



The Parish Office, 89a High Street,
Wheatley, Oxford, OX33 1XP
01865 875615
clerk@wheatleyparishcouncil.gov.uk

Clerk to the Council: Michelle Legg

Appointment of Clerk & Responsible Finance Officer to Wheatley Parish Council

30-37 hours per week, flexible working available
Salary Level (SCP 24-28) £33,024-£36,648 plus pension
Salary is based on 37 hours per week, dependent on experience/qualifications.

Are you community focused, but able to think strategically; can you communicate well, delegate effectively, and make the complex decisions? Then why not join us?

Wheatley Parish Council is seeking a proactive and committed Clerk who can lead and support Councillors and staff in the Council's ambitions.

The Clerk will lead a team of 3 staff and support 15 Councillors to deliver local facilities services, build relationships across all levels of local government and partner organisations, whilst being responsible for the administration of the council's finances and ensuring statutory duties and a high level of governance is maintained.

Having Local Government experience would be an advantage, but equally so could the possession of a skill set that lends itself to our personal specification.

This role is flexible. The council will also consider request for job shared.

Would you like to know more? To obtain an application form, job description and person specification, please email clerk@wheatleyparishcouncil.gov.uk or visit our website. www.wheatleyparishcouncil.gov.uk.

Applications should be received by 1pm on Wednesday, 6th November 2024

Please note CVs will not be considered.

Interviews are intended to be held on week commencing 11th November 2024

If you would like to discuss this position, please contact Michelle Legg, (Clerk) on 01865 875615 or email clerk@wheatleyparishcouncil.gov.uk.



Recruitment Pack

Welcome from Cllr Alison Sercombe, Chairman

Dear Applicant,

Thank you for the taking time to enquire about the role of Clerk/RFO to Wheatley Parish Council.

Wheatley is a thriving village just off junction 8 of the M40. As Wheatley is close to Oxford, and halfway between London and Birmingham, many of our 4300 (approx.) residents commute locally or slightly further afield.

Wheatley has busy shops, three schools, several nurseries, and 30+ clubs and societies all contributing to our thriving and busy village, and it is essential that our Parish Clerk builds positive relationships with these networks.

There are two planning applications waiting for decisions which could bring an extra 63 homes directly into the village, and 447 homes in a neighbouring parish. Residents will access Wheatley's goods and services, and the Parish Clerk will be front and centre for information for many new residents.

Currently Wheatley Parish Council has several projects on the go, and the clerk is the lynchpin of activity around them. We are about to develop a community park and bring a cadet hut back into community use.

Our strategic plan (2023-2027) features a strong accent on the environment and biodiversity, enabling a better flow of traffic and more considerate parking, and the development of our people to support the community.

'Team Wheatley' is how the councillors and the support team see themselves. We currently have 11 councillors, 2 outdoor grounds operatives, an assistant clerk as well as the Parish Clerk role we are offering.

If you are after a busy engaging role, an opportunity to get involved the delivery of many projects and activities as part of Team Wheatley we would like to hear from you.

