



The Scottish Parliament  
Pàrlamaid na h-Alba

## **Minute of the Senior Executive Team (SET) meeting held on Monday 23 June 2025 at 9.30am**

### **Present:**

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

### **In attendance:**

- Rachel Fishlock (items 4-10)
- Neil Mackie (item 4)
- Willie Heigh (items 4, 5, 7)
- Andrew Munro (items 7, 8, 9)
- Alan Durward, Stewart Mackay, James Vinestock, Iain Rae, Nadia Smith (item 8)
- Tommy Lynch (item 9)
- Allan Campbell, Head of Operations (items 1-10)
- Lynn Russell, Head of Secretariat (items 1-10)

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

1. SET agreed the minute of the previous meeting held on Monday 9 June 2025.
2. SET noted an update on the progress of the Lobbying Register Project. It also noted an update on the Chamber Dais Accessibility project and agreed the approach to engagement with stakeholders.
3. SET considered an Annual Review of the Environment Management System and approved the governance structure of the Sustainable Development Programme, noted the progress made on the 2024-2025 Sustainable Development delivery plan and approved the 2025-2026 Sustainable Development delivery plan.

### **Item 2: Information sharing**

4. SET discussed and noted updates in relation to the—

- next phase of work to review Parliament facilities
- SPCB Supported Bodies Landscape Review Committee's report, published on 19 June 2025.
- SPCB meeting on 19 June 2025.

### **Item 3: SPCB and SET forward looks**

5. SET noted the items currently planned for future SPCB and SET meetings and provided updates. It also discussed the preparation required for the SET and SPCB planning days during summer recess.

**Action: SET members**

### **Item 4: Preparing the transition to shorter working hours**

6. SET welcomed Tatiana Pignon and Rachel Limage from the Autonomy Institute, who presented the findings from phase 2 of their engagement with staff and the next steps and final preparations for the transition to a reduced working week of 35 hours by 1 March 2026.
7. SET noted the range of outputs that will be provided by Autonomy Institute in July 2025 to help support staff with the transition. It also noted complementary activities being progressed by the Scottish Parliament Project Team to further enhance the support available to staff.
8. SET also discussed approaches to demand management within a shorter working week and opportunities for using automation and artificial intelligence to streamline processes, acknowledging Digital Services Group responsibility to strategically advise, determine and secure funding for all technology investments in line with delivering the Digital Strategy.

**Action: Autonomy Institute/Neil, Rachel**

### **Item 5: Parliament of the future – Session 7 strategy**

9. SET considered the outputs following a wide range of engagement with Members and staff in relation to the priorities for Session 7.
10. SET noted the significant work undertaken by the project team to review and analyse the high volume of feedback received. It further recognised the high-quality summary that had been provided and expressed its thanks to the project team for their hard work.

11. As part of its consideration, SET discussed the emerging strategic themes and draft objectives and agreed to further consider these over the summer recess period.
12. SET also agreed the approach to future engagement with staff on the preparation of the strategy, including with the Leadership Engagement Network and the Colleague Engagement Forum.

**Action: Michelle, Willie, Rachel**

## **Item 6: SET working practices**

13. SET considered its working practices to further strengthen its collective decision making and approach to communication and engagement with staff. SET agreed to continue its current approach to communicating its work internally and externally. It also indicated its support for staff to observe SET meetings, where this is considered helpful as part of their development and included in their personal development plans.

## **Item 7: Medium term financial planning**

14. SET held an early strategic discussion on its expectations for medium term financial planning for Session 7 and the associated preparatory work that will be required. SET noted the new Director of Financial Resources will lead medium term financial planning to support the Session 7 strategy and delivery plan, taking account of the wider financial context as it evolves.

**Action: Michelle/Director of Financial Resources  
(once in post)**

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

15. The current Catering and Pest Control Services contract is due to expire in July 2026.
16. SET noted the recommended approach to the tendering of a new contract including the intended goals, objectives and key deliverables. SET agreed to consider the Outline Business Case for the project by correspondence.

## **Item 9: Cyber-capable business continuity**

17. SET discussed its cyber-capable business continuity arrangements and agreed its strategic recovery priorities in the event of a cyber incident. It also agreed to consider business continuity planning arrangements within directorates at a future meeting.

**Action: Tommy**

## **Item 10: Election polling**

18. SET received an update on the most recent SPICe election forecast, based on the latest available opinion polls conducted between 7 April and 30 May 2025. SET discussed opportunities to work with the Election Programme team, Leadership Engagement Network and the Colleague Engagement Forum to ensure high quality support is in place for new and returning MSPs in Session 7.

## **Date of next meeting**

19. The next SET meeting is scheduled on 15 September 2025.

**SET Secretariat**

June 2025