

BOROUGH COUNCIL OF KING'S LYNN AND WEST NORFOLK

RECORD OF DECISION TAKEN BY OFFICERS UNDER DELEGATED POWERS

This is a record of a decision taken by officers under delegated powers and where necessary taken in consultation with members and officers.

REPORT TITLE:	King's Lynn Pride in Place Programme Local Assurance Framework
OPEN/EXEMPT	OPEN
LEAD OFFICER	Nicola Cooper
IS DECISION SUBJECT TO CALL IN?:	Is an executive decision therefore YES
DATE DECISION ADVERTISED:	22 April 2026
DATE OF DECISION:	29 April 2026
DEADLINE FOR CALL IN:	07 May 2026
PRE-SCREENING EQUALITY IMPACT ASSESSMENT COMPLETED:	YES

Delegated Power

Specify the particular delegated power being exercised by reference to the Scheme of Delegation or the Council body minute and date.

- Cabinet Report, 11 November 2025: King's Lynn Pride in Place Programme.
- Recommendation 5: (Agreed)
Delegate Authority to the Deputy Chief Executive and S151 Officer in consultation with Finance Portfolio Holder to approve the Local Assurance Framework for Pride in Place with the King's Neighbourhood Board by April 2026.

Decision Taken

Specify precise details of the decision taken.

King's Lynn Pride in Place (PiP) Programme Local Assurance Framework (LAF) document has been produced to guide governance and decision making for the establishment of the Pride in Place programme in King's Lynn.

The draft LAF was shared with the Borough Council's PiP Steering Group for review and comment on 18/03/2026 and comments and amendments were incorporated into the document.

The subsequently updated draft LAF was taken to the King's Lynn Neighbourhood Board on 27/03/2026. The document was agreed and no amendments were requested.

In line with the agreed cabinet recommendation the LAF was then emailed to M Drewery (S151 Officer) and Cllr Morley for review and comment (30.03.26).

- MD requested clarification which was resolved with amendment to 8.1.
- Cllr Morley agreed to the document in line with MD and requested further clarity on the process of moving towards community led delivery. This was provided by JC via email 02.04.26

The document was agreed as final on 01.04.26 [King's Lynn Pride in Place Local Assurance Framework](#)

Reasons for the Decision

Specify all reasons for taking the decision

To guide the process of assurance and decision making for investment of PiP funding for the KL Neighbourhood Board as the strategic decision making body and the Borough Council as the accountable body.

The document will serve as an interim framework until the programme transitions to community led delivery by 2029, at which point the documentation will be reviewed and updated as required.

Details of alternative options, if any, considered and rejected.

Not producing a LAF: MHCLG has not requested submission of a LAF as mandatory for programme delivery, but it has been agreed with the PiP Steering Group that this will be an important document in guiding decision making in the interim period before transitioning towards community led delivery, at which time the LAF will be reviewed and updated as appropriate.

Any declarations of interest and details of any dispensations granted in respect of interests (in relation to officers and any Members consulted).

None

List of Background papers

[King's Lynn Pride in Place programme Local Assurance Framework March 2026](#)

Authorisation

Michelle Drewery

Post Held: Deputy Chief Executive & Section 151 Officer

Date: 01.04.2026

Consultation with members/officers

If the decision is taken following consultation with the members/officers, please give details:

Name of Members/officers consulted:

Michelle Drewery, Deputy Chief Executive & Section 151 Officer
Cllr Chris Morley, Finance Portfolio Holder
Pride in Place Steering Group (officer group)
King's Lynn Neighbourhood Board

Signed by Member/officer as consulted:



Michelle Drewery

Date: 02.04.2026

Stage 1 - Pre-Screening Equality Impact Assessment

For equalities profile information please visit [Norfolk Insight - Demographics and Statistics - Data Observatory](#)

Name of policy/service/function	Pride in Place Programme				
Is this a new or existing policy/service/function? (<i>tick as appropriate</i>)	New	X	Existing		
Brief summary/description of the main aims of the policy/service/function being screened. Please state if this policy/service is rigidly constrained by statutory obligations, and identify relevant legislation.	Approval of King's Lynn Pride in Place (PiP) programme Local Assurance Framework to guide decision making and governance for PiP programme delivery.				
Who has been consulted as part of the development of the policy/service/function? – new only (<i>identify stakeholders consulted with</i>)	Michelle Drewery Cllr Chris Morley Pride in Place Steering Group (officer group) King's Lynn Neighbourhood Board				
Question	Answer				
<p>1. Is there any reason to believe that the policy/service/function could have a specific impact on people from one or more of the following groups, for example, because they have particular needs, experiences, issues or priorities or in terms of ability to access the service?</p> <p>Please tick the relevant box for each group.</p> <p>NB. Equality neutral means no negative impact on any group.</p> <p><i>If potential adverse impacts are identified, then a full Equality Impact Assessment (Stage 2) will be required.</i></p> <p><i>*For more information on health inequalities please visit The King's Fund</i></p>		Positive	Negative	Neutral	Unsure
	Age			X	
	Disability			X	
	Sex			X	
	Gender Re-assignment			X	
	Marriage/civil partnership			X	
	Pregnancy & maternity			X	
	Race			X	
	Religion or belief			X	
	Sexual orientation			X	
	Armed forces community			X	
	Care leavers			X	
	Health inequalities*	X			
Other (eg low income, caring responsibilities)	X				
<p>Please provide a brief explanation of the answers above:</p> <p>The document will support fair and transparent investment decision making to enable investment of PiP funding within local communities. The PiP programme aims to create safer, healthier neighbourhoods, helping to deliver a step change, the government will work in partnership with communities and neighbourhoods, empowering them with the tools and levers to support communities across the country and provide long-term funding to the most disadvantaged areas. Therefore, the PiP programme seeks to support low income groups, improve access to open space/ recreation and to improve access to/ delivery of health.</p>					

Question	Answer	Comments	
2. Is the proposed policy/service likely to affect relations between certain equality communities or to damage relations between the equality communities and the Council, for example because it is seen as favouring a particular community or denying opportunities to another?	No	The document will support transparent investment decision making.	
3. Could this policy/service be perceived as impacting on communities differently?	No	Guides fair and transparent decision making processes.	
<p>If 'yes' to questions 2 - 3 a full impact assessment will be required unless comments are provided to explain why this is not felt necessary:</p> <p>Decision agreed by EWG member:</p>			
4. Are any impacts identified above minor and if so, can these be eliminated or reduced by minor actions? If yes, please agree actions with a member of the Corporate Equalities Working Group and list agreed actions in the comments section	Yes / No	Actions:	
		Actions agreed by EWG member:	
5. Is the policy/service specifically designed to tackle evidence of disadvantage or potential discrimination?	Yes	<p>Please provide brief summary:</p> <p>This is an assurance document which will guide fair decision making.</p>	
Assessment completed by:			
Name	Nicola Cooper		
Job title	Investment Programmes Officer		
Date completed	02.04.2026		
Reviewed by EWG member	Claire Dorgan	Date	21.04.26

✓ Please tick to confirm completed EIA Pre-screening Form has been shared with Corporate Policy (corporate.policy@west-norfolk.gov.uk)