Alison Sercombe

Cllr Alison Sercombe, Chairman to Wheatley Parish Council

Email: alisonsercombe@wheatleyparishcouncil.gov.uk or call: 01865 873422

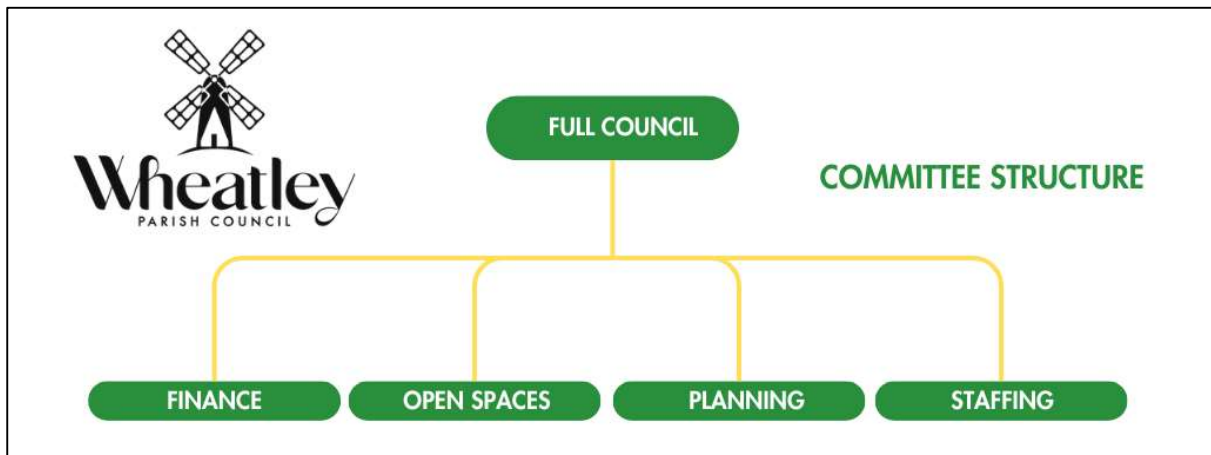


Wheatley Parish Council Information

Council members (15 seats)

Cllr Richard Barrett	Cllr Anthony Shepherd
Cllr Andrew Cooper	Cllr Richard Street
Cllr Paul Gregory	Cllr Lucy Thomas
Cllr Toby Newman (vice chairman)	Cllr Lizzie Tully
Cllr Peter Ramsdale	Cllr Paul Willmott
Cllr Alison Sercombe (chairman)	4 vacancies (as of October 2024)

Council Structure



Full Council

Meets on the first Monday of the month, to undertake its statutory functions, and to discuss issues raised by councillors or the community.

Finance Committee

Meets five times a year (February, April, June, October, December) on the third Monday of the month. The committee oversees the councils' financial arrangements and practices, reviews related policies and contractual arrangements, unless required by full council and administers the council's community grants scheme.

Open Spaces Committee

Meets six, times a year (January, March, May, July, September, November) on the third Monday of the month. The committee oversees the councils' open spaces, and public assets.

Planning Committee

Meets monthly on the second Wednesday of the month, to consider planning or licensing applications, within the village, or those that may have a positive/negative impact on the community. It also oversees the delivery of Wheatly's Neighbourhood Plan.

Staffing Committee

Meets on ad-hoc basis, dependent on the opportunities or issues at the time.

Strategic Plan

Our key aims and objectives are outlined in our strategic plan. A summary is shown below. The full document is available from our policies and documents page of our website.

Strategic Plan

We have set out our key priorities and objects for the next four years and beyond

Our goals and objectives:

Goal 1 Action against Climate Change to protect our environment

Lead Cllr:

- Replace the existing sports pavilion with a carbon neutral building
- Identify sites to plant more shrubs and trees, particularly native species
- Develop wildflower/long grass areas along roadsides
- Scope a green route through the village
- Work with primary and secondary schools to support the deliver of projects that will improve community access and facilities,

Goal 2 Support our village to become a vibrant, sustainable and safe place

Lead Cllr:

- Actively work wioth OCC on better maintenance of our roads, tackling dangerous and inappropriate parking
- Investigate whether '20 is plenty' should be implemented in Wheatley
- Work with OCC on solutions for parking on High St and surrounding roads
- Write and implement a Communy Emergency Plan
- Actively promote businesses in our village
- Actively source goods and services from local traders
- Support community events

Goal 3 Enhancing councillors learning and skills to ensure that the council is accessible to the community, promoting inclusivity and wellbeing

Lead Cllr:

- Develop a Youth Council, to contribute to the development of facilities for young people
- Develop channels of communication to reach the wider community
- Continue to support wellbeing within our community
- Encourage and promote sport and recreation in Wheatley

