# PERSONNEL COMMITTEE ACTIONS AND PROJECT UPDATE REPORT

JUNE 2026

## OUTSTANDING ACTIONS

| Date Created | Source | Outstanding Action | Updates / Notes | Lead | Target Resolution |
|---|---|---|---|---|---|
| 09/12/2024 | Policy | Members to undertake Sexual Harassment Awareness Training | Cllrs Banks, Coan, Dalzell, Forrest, Hartley, Lowe, Robertson and Wood have completed the training (8).<br><br>One member has explicitly refused, all other members have not completed the training. The majority have not responded to reminders. | Members | September 2025 |

Any other outstanding actions are covered in the Project Updates Report or included in the committee workplan.

## PROJECT UPDATES

| Project | Progress / Updates | Lead | Target Completion |
|---|---|---|---|
| Creation of management development programme to develop roles and empower managers | Briefing undertaken on budget responsibility and training delivered on effective report writing. Further work to formalise a programme. | Town Clerk | June 26 |