

**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.
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

**Pwyllgor Adnoddau Dynol.
Cofnodion y cyfarfod a gynhaliwyd ar
3 Awst 2021.**

**Human Resources Committee.
Minutes of the meeting held on
3 August 2021.**

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

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

Mynychu: G. Thomas (Clerc y Dref).

In attendance: G. Thomas (Town Clerk).

HR/7/25. Ymddiheuriadau am Absenoldeb.
Dim

Apologies for Absence.
None.

HR/8/22. Datganiadau o Ddiddordeb.
Dim.

HR/4/20. Declarations of Interest.
None.

HR/9/22. Cofnodion y Cyfarfod.
Cynigiwyd, eiliwyd a phenderfynwyd y
dylid awdurdodi'r Cadeirydd i lofnodi
cofnodion cyfarfodydd Cyngor y Dref a
gynhaliwyd ar 1 Mehefin 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 1 June 2021, as a correct
record.
All agreed.

HR/10/22. Adroddiadau Clerc y Dref.
a) **Cofnodi absenoldebau.**
Derbynodd yr Aelodau'r adroddiad ar
absenoldebau o'r gwaith.
Cynigiwyd, eiliwyd a phenderfynwyd i
nodi hwnnw a derbyn yr adroddiad.
Cytunodd pawb.

Town Clerk Reports.
Absence reporting.
Members receive a report on absences
from work.
It was proposed, seconded, and resolved
that note and receive the report.
All agreed.

b) **Materion a gyfeiriwyd i'r Pwyllgor o'r
Cyngor Tref: Hysbysiad o weithredoedd y
Swyddog Priodol.**
Nododd yr aelodau yr adroddiad ar
gamau a gymerwyd gan y Swyddog
Priodol ac arwyddocâd yr e-bost a
dderbyniwyd gan y Swyddog Monitro a
nododd fod y broses a gynhaliwyd gan
ddau gynghorydd wedi bod yn briodol ac
nad oedd unrhyw beth anghyfreithlon
wedi digwydd.
c) **Argymhellion i'r Cyngor Tref.**
Ystyriodd yr Aelodau adroddiad yn
ymwneud â chymorth Adnoddau Dynol
gan Gyngor Sir Ddinbych.

**Matters referred to Committee from
the Town Council: Notice of Proper
Officer's actions.**
Members noted the report on actions
undertaken by the Proper Officer and
the significance of the email received
from the Monitoring Officer who stated
that the process undertaken by two
councillors had been appropriate and
that nothing unlawful had taken place.
Recommendations to Town Council.
Members considered a report relating to
HR support from Denbighshire County
Council.

Cynigiwyd, eiliwyd a phenderfynwyd argymhell i'r Cyngor Tref ei fod yn ystyried dyrannu swm o £ 250 i dalu cost cyngor gan Gyngor Sir Dinbych. gyda swm wrth gefn ychwanegol o £ 250
Cytunodd pawb.

It was proposed, seconded, and resolved to recommend to the Town Council that it considers allocating a sum of £250 to cover the cost of advice from Denbighshire County Council. with an additional contingency sum of £250
All agreed.

HR/11/22. Rhan B.

Cynigiwyd, eiliwyd a phenderfynwyd y dylai'r Pwyllgor Adnoddau Dynol eithrio'r wasg a'r cyhoedd ar eitem agenda sy'n ymwneud â Cais gweithio hyblyg statudol ar gyfer gweithio o bell ar y sail y byddai datgelu hyn yn niweidiol i fudd y cyhoedd oherwydd natur gyfrinachol y busnes fydd yn cael ei drafod.
Cytunodd pawb.

Part B.

It was proposed, seconded, and resolved that the Human Resources Committee exclude the press and public on agenda item relating to a Statutory flexible working request for remote working 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

Gadawodd Clerc y Dref y cyfarfod.

The Town Clerk left the meeting.

HR/12/22. Cais gweithio hyblyg statudol ar gyfer gweithio o bell.
Cynigiwyd, eiliwyd a phenderfynwyd y byddai'r Cynghorwyr Cheminais a Palmer yn llunio adroddiad yn manylu ar argymhellion Aelodau'r Pwyllgor Adnoddau Dynol.

