

# Highland Council Community Support and Engagement Team New Structure and Ways of Working

## Briefing for Community Councils, Organisations and Partners

### 1 Background

Following a review, the structure and function of the Community Support and Engagement Team has changed moving away from the previous Ward Management arrangements, which focussed on ward geographies, to a more flexible team.

The drivers for the review included the new duties on the team as a result of the Community Empowerment Act, changes in Council priorities, an overall reduction in team resource since the original delivery model had been in place and the need to deliver a budget saving agreed by Council in March 2023. The new structure was agreed at a meeting of the Council in October 2023 and implemented in March 2024. The new team will operate across an area geography of three areas as follows:

North and East	West and Mid	Inverness and South
Caithness Sutherland Easter Ross	Dingwall and Seaforth Black Isle Wester Ross, Strathpeffer and Lochalsh Skye and Raasay Lochaber	Inverness Area Nairn Badenoch and Strathspey

### 2 Roles

There are 5 key roles in the new team:

**Senior Community Development Manager** – lead area committee planning, lead area service team meetings, lead partner contact for emergency planning, area partnerships, Council lead for specific areas of work e.g. equality and poverty, place planning, engagement, common good

**Community Development Manager** – lead support for area committees and member business meetings, co-ordination cross-service projects, co-ordinate Council input to place planning/community planning, each with a functional remit for a key area of work e.g. asset transfer/community councils

**Community Support Officer** – support and capacity building of groups to develop Community Asset Transfers/food growing/resilience activity, point of contact for community groups including community councils, co-ordination and assessment local funding applications.

**Community Benefits Manager** – Developing the Council's approach to community benefits from procurement, support to services and suppliers in developing community benefit approaches and matching opportunities to community need.

**Equalities and Inequalities officer** – Lead officer for statutory equality reporting, advice and guidance on equality and inequality training and development and increasing engagement and involvement with under-represented groups.

### 3 Area Contacts

The following sets out the key roles for the new team and who within the team will lead on that for your area.

	North and East	West and Mid	Inverness and South
Community Partnership	Caithness – Fiona Richardson Sutherland – Phil Tomalin Easter Ross – Fiona Richardson	Skye, Lochalsh & Wester Ross – Lewis Hannah Mid-Ross – Lewis Hannah Lochaber – Willie MacKinnon	Inverness – David Haas, Mark Greig, Mark MacKay Nairn – Mark Mackay Badenoch and Strathspey – Mark Greig
Place Planning	Caithness – Fiona Richardson Sutherland – Phil Tomalin Easter Ross – Fiona Richardson	Skye and Raasay – Lewis Hannah FW2040 / Lochaber – Willie MacKinnon Wester Ross and Lochalsh – Lewis Hannah & Willie MacKinnon	Inverness – David Haas, Mark Greig, Mark Mackay Nairn – Mark Mackay Badenoch and Strathspey – Mark Greig
Common Good	Phil Tomalin	Lewis Hannah	Inverness – David Haas Nairn – Mark Greig Badenoch and Strathspey – Mark Greig
Community Council Enquiries	<a href="mailto:ccsupportnorthandeast@highland.gov.uk">ccsupportnorthandeast@highland.gov.uk</a>	<a href="mailto:ccsupportwestandmid@highland.gov.uk">ccsupportwestandmid@highland.gov.uk</a>	<a href="mailto:ccsupportinvernessandsouth@highland.gov.uk">ccsupportinvernessandsouth@highland.gov.uk</a>
Grant Enquiries	Liam Clancy	All Areas – Kirsty Ellen + TBC	All areas – Community Support Officer TBC
New Asset Transfer queries	<a href="mailto:cat@highland.gov.uk">cat@highland.gov.uk</a>	<a href="mailto:cat@highland.gov.uk">cat@highland.gov.uk</a>	<a href="mailto:cat@highland.gov.uk">cat@highland.gov.uk</a>
Community group queries	Liam Clancy	All Areas – Kirsty Ellen + TBC	All areas – Community Support Officer TBC
Community Wealth Building /Community Benefit	Gail Ward	All Areas – Gail Ward	All Areas – Gail Ward

**Community partnership** –the main link for the community partnership in your area; linking and involving relevant services as required and updating local Members on partnership matters.

