



The Scottish Parliament
Pàrlamaid na h-Alba

Minute of the Senior Executive Team (SET) meeting held on Monday 15 June 2026 at 9.30am

Present:

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

Apologies:

- Kerry Twyman, Director of Finance and Resilience

In attendance:

- Lynn Russell, Jennifer Griffin (items 1-2)
- Joshua Dalling, Iain Shorthose, Paragon Working Solutions (item 3)
- Alan Balharrie (items 3 - 4)
- Kirsty Wilson, Dorothy Sneddon, Emma MacDonald (item 4)
- Alan Durward (items 3, 5)
- Christina Ruprecht (item 5)
- Erin Borthwick (item 6)
- Willie Heigh (items 3-6)
- Allan Campbell (items 1-6)
- Mary Ann Masson (items 1-6)
- Joanna Purves, Administrator (items 1-6)

Item 1: Information sharing, matters arising and previous meeting

1. SET discussed and noted updates in relation to:
 - recent recruitment exercises
 - the SPCB meeting held on 11 June
 - an update on the election induction programme
 - an update on the election of Committee Conveners.
2. SET agreed the minutes of the meeting held on 1 June 2026.

Item 2: SPCB and SET forward looks

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

Item 3: Customer journey mapping and digital opportunities

4. SET considered findings and recommendations for next steps, following work undertaken to assess the Parliament's performance and effectiveness regarding user experiences in the Holyrood building. This work aims to identify areas of challenge and opportunities for improvement.
5. SET also received a presentation from the Head of Digital Services, outlining digital opportunities within the wider work.
6. SET welcomed the update, noting the positive findings regarding the organisation's current performance, and committed to continuing to work with the relevant offices to make progress in the recognised areas for improvement.

Item 4: Draft Session 7 Digital Strategy

7. SET considered a draft digital strategy for the Parliament in Session 7 and endorsed the proposed strategic direction. SET also agreed to continue to work with Digital Services in developing the Strategy into more detailed projects and work activity, aligned to delivery of the organisational strategic plan.

Item 5: Strategic asset replacement

8. SET discussed and considered options to address key asset replacement works required in the Parliamentary estate, whilst working towards the Parliament achieving net zero.
9. SET endorsed a proposed working decarbonisation and key asset replacement strategy, allowing the project team to progress with more detailed design works, and noted the indicative costs.

Item 6: Draft Session 7 Strategy and Delivery Plan

10. SET discussed the draft Session 7 Strategy and Delivery Plan and agreed that both documents should be issued to the Leadership Engagement Network ahead of the upcoming planning day, subject to minor revisions from individual Directors.

Action: Callum, Lorna, Willie, Erin

11. SET further agreed the agenda for the upcoming SET/LEN planning day and discussed key messages, which would be further considered ahead of the event.

Action: Michelle

Date of next meeting

12. The next SET meeting will take place on 14 September 2026.

SET Secretariat
June 2026