Projects over next four years

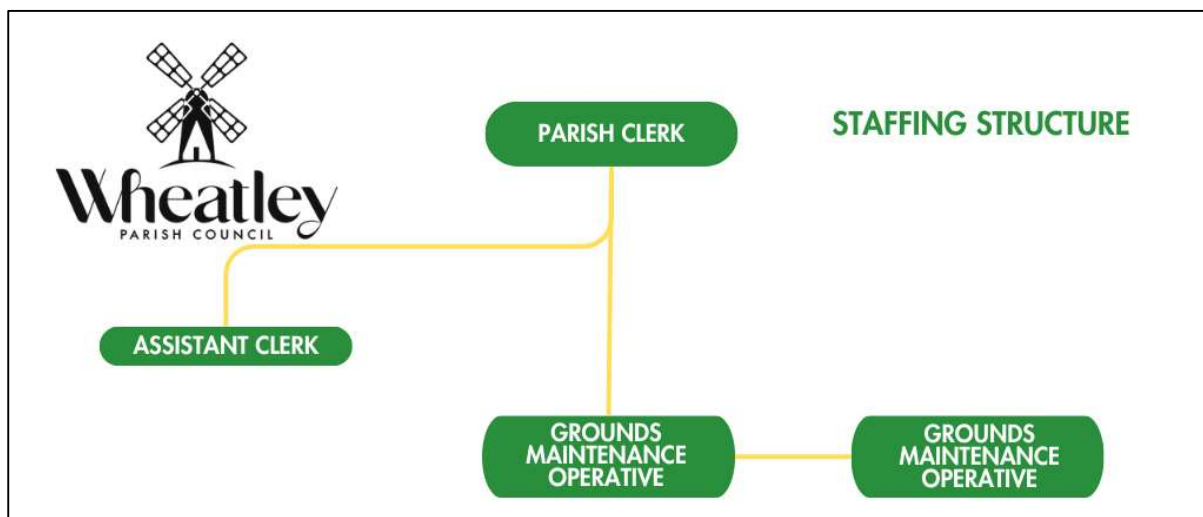
Littleworth Field – the council are in the process of agreeing a lease for Littleworth Field, which will become a new community open space. There is scope to deliver a project that will support biodiversity, create new habitats, provide new recreation opportunities and community space.

Cadet Hut – the council are interested in negotiating a lease for a former cadet hut, which could provide additional community/meeting space.

Pavilions at Wheatley Playing Fields – the land and pavilions at Wheatley Playing Fields are owned by the council but leased to Wheatley Playing Field Trust. As landlords the council have responsibility for the maintenance of the pavilions and rebuild and the council is developing a strategic plan, to support the development of sport and recreation on the site.

Reviewing Strategic Plan – the councils strategic plan is reviewed annually and rewritten at least every four years.

Staffing Structure



Clerk role

The clerk is responsible for a small team (currently three part-time members of staff) that manages and maintains the council's facilities and services and undertakes the actions requested by the council.

Assistant Clerk

Currently works ten hours per week. They support the planning committee, organise the local produce and Christmas markets and co-ordinates the advertising for the council's bi-monthly newsletter.

Grounds Maintenance Operatives

The council employs two part time grounds maintenance operatives that cover one full-time equivalent. Tasks include maintaining the council's open spaces, external assets and keeping the village clean and tidy.

Facilities, services, and responsibilities.

Facilities

- Wheatley Playing Fields (in Holton) with 2 pavilions.
- Play areas – Church Rd Rec, Cullum Rd Rec, and Farm Close Rd Rec
- The 'Lock-Up' – grade II listed Victorian building
- War Memorial
- Memorial Gardens - Closed churchyard
- Allotments
- Various pockets of land and amenity land throughout the village
- Footpaths
- 2 village greens (High St and Littleworth)
- Numerous trees
- Bus shelters
- Salt bins
- Litter and dog waste bins.
- Noticeboards
- Seating
- 4 Vehicle Activated Signs
- Wheatley Neighbourhood Plan.

Services

- Community Grant scheme – providing financial assistance to local organisations.
- Grass cutting – on behalf of Oxfordshire County Council

Events

- Local Produce Markets – in spring and Autumn
- Christmas Fair – November
- Play & Activity Day – in partnership with Oxfordshire Play Association

Budget & reserves

For the financial years 2024-25 the council is operating a balanced budget with income/expenditure £224,000.

To support its strategic plan, and planned projects in the next few years, the council has £220,979 in allocated reserves.

Population: 4,306 (as of 2021 census).

