

## Local Government Transparency Code 2015

- 44 – Organisational chart
- 48 & 49 – Senior Salaries

Local authorities must publish an organisation chart covering staff in the top 3 levels of the organisation. The following information must be included (correct at 01/04/2026):

### **Chief Executive Officer (CEO)**

- Town Council – Democratic Services Team
- Permanent
- Reporting to: Council
- [Towncouncil@newbury.gov.uk](mailto:Towncouncil@newbury.gov.uk)
- Council Employees: 15. Direct Reports: 5
- Salary in brackets of £5,000 if over £50,000: £65-70k
- Salary Ceiling: £85-90k
- No bonuses or benefits in kind
- Responsibilities (where salary over £50k):
  - Principal adviser to the Council on governance, legal, procedural and policy matters]
  - Responsible for ensuring the Council acts lawfully and in accordance with its statutory powers and duties
  - Overall leadership and management of the Council's staff and organisation resources
  - Strategic planning and delivery of Council objectives, services and policies
  - Ensuring effective corporate governance, risk management and internal control framework
  - Proper administration of Council meetings, including agenda setting, reports and implementation of decisions.
  - Responsible for ensuring the Council objectives, services and policies
  - Custodian of Council records, contracts, seal and statutory documents
  - Lead officer for external relationships, partnerships and stakeholder engagement
  - Oversight of financial governance in conjunction with the Responsible Finance Officer
  - Responsible for health and safety, data protection and compliance frameworks
  - Line management of senior officers and organisational structure
  - Emergency Planning and business continuity

### **Finance & Corporate Services Manager & Responsible Finance Officer (RFO)**

- Town Council – Finance Team
- Permanent
- Reporting to: CEO
- Direct Reports: 2
- [Towncouncil@newbury.gov.uk](mailto:Towncouncil@newbury.gov.uk)
- Salary in brackets of £5,000 if over £50,000: £55-60k
- Salary Ceiling: £70-75k
- No bonuses or benefits in kind
- Responsibilities (where salary over £50k):

- RFO to the Council
- Financial Management of Budget - £2 - £2.5 million
- Provide independent and professional financial advice to support Council management & decisions.
- Support the CEO to ensure the smooth running of the Corporate Governance, Corporate Services and Financial Administration of the Council.
- Drive the delivery of the Council's financial objectives, oversee proper financial management and deliver the corporate services required to ensure the organisation operates effectively and smoothly.
- Maintain the Financial Regulations, Insurance, Asset Register & VAT.
- Manage the Council's accounting records and accounting control systems and comply with the Accounts and Audit Regulations.
- Assist Council to secure economy, efficiency and effectiveness in the use of its resources, including supplier contract reviews and negotiations.
- Produce financial management information as required by the Council.
- Ensure Council has adequate resources for delivery of services, including payments to staff and suppliers.
- Deliver the Council's payroll and pension requirements
- Manage all payments to suppliers and contractors engaged by the council.
- Liaise with Internal Auditor to ensure all recommendations are carried out and External Audit completed.
- Responsible for the proper administration of the Council's financial affairs in accordance with Section 151-type principles
- Compliance with Accounts and Audit Regulations 2015 and Proper practices (JPAG Governance & Accountability)
- Preparation of the annual budget and precept recommendations
- Ongoing budget monitoring of variances
- Management of banking arrangements, cashflow and investments
- Treasury management
- Maintenance and review of internal financial controls
- Support coordination of the Annual Governance and Accountability Return (AGAR)

#### **Civic Services Manager**

- Town Council – Civic Services Team
- Permanent
- Reporting to: CEO
- [Towncouncil@newbury.gov.uk](mailto:Towncouncil@newbury.gov.uk)
- Direct Reports: 4
- Salary in brackets of £5,000 if over £50,000: Salary less than £50k.
- Salary Ceiling: £55–60K
- No bonuses or benefits in kind