



The Scottish Parliament
Pàrlamaid na h-Alba

Minute of the Senior Executive Team (SET) meeting held on Monday 31 March 2025 at 9.30am

Present:

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

In attendance:

- Willie Heigh (item 5)
- Allan Campbell, Head of Operations (items 1-5)
- Mary Ann Masson, Head of Internal Communications and Engagement (items 1-5)
- Lynn Russell, Head of Secretariat (items 1-5)

Item 1: Previous minute and matters arising

1. SET agreed the minute of the previous meeting held on Monday 24 March 2025. There were no matters arising.

Item 2: Information sharing

2. SET discussed the arrangements that have been put in place following the death of Christina McKelvie MSP. SET noted that the Parliamentary Bureau was meeting today to consider the date of the Motion of Condolence.
3. It also noted that the SPCB Supported Bodies Landscape Review Committee has invited the SPCB to give evidence in May 2025.

Item 3: SPCB and SET forward looks

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

Item 4: Cyber security and resilience

5. Lynsey provided an update to SET on the work that is progressing in relation to the Scottish Parliament's cyber security and resilience arrangements. Following detailed discussion, it was agreed that the Advisory Audit Board would be updated on these arrangements in June 2025.

Action: Lynsey

Item 5: Parliament of the future

6. SET held the third and final "deep dive" discussion with its senior advisors and specialists within business areas to help inform the approach to strategic planning for session 7.
7. Following the deep dive discussion, SET reconvened to consider the strategic themes emerging from these discussions in addition to the staff event, held in late 2024. SET agreed to use these themes as the basis for discussion with the Leadership Engagement Network on the draft strategy for session 7.

Date of next meeting

8. The next SET meeting is scheduled on 28 April 2025, when it will hold an all-day workshop with the Leadership Engagement Network.

SET Secretariat

April 2025