

**Pwyllgor Adnoddau Dynol  
Cofnodion y cyfarfod a gynhaliwyd ar  
11 Mehefin 2019.**

**Yn bresennol:** Cyng Beech, Cyng Cheminais, Cyng Haddy (Cadeirydd), Cyng Lovelock, Cyng Richards.

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

**HR/1/20. Ethol Cadeirydd y Pwyllgor**

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

**HR/2/20. Ymddiheuriadau am Absenoldeb.**

Dim

**HR/3/20. Ethol Is-gadeirydd y Pwyllgor**

Cynigiwyd, eiliwyd a phenderfynwyd ethol y Cynghorydd Cheminais yn Is-gadeirydd y Pwyllgor ar gyfer y flwyddyn i ddod.  
Cytunwyd yn unfrydol.

**HR/4/20. Datganiadau o Ddiddordeb.**

Dim.

**HR/5/20. Cofnodion y Cyfarfod.**

Cynigiwyd, eiliwyd a phenderfynwyd y dylid awdurdodi'r Cadeirydd i lofnodi cofnodion cyfarfodydd Cyngor y Dref a gynhaliwyd ar 7 Chwefror 2019 fel cofnod cywir.

**HR/6/20 Penderfyniad i wahardd y wasg a'r cyhoedd.**

Cynigiwyd, eiliwyd a phenderfynwyd gwahardd y wasg a'r cyhoedd ar yr eitem ar yr agenda sy'n ymwneud ag Addasiadau Rhesymol: Deddf Cydraddoldeb 2010, ar y sail y byddai ei datgelu yn niweidiol i fudd y cyhoedd oherwydd natur gyfrinachol y busnes sydd i'w drafod.  
Cytunwyd yn unfrydol.

**Human Resources Committee.  
Minutes of the meeting held on  
11<sup>th</sup> June 2019.**

**Present:** Cllr Beech, Cllr Cheminais, Cllr Haddy (Chair), Cllr Lovelock, Cllr Richards

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

**HR/1/20. Election of Committee Chair**

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

**HR/2/20. Apologies for Absence.**

None.

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

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

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

None.

**HR/5/20. 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 7th February 2019, as a correct record.

**HR/6/20. Resolution to exclude the press and public.**

It was proposed, seconded and resolved to exclude the press and public on agenda item relating Reasonable adjustments: The Equality Act 2010 On the basis that disclosure thereof would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.  
All Agreed

**HR/7/20. Addasiadau Rhesymol: Deddf  
Cydraddoldeb 2010.**

Ystyriodd yr aelodau gyfrinachedd ynghylch  
cais am addasiadau rhesymol gan aelod o staff.  
Cynigiwyd, eiliwyd a phenderfynwyd cyfeirio'r  
aelod staff at Iechyd Galwedigaethol.  
Cytunwyd yn unfrydol.

**Gan nad oedd unrhyw eitemau pellach, daeth  
y cyfarfod i ben am 5.30 y.h.**

**HR/7/20. Reasonable adjustments: The  
Equality Act 2010.**

Members considered a confidential regarding a  
request for reasonable adjustments from a  
member of staff. It was proposed, seconded  
and resolved to refer the staff member to  
Occupational Health.  
All agreed.

**There being no further items the meeting  
closed at 5.30 pm**

**Pwyllgor Adnoddau Dynol  
Cofnodion y cyfarfod a gynhaliwyd ar  
10 Medi 2019.**

**Human Resources Committee.  
Minutes of the meeting held on  
10 September 2019.**

**Yn bresennol:** Y Cynghorwyr Beech, Cheminais, Haddy (Cadeirydd), a Richards.

**Present:** Cllrs Beech, Cheminais, Haddy (Chair) and Richards.

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

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

**HR/8/20. Ymddiheuriadau am Absenoldeb.**  
Cynigiwyd, eiliwyd a phenderfynwyd derbyn ymddiheuriadau gan Y Cynghorydd Lovelock oherwydd ymrwymadau gwaith.

**Apologies for Absence.**  
It was proposed, seconded and resolved to accept apologies from Cllr Lovelock who had work commitments.

**HR/9/20 Datganiadau o Ddiddordeb.**  
Dim.

**Declarations of Interest.**  
None.

**HR/10/20 Cofnodion y Cyfarfod.**  
Cynigiwyd, eiliwyd a phenderfynwyd y dylid awdurdodi'r Cadeirydd i lofnodi cofnodion cyfarfodydd Cyngor y Dref a gynhaliwyd ar 10/06/19 fel cofnod cywir. Cytunwyd yn unfrydol.

**HR/5/20. 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 10/06/19, as a correct record.  
All Agreed.

**HR/11/20 Penderfyniad i wahardd y wasg a'r cyhoedd.**  
Cynigiwyd, eiliwyd a phenderfynwyd gwahardd y wasg a'r cyhoedd ar yr eitem ar yr agenda sy'n ymwneud ag Addasiadau Rhesymol: Deddf Cydraddoldeb 2010, ar y sail y byddai ei datgelu yn niweidiol i fudd y cyhoedd oherwydd natur gyfrinachol y busnes sydd i'w drafod.  
Cytunwyd yn unfrydol.

