



The Scottish Parliament  
Pàrlamaid na h-Alba

## **Minute of the Senior Executive Team (SET) meeting held on Monday 15 April 2024 at 10.00am**

### **Present:**

- David McGill (chair)
- Michelle Hegarty
- Lorna Foreman
- Sara Glass
- Lynsey Hamill
- Callum Thomson

### **In attendance:**

- James Vinestock (item 3)
- Erin Aitken, secretariat
- Judith Proudfoot, Secretary

### **Item 1: Previous minutes**

1. The minute of the final Leadership Team meeting held on 4 March 2024 had been signed off in correspondence by David and Michelle.

### **Item 2: Expectations for the new Senior Executive Team (SET)**

2. David welcomed colleagues to their new roles as Directors and members of the Senior Executive Team (SET) and set out his expectations for individuals and the Team. Some of the key messages included:
  - Directors in charge of their directorates.
  - More direct briefing of the Presiding Officer and SPCB.
  - Collaboration and working as a Team.
  - Clarity of decisions; no mixed messages; feedback from directorates into meetings.
3. David also highlighted the planned All-Staff event and outlined the approach, including the role for all Directors.
4. SET noted there had been correspondence from the TUS to the SPCB around the recent restructuring and David agreed to circulate a copy of the SPCB's response.

**Action: David**



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Pàrlamaid na h-Alba

### **Item 3: Procurement Strategy 2024-27 – Paper 1**

5. The Head of Procurement introduced the draft Corporate Procurement Strategy for agreement by SET prior to presenting to the SPCB for approval and publication.
6. The strategic focus areas were:
  - Optimising value
  - Supply chain management
  - Compliance
  - Sustainable development
  - People
7. Emphasis throughout the report was on incremental continuous improvement as opposed to transformational changes to the procurement function.
8. SET questioned aspects of the procurement function including: engagement with procurement by offices at an early stage in projects; involvement of the Head of Procurement in strategic discussions; types of community benefits arising from contracts; and any specific implications and/or benefits of AI for procurement.
9. SET agreed the Strategy for presentation to the SPCB.

### **Item 4: SPCB and SET forward look**

10. SET provided feedback on draft agendas for April and May SPCB and SET meetings. An outline of topics for two SET workshops was also discussed and it was agreed that a more detailed note would be circulated later in the week.

**Action: Sara**

11. It was agreed that a date be organised for a dinner for SET and SPCB members with the aim of developing closer working relationships.

**Action: secretariat**

### **Date of next meeting**

12. The following dates were agreed:

- Monday 22 April – workshop



The Scottish Parliament  
Pàrlamaid na h-Alba

- Monday 29 April – SET meeting
- Monday 13 May – workshop
- Monday 20 May – SET meeting

**SET secretariat**  
April 2024