



The Scottish Parliament
Pàrlamaid na h-Alba

Minute of the Senior Executive Team (SET) meeting held on Monday 4 November 2024 at 9.30am

Present:

- Michelle Hegarty, Deputy Chief Executive (chair)
- 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

Apologies:

- David McGill, Clerk/Chief Executive

In attendance:

- Willie Heigh (item 4-7)
- Vicky McSherry, Helen Nicolson (item 4)
- Billy McLaren, Neil Biggar (item 5)
- Lynn Russell
- 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 7 October 2024. 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 31 October.

- Work undertaken on the Books of Condolence following the death of Former First Minister, Alex Salmond.
- The Leadership Engagement Network ahead of the first meetings.
- Parliamentary business activity, including the Covid inquiry, the publication of the Citizen Participation and Public Petitions Committee' report on its inquiry into the A9 Dualling Programme and the Finance and Public Administration Committee's debate into the review of the Scotland's Commissioner Landscape.

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: Quarter 2 Reports

4. Summaries of the following reports would be included in the next Chief Executive's report to the SPCB:

Performance Report – Paper 24

5. SET discussed the activities being reported as status 'amber' and 'red' and actions to address them.
6. SET noted the organisation's KPIs had improved, with all individual KPIs achieving a 'green' result.
7. SET restated its commitment to complete all major change initiatives by Autumn 2025, to allow the organisation to focus on the conclusion of Session 6 and the election in May 2026.

Finance Report

8. SET noted that an underspend of 2.3% was being reported which was well within the target variance of below 5% at this point in the financial year.

Workforce Report – Paper 25

9. SET welcomed the report and noted this was the first Quarter that the sickness absence rate had been above the target rate of 4% since the same period in the last reporting year.

Action: Mary Ann

Item 5: Lobbying Register Business Case – Paper 26

10. SET considered a business case from the Lobbying Register project team which sought approval for the redevelopment of the current Lobbying Register system as the current contract is coming to an end. The system enables stakeholders to submit Information Returns required by law since the Lobbying (Scotland) Act 2016 came into force in 2018.
11. SET confirmed they are content for the business case proposals to proceed as laid out, and welcomed the approach taken by the team, including efficiencies to be delivered through the investment.

Action: Billy

Item 6: 2025-26 Budget

12. Sara provided an update on the initial budget discussion undertaken with SPCB members where they agreed the headline narratives.
13. Sara thanked Directors for their work on group budget submissions since the previous SET meeting where underspend targets were discussed.

Item 7: Vacancy gap and contingency

14. SET discussed ongoing projects in the current and future financial years.
15. Sara provided an update on the organisational agreed vacancy gap, as requested by SET quarterly for discussion and monitoring. SET discussed the gap and implications of not meeting it by year end. SET members noted how it was being dealt with in their directorates, taking account of turnover, and actions required to meet the projected targets.

Item 8: Broadcasting – staffing – Paper 27

16. SET discussed the staffing business case which proposed changes to specific broadcasting posts in order to ensure resilience, accepting that service requirements had changed after the SRR bid.
17. SET agreed to approve the business case in principle but that further work was needed to establish the funding approach

Action: Callum

Item 9: Senior Executive Team Communications

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

19. The next meeting was scheduled for 18 November 2024.

SET Secretariat
November 2024