



The Scottish Parliament
Pàrlamaid na h-Alba

Minute of the Senior Executive Team (SET) meeting held on Monday 12 May 2025 at 9.30am

Present:

- Michelle Hegarty, Deputy Chief Executive (chair)
- Lorna Foreman, Director of People, Communications and Inclusion
- Lynsey Hamill, Director of Operations and Digital
- Callum Thomson, Director of Parliamentary Business

Apologies:

- David McGill, Clerk/Chief Executive

In attendance:

- Letitia Longworth-Campbell (item 4)
- Sigrid Robinson, David Hershaw and Willie Heigh (item 5)
- Charlotta Craig (items 4 and 5)
- Andrew Munro and Mairi Pearson (item 6)
- Alan Durward (item 7)
- Allan Campbell, Head of Operations (items 1-7)
- Lynn Russell, Head of Secretariat (items 1-7)

Item 1: Previous minute and matters arising

1. SET agreed the minute of the previous meeting held on Monday 31 March 2025. There were no matters arising.

Item 2: Information sharing

2. SET discussed and noted an update on the SPCB meeting on 8 May 2025. This included a discussion on the SPCB's interim stance on facilities and services at Holyrood in light of the Supreme Court ruling, and how SET will engage with its Leadership Engagement Network to support staff.
3. It also discussed the arrangements and next steps in relation to the independent review of complaints and the Stage 1 Debate on Assisted Dying for Terminally Ill Adults (Scotland) Bill that would take place on 13 May 2025.

Item 3: SPCB and SET forward looks

4. SET noted the items currently planned for future SPCB and SET meetings and provided updates.

Item 4: SPCB policy review

5. SET discussed a planned review of SPCB policies, intended to achieve a cohesive, clear and workable set of policies which apply to Members as part of the Code of Conduct. SET agreed a list of policies that will form the basis of the review. SET Members will discuss these policies with staff within their business areas and liaise with the secretariat on timescales for consideration by the SPCB before the end of the current session.

**Action: Lorna, Lynsey,
New Director of Finance
(once in post)**

6. SET agreed to seek information on further policies that may fall within the remit of the review.

Action: Lorna, Letitia Longworth-Campbell, Lynn

7. SET also agreed that there was an opportunity to use the Session 7 induction period for new Members to clarify the policies they are required to adhere to as part of the Code of Conduct, as part of the election programme.

Action: Allan

Item 5: 2026 Election – Strategic Business Case

8. The 2026 Election Programme is classified as a major SPCB project which must be approved by SET. SET received an update on the Election Programme and considered the strategic business case in detail.
9. Following consideration, SET approved the Investment Advisory Group's recommendation to approve the strategic business case for the 2026 Election Programme and the 20025/26 budget of £777,119.

Item 6: Allowances Office Resourcing

10. SET considered a request to approve changes to the current staffing arrangements within the Allowances Office on a permanent basis following an independent Office Optimisation review.

11. SET acknowledged the rationale set out in the review and that the office had performed really well in light of a range of challenges and emergent needs. SET discussed that its position has been this session for directorates to look at how they can address structural changes within existing resources so that it could maintain its commitment to the staffing baseline for Session 6. Consistent with this and noting the imminent recruitment of a Director of Financial Resources, SET approved that three temporary roles should be extended. This would sit against contingency provision in 2026/27 with a view to strategic workforce planning being undertaken to inform the medium-term financial plan.

Item 7: Building for the future and workplace effectiveness

12. SET discussed the work that has been progressed by Facilities Management to support and influence the Parliament's response to future opportunities and challenges regarding the Holyrood building. It further discussed improvements that have been embedded relating to workplace effectiveness and future projects that are currently being considered by Facilities Management.
13. SET welcomed this work and recognised that these future projects provide opportunities to achieve efficiencies. It also agreed that it would welcome an update from other business areas including Digital Services, Broadcasting and People Services on work that that is progressing to respond to future opportunities and challenges, ahead of resourcing preparation for Session 7.

Action: Lynsey, Lorna, Callum

Date of next meeting

14. The next SET meeting is scheduled on 19 May 2025.

SET Secretariat
May 2025