



The Scottish Parliament
Pàrlamaid na h-Alba

Minute of the Senior Executive Team (SET) meeting held on Monday 9 March 2026 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
- Kerry Twyman, Director of Finance and Resilience

Apologies:

- Michelle Hegarty, Deputy Chief Executive

In attendance:

- Tommy Lynch (item 1)
- Mark Brough (items 1,2)
- Alan Balharrie (item 1-3)
- Willie Heigh (items 4-6)
- John Paterson, Victoria Barby, Graeme Cook, Alan Durward (item 5)
- Allan Campbell (items 1-7)
- Mary Ann Masson (items 1-7)
- Joanna Purves (items 1-7)

Item 1: Information sharing, matters arising and previous meeting

1. SET discussed and noted updates in relation to:
 - the scheduling of forthcoming parliamentary business
 - the Inclusive Parliament Review
 - the Edinburgh Accommodation Provision
 - cyber security matters.
2. SET agreed the minutes of the meeting held on 23 February 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: Artificial Intelligence Ethics – policy approach

4. SET discussed the future governance arrangements for the use of artificial intelligence (AI) ethics within the Scottish Parliamentary Service. Following discussion, SET agreed that officials would arrange for the Leadership Engagement Network to engage in the discussion on AI ethics, to assist in the development of the necessary policy documentation and implementation plan.

Action: Alan, Mary Ann

Item 4: Session 7 Strategy and Delivery Plan Update

5. SET discussed and agreed the next steps in relation to Session 7 strategic planning, including the updated timetable, and noted its alignment with the Medium-Term Financial Plan. It was also noted that flexibility should be maintained in the Delivery Plan.

Action: Willie

Item 5: Sustainable Development Programme – closure report

6. SET considered the Sustainable Development Programme Closure Report and approved the report's recommendations which will be taken forward in Session 7. SET noted the progress made on broader sustainable development issues during Session 6 and recognised the collaborative and cross-cutting nature of the programme. It was also noted that this approach had contributed to the success of the programme. Achievements include strengthened scrutiny of climate and net-zero issues and improvements to the Parliament's building management system. The programme also delivered progress in reducing the organisation's environmental impact, and the further embedding of sustainable development in our everyday work.
7. SET acknowledged the transitional nature of the programme and the commitment which would be required to take forward the Closure Report recommendations. SET expressed its gratitude to all colleagues involved in this work.

Item 6: Medium Term Financial Plan

8. SET discussed the development of a Medium-Term Financial Plan (MTFP) including the key drivers and areas for inclusion, timescales for delivery, and the approach to engaging with colleagues across the organisation to further develop the MTFP.

Action: Kerry

Item 7: Leadership Engagement Network update

9. SET discussed recent Leadership Engagement Network meetings that have taken place to inform forthcoming meetings and agreed an approach to capture feedback centrally.

Action: Mary Ann

Date of next meeting

10. The next SET meeting will take place on 23 March 2026.

SET Secretariat
March 2026