Statutory flexible working request for remote working.
It was proposed, seconded, and resolved that Cllrs Cheminais and Palmer would produce a report detailing the recommendations of the Members of the HR Committee.

Gan nad oedd unrhyw eitemau pellach, daeth y cyfarfod i ben am 7.30y.h.

There being no further items, the meeting closed at 7.30 pm

**Pwyllgor Adnoddau Dynol.
Cofnodion y cyfarfod a gynhaliwyd ar
7 Rhagfyr 2021.**

**Human Resources Committee.
Minutes of the meeting held on
7 December 2021.**

Yn bresennol: Cyng Cheminais, Keddie,
Lovelock, Palmer a Mile

Present: Cllrs Cheminais, Keddie,
Lovelock, Palmer (Chair) and Mile

Mynychu:
Clerc y Dref

In attendance:
Town Clerk

HR/13/25. Ymddiheuriadau am Absenoldeb.
Dim.

Apologies for Absence.
None.

HR/14/22. Datganiadau o Ddiddordeb.
Dim.

Declarations of Interest.
None.

HR/15/22. Cofnodion y Cyfarfod.
Cynigiwyd, eiliwyd a phenderfynwyd y
dylid awdurdodi'r Cadeirydd i lofnodi
cofnodion cyfarfodydd a gynhaliwyd ar 3
Awst 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 meeting held on the 3
August 2021, as a correct record.
All agreed.

HR/16/22. Adroddiadau Clerc y Dref.
a) **Deddf Llywodraeth Leol ac Etholiadau
(Cymru) 2021 Cynlluniau hyfforddi.**
Ystyriodd yr Aelodau adroddiad ar
Gynlluniau hyfforddi Deddf Llywodraeth
Leol ac Etholiadau (Cymru) 2021.
Cynigiwyd, eiliwyd, a phenderfynodd fod
y Pwyllgor yn argymhell i'r Cyngor Tref y
gwneir darpariaeth ddigonol o fewn
cyllideb 2022/23 i ganiatáu gweithredu'r
cynllun hyfforddi.
Cytunodd pawb.

Town Clerk Reports.
**Local Government and Elections (Wales)
Act 2021 Training plans.**
Members considered a report on the
Local Government and Elections (Wales)
Act 2021 Training plans.
It was proposed, seconded, and resolved
that Committee recommends to the
Town Council that adequate provision is
made within the 2022/23 budget to
allow for the implementation of the
training plan.
All agreed.

b) **Adolygiad o'r broses arfarnu a gosod
targedau.**
Ystyriodd yr Aelodau broses arfarnu
flynyddol Clerc y Dref.
Cynigiwyd, eiliwyd, a phenderfynwyd i
gytuno y broses ac i gosod targedau.
Cytunodd pawb.

**Appraisal process review and target
setting.**
Members consider the Town Clerk's
annual appraisal process.
It was proposed, seconded, and resolved
to agree the process and target setting.
All agreed.

Gohebiaeth.

Nododd yr Aelodau hysbysiad Mr. G Thomas i dynnu ei gais gweithio hyblyg yn ôl.

Correspondence.

Members noted Mr. G Thomas' notification of his withdrawal of a flexible working request.

HR/17/22. Rhan B.

Cynigiwyd, eiliwyd a phenderfynwyd y dylai'r Pwyllgor Adnoddau Dynol eithrio'r wasg a'r cyhoedd ar eitem agenda sy'n ymwneud â Cais gweithio hyblyg statudol ar gyfer gweithio o bell ar y sail y byddai datgelu hyn yn niweidiol i fudd y cyhoedd oherwydd natur gyfrinachol y busnes fydd yn cael ei drafod.
Cytunodd pawb.

Part B.

It was proposed, seconded, and resolved that the Human Resources Committee exclude the press and public on agenda item relating to a Statutory flexible working request for remote working 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/18/22. Broses arfarnu.

Derbynodd yr Aelodau'r adroddiad ar absenoldebau o'r gwaith.
Cynigiwyd, eiliwyd a phenderfynwyd i nodi a derbyn yr adroddiad.
Cytunodd pawb.

Absence reporting.

Members received a report on absences from work.
It was proposed, seconded, and resolved that note and receive the report.
All agreed.

