



# EYNESHAM PARISH COUNCIL

CLERK: KATHERINE DOUGHTY,

VILLAGE HALL, 46 BACK LANE, EYNESHAM, OXFORDSHIRE OX29 4QW

Telephone: 07956 901622 Email: [epc.clerk@eynsham-pc.gov.uk](mailto:epc.clerk@eynsham-pc.gov.uk) Web: [www.eynsham-pc.gov.uk](http://www.eynsham-pc.gov.uk)

## Eynsham Parish Council *requires a full time*

### Parish Clerk

**Salary Scale LC2 (SCP 29-32) £37,336 - £40,221  
plus LGPS pension (additional points awarded for qualifications)**

Eynsham Parish Council is looking to appoint a new  
Clerk to the Council.

This is an exciting and demanding full-time role requiring leadership, local government expertise and excellent communication skills.

**Flexibility is essential as the post includes evening and weekend work.**

Closing Date: Wednesday 12<sup>th</sup> June 2024 @ 5.00pm

*\*Please note, depending on the volume of applications received, this vacancy may close early.\**

Interviews: Thursday 20<sup>th</sup>/Friday 21<sup>st</sup> June 2024.

For further details please visit  
[eynsham-pc.gov.uk](http://eynsham-pc.gov.uk) or contact

Katherine Doughty on 07956 901622 / [epc.clerk@eynsham-pc.gov.uk](mailto:epc.clerk@eynsham-pc.gov.uk)

## Recruitment Pack

### Welcome from Cllr Ross Macken, Chair

Eynsham is the fourth largest settlement in West Oxfordshire with a strong community spirit and cherished heritage. It has a thriving community of 5300 residents and faces exciting and challenging times ahead. With the planned development of Salt Cross Garden Village (2200 homes) and West Eynsham Strategic Development Area (1000 homes), potential minerals extraction alongside the Thames, the Botley West Solar Farm and A40 'improvements', representing the community at strategic levels is of paramount importance. Eynsham Parish Council has strong links with community organisations, local government stakeholders and takes an active role in making 'Eynsham a great place to belong'.

The Bartholomew Room, Village Hall, Pavilion, 3 play areas, skate park and various green spaces are owned and maintained by the Council and its charity. The Council's Strategic Plan identifies various ongoing long-term projects which are currently being worked on.

Eynsham Parish Council is seeking a new Clerk with leadership, local government expertise and excellent communications skills for this full-time post. The role is a management position working with the Deputy Clerk, 5 other employees and up to 15 councillors.

The Clerk is Head of Paid Staff and manages the Council's £388,506 budget with the Responsible Financial Officer. The role requires a general understanding of planning legislation applicable to local government including CIL/S106, Neighbourhood Planning and a keen interest in the future developments in the Parish.

The position requires an individual with strong organisational and inter-personal skills who has some experience in financial/accounting management. A positive attitude to transparency, standards and good governance is required to hold and improve upon the Council's Foundation Award. Applicants need to be IT proficient (in particular Microsoft Office) and can ideally intuitively use adhoc software applications.

The role is 37 hours per week with core hours undertaken at the Council's office in the Village Hall working alongside the Deputy Clerk (other hours are worked from home). Attendance at periodic evening meetings in Eynsham will be required. Office equipment is provided.

Salary range: SCP 29-32 (£37,336 – £40,221) and Oxfordshire County Council Local Government Pension Scheme. 25 days holiday plus Bank Holidays. Training will be provided where necessary.

You are encouraged to carefully review the details of this pack and consider how your skills, experiences, qualifications and aspirations align with the opportunities and challenges presented by being part of the Council team in Eynsham. Should you have any questions or require further information, please do not hesitate to contact us.

You can find further information about Eynsham Parish Council on our website [www.eynsham-pc.gov.uk](http://www.eynsham-pc.gov.uk). If you would like an informal conversation about the role, please contact me at [ross.macken@eynsham-pc.gov.uk](mailto:ross.macken@eynsham-pc.gov.uk) or contact the Clerk for further information.



## JOB DESCRIPTION

### CLERK TO EYNSHAM PARISH COUNCIL

<b>Job Title -</b>	Clerk to the Council.
<b>Salary -</b>	£37,336 to £40,221 (LC2 NJC pay spine points 29 to 32).
<b>Hours -</b>	Full time 37 hours.
<b>Responsible to -</b>	The Council reporting through the Finance & General Purposes Committee.
<b>Responsible for -</b>	(6) All council employees.
<b>Direct reports -</b>	(5) Deputy Clerk, Responsible Financial Officer ('RFO'), Communications Officer, Bookings Clerk and Cleaner/Property Supervisor.
<b>Budget -</b>	Financial oversight of a £388,629 budget (precept £276,886).

