

Transparency Information re: Staffing.

You can find our staffing structure at https://www.woughtoncommunitycouncil.gov.uk/_webedit/uploaded-files/All%20Files/Council%20Information/Staffing%20Structures%20Sept%202025.pdf

The information below ensures that we are compliant with the demands of the 'Transparency Code', which details the information that we, as a local authority, should publish and share. You can find this across the website, including the Publication Scheme, which provides a fuller list of information, alongside the 'Official Documents' page, the finance pages and other pages that sit under the 'Council Information' tab.

Staffing pay rates.

Salary Range	Number of Employees	
£20,000 - £25,000	0	
£25,000 - £30,000	13	
£30,000 - £35,000	11	
£35,000 - £40,000	0	
£40,000 - £45,000	0	
£45,000 - £50,000	4	
£50,000 - £55,000	0	
£55,000 - £60,000	0	
£60,000 - £65,000	1	
Total staff members	29	

The highest paid employee is paid 2.4 time the rate of the lowest paid employee.

Average wage is £33,819.70.

Removing the highest and lowest paid officers, the average wage is £32,944.

66% of our officers are women, with an average wage of £32,608.

33% of our officers are men, with an average wage of £37,519.

This is a disparity of £4,911 or around 14%.

Removing the highest paid officers from both genders, the figures are £33,682 for men and £31,589 for women, meaning a disparity of around 6%.

Details of responsibilities of officers paid over £50,000 per year

There is only one officer paid at this rate, that officer being the Council Manager, Steve McNay. This person is the Clerk to Council and the Proper Officer. The Clerk ensures that the decisions of the Council are carried out and is responsible for advising the Council to assist the Council in making informed decisions.

A local council is required by S112 of the Local Government Act 1972 to appoint such officers as it considers necessary for the proper discharge of its functions. The number of officers depends on the size of the council - Woughton delivers a high number of services and as such has a high number of officers to deliver these. The 1972 Act and other legislation entrust a number of responsibilities and duties to the Proper Officer of the Council (another title of the Clerk). The



Standing Orders of the Council designate the Clerk to be the Proper Officer of the Council so that the public is aware of the extent of the Clerk's authority. Section 151 of the 1972 Act also requires local councils to ensure that one of its officers has overall responsibility for the administration of its financial affairs. Woughton Community Council has a separate Responsible Financial Officer, managed by the Clerk.

The Clerk also manages the management team, including the Youth and Community Manager, the Estates Manager, the Business Services Manager / Deputy Clerk and some others. These officers in turn, support the wider team and service delivery.

As Head of the Administration the Clerk advises the Council on new developments in procedures, law, and local council work and covers all areas such as Employment, Health & Safety, Legal and all other matters relating to employment and council work. The Clerk should be supported by all members of the Council and great care should be given to respect the role of the Clerk and fully understand the sometimes lonely position the Clerk has in standing between the Council, its Members and the Public when he/she has to encourage, guide and sometimes warn the Council on certain matters and decisions it wishes to take.

The Clerk, not individual councillors, is responsible for all Council staff and it is the Clerk that should be approached if a Councillor has any concerns over staffing or individual staff members.

There are many responsibilities of the Clerk and the Clerk has the ear of all Councillors regardless of political persuasion.

The Clerk is independent and serves the Council as a corporate body.