Gan nad oedd unrhyw eitemau pellach, daeth y cyfarfod i ben am 7.14 yh.

There being no further items the meeting closed at 7.14 pm

**Pwyllgor Adnoddau Dynol.
Cofnodion y cyfarfod a gynhaliwyd ar
16 Mawrth 2022.**

**Human Resources Committee.
Minutes of the meeting held on
16 March 2022.**

Yn bresennol: Cyng Cheminais, Keddie,
Lovelock, Palmer a Mile

Present: Cllrs Cheminais, Keddie,
Lovelock, Palmer (Chair) and Mile

Mynychu:
Clerc y Dref

In attendance:
Town Clerk

HR/19/25. Ymddiheuriadau am Absenoldeb.
Dim.

Apologies for Absence.
None.

HR/20/22. Datganiadau o Ddiddordeb.
Dim.

Declarations of Interest.
None.

HR/21/22. Cofnodion y Cyfarfod.
Cynigiwyd, eiliwyd a phenderfynwyd y
dylid awdurdodi'r Cadeirydd i lofnodi
cofnodion cyfarfodydd a gynhaliwyd ar 7
Rhagfyr 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 meeting held on the 7
December 2021, as a correct record.
All agreed.

HR/22/22. Adroddiadau Clerc y Dref.
Arfarniad Blynyddol Clerc y Dref.
Cynigiwyd, eiliwyd a phenderfynwyd i
bod y Pwyllgor yn nodi'r cynnydd ar yr
arfarniad ac yn cytuno ar bresenoldeb
Clerc y Dref yn y cynadleddau a nodwyd
gan yr asesiad o anghenion hyfforddi.
Cytunwyd pawb.

Town Clerk Reports.
Town Clerk's Annual Appraisal.
It was proposed, seconded, and resolved
that Committee notes the progress on
the appraisal and agrees the Town
Clerk's attendance at the conferences
identified by the training needs
assessment.

Cynhadledd Ymarferwyr Rhithwir.
Derbynodd yr Aelodau adroddiad Clerc y
Dref ar y pynciau a drafodir yn y
gynhadledd

Virtual Practitioners' Conference.
Members received a report from the
Town Clerk on the topics covered at the
conference

HR/23/22. Rhan B.
Cynigiwyd, eiliwyd a phenderfynwyd y
dylai'r Pwyllgor eithrio'r wasg a'r cyhoedd
ar eitem agenda sy'n ymwneud â Cais
gweithio hyblyg statudol ar gyfer gweithio
o bell ar y sail y byddai datgelu hyn yn
niweidiol i fudd y cyhoedd oherwydd
natur gyfrinachol y busnes fydd yn cael ei
drafod.
Cytunodd pawb.

Part B.
It was proposed, seconded, and resolved
that the Committee exclude the press
and public on agenda item relating to a
Statutory flexible working request for
remote working 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/24/22. Adroddiadau.

a) Broses arfarnu.

Derbynodd yr Aelodau'r adroddiad ar absenoldebau o'r gwaith.
Cynigiwyd, eiliwyd a phenderfynwyd i bod y Pwyllgor yn nodi ac yn derbyn yr adroddiad.
Cytunodd pawb.

b) Datganiad cyflogaeth arall
Cynigiwyd, eiliwyd a phenderfynwyd i bod y Pwyllgor yn nodi datganiad Clerc y Dref o gyflogaeth arall.
Cytunodd pawb.

c) Cofrestru Awtomatig.
Cynigiwyd, eiliwyd a phenderfynwyd bod y Pwyllgor yn nodi cynnwys yr adroddiad.
Cytunodd pawb.

Gan nad oedd unrhyw eitemau pellach, daeth y cyfarfod i ben am 7.14 yh.

Reports.

Absence reporting.

Members received a report on absences from work.
It was proposed, seconded, and resolved that the Committee notes and receives the report.
All agreed.

Declaration of other employment.
It was proposed, seconded, and resolved that the Committee notes the Town Clerk's declaration of other employment.
All agreed.

Automatic Enrolment.
It was proposed, seconded, and resolved that the Committee notes the content of the report.
All agreed.

There being no further items the meeting closed at 7.14 pm