



The Scottish Parliament
Pàrlamaid na h-Alba

Minute of the Senior Executive Team (SET) meeting held on Monday 18 November 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:

- Tommy Lynch, Jake Fenton (item 4)
- Willie Heigh (items 5-7)
- Rachel Fishlock (item 6 and 9)
- Neil Mackie (item 9)
- Mary Ann Masson, Head of Internal Communications and Engagement (items 1- 7)
- Allan Campbell, Head of Operations
- Lynn Russell, Head of Secretariat

Item 1: Previous minutes and matters arising

1. SET agreed the minute of the previous meeting held on Monday 4 November 2024 shared by correspondence. There were no matters arising.

Item 2: Information sharing

2. SET discussed and noted updates on the following:
 - An overview of the SPCB meeting held on 14 November.

Item 3: SPCB and SET forward looks

3. SET noted the items currently planned for future SPCB meetings. It also discussed and provided feedback on items planned for future SET meetings.

Item 4: Health and Safety Policy – Paper 28

4. SET considered and approved an updated health and safety policy, while noting that it was subject to continuous review.
5. The policy will be published on the intranet and shared with staff.

**Action: Tommy Lynch,
Jake Fenton**

Item 5: Parliament of the Future – Session 7

6. As part of the work SET is leading to define a future vision for the Parliament, a wide-ranging discussion on the key issues for session 7 was held. SET is grateful to SPICe for the briefings prepared to help inform the discussion.
7. SET will hold a further discussion at its next meeting, in addition to considering a detailed timetable for how staff, Members and the public will have the opportunity to engage with this work.

Action: Willie Heigh

Item 6: Leadership Engagement Network feedback

8. SET discussed the outcome of the recent Leadership Engagement Network (LEN) meetings, noting the variety of issues raised and the good level of discussion that took place.
9. SET noted that a further discussion would take place, alongside Grade 7 colleagues later in the week.
10. SET also discussed how the feedback received from LEN meetings can be used to inform the topics for the forthcoming staff day on 9 December.

**Action: Rachel
Fishlock, Mary Ann
Mason**

Item 7: Senior Executive Team Communications

11. SET noted the update on planned SET communications specifically on meeting follow up.

12. The next meeting was scheduled for 2 December 2024.

Item 8: 35 hour working week

13. SET held a workshop, facilitated by Autonomy Institute, to discuss the key principles that will guide the transition to a 35-hour work week and a proposed timeline.

14. SET noted the importance of engaging with all staff to inform and shape plans for the transition. It also noted that as a first step, Autonomy Institute will be engaging with Group and Office Heads and Team Leaders during December.

15. SET will receive an update on the feedback received from this initial engagement in early 2025.

Action: Neil Mackie, Rachel Fishlock

SET Secretariat
November 2024