



The Scottish Parliament
Pàrlamaid na h-Alba

Minute of the Senior Executive Team (SET) meeting held on Monday 9 September 2024 at 10.00am

Present:

- David McGill, Clerk/Chief Executive (chair)
- Michelle Hegarty, Deputy Chief Executive
- 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:

- Allan Campbell, Head of Operations

In attendance:

- Willie Heigh, Erin Borthwick, Vicky McSherry, Helen Nicolson, Neil Mackie (item 5)
- Tommy Lynch (item 6, 9)
- Alan Balharrie (item 9)
- 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 24 June 2024.

Item 2: Information sharing and matters arising

2. Over Summer recess, SET approved a contingency funding bid relating to the delivery of the 35-hour working week.

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: SET/SPCB planning day reflections and key challenges

4. SET reflected on their planning day and contributions at the SPCB planning day. A discussion on how SET would approach cross cutting work was to be continued at a future meeting.
5. David commended SET members for the management and ownership of their Directorates.

Item 5: Q1 reports

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

Performance Report – Paper 13

7. SET discussed the activities being reported as status 'red' and actions to address them.
8. The Operational Excellence objective was noted as an area for improvement.

Action: Willie Heigh

Finance Report

9. SET discussed areas of underspend and overspend in this financial year. A portion of contingency funding was still to be allocated.

Workforce Report – Paper 14

10. The report was welcomed by SET. Further details and comparisons on staff absence were to be brought to a future meeting.

Action: Helen, Vicky, Neil

Item 6: Risk management and risk update –

Paper 15

11. Risk management was acknowledged as being an essential part of governance and leadership and fundamental to how the organisation was directed.
12. The update paper was welcomed by SET and there was a consensus to keep all risks in the principal risk register going forward. Further consideration was to be given to the classification of risks.

Action: Tommy Lynch

Item 7: Staff engagement follow up detail –

Paper 16

13. Following SET's agreement to implement two engagement approaches, the Clerk/Chief Executive's Leadership Engagement Network and the Colleague Engagement Forum, this paper set out a timeline for implementation and associated benefits.
14. SET agreed to the proposed timeline and roll out. Communications would issue to Office Heads/Teams Leaders.

Action: Mary Ann Masson

Item 8: Cyber resilience and security plans

15. SET welcomed the opportunity to discuss this improvement plan. A formal paper would be brought back for further consideration and approval at a future meeting.

Action: Tommy Lynch

Item 9: Contingency funding – Paper 17

16. SET discussed the contingency funding bid and deferred further consideration of this item to allow subsequent discussions to take place.

Item 10: Date of next meeting

17. The next meeting was scheduled for Monday 23 September 2024.

SET Secretariat

September 2024