



PATELEY BRIDGE TOWN COUNCIL
The Council Chamber, King Street
Pateley Bridge, HG3 5LE

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**DRAFT MINUTES OF THE HUMAN RESOURCES COMMITTEE MEETING HELD ON 24TH
MAY 2022 IN THE COUNCIL CHAMBER**

Start: 7.15pm
End: 7.40pm

**Present: Councillor Lumley (Chair), Councillor Holt, Councillor Jefferson, and
Councillor Skaife**

In attendance: Laura Jowett, Town Clerk

2122/13 To receive apologies

None

2122/14 Councillors' declarations of interests and consideration of dispensations

None

2122/15 Resolved to approve the minutes of the meeting held on the 25th April 2022

2122/16 Resolved that members of the press and public be excluded from items 2122/11 under the provisions of the Public Bodies (Admission to Meetings Act 1960 s1(2)) during consideration of items of a confidential nature.

2122/17 Town Clerk

a) To consider candidates scores from interview

Committee members had completed scoring sheets throughout the interviews. The scores awarded were discussed and compared.

b) To identify the Committee's preferred candidate

The Committee discussed the candidates performance at interview and agreed that they were excellent candidates and it was a difficult decision to make. The decision was made on the basis of the points awarded during the interview

c) To agree to make a formal job offer to the successful candidate

The Committee **resolved** to make a formal job offer to Suzanne Smith.

d) To consider any actions required

Councillor Lumley would inform all candidates of the outcome of the interviews and references would be sought for the successful candidate. Following receipt of references a formal letter confirming the appointment would be issued and arrangements made for a handover.

2122/18 Dates of next meetings

No date was set for the next meeting.