



The Scottish Parliament
Pàrlamaid na h-Alba

Minute of the Senior Executive Team (SET) meeting held on Monday 29 April 2024 at 9.30am

Present:

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

In attendance:

- Mark Brough (items 1-3)
- Tommy Lynch (item 6)
- Erin Borthwick (items 6-7)
- Willie Heigh (items 6-10)
- Julia Campbell (items 8-10)
- Tracey White, Catherine Fergusson, Alan Balharrie, Dorothy Sneddon, Kirsty Wright, Fiona Stevens (item 9)
- Tracey White, Rob Littlejohn (item 10)
- Judith Proudfoot, Secretary

Item 1: Previous minutes

1. SET agreed the minute of the previous meeting held on Monday 15 April 2024.

Item 2: Matters arising

2. There were no matters arising.

Item 3: Information sharing

3. SET discussed and noted updates on the following:
 - Possible announcement of resignation by the First Minister; subsequent procedural processes; and implications for the 2 motions of confidence lodged.
 - Protest camp on the Holyrood grounds – urgent advice to be provided for the Presiding Officer and SPCB.

Action: Lynsey

Item 4: SPCB meeting feedback

4. SET noted feedback from colleagues on issues discussed by the SPCB at its meetings on 18 April 2024. Topics included:
 - Consideration of a request for a permanent memorial in the Parliament to Mick McGahey.
 - Security.
 - Impact of Edinburgh's low emission zones for people travelling to the Parliament.
 - Guidance on use of resources during a UK Election.
 - Guidance on use of Parliament generated broadcast material, specifically relating to political branding.

Item 5: SPCB and SET forward looks

5. SET noted the items currently planned for future SET and SPCB meetings. In addition to agendas for scheduled meetings, SET discussed its upcoming workshop planned for 13 May and agreed that a strategic planning day be organised to take place in August. A link to a leave sheet would be circulated to help find a suitable date.

Action: secretariat

Item 6: Risk management

6. Risk management was acknowledged as being an essential part of governance and leadership and fundamental to how the organisation was directed and managed at all levels. SET committed to 3 key actions relating to process:
 - to direct effort into establishing risk controls;
 - to determine when each risk classed as 'intolerable' should be considered tolerable; and
 - to direct effort and resources into establishing risk mitigations for intolerable risks.
7. SET discussed the risks currently identified and agreed which would remain on the Risk Register and the relevant actions required in relation to each. An update would be brought to a future meeting in June for further discussion. An update would also be provided to the Advisory Audit Board.

Action: Tommy

Item 7: Session 6 Delivery Plan – Paper 2

8. As was usual around this point in a session, but particularly given the recent change in organisational structure, SET took the opportunity to consider progress against the Strategy and possible changes to be made. SET would then communicate with the wider organisation on its priorities to the end of the Session.
9. SET agreed that Willie would have follow-up conversations with individual Directors with an updated version of the Delivery Plan being brought back to SET in June for agreement.

Item 8: Strategic Resources Board (SRB) transition arrangements

10. SET discussed arrangements around the transition away from the SRB following the restructuring. This meeting concentrated on key principals and working assumptions with a focus on governance of the matters previously dealt with by the SRB. Topics/ activities would be allocated to either SET, a new Investment Board, or to individual Directors. Delegations would be discussed as part of the planned workshop in May.
11. Next steps included: developing the detail of how the Investment Board would operate and drafting detailed delegations in relation to SET/Investment Board/Director roles.
12. SET also received a financial update and welcomed the estimated out turn for 2023-24 being so close to budget. In relation to 2024-25 budgets, SET noted the potential pressures already on the contingency. SET acknowledged the responsibility of each Director to manage the vacancy gap and the commitment to operate within the existing staffing budget.

Item 9: Business Bulletin – Paper 3

13. SET considered a business case presented in relation to redeveloping the Business Bulletin (BB). A key concern expressed by SET was the capacity to undertake the project at this time, while recognising that a delay in implementing the project would also have resourcing implications due to other planned activities.
14. Directors were asked to seek further reassurance from those staff and business areas directly involved to enable SET to make a final decision.

Action: Lynsey, Callum

Item 10: Official Report – Paper 4

15. SET considered a business case to use existing budget to fill 2 permanent Grade 4 reporter roles along with a request for contingency funding from 2025-26 for additional 2.5 (full time equivalent) fixed term Grade 4 reporter roles to the end of the current Session. SET noted that the proposed call on contingency would be a significant proportion of the indicative budget bid for 2025-26.
16. SET acknowledged the steps already taken to address management issues and that the business area had been operating at under-complement staffing levels for a significant period of time due to the business area holding off filling permanent vacancies. SET acknowledged that further work would take place to produce a detailed workforce plan to go beyond the end of the session to ensure a sustainable and digitally enabled staffing model. SET agreed the request.

Date of next meeting

17. The next meeting was scheduled for Monday 20 May 2024.

SET secretariat
April 2024