

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

**Yn bresennol:** Cyng Cheminais, Keddie,  
Lovelock, Palmer and Mile

**Mynychu:** G. Thomas (Clerc y Dref).

**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.

**HR/2/25. Ymddiheuriadau am Absenoldeb.**

Dim

**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/8/21. Datganiadau o Ddiddordeb.**

Dim.

**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.

**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

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

**Present:** Cllrs Cheminais, Keddie,  
Lovelock, Palmer and Mile

**In attendance:** G. Thomas (Town Clerk).

**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.

**Apologies for Absence.**

None.

**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/4/20. Declarations of Interest.**

None.

**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.

**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.  
Cynigiwyd, eiliwyd a phenderfynwyd y dylid gohirio'r mater hwn

Statutory flexible working request for remote working.  
It was proposed, seconded, and resolved that this matter be deferred.

**Gan nad oedd unrhyw eitemau pellach, daeth y cyfarfod i ben am 6.39 y.h.**

**There being no further items the meeting closed at 6.39 pm**