

General Cabinet Functions

Cabinet are to discharge with delegated authority the following general functions:-

1. Strategic leadership and direction; responsibility for the economic, social and environmental well-being of the area within the Council's policy and budgetary framework, and the three guiding principles of sustainability, social inclusion and equalities.
2. Developing and proposing to the full Council, those plans and strategies which are set out under the Council's terms of reference as the policy and budget framework (*2007 Regulations*) or approving such other executive plans or strategies which are for the executive to determine.
3. Proposing the annual budget to the full Council for approval, including the allocations to different services and projects, proposed taxation levels and contingency funds (*2007 Regulations*).
4. Consulting the relevant Scrutiny Committees in the development of the policy and budget framework, and such other matters as deemed appropriate.
5. The search for Improvement and receiving the outcome of reviews from Scrutiny Committees.
6. Taking in-year decisions on resources and priorities (together with other stakeholders and partners in the local community as appropriate) to deliver the budget and policies decided by the full Council i.e. implementing the policies and spending the budget in accordance with the policy framework and the Council's financial rules and regulations. The Executive will then be accountable to the Council and the public for its decisions – and it will be able to take decisions within a virement limit set out in financial procedure rules of the requisite budget if the decisions are in line with the policy and budget framework.
7. Dealing with emerging issues.
8. Dealing with unexpected events (e.g. civil contingencies/emergencies)

9. Continuing to develop partnerships with other public, private, voluntary and community sector organisations to address local needs.
10. Delivering services in line with the adopted policies and budgets, including electronic service delivery.
11. Consulting other relevant Committees of the Council in other matters e.g. Planning Committee in the case of Local Development Plan.
12. Responding to any recommendations of Scrutiny Committees.
13. Compulsory purchase orders where appropriate to executive functions.
14. To determine any arrangements for the discharge of executive functions directly by or jointly with another Authority or Authorities (unless being matters within the purview of the Council).
15. To deal with the following functions on a “local choice basis” (*Schedule 2 of 2007 Regulations*):-
 - Receive and approve the outcome of Reviews from Scrutiny Committees or from Officers;
 - Any local Act functions delegated by the Council other than a function specified or referred to in Schedule 1 of the 2007 Regulations;
 - Make appointments to outside bodies if relevant to executive functions;
 - Control of pollution (air, water, land) related statutory nuisances and other environmental protection functions, incorporating in particular the functions 10-15 of schedule 2 of the “local choice” Regulations 2007;
 - Making of agreements for execution of highway works – Section 278 Highways Act 1980;

- Obtaining of particulars of persons interested in land under Section 16 of the Local Government (Miscellaneous Provisions) Act 1976;
 - Functions in respect of Council Tax base as specified in the Regulations;
 - Functions in relation to the revision of decisions made in connection with claims for Housing Benefit or Council Tax Benefits (note: appeals under Section 68 and Schedule 7 to the Child Support Pensions & Security Act 2000 are to an independent tribunal);
 - Mal-administration issues under Section 92 of the Local Government Act 2000 (except for Section 19 Ombudsman reports under the 2005 Act) – and also under Sections 21 & 34 of the Public Services Ombudsman (Wales) Act 2005.
16. Draft the Corporate Plan, including the identification of the Council's Well-being objectives, well-being statement and priorities for improvement during the plan period; consult the Cabinet Scrutiny Committee and any other Scrutiny Committees as deemed appropriate and recommend to Council.
 17. Draft the Annual Report, accounting for the extent to which the Council has delivered the programme identified in the Corporate Improvement Plan.
 18. Executive overview (a) of implementation and monitoring of Improvement and action plans that respond to recommendations made by the Council's external regulators (b) of Wales Audit Office Reports (c) of executive performance management; and to receive any recommendations in this respect from Cabinet Committees or the "principal" Scrutiny Committee.
 19. Health and Safety as employer and other personnel related policies/issues the responsibility of the executive (note: also to be able to discuss personnel related issues which are non-executive functions and to comment to the Personnel Committee responsible for such matters).
 20. Initiate planning applications as appropriate to executive functions.

21. Institute or defend any legal proceedings, including those of Tribunals, Arbitrations and forums involving dispute resolutions in relation to matters which are the responsibility of the executive.
22. All of the local authority's functions including those hereafter (except functions which by statute, regulations or local choice are not executive functions); and to be able to deal with any executive matters which are otherwise delegated to Cabinet Committees or Officers.

CABINET COMMITTEE FUNCTIONS

The Cabinet Committees hereunder are delegated to discharge any executive functions in relation to the matters listed under the respective headings, namely:-

Cabinet (Finance) Sub Committee

(Two members holding Cabinet Portfolios Numbers 3 and 4 below)

Sundry Debt Write Offs, Education Trust Fund Matters, Tender Decisions (where not covered by delegated authority), Harold and Joyce Charles Trust Fund, Business Rates Write Offs, Housing Benefit Write Offs, Welsh Church Act Fund Trust Applications, Miscellaneous Grant Application, Rate Relief, Community Council Minor Projects Scheme, Hardship Relief, Council Tax Write Offs and Third Sector Grant Funding Applications and Fees and Charges related to portfolios 3 and 4.

Social Care, Health and Well-being Cabinet Committee

(Two members holding Cabinet Portfolios Numbers 6 and 7 below)

All matters listed under Portfolios 6 and 7 and any other related matters not so listed.

Education, Skills and Culture Cabinet Committee

(Two members holding Cabinet Portfolios Numbers 7 and 8 below)

All matters listed under Portfolio 8 and any other related matters not so listed.

Regeneration and Sustainable Development Cabinet Committee

(Two members holding Cabinet Portfolios Numbers 5 and 10 below)

All matters listed under Portfolios 5 and 10 and any other related matters not so listed.

Streetscene and Engineering Cabinet Committee

(Two members holding Cabinet Portfolios Numbers 9 and 10 below)

All matters listed under Portfolio 9 and any other related matters not so listed.

The Cabinet Committees are also delegated to discharge executive functions as follows in relation to the matters referred to above:-

- (a) Deal with any matters referred from Cabinet;
- (b) Work closely with the relevant Scrutiny Committees, particularly in pre-scrutiny;
- (c)
 - Monitor the performance of services, paying particular attention to the priorities for improvement set out in the Corporate Improvement Plan;
 - Compare the performance of the Council's services over time and with other authorities who provide similar services;
 - From time to time consider whether to exercise the power to collaborate.
- (d) Implement and monitor improvement actions following improvement or efficiency reviews;
- (e) Implement and monitor recommendations arising from the Wales Audit Office Reports;
- (f) Implement and monitor service related requirements arising from the Wales Audit Office Annual Improvement Report;
- (g) Manage operational land and property;
- (h) Authorise expenditure from approved budget limits on matters within their purview, and recommend any virements where appropriate to Cabinet and Council;
- (i) Any executive matters which are otherwise delegated to officers which relate to the functions of the Committee;
- (j) The other general matters specified for the Cabinet in Annex G as they relate to the functions of the Cabinet Committees.

NOTE:

- (1) *If any Cabinet Committee Member is unable to attend, any other Cabinet Member may substitute as a voting Member on the Cabinet Committee.*

- (2) *Leader and Deputy Leader, as of right, may attend any Cabinet Committee; other Cabinet Members may also be invited to attend other Cabinet Committees depending on the issues.*
- (3) *The Job Sharing provisions set out in the Articles of the Constitution shall be complied with at all times in accordance with any voting functions.*