



The Scottish Parliament
Pàrlamaid na h-Alba

Minute of the Senior Executive Team (SET) meeting held on Monday 24 June 2024 at 9.00am

Present:

- David McGill, Clerk/Chief Executive (chair)
- Lorna Foreman, Director of People, Communications and Inclusion
- Sara Glass, Director of Finances and Resilience
- Lynsey Hamill, Director of Operations and Digital
- Callum Thomson, Director of Parliamentary Business

Apologies:

1. Michelle Hegarty, Deputy Chief Executive

In attendance:

- Julia Campbell (minutes)
- Willie Heigh (Items 3 & 5)
- Alan Balharrie (Item 6)
- Tommy Lynch (Item 8)
- Kenny Htet-Khin (Item 8)
- Allan Campbell
- Mary Ann Mason

Item 1: Previous minutes and Matters Arising

1. The minutes of the SRB meeting of 20 May 2024, and the SET meeting of 10 June 2024 were approved.
2. There were no matters arising.

Item 2: 2024-25 contingency/P02 report

3. The SET noted that SPCB year-end forecast outturn is in line with previous years.

Item 3: Project portfolio update

4. Key points to note under the project portfolio update:
 - Expenditure to date in 2024-25 is £500k, which is higher than at the same point in previous years.
 - The Corporate systems major project is on track.
 - In-year underspend and budget profiling during 2023-24 was not as effective as in previous years. SET agreed that there would be a drive to improve forward planning to address this.

Item 4: 2025-26 Budget recommendations

5. SET agreed to the following recommendations:
 - Finance to determine the appropriate inflation % for relevant expenditure areas and specific guidance on contract uplifts to be provided.
 - Directors to review and sign off their budgets before challenge meetings with Finance.

Item 5: Governance update (including Investment Decision Making workstreams)

6. Key points to note from the governance update:
 - The new decision-making body to be called the Investment Advisory Group
 - FM and BIT to remain responsible for their envelopes with 'emerging needs' potentially subject to a budget bid process.
 - IAG aiming to convene in September, assuming governance has been finalised.

Item 6: BIT resourcing update

7. SET welcomed the paper addressing long standing concerns about IT recruitment and retention, and recognised the successful collaboration between BIT and P&C.
8. SET looks forward to the stability in IT resourcing to allow digital in-house skills to be developed leading to a positive impact on project delivery and costs.

Item 7: Vacancy Gap

9. SET discussed and agreed its approach to managing the vacancy gap in 2024-25.
10. SET agreed that each Director will be responsible for achieving the 5% target across their staff budget. Directors are free to prioritise within their staff resources.
11. SET were content with the 5% target for 2024-25, noting that it is necessary to support pay reform.
12. Progress to be reported quarterly to the SET.

Item 8: Anti-Bribery

13. SET noted the update on Anti-Bribery and recognised the good work involved in reaching this point.

Action: Tommy/Kenny to check the applicability of the policy to Officeholders

Item 9: UK Election Planning

14. SET thanked Allan for his analysis and forward look.

Item 10: Senior Executive Team Comms

15. SET welcomed the update on SET communications including involvement of Grade 7 staff.

1. The next meeting was scheduled for 9 September 2024.

Julia Campbell (SRB organiser)

June 2024