Personal Specification

Key Criteria	Essential	Desirable
Education & qualifications	<p>High level of literacy and numeracy.</p> <p>GSCE in English and Mathematics.</p> <p>Hold qualifications at Level 3 or above.</p> <p>A recognised qualification in local government administration (CiLCA/Community Governance) or commitment to undertake a qualification.</p>	<p>Management, administration, or professional qualification.</p> <p>Educated to degree level.</p>
Leadership and team management	<p>Ability to lead, manage and support a small team.</p> <p>Ability to prioritise workloads, set deadlines, delegate, and manage resources.</p>	<p>Previous experience of working in local government sector.</p> <p>Knowledge of current legislation, relevant to sector.</p>
Communication	<p>Excellent communication skills, both written and oral.</p> <p>Ability to communicate with councillors, public, contractors and other agencies.</p> <p>Ability to produce communication material.</p>	<p>Understanding of communication methods including online social media, websites and developing relationships with stakeholders and local press.</p>
Financial management	<p>Proven experience of financial management, including budget setting and monitoring.</p> <p>Experience of processing online payments and banking systems.</p>	<p>Experience of accounting software.</p> <p>Experience of fund raising and applying for grants.</p>
Work experience	<p>Experience of using MS software (Word, Excel, PowerPoint).</p> <p>Experience of working in an office.</p> <p>Experience of working in a public facing organisation.</p>	<p>Previous local government experience.</p> <p>Experience of using accounts/payroll systems.</p> <p>Experience of writing and reviewing policies, plans, and strategies.</p>

	<p>Experience of producing clear and concise meeting agendas and minutes.</p> <p>Experience of producing reports.</p> <p>Experience of managing staff.</p> <p>Experience of planning and delivering projects within communities.</p>	<p>Previous project management experience.</p> <p>Experience of managing community spaces and assets.</p>
Skills and knowledge	<p>Excellent administrative and organisational skills.</p> <p>Ability to work effectively and efficiently under pressure and unsupervised.</p> <p>Excellent IT and presentation skills.</p> <p>Be trustworthy and understand to manage confidential information.</p> <p>Ability to solve problems and work on own initiative.</p> <p>Ability to work flexibly to ensure smooth running of the council.</p> <p>Ability to attend evening meetings and events, when required.</p> <p>Ability to provide sound advice and guidance to councillors.</p> <p>Ability to develop positive working relationships with key stakeholders and external agencies.</p>	<p>Understanding of local government sector.</p>
Other	<p>Committed to continued professional development.</p> <p>Ability to travel, as required.</p>	<p>Full driving licence, with access to a vehicle.</p>

Clerk to Wheatley Parish Council Job Description

Job Title: Clerk/RFO

Grade: SCP 24-28 £33,024-£36,648 plus pension

Hours: 30-37

Responsible to: Wheatley Parish Council

Responsible for: All Parish Council Staff

Direct Reports: Assistant Clerk, 2 x Grounds Maintenance Operatives

Budget Responsibilities: Responsible Finance Officer (RFO) , all budgets

Main Duties

The Clerk/RFO will be the Proper Officer for Wheatley Parish Council, a statutory role, who will carry out the functions for Wheatley Parish Council and providing advice to members of the council and to serve all notifications required in legislation. The Clerk is responsible for ensuring instructions from the council are carried out.

The Clerk is expected to advise the council on and assist in the formation of overall policies and regulations and to produce information required to assist members to make informed and effective decisions. The post holder will be accountable to the council for the effective management of all its resources and will report to them as required.

Specific Responsibilities

1. To ensure that statutory and other provisions governing the running of the council are observed.

- 1.1 Ensure that all council business operates within the relevant regulations and legal framework.
- 1.2 To maintain records and systems as necessary for the effective administration of the council, in line with current legislation.

2. To act as the official representative of the council, as required

- 2.1 To receive correspondence and documents on behalf of the council, circulating to members as appropriate and preparing correspondence on the instruction of or know policy of the council.
- 2.2 To liaise with and develop new and existing relationships with external bodies, including local authorities, residents, businesses, local organisations, charities and third-party organisations.
- 2.3 To attend meetings of outside bodies as the council's representative or as a spokesperson, to explain council policies and functions.
- 2.4 To organise events, functions, and meetings.
- 2.6. To manage the council's communication channels, including but not exclusively, its website, newsletter, social media channels.

2.7 To promote the work of the council through a variety of communication channels, and if appropriate to write and circulate press releases.

