

KING'S LYNN AREA COMMITTEE REPORT

REPORT TO:	King's Lynn Area Committee Report		
DATE:	13 November 2025		
TITLE:	KLAC Support Officer		
TYPE OF REPORT:	Decision		
PORTFOLIO(S):			
REPORT AUTHOR:	Mark Whitmore		
OPEN/EXEMPT	Open	WILL BE SUBJECT TO A FUTURE CABINET REPORT:	No

REPORT SUMMARY/COVER PAGE

PURPOSE OF REPORT/SUMMARY:
To make a decision on whether to approve the creation of KLAC Support Officer Post on a part time basis for an initial period of 2 years
KEY ISSUES:
There is not sufficient officer resource to support KLAC in the development of project proposals. The post holder will provide support in preparing draft priorities, co-ordinating projects, identify funding opportunities and prepare business cases.
OPTIONS CONSIDERED:
No other options considered.
RECOMMENDATIONS:
1. To approve the creation of a KLAC support officer. The post to be for an initial two year period for 14.8hrs per week.
REASONS FOR RECOMMENDATIONS:
To provide the necessary officer resource to support KLAC.

REPORT DETAIL

1. Introduction

The Terms of Reference for KLAC set out at section 4 the functions of the committee, included in these functions is the authority to determine the spend of the KLAC budget and to authorise the submission of applications for funding (Clauses 4.1 and 4.2). Additionally clause 4.8 sets out the expectation to carry out community engagement within the unparished area of King's Lynn.

There is currently no officer support to assist KLAC in the discharge of these functions.

2. Proposal

It is proposed to create a temporary (2yr) part time (14.8hrs/week) post to provide the necessary support for KLAC required to enable the committee to discharge it's functions effectively.

The post holder will be responsible for:

- The development of project proposals.
- Providing support in preparing draft priorities for KLAC.
- Co-ordinating projects.
- Identifying funding opportunities
- Preparing business cases.

3. Issues for the Panel to Consider

The creation of the post will be funded from the KLAC budget, indicative costs are set out in section 5 below.

Should KLAC decide not to agree the recommendation, members of the committee will need to deliver the functions of the post holder themselves.

4. Corporate Priorities

The recommendation will support the delivery of all four of the Councils corporate priorities within the unparished area of King's Lynn.

- Promoting growth and prosperity to benefit West Norfolk
- Protecting and enhancing our environment
- Delivering services that are efficient, effective, and responsive
- Supporting and strengthening our communities

5. Financial Implications

The post has been graded as a PG11 post. Mid point of PG11 is £32439pa
The post will be funded from the KLAC budget and based on the midpoint of the scale will be circa.£ 16,000pa (including oncosts and dependent of salary offered).

6. Any other Implications/Risks

None

7. Equal Opportunity Considerations

. None

8. Environmental Considerations

N/A

9. Consultation

N/A

10. Conclusion

KLAC has been asked to consider the creation of a KLAC Support Officer role to assist them in the delivery of their functions as set out in the Terms of Reference for the Committee

11. Background Papers

None