**Place Planning** –co-ordination of the Council’s contribution to the Area Place Plan

**Common Good** – responsible for monitoring and reporting in relation to Common Good for the area.

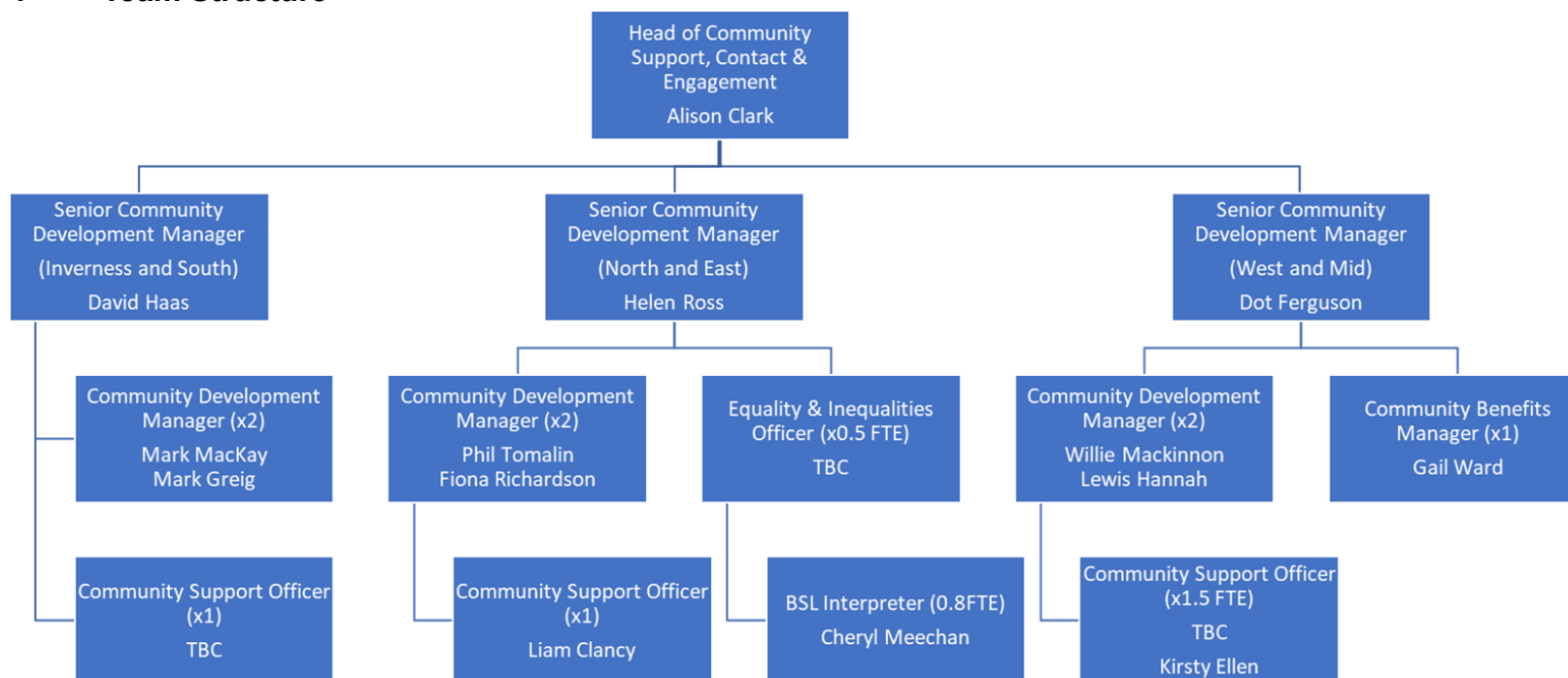
**Community Council enquiries** – addressing and responding to Community Council enquiries.

**Ward Discretionary Budget/Other Grant Funds** – applications will be assessed and reported to Members by the CSO for the area. Any enquiries should be addressed to the CSO.

**New Asset Transfer Queries** – support to groups wishing to take on assets and guiding them through the process will be led by the relevant CSO. All CAT enquiries should be directed to the CAT mailbox/

**Community Group Queries** – the CSO will provide support to groups across the area for a number of activities e.g. CAT, food growing. Any enquiries for members regarding groups should be directed to the CSO.

## 4 Team Structure



## 5 Team Contact Details

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