#### Overall Responsibilities

The Clerk is the Proper Officer of the Council and as such, is under a statutory duty to carry out all the functions including serving or issuing all the notifications required by law. The Clerk is responsible for ensuring that the instructions of the Council in connection with its function as a Local Authority are carried out.

The Clerk works in close liaison with councillors to provide leadership, management, good governance and strategy to the Council. The Clerk is required to advise the Council on, and assist in the formation of, overall policies to be followed in respect of activities and, in particular, to produce supporting information required for making effective decisions and to implement constructively all decisions. The person appointed will be accountable to the Council for the effective management of all its resources and will report to the Council as and when required.

#### 1. Strategic Planning, Vision, Governance and Project Management

- 1.1. To work with the Communications Officer to organise and produce with councillors a Strategic Plan with aims and objectives for the Council which are supported by residents.
- 1.2. To prepare and maintain an Actions Log in accordance with agreed objectives and budgets.
- 1.3. To manage employee tasks to support the delivery of the Council's objectives.
- 1.4. To maintain/improve the Council's accreditation of the Local Council Award Scheme by ensuring continual good governance and transparency standards.
- 1.5. To be responsible for all employees and be the Council's principal adviser; to manage the Council's property, services, resources; to advise upon and administer all aspects of the Council's work.

- 1.6. To research and present available options to councillors on any matter before them and verify third-party reports/data, so far as practical, to facilitate lawful and reasonable decision-making.
- 1.7. To proactively manage the expedient completion of tasks, projects and activities.

## **2. Statutory responsibilities**

- 2.1. To advise councillors of the options available on matters raised at meetings, upon which decisions are required.
- 2.2. To keep under continuous review the legal framework within which the council operates advising councillors of changes or proposed changes to law or public policy which may affect the Council.
- 2.3. To ensure that all council meetings and Annual Parish Meetings, are called within the lawfully required timescales and that all agendas are accurate.
- 2.4. To advise the Council on points of procedure to ensure that business is conducted in a lawful manner and appropriate legal decisions are made and recorded.
- 2.5. To attend and minute formal council meetings, committee meetings and the Annual Parish Meeting to ensure that resolutions are accurately recorded, with sufficient detail of discussion to show proper consideration of all relevant matters. (The Clerk currently supports Full Council, the Planning Committee and Finance & General Purposes Committee).
- 2.6. To monitor the effectiveness of procedures and policies and advise Council when reviews or updates are appropriate, and to advise of options available.
- 2.7. To oversee employees to ensure the management of the Council's property and buildings complies with health and safety legislation ensuring that the Council's obligations for risk management are properly and proportionately discharged.
- 2.8. To arrange for contractor performance to be adequately monitored and for appropriate reports to be brought to Council.

## **3. Financial responsibilities**

- 3.1. You are responsible for working with the Responsible Financial Officer (s151 Local Government Act 1972) and overseeing this function.
- 3.2. To assist the RFO in the preparation of estimates of income and expenditure for each coming financial year, such estimates to form the basis for the annual budget, when approved by the council and the basis for the precept to be submitted.
- 3.3. To manage the ordering and payment of goods and services received by the council and any contracts as required by the council's financial regulations, when required.
- 3.4. To work with the District Council to request Section 106 monies in relation to developments and ensure that such monies are invested in Eynsham.

## **4. Communications responsibilities**

- 4.1. To act as principal conduit of communication for the Council.
- 4.2. To receive correspondence and documents on behalf of the council and to prepare

correspondence on the instruction of, or known policy of, the council.

- 4.3. To work with the Communications Officer and Chair (as appropriate) in the preparation of effective and helpful press releases, news items and publicity matters in accordance with the agreed policies of the council.

