



Cyngor Tref Llangollen Town Council

04.03.2021

Annwyl Aelodau'r Pwyllgor,

Dear Committee Members,

Rhoddir rhybudd trwy hyn o gyfarfod cynhadledd fideo o Bwyllgor Adnoddau Dynol ar **Ddydd Iau 11 Mawrth 2021** am **6.00 yh**, at ddibenion trafod y busnes a nodir yn yr agenda isod.

Notice is hereby given of a video conference meeting of the Human Resources Committee on **Thursday 11 March 2021** at **6.00 pm**, for the purpose of transacting the business set out in the agenda below.

Hysbysir aelodau o'r Cyngor y Dref drwy hyn i fynychu.

Members of the Town Council are hereby summoned to attend.

Mae crynodeb o eitemau gohebiaeth a chyhoeddiadau amrywiol a dderbyniwyd ers y cyfarfodydd diwethaf wedi'u cynnwys ac mae ar gael yn swyddfa'r Cyngor y Dref i ddarllen yn llawn os oes angen.

A summary of correspondence items and miscellaneous publications received since the last meetings are included and are available in the Town Council office to read in full if required.

Mae'r cyfarfodydd yn agored i'r wasg a'r cyhoedd.

The meetings are open to the press and public.

Dolen y cyfarfod yw: -

The meeting link is: -

<https://meet.starleaf.com/4164687579/app>

Yn gywir,
Yours faithfully,

Gareth Thomas
Clerc y Dref a'r Swyddog Ariannol Cyfrifol.
Town Clerk and Responsible Financial Officer.

Pwyllgor Adnoddau Dynol

Human Resources Committee

Agenda 11.03.2021

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| <p>1. Ymddiheuriadau am absenoldeb.
I dderbyn, ystyried a derbyn
Ymddiheuriadau am absenoldeb.</p> | <p>Apologies for absence.
To receive, consider and accept apologies
for absence.</p> |
| <p>2. Datganiadau o Fuddiant.
I dderbyn unrhyw ddatganiadau o fuddiant
ar eitemau ar yr agenda.</p> | <p>Declaration of Interest.
To receive any known declarations of
interest in items on the agenda.</p> |
| <p>3. Cyhoeddiadau y Cadeirydd.
I dderbyn cyhoeddiadau gan y Cadeirydd.</p> | <p>Chairs announcements.
To receive announcements from the Chair.</p> |
| <p>4. Cofnodion.
I awdurdodi'r Cadeirydd i arwyddo
cofnodion yr cyfarfod blaenorol y Pwyllgor a
gynhaliwyd ar 10 Rhagfyr 2020 fel cofnod
cywir.</p> | <p>Minutes.
To authorise the Chair to sign the minutes
of the previous meeting of the Committee
held on 10 December 2020 as a correct
record.</p> |
| <p>5. Adroddiadau.
I dderbyn adroddiadau a gyflwynwyd i'r
Pwyllgor a phenderfynu pa gamau, os o
gwbl, i'w cymryd.</p> <ul style="list-style-type: none">a) Arfarniad Blynyddol Clerc y Dref.b) Adrodd absenoldeb. | <p>Reports.
To receive reports submitted to the
Committee and determine what action, if
any, to be taken.
Town Clerk's Annual Appraisal.
Absence reporting.</p> |

Adroddiadau a manylion ariannol.

Mae adroddiadau a manylion ariannol yn ddogfennau gwaith ac felly nid ydynt wedi'u cyfieithu.

Reports and financial details.

Reports and financial details are working documents and are therefore not translated.

**Human Resources Committee
11.03.2021**

REPORT AUTHOR: Chair.
SUBJECT: Town Clerk's Annual Appraisal.
REPORT FOR: Decision.

1. Summary.

1.1 To consider the Town Clerk's annual appraisal.

2. Background.

2.1 Under standing orders the Chair of the Human Resources Committee, or in his absence the vice-chair, shall conduct a review of the performance and annual appraisal of the work of the Town Clerk. The reviews and appraisal are subject to approval by resolution by the Human Resources Committee.

2.2 The review was undertaken in line with the Town Councils Training and Development Policy for Staff and Councillors. The Town Clerk forwarded the appraisal form to the Chair in December 2020 and this was discussed at a meeting held on the 2 March 2021.

3. Actions.

3.1 The Chair is now identifying any actions required by the employer in response to the appraisal and will report any issues that need attention to the Committee in due course.

3.2 The Town Clerks contract and job description stipulates that the post-holder is required to attend training courses or seminars on the work and role of the Clerk as required by the Council and to attend Conferences of the Society of Local Council Clerks and other relevant bodies as a representative of the Council as and when authorised.

3.3 The appraisal process is used to identify and agree the Town Clerk's training needs, and the following conferences are regarded as the most appropriate conferences to attend.

- Joint SLCC / One Voice Wales Conference (Virtual) 13 May 2021
- Leadership in Action 2021 (Virtual) 9/10 June 2021
- Practitioners' Conference. 22/24 February 2022.

4. Recommendation.

4.1 That Members note the progress on the appraisal and agrees the Town Clerk's attendance at the conferences identified by the training needs assessment.

10. Reasons for recommendation.

10.1 To ensure probity in the management of staff.

**Human Resources Committee
11.03.2021**

REPORT AUTHOR: Chair.
SUBJECT: Absence reporting.
REPORT FOR: Decision.

1. Summary.

1.1 To receive and approve reported absences from work.

2. Background.

2.1 Standing orders state that subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the chairman of the Human Resources Committee or, if he is not available, the vice-chairman of the Human Resources Committee of absence occasioned by illness or other reason and that person shall report such absence to the Human Resources Committee at its next meeting.

2.2 Notification is therefore given that the post holder LTC1 was absence from work on the 14.01.21 and that this period of absence was self-certificated.

2.3 In addition to comply with requirement to report absence for other reasons a schedule of approved leave taken since the last notification is detailed below.

Leave		Total Days	16
From	To	No. of Days	Leave remaining
29.12.20	30.12.20	2	14

3. Recommendation.

3.1 That Members receive the approve reported absences from work.

4. Reasons for recommendation.

4.1 To ensure probity in the management of Town Councils Human Resources.