3. To manage the councils' facilities and services.

3.1 To be responsible for ensuring all council assets and buildings are recorded and maintained.

3.2 To ensure that the councils' obligations in respect of insurance are properly met.

3.3 To ensure that the council's obligations for health and safety and risk management are properly met.

3.4 To manage the parish office and liaise with the council's landlord on any matters that arise.

3.5 To plan, prepare and deliver public meetings and community events.

3.6 To manage and maintain the council's IT facilities and equipment, liaising with council contractors as required.

3.7 To undertake specific projects, as and when required.

3.8 To manage and oversee the editorial services, printing, and distribution of the council's newsletter, and writing content for each edition.

4. To advise the council of and assist in the formation of policies, procedures and reports that will enable members to make effective decision and to implement decisions made.

4.1 Analyse and interpret external information such as national and local policy and trends.

4.2 To prepare and develop with members, council policies, strategies, and objectives.

4.3 To monitor implemented policies and ensure they are receiving desired results and remain compliant with current legislation, and where applicable make recommendations.

4.4 To support members in the writing and implementation of the council strategic plan, ensuring it is reviewed regularly.

5. To undertake the role of Responsible Finance Officer¹ (RFO) and be responsible for all the financial records of the council and careful administration of its finances.

5.1 As the RFO, to be responsible for all financial procedures and records and administration of its finances and financial software.

5.2 To prepare estimates of income and expenditure for each coming financial year, which will form the basis of the council's annual budget.

5.3 To prepare and submit the council's precept request on time.

5.4 To prepare financial reports on a regular basis, including income and expenditure, debtors, creditors, reserves.

¹ S151 Local Government Act 1972)

- 5.5 To work with South Oxfordshire District Council to ensure that section 106 funds are invested in Wheatley.
- 5.6 To manage the ordering and payments of goods and services received by the council and any contracts under the councils' financial regulations.
- 5.7 To prepare annual reports and accounts in accordance with relevant regulations for submission to council and external auditors.
- 5.8 To maintain the council's payroll and pension administration.
- 5.9 To manage the council's external bookkeeping services.
- 5.10 To ensure HMRC, VAT and other statutory payments are made on time.

6. To oversee and support the schedule of council meetings

- 6.1 To be responsible for preparing agendas, circulating, and displaying notices/summons, within the legal timeframes.
- 6.2 To research, write and present reports to the council for consideration at council meetings.
- 6.3 To attend meetings as required and ensure minutes are produced and circulated promptly.
- 6.4 To implement decisions of the council.

7. To be responsible for all members of staff.

- 7.1 To be responsible for and management of all council staff.
- 7.2 To supervise members of staff as their line manager in keeping with council policies and procedures and to undertake activities in connection with the management of salaries and conditions of employment.
- 7.3 To ensure sound employment practices are maintained.
- 7.4 To undertake staff appraisals, inductions, and performance reviews.
- 7.5 To undertake actions related to disciplinary, capacity or grievances, in line with council policies and procedures and reporting to the staffing committee/council.
- 7.6 To undertake or support the council in recruitment as required.
- 7.7 To set and maintain professional standards throughout the staff team, acting when necessary to uphold these standards in accordance with council policies and procedures.

8. Personal and professional development

- 8.1 To attend training courses associated with the role and the work of the council, as required, actively seeking continued professional development.
- 8.2 To maintain membership of the Society of Local Council Clerks.

9. To support the council in the writing and deliver of its strategic plan and objectives

- 9.1 To support the council in writing and reviewing its strategic plan and objectives.

9.2 To undertake specific tasks and projects as and when required, to support the delivery of the council's strategic plan and objectives.

10. To undertake other duties, as required from time to time, commensurate with the role and to provide cover for office-based staff.

Further Information and the Interview Process

Please complete the application form enclosed. To provide the best chance of obtaining an interview, please answer all the questions in this form honestly and truthfully, relating any experience or qualifications to the personal specification and job description. Candidates will be shortlisted for interview using the key criteria.

It is anticipated that interview will take place week commencing **11th November**.

The interview will be held with a panel of three councillors and will be supported by the Clerk to the council.

Pre-employment checks

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

- 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 of any gaps in employment.
- Verification of qualifications 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.
- DBS checks.
- Confirmation of driving licence.



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Clerk to the Council: Michelle Legg

Application Information

Dear applicant,

Thank you for your interest in working for Wheatley Parish Council.