## **5. Staff responsibilities**

- 5.1. To be responsible for all members of staff.
- 5.2. Where day-to-day supervision is undertaken by other managers, the Clerk will work closely with managers to ensure sound employment policies are maintained.
- 5.3. To supervise any members of staff as their line manager in keeping with the policies of the Council and to undertake all necessary activities in connection with the management of salaries, conditions of employment and work of other staff.
- 5.4. To carry out regular employee appraisals to identify individual staff development and training needs and to ensure job performance accords with the requirements of the post. This should include standard good practice, including confidential feedback from staff and external sources.
- 5.5. To effectively manage attendance, sickness, annual leave, appraisals, time off in lieu, etc., within established policies using software/resources provided.
- 5.6. To provide and/or source relevant and regular continuing professional development and appropriate training for employees and councillors.
- 5.7. To monitor the effectiveness of training and other staff development activity, including feedback by attendees, reporting as appropriate.
- 5.8. To set and maintain professional standards throughout the staff team acting when necessary to uphold these standards in accordance with adopted employee policies and the Staff Handbook.
- 5.9. To be responsible for maintaining the Staff Handbook and to advise councillors on proposed changes, including those necessary to comply with legislation and good practice.
- 5.10. To monitor and advise on any changes to employment law or national agreements.
- 5.11. To be responsible for the recruitment of staff in accordance with the Council's agreed structure.

## **6. Personal development responsibilities**

- 6.1. To attend training courses associated with the work and role as required by the council, actively seeking continued professional development including the successful completion of a Community Governance degree (in association with the Society of Local Council Clerks (SLCC) and De Montfort University).
- 6.2. To maintain membership of the SLCC and attend the National Conference every other year in rotation with the Deputy Clerk.

## **7. Specific Responsibilities**

- 7.1. To ensure that the Council's obligations for Risk Assessment are properly met.
- 7.2. To be responsible for the organisation of functions and events when required.

- 7.3. To receive and deal with correspondence and documents on behalf of the Council, bringing matters to the attention of the Council when appropriate. To issue correspondence as a result of instructions of, or the known policy of, the Council.
- 7.4. To act as the official representative of the Council, as required.
- 7.5. To liaise and develop new and existing relationships with external bodies, including other Local Authorities, residents, businesses, and third-party organisations of all types.
- 7.6. To draft, implement and monitor policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.
- 7.7. To draw up, both on their own initiative and as a result of suggestions by councillors, proposals for consideration by the Council and to advise on practicability and likely effects of specific courses of action.

## **8. Other responsibilities**

- 8.1. To ensure that statutory and other provisions governing or affecting the running of the Council are observed.
- 8.2. To have a good working knowledge of MS Office suite including MS Teams to enable the formatting of documents for online access, posting them to the website and general communication methods.
- 8.3. To provide management and administrative support to the Eynsham Parks charity as required.
- 8.4. To undertake specific projects, as and when required.
- 8.5. To undertake such other duties as may be required from time to time commensurate with the level of the post and to provide cover for other office staff.
- 8.6. The post holder may be required to work unsocial hours including evenings and weekends.
- 8.7. The post holder will be required to comply with the Council's policies, procedures, values and treating everyone with dignity and respect.
- 8.8. For all staff - You have specific responsibilities under Health & Safety legislation to ensure that you:
  - 8.8.1. Take reasonable care for your own health and safety, and that of others affected by what you do, or do not do.
  - 8.8.2. Co-operate on all issues involving health and safety.
  - 8.8.3. Use work items provided for you correctly, in accordance with training and instructions.
  - 8.8.4. Do not interfere with or misuse anything provided for your health, safety, or welfare.
  - 8.8.5. Report any health and safety concerns to your line manager as soon as practicable.

## Person Specification

KEY CRITERIA	ESSENTIAL	DESIRABLE
<b>Educational Qualifications</b>	<p>High levels of literacy and Numeracy.</p> <p>GCSE English and Mathematics (minimum Level 3 qualification).</p> <p>Evidence of commitment to continuing professional development.</p> <p>A recognised qualification in local government administration (CiLCA or CertHE).</p>	<p>Management, administration or professional qualifications.</p> <p>Educated to degree level/ Community Governance BA degree.</p>
<b>Strategic Planning, Vision, Governance and Project Management</b>	<p>Ability to produce Project Management Plans, Risk Assessments and monitor budgets.</p> <p>Policy analysis skills and the ability to address and resolve complex issues.</p> <p>An understanding of transparency, accountability and good governance.</p>	<p>Experience of Strategic Planning in conjunction with councillors, residents and employees and progression of objectives.</p>
<b>Team Management and Leadership</b>	<p>Able to lead, direct and motivate a team, to effectively build teams and encourage collaborative working between team members, councillors, and other stakeholders.</p> <p>Evidence of ability to prioritise work, set targets, achieve positive outcomes and delegate effectively, as well as the ability to organise and manage resources effectively.</p>	<p>Previous experience in a senior position in a local council or principal local authority with a clear focus on community support, partnerships and outcomes.</p> <p>Knowledge of current employment legislation.</p> <p>Evidence of good negotiating skills.</p>
<b>Communication Skills</b>	<p>Excellent written, reporting and oral skills.</p> <p>Excellent interpersonal skills with employees, councillors, members of the public, contractors, and other public and private sector organisations.</p>	<p>Understanding of and proactive communication with local press and other media. Including online and through social media.</p> <p>Experience of conducting public consultation exercises.</p>

