

Report to KL Neighbourhood Board

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Pride in Place Programme: Community Capacity Building Progress Update

- 1.1.** Following approval of the Community Capacity Building model at the KLNb meeting in April 26, an initial meeting has been held with Imagine Norfolk Together, the Clergy and Community Action Norfolk (CAN) to agree next steps.
- 1.2.** The Service Level Agreement between the Borough Council, as the accountable body, and Community Action Norfolk, as the employer for the posts, is under development. This will set out the terms of the agreement reflecting the KLNb agreed Community Capacity Building Business Case and will include details of safeguarding requirements and set out responsibilities to ensure that any breakdown in processes can be clearly managed.
- 1.3.** The Job Descriptions for the community development team positions are being prepared jointly by CAN, Imagine Norfolk Together and the Clergy, with input from the Council, with a working target of w/c 1st June to go live with adverts. Positions will be subject to Enhanced DBS checks, and this will be noted in adverts. Interviews are planned in for w/c 27th July with representation from CAN, Imagine Norfolk Together and the Clergy (area representative dependent on positions being interviewed for), Judith Berry from the Borough Council (subject to availability) and the KLNb Chair (subject to availability). Possible locations for interview discussed – King’s Lynn Library / The Beacon / South Lynn Community Centre – Borough Council to explore options.
- 1.4.** Press release and comms around the funding commitment to be launched at a future KLNb meeting with the CAN, Imagine Norfolk Together and Clergy team.
- 1.5.** Monitoring and reporting for the project discussed. Intention for a high-level monthly report to be requested in line with other approved PiP projects. This would be produced at the start of each month to cover the month prior. Additional in person updates for the KLNb may be required at key points in project development. Noted that the board usually meets the 4th Friday of each month.
- 1.6.** Process to fund the model upfront discussed to remove financial risk for CAN. Consideration given to transferring $\frac{3}{4}$ of expected in year costs up front with an adjustment made in Q4 to bring funding transferred in line with actual costs as set out in the Business Case. This will be set out within the SLA, with clauses around underspend included, and actual costs / cashflow can be captured as part of monthly reporting.

- 1.7. Consideration of a name for the model that means something to local people discussed. Possibly 'Our King's Lynn'. Branding of local groups would be in the gift of the community to determine.

Decision required

Board requested to note the update provided.