**Resolution to exclude the press and public.**  
It was proposed, seconded and resolved to exclude the press and public on agenda item relating Reasonable adjustments: The Equality Act 2010 On the basis that disclosure thereof would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.  
All Agreed.

**HR/12/20 Rheoli salwch.**  
Ystyriodd yr Aelod adroddiad ar y camau a gymerwyd, a'r camau y bwriedir eu cymryd yn y dyfodol, mewn perthynas â salwch diweddar aelod o staff.  
Cynigiwyd, eiliwyd a phenderfynwyd i cymeradwyo gweithredoedd Clerc y Dref ac i cyfeirio 'r aelod o staff at iechyd galwedigaethol.  
Cytunwyd yn unfrydol.

**Sickness management.**  
Member consider a report on actions taken, and proposed future actions, in the relation to the recent illness of a member of staff.  
It was proposed, seconded and resolved to endorse the actions of the Town Clerk and resolved to refer the staff member to Occupational Health.  
All Agreed.

**HR/13/20 Addasiadau Rhesymol: Deddf  
Cydraddoldeb 2010.**

Ystyriodd yr Aelodau gais cyfrinachol am  
addasiadau rhesymol gan aelod o staff.  
Cynigiwyd, eiliwyd a phenderfynwyd  
cytuno i'r addasiadau.  
Cytunwyd yn unfrydol.

**Gan nad oedd unrhyw eitemau pellach,  
daeth y cyfarfod i ben am 5.55y.h.**

**HR/7/20. Reasonable adjustments: The  
Equality Act 2010.**

Members considered a confidential request  
for reasonable adjustments from a member  
of staff. It was proposed, seconded and  
resolved to agree to the adjustments.  
All agreed.

**There being no further items the meeting  
closed at 5.55pm**

## Pwyllgor Adnoddau Dynol

### Cofnodion y cyfarfod a gynhaliwyd ar 10 Rhagfyr 2019.

**Yn bresennol:** Y Cyngorwyr Beech, Cheminais, Haddy (Cadeirydd) Lovelock a Richards.

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

**HR/14/20. Ymddiheuriadau am Absenoldeb.**

Dim.

**HR/15/20 Datganiadau o Ddiddordeb.**

Dim.

**HR/16/20 Cofnodion y Cyfarfod.**

Cynigiwyd, eiliwyd a phenderfynwyd y dylid awdurdodi'r Cadeirydd i lofnodi cofnodion cyfarfodydd Cyngor y Dref a gynhaliwyd ar 10/09/19 fel cofnod cywir. Cytunwyd yn unfrydol.

**HR/17/20 Cylch gorchwyl.**

Ystyriodd yr Aelodau newidiadau ir cylch gorchwyl a ddisodlwyd gan Reol Sefydlog Cyngorau Tref a fabwysiadwyd ym mis Mai 2019

Cynigiwyd, eiliwyd a phenderfynwyd gofyn i'r Cyngor Tref ddileu paragraff 10 (b) o'r cylch gorchwyl.  
Cytunwyd yn unfrydol.

**HR/18/20 Adrodd absenoldeb.**

Derbyniodd a chymeradwyodd yr Aelodau adroddiad ar absenoldebau o'r gwaith a gofnodwyd.

Cynigiwyd, eiliwyd a phenderfynwyd derbyn yr absenoldebau cymeradwy o'r gwaith.  
Cytunwyd yn unfrydol.

**HR/19/20 Cyflogau staff.**

Ystyriodd yr Aelodau adroddiad ar gyflogau staff.

Cynigiwyd, eiliwyd a phenderfynwyd fod y dyfarniadau cyflog a nodir yn y cyd-Gyngor

## Human Resources Committee.

### Minutes of the meeting held on 10 December 2019.

**Present:** Cllrs Beech, Cheminais, Haddy (Chair) Lovelock and Richards.

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

**Apologies for Absence.**

None.

**Declarations of Interest.**

None.

**HR/5/20. 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 10/09/19, as a correct record.  
All Agreed.

**Terms of reference.**

Members consider alteration to the terms of reference that had been superseded by the Town Councils Standing Order adopted in May 2019

It was proposed, seconded and resolved to requests the Town Council to delete paragraph 10(b) of the terms of reference.  
All Agreed.

**Absence reporting.**

Members received a report on reported absences from work.

It was proposed, seconded and resolved to receive and the approve reported absences from work.  
All Agreed.

**Staff salaries.**

Members considered a report on staff salaries.

It was proposed, seconded and resolved That the salary awards detailed in the

Cenedlaethol ar gyfer Gwasanaethau Llywodraeth Leol graddfeydd cyflog yn cael eu gweithredu o 1 Ebrill 2020 gyda'r swydd LTC1 yn cael ei thalu ar SCP 31 ac LTC 02 ar bwynt cyflog sengl SCP 6  
Cytunwyd gydag un yn ymatal

**Gan nad oedd unrhyw eitemau pellach, daeth y cyfarfod i ben am 6.10 y.h.**

National Joint Council for Local Government Services pay scales be implemented from 1 April 2020 with the post LTC1 being remunerated at SCP 31 and post LTC 02 on single salary point SCP 6  
Agreed with one abstention.

**There being no further items the meeting closed at 6.10 pm**