<p><b>Financial Management</b></p>	<p>Whilst the Clerk is not the RFO, this post requires competency in management of a significant budget, understanding of budget control, accountability and of financial analysis and processes.</p>	<p>Experience of local government / local council management accounting systems.</p> <p>Experience of fund raising and grant finding.</p>
<p><b>Work Experience</b></p>	<p>Experience of using MS Teams, Word, Excel and PowerPoint.</p> <p>Experience of working in a local government setting/council.</p> <p>Experience of dealing with members of the public in a helpful and appropriate manner.</p> <p>Experience of producing concise and accurate minutes of meetings.</p> <p>Ability to draft responses to planning applications referring to national and local policies and draft S106 requests when required.</p> <p>Experience of producing comprehensive reports.</p> <p>Experience of managing employees.</p> <p>Ability to draft contract specifications, monitor budgets and services received.</p>	<p>Experience of producing or interpreting financial reports.</p>
<p><b>Skills/knowledge and aptitude</b></p>	<p>Excellent administrative and organisational skills.</p> <p>Excellent IT and presentational skills.</p> <p>Ability to problem solve and work on own initiative.</p> <p>Ability to understand the legal framework in which the council operates including an understanding of health &amp; safety, risk assessments, data protection and freedom of information legislation.</p>	<p>Understanding of the operating environment of a council.</p> <p>Knowledge of and experience of compiling successful funding applications to various organisations.</p>



	<p>Ability to provide sound and impartial advice to councillors based on current legislation, including analytical report writing.</p> <p>Ability to form and maintain sound and productive working relationships with key internal and external stakeholders.</p>	
<b>Motivation and Ethics</b>	<p>Ability to work effectively and efficiently under pressure and unsupervised.</p> <p>Able to secure good working relationships with councillors, employees and other stakeholders.</p> <p>Capable of anticipating problems, demonstrating initiative and implementing proportionate solutions.</p> <p>Trustworthy with confidential information.</p> <p>Self-motivated with a flexible attitude to working.</p> <p>A track record of going above and beyond the basic job requirements to ensure that the council can operate efficiently, effectively and trouble free.</p> <p>Able to attend evening meetings, work weekends when required and demonstrate flexibility around the council's requirements.</p>	
<b>Personal qualities/Other</b>	<p>Ability to travel as required within the parameters of job description.</p>	<p>Full Driving Licence and access to a vehicle.</p>

## Further information and the Interview Process

Please complete the application form attached. Please demonstrate how you meet the person specification and experience required for the role. Candidates will be shortlisted for interview using the key criteria.

Interviews will be held on Thursday 20 and/or Friday 21 June 2024.

The interviews will be with a panel of three councillors with the outgoing Clerk in an advisory capacity.

## Pre-employment checks

All offers of employment are made subject to pre-employment checks which could include:

- Review of Driving Licence.
- Receipt of at least two satisfactory references which must cover the last three years of employment.
- Verification of employment history through references provided and supporting explanation for gaps in employment.
- Academic qualification identified as essential for the post.
- Verification of professional qualifications and memberships.
- Verification of identity/nationality and immigration status/right to work in the UK.

## Council Information

### Councillors

Cllr Ross Macken (Chair)  
Cllr Sue Brown (Vice Chair)  
Cllr Milly Chen  
Cllr Tricia Crowley  
Cllr Andy Mosson  
Cllr Sue Osborne  
Cllr Carl Rylett  
Cllr Ann Partlett  
Cllr Beth Partlett  
Cllr Wendy Daniels

### Committees

All as Ex-officio members  
All as Ex-officio members  
Amenities & Estates  
Traffic, Planning  
Finance & General Purposes, Planning  
Amenities & Estates, Traffic  
Amenities & Estates  
Amenities & Estates, Finance & General Purposes  
Amenities & Estates

## Council events and high priority projects

### Events 2024

- Annual Parish Meeting.
- Oxfordshire Play Association 'Play Day'.
- Eynsham Carnival (engagement stand).
- Assists with 'Light Up Eynsham' Christmas event.

