



The Scottish Parliament  
Pàrlamaid na h-Alba

## **Minute of the Senior Executive Team (SET) meeting held on Monday 23 February 2026 at 9.30am**

### **Present:**

- David McGill, Clerk/Chief Executive (chair)
- Michelle Hegarty, Deputy Chief Executive
- Lynsey Hamill, Director of Operations and Digital
- Callum Thomson, Director of Parliamentary Business
- Kerry Twyman, Director of Finance and Resilience

### **Apologies:**

- Lorna Hunter, Director of People, Communications and Inclusion

### **In attendance:**

- Mark Brough (items 1,2)
- Sigrid Robinson, David Hershaw (item 3)
- Stewart Mackay, Iain Rae, Euan Muirhead, Alan Durward, James Vinestock (item 4)
- Neil Mackie, Joanna Tod (item 6)
- Allan Campbell (items 1-6)
- Mary Ann Masson (items 1-6)
- Joanna Purves (items 1-6)
- Lynn Russell, Head of Secretariat (items 1-6)

## **Item 1: Information sharing and matters arising**

1. SET discussed and noted updates in relation to the SPCB meetings on 12 and 19 February 2026.
2. SET noted the following items by correspondence since the previous meeting on 2 February 2026:
  - The latest SPICe election forecast.
  - An update on the work of the House of Commons Modernisation Committee

## **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: Election Programme 2026**

4. Following consideration of the Outline Business Case in 2025, as well as regular updates on the programme, SET considered the Full Business Case (FBC) for the election programme, and the total programme budget.
5. SET discussed the proposed induction programme, including how the continuous professional development programme will be managed and co-ordinated up to December 2026, and highlighted key areas for the Programme Team to consider when making final preparations for the registration and orientation programme.

**Action: Allan, David, Sigrid**

6. SET also endorsed plans for a staff rehearsal event scheduled to take place in March and noted that a call for additional volunteers to participate would be issued this week.
7. Following discussion, SET approved the FBC and the total programme budget for the 2026 Election Programme.

## **Item 4: Catering and pest control services**

8. SET received an update on the outcome of the procurement evaluation to re-let the Catering and Pest Control Services contract. This included an update on the range of measures taken to ensure a robust and competitive tender process and the introduction of a Year One Review to the contract, intended to analyse the current service and identify opportunities for efficiencies, improved ways of working and technological enhancements.
9. SET also agreed that it would be helpful to clarify the governance arrangements for the contract to help inform decision making in advance of Session 7.

**Action: Lynsey**

10. Following discussion, SET agreed to award the catering and pest control services contract to the successful bidder, and noted the next steps associated with awarding the contract, which will commence on 1 August 2026.

## **Item 5: Leadership Engagement Network / Colleague Engagement Forum**

11. In January 2026, SET agreed to regularly consider feedback and forward planning for both the Colleague Engagement Forum (CEF) and the Leadership Engagement Network.
12. SET received an update on the structure and membership of the CEF, its areas of work and how it is supported by the Colleague Experience team. It also received an update on feedback received from the LEN on its proposed forward work programme.
13. SET discussed plans to review how the LEN and the CEF are working with SET to identify what is working well, and identify any refinements needed for the remainder of 2026 and into 2027.

## **Item 6: Shorter working week update**

14. SET received an update on the steps that have been taken over an 18-month period to support Scottish Parliamentary Service staff transition to a 35-hour working week by 1 March 2026, which was part of the TUS pay claim in 2024 pay negotiations.
15. SET recognised the significant effort from colleagues in People Services and Colleague Experience to prepare staff for the transition. It further noted the plans put in place by teams across Parliament to make changes and workplace adaptations, to help streamline work, save time and increase productivity.
16. SET also discussed ways in which potential barriers and risks can be addressed, supported by SET and other senior officials, to ensure that the principles for shorter working hours are delivered. It further discussed how the transition will be monitored and evaluated and noted that information would be reported to SET on a quarterly basis.

## **Date of next meeting**

17. The next SET meeting will take place on 9 March 2026.

### **SET Secretariat**

February 2026