

STURMINSTER NEWTON TOWN COUNCIL

Twinned with Montebourg France



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Staffing Structure

This document sets out the Council's approach to publishing staffing structure information in a manner that meets transparency requirements while protecting personal data, in line with UK GDPR, the Data Protection Act 2018, and recognised sector best practice.

The Council employs staff across two operational areas to deliver its services.

Office Staff

- Town Clerk / Responsible Financial Officer – Full-time – Salary band £50,000-£55,000 (published in accordance with the Local Government Transparency Code 2015)
- Administrative and Office Support Staff (3 posts) – Roles include Administrative Officer, Receptionist, and Cleaner – Combination of part-time roles – Salaries set in accordance with Council-approved pay arrangements

Grounds Staff

- Grounds Manager – Full-time
- Assistant Grounds Manager – Full-time
- Grounds Operatives (3 posts) – Predominantly full-time roles
- Town Orderly (1 post) – Part-time

Data Protection Statement

The Council publishes staffing information at a level that ensures transparency while protecting the personal data of employees. Individual salary details (below senior officer level), hours worked, pension contributions, and tax information are not published where disclosure would allow individuals to be identified or their personal data inferred, in accordance with UK GDPR, the Data Protection Act 2018, and section 40 of the Freedom of Information Act 2000.

Sector Guidance and Proper Practices

This approach reflects recognised best practice across the local council sector, including: • The Local Government Transparency Code 2015 • Guidance and publications issued by the National Association of Local Councils (NALC) • The Society of Local Council Clerks (SLCC) Practitioners' Guide • Proper Practices applicable to smaller authorities under the Accounts and Audit Regulations These sources emphasise the need to balance openness and accountability with lawful handling of personal data, particularly in small authorities where identification risks are heightened.