



The Scottish Parliament
Pàrlamaid na h-Alba

Minute of the Senior Executive Team (SET) meeting held on Monday 7 October 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:

- Mark Brough (items 1-3)
- Irene Fleming (item 4)
- Victoria Barby, Alan Durward, John Paterson (item 5)
- Willie Heigh (item 6)
- Beki Stark (item 7)
- 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 23 September 2024. There were no matters arising.

Item 2: Information sharing

2. SET discussed and noted updates on the following:
 - The 25th anniversary event which took place on Saturday 28 September.
 - A further update following meetings on the ongoing work to improve childcare provisions at Holyrood.

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: Finance and Public Administration Report – contingency bid – Paper 21

4. SET considered and approved a contingency funding bid to form a new parliamentary committee, the Review of the Commissioner Landscape Committee.
5. The establishment of the committee is dependent on approval from Bureau and the Parliament.

Action: Irene/Callum

Item 5: Annual Management Review of the Environmental Management System and Net Zero Project update – Paper 22

6. SET noted the Environmental Management System review and approved the Governance structure of the Sustainable Development Programme as laid out in the paper. SET also noted the progress made on the 2023-24 Sustainable Development Plan and the proposed 2024-25 delivery plan.
7. SET noted an update on work undertaken on the Net Zero project since the previous update to the Strategic Resources Board in October 2023. A further update with more detail would be presented to SET before the submission of business cases.

Action: Alan Durward

Item 6: Budget 2025-26

8. SET welcomed Beki Stark, Financial Controller, to her first meeting.
9. SET noted an update from Sara on the governance for this year's budget process, and agreed a number of broad strategic choices to inform the approach to the SPCB.

Action: Directors

Item 7: Allowances Project - contingency bid – Paper 23

10. SET approved a contingency funding bid for extensions of employment contracts in the Allowances Office in order to complete the office review and continue providing high quality support to Members and colleagues.

Item 8: Senior Executive Team Communications

11. SET noted the update on planned SET communications specifically on meeting follow up and establishment of the Leadership Engagement Network.

12. The next meeting was scheduled for 4 November 2024.

SET Secretariat
October 2024