

Cofnodion cyfarfod o'r Pwyllgor Staffio a gynhaliwyd ar 23 Ionawr 2024 am 2.00pm

Yn bresennol: Y Cynghorwyr Ann Kennedy, Keith Roberts, John Chorlton, Howard Browes, Richard Parry.

Wrth law: Robert Henderson (Clerc y Dref)

Alex Williams (Cynorthwy-ydd Gweinyddol)

1. Gofyn y cwestiwn, oes rhywun yn gwneud cofnod o'r cyfarfod hwn?

Oes. Mae Alex Williams yn cymryd cofnodion.

2. Derbyniwyd ymddiheuriadau oddi wrth y Cynghorwyr Beryl Warner BEM a Cadi Evanson.

3. Ni wnaed unrhyw ddatganiad o ddiddordeb yn ystod y cyfarfod hwn.

4. Cynigiwyd ac eiliwyd bod cofnodion y cyfarfod blaenorol o'r pwyllgor staffio ac archwilio yn gofnod cywir. Cofnod rhif 5675/2024

5. Adroddiad chwarterol –

Rhoddodd y Clerc adroddiad byr o'r sefyllfa o ran staff ym mhob lleoliad. Rhoddwyd gwybod i'r Cynghorwyr faint o staff yr oedd y Cyngor yn eu cyflogi ar hyn o bryd a beth oedd oriau eu cytundeb.

Trafododd y pwyllgor les y staff a ph'run oedd gan Clerc y Dref bryderon ynghylch eu hiechyd a'u lles. Ymatebodd Clerc y Dref drwy ddweud fod un aelod o staff ar gyfnod salwch tymor byr ac un ar gyfnod mamolaeth tan fis Medi. Nid oedd yna unrhyw broblemau eraill yn eu cylch.

Gofynnwyd a oedd yr holl staff wedi'u hyffordd yn eu gwaith yn llwyr. Dywedodd y Clerc wrth y pwyllgor fod pob aelod o staff wedi'i hyfforddi, yn gwneud cyrsiau NVQ ac y byddai unrhyw aelod newydd o staff yn mynd ar gyrsiau cymorth cyntaf, iechyd a diogelwch a hylendid bwyd. Cânt eu hadolygu'n flynyddol gan reolwr y gwasanaethau cymunedol a gofynnir i'r rhai y mae angen rhagor o hyfforddiant arnynt neu y mae eu tystysgrifau'n agos at ddirwyn i ben, fynd ar gwrs gloywi. Roedd cofnodion hyfforddi ar agor i bob Cynghorydd eu gweld. Cofnod rhif 5676/2024

6. Cau'r Empire

Minutes of the Staffing Committee meeting held 23<sup>rd</sup> of January 2024 at 2.00PM

Councillors Present: Cllr Ann Kennedy, Cllr Keith Roberts, Cllr John Chorlton, Cllr Howard Browes, Cllr Richard Parry.

In Attendance: Robert Henderson (Town Clerk)

Alex Williams (Administrative Assistant)

1. To ask the question, is any member or councillor making a recording of this meeting?

Yes, Alex Williams is taking minutes.

2. Apologies of absence were received from Cllr Beryl Warner BEM and Cllr Cadi Evanson.

3. No declaration of interest was made during this meeting.

4. The minutes of the previous staffing and audit committee meeting were proposed, first and seconded to be of true record. Minute no. 5675/2024

5. Quarterly Report –

The Clerk gave a brief update of staffing situations in all locations, Councillors were made aware of how many staff the Council were currently employing and the hours which they were contracted too.

The Committee discussed the well-being of staff and if the Town Clerk had any concerns regarding their health and well-being. The Town Clerk responded with one is on short term sick leave whilst one member of staff is on Maternity leave until September. There are no other issues regarding them.

It was raised whether all staff members are fully trained in their work, the Clerk told the committee that all members of staff are trained, doing NVQs and any future staff will also be placed on first aid, health and safety and food hygiene courses. They are reviewed yearly by the community service manager and those who require further training, or their certificates are close to the expiry date will be asked to attend a refresher course. Training records are open for all Councillors to view. Minute No.5676/2024

6. Empire Closure

PRIVATE DISCUSSION.

Minute No. 5677/2024

Page Minute No. 1042/2024