 5 b) II
408	Laura Carter	Portacabin	£74k	Communities and Place	21/12/22	Yes	20/01/23	CPR 5 b) II

Number	Requester	Details / comment	Estimated Contract Value £	Directorate	Date Issued	Correctly authorised	Date Returned to Internal Audit	Reason for exemption
409	Nicola, Venus-Balgobin	contract extensions supporting living - 43 Hereford Road	£104,573	Social Care, Safeguarding and Health	19/01/23	Yes	22/06/23	CPR 5 b) III
410	Stephen Griffiths	Home Improvement Loans Administration	£10k	Communities and Place	24/01/23	Yes	28/02/23	CPR 5 b) II
411	Steve Baldwin	Landslip repairs	£26k	Communities and Place	26/01/2023	n/a	n/a	Cancelled - no longer required.
412	Becky Pritchard	CTX system upgrade		Communities and Place	26/01/23			
413	Lisa Widenham	Civica extension		Resources	06/02/2023	n/a	n/a	Cancelled - no longer required.
414	Anne Rainsbury	Interactive Experience	£26.5k	Customer, Culture and Wellbeing	06/02/23	Yes	22/02/23	CPR 5 b) II
415	Neil Rosser	Parking Permit upgrade	£23,750	Communities and Place	14/02/2023	Yes	05/10/23	CPR 5 b) II
416	Nick Perry	Lorne Stewart Contract exemption	£500k	Resources	15/03/2023	No – required Cabinet Member approval	10/10/23	CPR 39 c
417	Naomi Lovesey	Film for Workforce Development / Childrens Services - aiming to recruit Social Workers	£25k	Social Care, Safeguarding and Health	17/03/23	Yes	27/03/23	CPR 5 b) II
418	Neil Rosser	Parking Permit upgrade	£30k	Communities and Place	19/03/2023	Yes	05/10/23	CPR 5 b) II
419	Christian Schmidt	Extension for route 60		Communities and Place	24/03/23			
420	Claire Sullivan			MonLife	24/03/2023	n/a	n/a	Cancelled - no longer required.

## APPENDIX 6

### EXEMPTIONS – April 2023 – September 2023 [421 - 440]

Number	Requester	Details / comment	Estimated Contract Value £	Directorate	Date Issued	Correctly authorised	Date Returned to Internal Audit	Reason for exemption
421	Matthew Gatehouse	Provision of security services at hotel accommodating refugees	£70k	People, Performance and Partnerships	17/04/23			
422	Matthew Gatehouse	Operation of Hotel to accommodate refugees (negotiations done by WG across Wales, but we are the named party on the license)	£6.9m	People, Performance and Partnerships	N/A	N/A	N/A	Exempt under CPR Section 4
423	Nicola Venus-Balgobin	Autism Family Support	£92,169	Social Care, Safeguarding and Health	25/04/23	Yes	22/06/23	CPR 5 b) II
424	Nicola Venus-Balgobin	Monmouthshire Peoples First – Advocacy Service	£67,825.80	Social Care, Safeguarding and Health	25/04/23	Yes	22/06/23	CPR 5 b) II
425	Nick Perry	Vectorworks Subscription	£35,952	Resources		Yes	10/10/23	CPR 5 b) II
426	Hywel Price	Active Travel Bridge Monmouth	£32,500	Communities and Place	05/05/23	Yes	19/05/23	CPR 5 b) II
427	Rachel Lewis	LDP Work		Communities and Place	22/05/2023	n/a	n/a	Cancelled - no longer required.
428	Poppy Harris	Town Hall Clock Renovations	£32K	Communities and Place	23/05/23			
429	Kim Dolphin	Ad-hoc contract with Care Collective - for a one off support for carers on their waiting list who are not getting any respite care.	£10,579.68 June – November 23 (6 months)	Social Care, Safeguarding and Health	02/06/23			
430	Rachel Lewis	Monmouthshire's Green Wedge Review	£5k	Communities and Place	06/06/23	Yes	08/06/23	CPR 5 b) IV

Number	Requester	Details / comment	Estimated Contract Value £	Directorate	Date Issued	Correctly authorised	Date Returned to Internal Audit	Reason for exemption
431	Marianne Fisher	Cooking sessions at schools	£1.2k	Communities and Place	09/06/2023	Yes	09/10/23	CPR 5 b) II
432	Debbie Jackson	Replacement Meals on Wheels vehicle	£21k	Communities and Place	12/07/23	Yes	19/07/23	CPR 5 b) II
433	Rachel Lewis	Carbon Trust	up to £58k	Communities and Place	17/07/23	Yes	21/08/23	CPR 5 b) IV
434	Rachel Lewis	Habitats Regulations Assessment to inform the Deposit RLDP	£55k	Communities and Place	04/08/23	Yes	16/08/23	CPR 5 b) IV
435	Rachel Lewis	Retail Study updates	£15k	Communities and Place	04/08/2023	Yes	05/10/23	CPR 5 b) IV
436	Hywel Price	Wye Bridge	£290k	Communities and Place	11/08/2023	n/a	n/a	Cancelled - no longer required.
437	Sally Thomas	Wellbeing services	£50	People, Performance and Wellbeing	11/08/23	Yes	04/09/23	CPR 5 b) III
438	Rachel Lewis	RDLP Work	£33,840	Communities and Place	17/08/23	Yes	18/08/23	CPR 5 b) IV
439	Rachel Lewis	Strategic Transport Assessment (RDLP Work)	£11.5k	Communities and Place	30/08/2023	Yes	05/10/23	CPR 5 b) II
440	Chris Price	Mini Paver		Communities and Place	26/09/23			Awaiting decision on authorisation of expenditure