### High priority projects

- Replacement Pavilion project (with Eynsham Parks).
- New Burial Ground.
- New equipment for Dovehouse Close 'Come and Play'.
- Bring grounds maintenance and grass verge cutting in-house.
- Work with Smiths Environmental team on biodiversity projects and their long term plans.
- Work with Balfour Beatty (A40 Park & Ride contractors) on a community project.
- Develop a Stewardship Plan for the new developments.
- Create a new Art Trail using S106 funds.
- Refurbish the Village Hall kitchen and toilets.
- Update the Neighbourhood Plan.

## Committees

### Amenities & Estates Committee

This committee is responsible for the maintenance and activities of its play areas and skate park, public open spaces and matters relating to Public Rights of Way, trees, hedges and street furniture. It considers ROSPA and other safety inspections, risk assessments and tree surveys. The committee manage the emptying of approximately half of the litter/dog bins in the village and liaises with Ubico/West Oxfordshire District Council on the others. It considers matters relating to the Council's allotments as and when required. An Art Trail Working Group (made up of councillors and non-councillors) make recommendations to the committee.

### Finance & General Purposes Committee

Meeting quarterly, this committee monitors financial compliance, recommends the annual budgets and precept to Full Council and has delegated authority for all staff-related matters. It also manages the Council's buildings and leases, considers community grant aid applications and reviews the Council fees, hire arrangements and charges.

### Planning Committee

This committee responds to planning and licensing applications and is consulted on street-naming of new developments. It responds to consultations relating to Gravel & Minerals, Salt Cross Garden Village, West Eynsham Strategic Development Area, A40 proposals and submits representations on CIL/S106 developer contributions. It takes an active role in pursuing stewardship and design options for the new developments and liaises with developers, land agents and local authorities. It is also updating the Neighbourhood Plan with the support of Community First Oxfordshire. It is currently creating a community-led Design Review Panel that will feed into the planning process.

## **Traffic Committee**

The Traffic committee is appointed to consider any traffic related matter of concern either directly or indirectly to the village. It typically deals with existing and proposed traffic management schemes, on and off-street car parking issues, traffic signalling, signing and road marking. It is currently working with Oxfordshire County Council on HGV routing concerns.

## **Senior Committee**

It is the responsibility of this committee to deal with special events as they occur where recourse to the appropriate committee or Full Council is not possible.

## **Charity**

### **Eynsham Parks**

The Council is sole trustee of Eynsham Parks charity who is responsible for managing Oxford Road Playing Field (South), the Pavilion and Abbey Fishponds.



# EYNSHAM PARISH COUNCIL

CLERK: KATHERINE DOUGHTY,

VILLAGE HALL, 46 BACK LANE, EYNSHAM, OXFORDSHIRE OX29 4QW

Telephone: 07956 901622 Email: [epc.clerk@eynsham-pc.gov.uk](mailto:epc.clerk@eynsham-pc.gov.uk) Web: [www.eynsham-pc.gov.uk](http://www.eynsham-pc.gov.uk)

## Job Application Form

Please complete all sections of this form.

POST APPLIED FOR	SERVICE AREA

### SECTION ONE - PERSONAL DETAILS

Last Name / Family Name	First Name/s	Title
Address		
.....		
.....		
..... Postcode .....		
Home Telephone Number (including code)		
Work Telephone Number (including code)		
Mobile Telephone Number		
Email Address		
Can we contact you at work?	Yes <input type="checkbox"/> No <input type="checkbox"/>	

### SECTION TWO - EMPLOYMENT HISTORY

PRESENT OR MOST RECENT EMPLOYMENT	
EMPLOYER DETAILS	FROM / TO





**SECTION FOUR – PLEASE PROVIDE DETAILS OF ALL RELEVANT SKILLS, EXPERIENCE AND ABILITIES IN RELATION TO THE JOB DESCRIPTION AND PERSON SPECIFICATION**

**The information provided in this section is very important in assessing your application. If necessary, please continue on additional sheets and attach to the application form. Alternatively, you may type this section separately and attach it to the application form.**



## SECTION FIVE - OTHER INFORMATION

### ENTITLEMENT TO WORK IN THE UK

If you are successful in obtaining employment with Eynsham Parish Council, you will be required to provide evidence of your entitlement to work in the United Kingdom.

