



The Scottish Parliament
Pàrlamaid na h-Alba

Minute of the Senior Executive Team (SET) meeting held on Monday 1 June 2026 at 9.30am

Present:

- David McGill, Clerk/Chief Executive (chair – item 1 only)
- Michelle Hegarty, Deputy Chief Executive (chair – items 2-4)
- Lynsey Hamill, Director of Operations and Digital
- Lorna Hunter, Director of People, Communications and Inclusion
- Callum Thomson, Director of Parliamentary Business
- Kerry Twyman, Director of Finance and Resilience

In attendance:

- Jennifer Griffin (item 1)
- Tommy Lynch (item 2)
- Andy Munro (item 3)
- Allan Campbell (items 1)
- Mary Ann Masson (items 1-4)
- Joanna Purves (items 1-4)

Item 1: Information sharing, matters arising and previous meeting

1. SET discussed and noted updates in relation to:
 - The new SPCB, including its first meeting on 11 June.
 - The 2026 Election Programme.
 - The Scottish Parliament website.
 - Minimum standards of constituency offices.
 - The Investment Advisory Group.
 - Security matters.
2. SET also discussed a workforce planning request and agreed to approve a two-year temporary Business Accountant post within the Finance Office.
3. The following items were dealt with by correspondence since the previous meeting on 18 May 2026:
 - SET noted a memo from the Director of Operations and Digital regarding the Parliament's catering contract
 - SET approved the Fire Engineering Project Full Business Case, noting the change in budget phasing and project costs.

- SET noted the re-circulated actions note issued to relevant business areas for input on IT business continuity arrangements by 30 June.

4. SET agreed the minutes of the meeting held on 18 May 2026.

Item 2: SPCB and SET forward looks

5. SET noted the items currently planned for future SPCB and SET meetings, provided updates and discussed the scheduling of the SPCB's annual summer planning day.

Action: SET/SPCB Secretariat

Item 3: IT business continuity planning

6. SET discussed and agreed the next steps in relation to work underway on the Parliament's IT business continuity plans. The Head of Resilience was invited to update SET further on methodology for completing the work at operational level and a deadline for a first draft of the plan.

Action: Tommy

Item 4: Internal Audit Plan 2026-27

7. SET considered and agreed the Internal Audit Plan for 2026-27, subject to revisions, and agreed the Internal Audit Charter, including the internal audit mandate, purpose, authority and responsibilities.

Action: Andy

Date of next meeting

8. The next SET meeting will take place on 15 June 2026.

SET Secretariat
June 2026