

## PART 3 – RESPONSIBILITY FOR FUNCTIONS

### Section 2 – Cabinet Functions

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The Council have determined that the following functions can only be exercised by the Cabinet i.e. a meeting of the Cabinet. *[For the avoidance of doubt, the Cabinet may determine on any particular matter under consideration by the Cabinet pursuant to this Section 2, that a decision on any such particular matter (or any part thereof) may be delegated to a senior officer who is within the Assistant Director tier of management responsibility or above.*

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| 1 | To recommend to Council any policy, plan or strategy which the Authority has resolved shall be subject to approval by Council as part of the Policy Framework and any amendment of any policy plan or strategy forming part of the Policy Framework. |
| 2 | To take any urgent decisions which are contrary or not wholly in accordance with the approved Budget or contrary to the Policy Framework.  |
| 3 | To develop a medium term financial strategy, with priorities and targets, over a rolling three year period.  |
| 4 | To prepare, agree and, if appropriate, consult on the Authority's plans, policies and strategies which do not form part of the Policy Framework.   |
| 5 | To initiate and guide reviews of the Authority's Policy Framework.   |
| 6 | To lead the integration of strategic objectives across the Authority.  |
| 7 | To make arrangements for the making of in-year changes to the Policy Framework, to the extent authorised by the Authority.   |
| 8 | To agree responses to consultation papers from the Government (including White and Green papers), from the Welsh Assembly Government, LGA, WLGA and all other bodies in respect of strategic policy.   |

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| 9  | To determine the response to reports from the Overview and Scrutiny Committees.   |
| 10 | To recommend to the Council and to review the Treasury Management policies and annual limits  |
| 11 | To receive financial forecasts including the medium term financial strategy and the monitoring of financial information and indicators  |
| 12 | To recommend to the Council the annual budget, including the Capital and Revenue Budgets, the Prudential indicators, authorised borrowing limit and the level of Council Tax  |
| 13 | To ensure that the annual budget is implemented and the underlying principles adhered to in any changes required from time to time and between annual budgets. This will include recommending to Council any changes to policy that will materially reduce or increase the services of the Authority or create significant financial commitments in future years. |
| 14 | To review and monitor the Authority's strategy and overall implementation in relation to e-Government, telecommunications, information systems and information technology   |
| 15 | To agree and oversee the Authority's overall policy in relation to grants to external bodies and to agree the Authority's strategy for the payment of grants.   |
| 16 | To approve the purchase, sale or appropriation of land and buildings in any case where arrangements have not been made for discharge of the function by an officer of the Authority.  |
| 17 | To approve the letting or taking of a lease, tenancy or license of land and/or premises in any case where arrangements have not been made for discharge of the function by an officer of the Authority  |
| 18 | To authorise the making of compulsory purchase orders except for compulsory purchase orders made in respect of single houses under Part II of the Housing Act 1985 and or the Acquisition of Land Act 1981  |
| 19 | To consider, at least annually, the level of reserves, provisions and balances held by the Authority and to make recommendations to Council where appropriate.  |
| 20 | To approve writing-off of debts in any case where arrangements have not been made for discharge of the function by an officer of the Authority.   |
| 21 | To approve the write-off of stocks, stores and other assets in any case where arrangements have not been made for discharge of the function by an officer of the Authority  |
| 22 | To recommend the Corporate Asset Management Plan to the Authority and approve a rolling programme of property disposals.  |

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| 23 | To receive reports on contract overspends in accordance with limits set out in Financial Procedure Rules and recommend the action to be taken.  |
| 24 | To approve revenue and capital budget virements or any inter-service virements where the purpose of the budget has been amended or in any case where arrangements have not been made for discharge of the function by an officer of the Authority and within the Policy and Budgetary Framework.  |
| 25 | To agree to the provision of new primary and secondary schools, nursery and special schools, and to provide sites for new, substituted or transferred voluntary schools.  |
| 26 | To approve the publication of proposals for the closure or significant change or significant enlargement of schools and to enact the closure or change or enlargement of any schools once the agreement of the Welsh Assembly Government has been given.  |
| 27 | To approve any arrangements for joint service provision with the National Health Service.   |
| 28 | To develop, and to recommend to the Council, a Housing Strategy and Operational Plan.   |
| 29 | To agree revisions to the Authority's Housing Allocations Policy.   |
| 30 | To agree the Authority's Policy and strategy for the setting of fees and charges.   |
| 31 | To agree changes to overall eligibility criteria for access to services of the Authority.   |
| 32 | To approve the making of bids to the Welsh Assembly Government and other bodies for capital funding (except where these are within the Policy and Budgetary Framework).   |
| 33 | To authorise the implementation of any capital project not within the approved capital programme and not otherwise funded by a body or person other than the Authority.   |
| 34 | To authorise the invitation of tenders, offers or bids in accordance with the Contracts Procedure Rules and where appropriate for that purpose approve select lists of contractors, suppliers and tenderers in any case where arrangements have not been made for discharge of the function by an officer of the Authority. (As set out in Section 4).  |
| 35 | To authorise issue or approve variations within the contract in any case where arrangements have not been made for discharge of the function by an officer of the Authority. (As set out in Section 4).   |
| 36 | To identify and agree appropriate tender evaluation criteria and the relative importance/weighting of each factor in accordance with the Contracts Procedure Rules so that tenders can be evaluated to determine which tender represents the Best Value to the Authority in any case where arrangements have not been made for discharge of the function by an officer of the Authority. (As set out in Section 4). |
| 37 | To approve the acceptance of tenders in accordance with the Contracts Procedure Rules in any case where arrangements have not been made for discharge of the function by an officer of the Authority. (As set out in Section 4).  |
| 38 | To consider the reports of external review bodies on matters of strategic service delivery.   |

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| 39 | To approve the variation of capital expenditure by the addition, deletion or material modification of an existing project by virement to or from another which is already in the programme in any case where arrangements have not been made for discharge of the function by an officer of the Authority.               |
| 40 | To initiate or respond to appropriate Parliamentary matters (other than the promotion or opposition to personal or local Bills).   |
| 41 | To determine any matter delegated to an officer, where that officer considers it more appropriate for it to be dealt with by the Cabinet.  |
| 42 | To approve the establishment or closure (except any temporary closure for maintenance or refurbishment or in the case of an emergency) of any facility for the provision of or at which direct services to the public will be provided by the Authority to service users (e.g. libraries, leisure centres, day centres). |
| 43 | To perform any Executive Function in any case where arrangements have not been made for discharge of the function by an officer of the Authority. (As set out in Section 4).   |
| 44 | To agree any amendments or variations to, and arrangements under an agreement dated 27 March 2000 made under Section 165 of the Local Government Planning and Land Act 1980 between the Cardiff Bay Development Corporation and the Authority.   |
| 45 | To carry out the functions and obligations and exercise the powers of the Authority under the Cardiff Bay Barrage Act 1993 (except to the extent that such functions are Non-Executive Functions) in any case where arrangements have not been made for discharge of the function by an officer of the Authority.        |
| 46 | To perform the functions of the Authority as harbour authority in any case where arrangements have not been made for discharge of the function by an officer of the Authority.   |