#### DO YOU REQUIRE A WORK PERMIT TO WORK IN THE UK?

YES  NO

### DISABILITY

Eynsham Parish Council welcomes applications from people who have disabilities. For this purpose, disability is defined as "a physical or mental impairment that has a substantial and long-term (over 12 months) adverse effect on a person's ability to carry out normal day-to-day activities". *Equality Act 2010 refers.*

#### DO YOU CONSIDER YOURSELF TO HAVE A DISABILITY?

YES  NO

**If yes,** please indicate below if you have any special requirements regarding attendance at interview.

### REHABILITATION OF OFFENDERS ACT 1974

Please declare any offences, sentences or cautions, reprimands, final warnings (and dates) which are not spent under the Rehabilitation of Offenders Act 1974. You are advised to disclose any charges which are or may be pending. It should be noted that the post you are applying for may be subject to a Disclosure and Barring Service (DBS) check. The vacancy advertisement and supporting job information will state if this is so. In cases where posts are subject to a DBS check, the Council will use 'DBS Services', a Registered Body to process and submit applications on its behalf. [Its GDPR policy is available here.](#)

### DRIVING

**DO YOU HAVE A CURRENT VALID DRIVING LICENCE?**

YES  NO

**DO YOU HAVE ACCESS TO A CAR WHICH YOU CAN USE FOR COUNCIL BUSINESS?**

YES  NO

**RELATIONSHIPS TO COUNCILLORS AND / OR SENIOR OFFICERS**

Please give details of any relationship to any Councillor or Senior Officer for the Council. Please provide details below.

<b>NAME OF COUNCILLOR / SENIOR OFFICER</b>	<b>POSITION HELD WITHIN THE COUNCIL</b>	<b>RELATIONSHIP</b>

**WHERE DID YOU SEE THIS POST ADVERTISED? (Please tick as many boxes as appropriate)**

Eynsham Parish Council Website	
Noticeboards	
Newspapers / media websites	
Other – Please specify	

**REFERENCES**

**Give details of two referees, one of whom must be your present or most recent employer. Students should give the name of their head teacher, tutor, professor, as appropriate.**

Name .....	Name .....
Address .....	Address .....
.....	.....
Postcode .....	Postcode .....
Telephone .....	Telephone .....
Email .....	Email .....
Relationship .....	Relationship .....

Can this referee be contacted without further authorisation from you?

YES  NO

Can this referee be contacted without further authorisation from you?

YES  NO

## PRIVACY NOTICE

All the information requested in the Application Form and during the recruitment process is required in order that Eynsham Parish Council can process your application and assess your suitability for the post for which you are applying. We also request that you complete the Equal Opportunities Monitoring Form. This information is required for the purpose of identifying or keeping under review equality of opportunity, however, completion of this form is voluntary and will not affect your application.

You must complete the application form for the recruitment process. If you do not your application may become null and void.

The personal data that you provide in this form and during the recruitment process will be used for Eynsham Parish Council's recruitment and selection process and the legal basis for this processing is to take steps prior to entering into a contract or where you have given your consent. In the case of special category data and criminal offence data, this is required in the substantial public interest.

Your Application Form will be kept in a recruitment file and only employees involved in shortlisting, interviewing and appointment will have access to this data. This could be Clerk or Deputy Clerk. For senior appointments, Councillors and external assessors could be involved. The information will not be disclosed to anyone else outside of the Council, except that your personal data may be passed to third parties such as referees to progress your application.

If your application is unsuccessful, the application form and any other personal data submitted will be kept for a period of six months and then confidentially destroyed. If you are appointed, your personal information will be held on your personnel record for as long as you are employed plus seven years after leaving Eynsham Parish Council's employment.

Where we rely on your consent to process your data you can withdraw that consent whenever you wish. To do so, please contact [epc.clerk@eynsham-pc.gov.uk](mailto:epc.clerk@eynsham-pc.gov.uk).