To apply you will need to complete the enclosed application form. When doing so please follow these instructions:

- Please ensure you complete **ALL** sections of the application form as fully as possible.
- Please use additional pages if you need to.
- In the supporting information statement of the application form, please include why you are interested in this post and what skills and experience you will bring to the role. Please refer to the Personal Specification and Job Description for details
- Your application should be posted or emailed to the contact details above.
- Please ensure we receive your application by the closing date.

Please note CV's **WILL NOT** be accepted for this position.

Deadline for applications is **1pm on Wednesday, 6th November 2024**

It is anticipated that interview will take place week commencing **11th November**
Candidates that are selected for interview will be notified, please ensure that you have up-to-date contact details included in your application.

If you would like to have an informal chat about this position or the application process please contact the Parish Office, details are at the top of this page.

Yours faithfully,

Alison Sercombe

Chairman of Wheatley Parish Council

Wheatley Parish Council Job Application Form

To provide the best chance of obtaining an interview, please answer all the questions in this form honestly and truthfully, relating any experience or qualifications to the personal specification and job description.

If completing by hand, please type or write in BLOCK CAPITALS, in black ink. Additional sheets can be used.

Before returning this form, please read and sign the declaration and consents at the end of the form.

Your application will be judged solely on merit and irrespective of ethnic origin, race, colour, gender, disability, age, trade union activity, marital status, religion, belief or sexual orientation or any other protected characteristic.

If you require any assistance, please contact Michelle Legg on 01865 875615 or clerk@wheatleyparishcouncil.gov.uk.

Position Details

Position applied for	Clerk/RFO
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Personal Details

Title		Surname		Forename(s)	
Address					
Post code					
Home telephone number		Work telephone number			
Mobile number					
Email address					

Education

Please give details of your education and qualifications obtained plus those currently being pursued. If successful you will be asked to produce evidence of your qualifications.

Secondary education (name/place)	Dates		Subject, qualifications / grades achieved
	From	To	
Further / higher education (name/place)			Qualifications / grades achieved

Other Training/Qualifications

Please provide details of any other relevant training, professional qualifications, or work-related skills you hold or are studying towards (e.g. languages, I.T. qualifications).
If successful you will be asked to produce evidence of your qualifications.
Please refer to the job description and personal specification.

Name of Institute/professional body or awarding body	Level of qualification/membership	Year of award

Supporting Information

The information you provide in this section is particularly important in assessing your application.

Please give details of your knowledge, qualifications, experience, skills, relating them to the requirements of the job as laid out in the Person Specification and Job Description. Please continue on additional A4 sheets if necessary.

Interests and Hobbies

Please give details of any outside interests or non-vocational experience which you feel may be relevant and will support your application.

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Employment History Current/most recent

Please provide details of your current or most recent employer.

Job title			
Employer			
Dates of employment	From:	To:	Salary / hourly rate
Main duties / responsibilities			
Reason for leaving (if no longer employed)			

Employment History Previous Roles & Employer

Please list all your previous employment history in chronological order using a separate sheet if necessary and please give reasons for any gaps in your employment history.

Name and address of employer	Employment Period		Job Title and Salary	Reason for Leaving
	From	To		
Have you ever been dismissed or asked to resign from any employment? If yes, please provide details				<input type="checkbox"/> Yes <input type="checkbox"/> No

References

Please provide names and addresses of your two last employers where possible who can provide details of your previous work.

1. Name		2. Name	
Occupation		Occupation	
Company		Company	
Address		Address	
Tel number		Tel number	
Email		Email	
Capacity known to you		Capacity known to you	
May references be taken up prior to a job offer being made?	<input type="checkbox"/> Yes <input type="checkbox"/> No	May references be taken up prior to a job offer being made?	<input type="checkbox"/> Yes <input type="checkbox"/> No

General Information

Do you have a valid driving license?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you own or have access to a vehicle?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Earliest date you could start employment	
Where did you see the advert?	

Relationships

To our knowledge are you related to any councillor or employee of Wheatley Parish Council? If yes, please provide details	<input type="checkbox"/> Yes <input type="checkbox"/> No
If offered this position, will you continue to work in any other capacity? If yes, please provide details	<input type="checkbox"/> Yes <input type="checkbox"/> No

Disability Discrimination Act 1995

Do you have a disability you wish us to know about at this stage?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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If yes, please advise us if you believe there are any reasonable adjustments we should be making.

