

**Pwyllgor Adnoddau Dynol
Cofnodion y cyfarfod a gynhaliwyd ar
1 Mehefin 2021.**

**Human Resources Committee.
Minutes of the meeting held on
1 June 2021.**

Yn bresennol: Cyng Cheminai, Keddie,
Lovelock, Palmer and Mile

Present: Cllrs Cheminai, Keddie,
Lovelock, Palmer and Mile

Mynychu: G. Thomas (Clerc y Dref).

In attendance: G. Thomas (Town Clerk).

HR/1/22. Ethol Cadeirydd y Pwyllgor

Cynigiwyd, eiliwyd a phenderfynwyd
ethol y Cyng Palmer yn Gadeirydd y
Pwyllgor ar gyfer y flwyddyn i ddod.
Cytunwyd yn unfrydol.

Election of Committee Chair

It was proposed, seconded, and resolved
that Cllr Palmer be elected as Chair of the
Committee for the ensuing year.
All agreed.

HR/2/25. Ymddiheuriadau am Absenoldeb.

Dim

Apologies for Absence.

None.

HR/3/2. Ethol Is-gadeirydd y Pwyllgor.

Cynigiwyd, eiliwyd a phenderfynwyd
ethol y Cyng Mile yn Is-gadeirydd y
Pwyllgor ar gyfer y flwyddyn i ddod.
Cytunwyd pawb.

**HR/3/20. Election of Committee Vice
Chair.**

It was proposed, seconded, and resolved
that Cllr Mile be elected as Vice Chair of
the Committee for the ensuing year.
All agreed.

HR/8/21. Datganiadau o Ddiddordeb.

Dim.

HR/4/20. Declarations of Interest.

None.

HR/9/21. Cofnodion y Cyfarfod.

Cynigiwyd, eiliwyd a phenderfynwyd y
dylid awdurdodi'r Cadeirydd i lofnodi
cofnodion cyfarfodydd Cyngor y Dref a
gynhaliwyd ar 11 Mawrth 2021., fel
cofnod cywir.
Cytunwyd pawb.

Minutes of Meeting.

It was proposed, seconded, and resolved
that the Chair be authorised to sign the
minutes of the Town Council meetings
held on the 11 March 2021, as a correct
record.
All agreed.

HR/6/21. Adroddiadau Cadeirydd .

a) Broses arfarnu.

Ystyriodd yr Aelodau'r y broses arfarnu.
Cynigiwyd, eiliwyd a phenderfynwyd y
dylid defnyddio methodoleg amgen ar
gyfer arfarniadau staff yn seiliedig ar
ffurflen arfarnu newydd ac argymhell i'r
Cyngor Tref y dylid sefydlu Rheol Sefydlog
19c i ddarllen Cadeirydd y Pwyllgor
Adnoddau Dynol neu yn ei absenoldeb, yr

Chairs Reports.

Appraisal process.

Members consider the appraisal process.
It was proposed, seconded, and resolved
an alternative methodology for staff
appraisals based on a new appraisal form
and to recommend to the Town Council
that Standing Order 19c be amended to
read the Chair of the Human Resources
Committee or in his absence, the Vice-

Is. - bydd cadair, ynghyd â Maer y Dref neu yn ei absenoldeb, Dirprwy Faer y Dref, ar benderfyniad yn cynnal adolygiad o berfformiad ac arfarniad blynyddol gwaith Clerc y Dref. Adroddir ar yr adolygiadau a'r arfarniad yn ysgrifenedig ac maent yn amodol ar gymeradwyaeth trwy benderfyniad y Pwyllgor Adnoddau Dynol. Cytunodd pawb.

chair, together with the Town Mayor or in his absence, the Deputy Town Mayor, shall upon a resolution conduct a review of the performance and annual appraisal of the work of the Town Clerk. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by the Human Resources Committee.
All agreed.

- b) Cais gweithio hyblyg statudol ar gyfer gweithio o bell.
Gohiriwyd y mater.

Statutory flexible working request for remote working.
This matter was deferred.

Gan nad oedd unrhyw eitemau pellach, daeth y cyfarfod i ben am 6.08 y.h.

There being no further items the meeting closed at 6.08 pm

Nodiadau Atodlen 4 yn unig - Schedule 4 notes only.