You have the right to access your personal data and to complain if you think your data is being used incorrectly. You may also have other rights, such as to have your data corrected or erased. For full details on personal data rights, for the Data Controller and Data Protection Officer's contact details and further information please see the Council's Staff Privacy Notice on the website [www.eynsham-pc.gov.uk](http://www.eynsham-pc.gov.uk)

## DECLARATION

I certify that all information contained in this form and any attachments is true and correct to the best of my knowledge. I realise that false information or omissions may lead to dismissal or the withdrawal of a job offer. I also acknowledge that canvassing of elected members of the Council or employees of the Council, directly or indirectly, in connection with this job will disqualify me from the application being taken forward.

Signature \_\_\_\_\_ Date \_\_\_\_\_

***(If completing this form online, an electronic/typed signature will be accepted)***

Thank you for taking the time to complete this application form.

You can either return this form to: Eynsham Parish Council, Eynsham Village Hall, 46 Back Lane, Eynsham, Witney, Oxfordshire OX29 4QW or email [epc.clerk@eynsham-pc.gov.uk](mailto:epc.clerk@eynsham-pc.gov.uk)

**PLEASE CONTINUE TO (SCROLL DOWN) TO COMPLETE THE EQUAL OPPORTUNITIES MONITORING FORM BELOW.**

**Eynsham Parish Council is an equal opportunities employer. Please return the following form with your application.**

## **EQUAL OPPORTUNITIES MONITORING FORM**

Eynsham Parish Council is keen to ensure it has up to date equalities monitoring information for its current workforce. Gathering your equalities monitoring information enables us to promote equality of opportunity in employment as part of its obligations under the Equality Act 2010. Knowing more about the demographic of our workforce will allow us to understand if we are meeting your needs, it will also ensure we are being fair and that people from all different backgrounds are being represented. We appreciate equalities information is sensitive and if you do not wish to disclose certain information then please select prefer not to state.

This form will be separated from your application form prior to the selection process.

Please tick the relevant box in each section, or complete details as appropriate.

<b>What is your gender identity?</b>	(Tick one)
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Male	<input type="checkbox"/>
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Female	<input type="checkbox"/>
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If you prefer to use your own term, please specify here:

<b>What age category are you in?</b>	(Tick one)
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Under 18	<input type="checkbox"/>
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18-29	<input type="checkbox"/>
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30-44	<input type="checkbox"/>
-------	--------------------------

45-59	<input type="checkbox"/>
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60 or over	<input type="checkbox"/>
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Prefer not to say	<input type="checkbox"/>
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<b>Do you consider yourself to have a disability?</b>	(Tick one)
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Yes	<input type="checkbox"/>
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No	<input type="checkbox"/>
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Prefer not to say	<input type="checkbox"/>
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What is the effect or impact of your disability or health condition on your ability to give your best at work? Please write in here:

The information in this form is for monitoring purposes only. If you believe you need a 'reasonable adjustment', then please discuss this with your manager, or the manager running the recruitment process if you are a job applicant.

<b>Which ethnic group do you belong to?</b>		(Tick one)
White – British/English/Welsh/ Scottish/Northern Irish		<input type="checkbox"/>
White – Irish		<input type="checkbox"/>
White – any other background		<input type="checkbox"/>
Asian or Asian British – Indian		<input type="checkbox"/>
Asian or Asian British – Pakistani		<input type="checkbox"/>
Asian or Asian British – Bangladeshi		<input type="checkbox"/>
Asian or Asian British – Chinese		<input type="checkbox"/>
Asian or Asian British – Any other Asian background		<input type="checkbox"/>
Black or Black British – Caribbean		<input type="checkbox"/>
Black or Black British – African		<input type="checkbox"/>
Black or Black British – Any other Black background		<input type="checkbox"/>
Arab		<input type="checkbox"/>
Any other ethnic group		<input type="checkbox"/>
<b>What is your religion, even if you are not currently practising?</b>		(Tick one)
Christian		<input type="checkbox"/>
Buddhist		<input type="checkbox"/>
Hindu		<input type="checkbox"/>
Jewish		<input type="checkbox"/>
Muslim		<input type="checkbox"/>
Sikh		<input type="checkbox"/>
None		<input type="checkbox"/>
Prefer not to say		<input type="checkbox"/>
<b>Do you consider yourself to be?</b>		(Tick one)
Heterosexual or straight		<input type="checkbox"/>
Gay man		<input type="checkbox"/>
Lesbian women		<input type="checkbox"/>
Bisexual		<input type="checkbox"/>
Other		<input type="checkbox"/>
Prefer not to say		<input type="checkbox"/>

Thank you for taking the time to complete this questionnaire.