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Prevention of Illegal Working

The Council has legal obligations to ensure that you can work legally in the UK. Prior to taking up any employment you will be required to provide evidence of a passport and/or other relevant documents on the approved list to satisfy the Council that you comply with this requirement.

Are you a British subject or a national of any EU country?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If no, do you have the right to work within the UK and a current work permit	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Please note that, in accordance with Section 8 of the Asylum and Immigration Act 1996, all new employees are required to provide us with documentation that shows that they have the right to work in the UK before commencement of contract. Details can be found at https://www.gov.uk/prove-right-to-work		

Rehabilitation of Offenders Act 1974

Please give details of any “unspent” convictions. A criminal record will not necessarily be a bar to obtaining employment with the Council, however failure to declare unspent convictions will result in the withdrawal of a job offer, or subsequently discovered, to disciplinary action and/or dismissal.

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Unless the nature of the position allows the Council to ask questions about your entire criminal record we will only ask about “unspent” convictions.

Disabilities

If invited for an interview, do you have any accessibility requirements?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please provide any information that you feel would help us to accommodate your needs.		

Data Protection

It is Wheatley Parish Council's policy to keep unsuccessful applications on file for a period of 6 months. For details of our privacy notice visit www.wheatleyparishcouncil.gov.uk

I understand that the information given in this form will be processed only by the Council for the purpose of considering my application for employment and if I am successful in my application this form and the information in it will be retained in my personnel file for such time as I am an employee and for up to six years after the end of my employment. Otherwise, this form will only be retained by the Council for so long as it is required in connection with the application.

Under the Data Protection Act and GDPR you have specific rights including giving consent for the collection and processing of your personal data. Please see Council's Data Privacy Statement and Policy on our website for further information.

Please indicate whether you give consent for us to collect, record and process the personal data you have provided for the purposes of recruitment, selection, and appointment.

Yes

No

Declaration

I hereby give my consent to Wheatley Parish Council processing the data supplied in this application form for the purpose of recruitment and selection.

I declare that the information given in this application is, to the best of my knowledge, complete and accurate.

Applicants signature:

Applicants name:

Date:

If completing this from online, an electronic/typed signature will be accepted).

Please note: Any false, incomplete, or misleading statements may result in withdrawal of a job offer or dismissal.

Equal Opportunities Monitoring Form

Wheatley Parish Council aims to maintain a competent, flexible, and quality conscious workforce. To this end the council intends to select the best available person for each vacancy, regardless of sex, race, colour, religion, ethnic origin, age, marital status, parental status, disability, sexual orientation, involvement in trade union or "spent" criminal convictions.

To help the council monitor its equal opportunities policy and for that reason only, please complete this form. Please note that, as with all aspects of your application, the information will be treated as confidential and will be removed before the application is submitted for shortlisting.

Personal Details

Name: (CAPITALS)	
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Position applied for	
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Sex	<input type="checkbox"/> Male	<input type="checkbox"/> Female		
Age	<input type="checkbox"/> 20 or under	<input type="checkbox"/> 31-40	<input type="checkbox"/> 51-60	
	<input type="checkbox"/> 21-30	<input type="checkbox"/> 41-50	<input type="checkbox"/> 61 or over	

Ethnic Origin

I would describe my race and ethnicity as (please place a tick in relevant box)

White	Mixed
<input type="checkbox"/> British	<input type="checkbox"/> White & Black Caribbean
<input type="checkbox"/> Irish	<input type="checkbox"/> White & Black African
<input type="checkbox"/> Any other white background	<input type="checkbox"/> White & Asian
Asian	Black or Black British
<input type="checkbox"/> Indian	<input type="checkbox"/> Black - Caribbean
<input type="checkbox"/> Pakistani	<input type="checkbox"/> Black – African
<input type="checkbox"/> Bangladeshi	<input type="checkbox"/> Any other black background
<input type="checkbox"/> Any other Asian background	
Chinese	Another ethnic group
<input type="checkbox"/> Chinese	<input type="checkbox"/> Any other

If you ticked 'any other' please specify: _____