

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:	West Norfolk Digital Skills Programme
OPEN/EXEMPT	Open
LEAD OFFICER	Jemma Curtis
IS DECISION SUBJECT TO CALL IN?:	YES
DATE DECISION ADVERTISED:	01 May 2026
DATE OF DECISION:	11 May 2026
DEADLINE FOR CALL IN:	18 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

7.17

Decision Taken

To deliver a programme during 26/27 focused on Digital Skills for young people in partnership with independent training provider, Tech Educators. The aim from the proposal is to deliver a programme of events leading into a [Hackathon](#) at the Corn Exchange, focusing on using tech for confidence building, career/pathway awareness raising and employer engagement with employers who have future tech based skills and workforce needs (the Queen Elizabeth Hospital being a key partner).

The target audience for this programme is young people who are NEETs (or at risk of NEET), that will engage year 11 high school students, College of West Anglia & Boost participants (reaching circa 100 people).

We are proposing to fund the Council's contribution to this year's activity from the Skills & Attainment reserve budget. This is a 'trailblazer' programme where we have an opportunity to pilot the initiative with a view to secure funding and sponsorship for future events in West Norfolk through corporate CPD, social value contributions and skills-based programmes.

Reasons for the Decision

The WN Skills Strategy action plan and WN Economic Development Strategy identified priority to be given to future workforce skills needs in order to support continued growth and competitiveness in our local economy. A key focus of the government's industrial strategy with digital expected to be one of the [key skills required by employers](#) during 2026-2030. This programme directly response to local employer needs and support to address/reduce the at risk of NEET or NEET young people in West Norfolk.

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

None

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

Lead officer – is a Governor at CWA.

List of Background papers

West Norfolk Economic Strategy

Authorisation

Post Held Chief Operating Officer

Signature



Date 2 April 2026

Consultation with members/officers

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

Name of Members consulted: Cllr Jo Rust

Signed by officer as consulted: [Kate Blakemore]

Date 22/04/26

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	Regeneration & Economic Development				
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.	To deliver a programme during 26/27 focused on Digital Skills for young people. The aim from the proposal is to deliver a programme of events leading into a Hackathon focusing on using tech for confidence building, career/pathway awareness raising and employer engagement with employers who have future tech based skills and workforce needs.				
Who has been consulted as part of the development of the policy/service/function? – new only (<i>identify stakeholders consulted with</i>)	Secondary Schools, NCC Skills Policy Team, College of West Anglia, Queen Elizabeth Hospital, Portfolio holder.				
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. 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				
Please provide a brief explanation of the answers above:					
The target audience for this programme are young people who are NEETs (or at risk of NEET), that will engage year 11 high school students, CWA & Boost participants too (reaching circa 100 people).					

Question	Answer	Comments	
2. Is the proposed policy/service likely to affect relations between certain equality	Yes / No		
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?			
3. Could this policy/service be perceived as impacting on communities differently?	Yes / No		
<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>			
<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</p>	Yes / No	<p>Actions:</p> <p>Actions agreed by EWG member:</p>	
5. Is the policy/service specifically designed to tackle evidence of disadvantage or potential discrimination?	Yes / No	Please provide brief summary:	
Assessment completed by: Name	Jemma Curtis		
Job title	Regeneration Programmes Manager		
Date completed	21/04/2026		
Reviewed by EWG member	Jo Stanton & Dave Robson	Date	30/04/26

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