



The Scottish Parliament  
Pàrlamaid na h-Alba

## **Minute of the Senior Executive Team (SET) meeting held on Monday 15 September 2025 at 9.30am**

### **Present:**

- David McGill, Clerk/Chief Executive (chair)
- Lynsey Hamill, Director of Operations and Digital
- Lorna Hunter, Director of People, Communications and Inclusion
- Callum Thomson, Director of Parliamentary Business

### **Apologies:**

- Michelle Hegarty, Deputy Chief Executive

### **In attendance:**

- Andrew Munro (items 4, 5)
- Willie Heigh (items 4, 6)
- Erin Borthwick, Beki Stark, Helen Nicolson, Vicky McSherry (item 4)
- Tommy Lynch (item 5)
- Tracey White, David Hershaw (item 6)
- Allan Campbell, Head of Operations (items 1-8)
- Lynn Russell, Head of Secretariat (items 1-8)

## **Item 1: Previous minute and matters arising**

1. SET agreed the minute of the previous meeting held on Monday 23 June 2025.
2. The following items were considered by correspondence since the previous meeting:
  - SET approved the Full Business Case for the Lobbying Register project, including the total project budget.
  - SET approved a Business Case for a temporary Finance post.

## **Item 2: Information sharing**

3. SET discussed and noted updates in relation to:

- the SPCB meeting on 11 September 2025
- forthcoming parliamentary business
- protest at the Scottish Parliament.

## **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: Quarter 1 reports**

5. SET considered Q1 performance, finance and workforce reports and noted that summaries of these reports will be included in the next Chief Executive's report to the SPCB.

## **Performance report**

6. SET noted the strategic change objectives reported as red, and the reasons for this status. It also discussed the significant activity underway on delivery plan commitments and other programmes of work and agreed that this work was currently deliverable. SET agreed to continue to review progress against key milestones when it considers Q2 reports.

## **Finance report**

7. SET noted the year to date under/overspends and agreed that it would be helpful to receive more detailed information for the Q2 report.

**Action: Andrew**

## **Workforce report**

8. SET welcomed further improvement to the attendance rate since the last quarter, which had risen by one percentage point to 96.3%. It also welcomed the continued decrease in the sickness absence rate.

9. SET also received an update on work in progress to develop a real time workforce dashboard and that this would be considered at a future meeting.

**Action: Vicky, Helen**

## **Item 5: Principal risks and risk management update**

10. SET considered the Principal Risk Register, including the status of currently intolerable risks.
11. SET requested that an audit of all business areas is undertaken regarding cyber security arrangements, and that the findings are reported to SET at a future meeting.

**Action: Tommy, Andrew**

## **Item 6: Chamber dais accessibility project**

12. The current chamber dais is not accessible to wheelchair users and other users with mobility issues. A project team has been established to explore options to ensure that parliamentary business is accessible to all.
13. SET considered the recommended option, as identified by the Strategic Outline Business Case, and sought further information in relation to the proposed budget for the project. It also discussed the timing of the project, and sought assurance on how potential risks will be mitigated.
14. Following discussion, SET approved the overall design approach for continued development and noted that the budget for this project would be considered alongside other major projects at a future meeting. It also noted that it would consider the Full Business Case at a future meeting.

## **Item 7: Changes to national security vetting**

15. SET noted changes that are being introduced by the Cabinet Office and Police Scotland which are expected to have an impact on the capacity of the Security Office's vetting team.
16. Following discussion, SET approved the retention of a 0.6 post on a two-year fixed-term basis to assess the impact of these changes on overall workload and identify possible opportunities for automation.

## **Item 8: Catering and Pest Control Services - Tender re-let 2025/26**

17. SET considered and approved the Outline Business Case and the tender approach for a new catering and pest control services contract by correspondence in June 2025.
18. At this meeting, SET received an update from the project team and approved the tender to enable the Invitation to Tender to be issued in line with the project timetable.

## **Date of next meeting**

19. The next SET meeting is scheduled on 29 September 2025.

**SET Secretariat**  
September 2025