



The Scottish Parliament
Pàrlamaid na h-Alba

Minute of the Senior Executive Team (SET) meeting held on Monday 23 September 2024 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:

- Andy Munro (item 2)
- Mark Brough (items 1-3)
- Willie Heigh (item 5)
- Sigrid Robinson (item 6)
- Allan Campbell, Head of Operations
- Mary Ann Masson, Head of Internal Communications and Engagement
- Lisa Creamer, Acting Secretary

Item 1: Previous minutes and matters arising

1. SET agreed the minute of the previous meeting held on Monday 9 September 2024. There were no matters arising.

Item 2: Information sharing

2. SET discussed and noted updates on the following:
 - Andy Munro provided an overview of the Advisory Audit Board meeting which took place on 18 September. This included review of the 2023/24 Annual Report and Accounts ahead of going to the SPCB for sign off.
 - Callum Thomson provided an initial overview of the Finance and Public Administration's report, Scotland's Commissioner Landscape: A Strategic Approach.

- Allan Campbell provided an update on the independent review of complaints process which is due to be considered by the SPCB at their next meeting.
- Lynsey Hamill provided an update on the ongoing work to improve childcare provisions at Holyrood.
- David McGill provided positive feedback on the Leadership Engagement Group launch meeting and the Chief Executive's Group meeting. This was the first in a series of group meetings across the organisation.

Item 3: SPCB and SET forward looks

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

Item 4: Governance update – Paper 18

4. Michelle Hegarty spoke to this paper explaining that following the Senior Management Review, a review on a number of governance issues was required to reflect the new operating model and ensure business resilience.
5. SET agreed to note the arrangements for the appointment of Assistant Clerks [subject to SPCB agreement], the Acting Clerk rota, and issuing of authorisation to exercise functions letters. SET also agreed to consider the updated governance framework, to ensure it is clear and aligned to their new structure and responsibilities.

Action: David/Michelle

Item 5: Parliament of the Future – Paper 19

6. Following initial consideration at the meeting on 10 June, SET continued discussions around how it would lead an exercise to define a future vision for the Parliament as part of the process of the next strategic planning cycle with a better idea on scope, methodology and timescales.
7. SET approved the proposals laid out in the paper and look forward to a future discussion on information management governance.

Action: Willie Heigh

Item 6: Covid-19 Inquiries – Paper 20

8. This paper provided a summary of the Scottish Parliament's response to the Scottish and UK Covid-19 Inquiries to date which highlighted some of the pressures and challenges that the organisation faces in responding to significant demands that fall outside the Delivery Plan.

9. SET welcomed the paper and the opportunity to discuss mitigating factors for future instances.

Action: Directors

Item 7: Contingency schedule

10. Sara Glass provided an update on contingency funding allocation for the current financial year.

11. SET welcomed this update.

Item 8: Senior Executive Team Communications

12. SET noted the update on planned SET communications specifically on meeting follow up and the next all staff day.

13. The next meeting was scheduled for 7 October 2024.

SET Secretariat
September 2024