



The Scottish Parliament
Pàrlamaid na h-Alba

Minute of the Senior Executive Team (SET) meeting held on Monday 10 March 2025 at 9.30am

Present:

- David McGill, Clerk/Chief Executive (chair)
- Michelle Hegarty, Deputy Chief Executive
- Lorna Foreman, Director of People, Communications and Inclusion
- Lynsey Hamill, Director of Operations and Digital
- Callum Thomson, Director of Parliamentary Business

Apologies:

- Sara Glass, Director of Finance and Resilience

In attendance:

- Mark Brough (items 1-3)
- Willie Heigh, Rob Littlejohn, Christina Ruprecht, Tracey White (item 5)
- Allan Campbell, Head of Operations (items 1-6)
- Mary Ann Masson, Head of Internal Communications and Engagement (items 1-6)
- Lynn Russell, Head of Secretariat (items 1-6)

Item 1: Previous minute and matters arising

1. SET agreed the minute of the previous meeting held on Monday 24 February 2025.
2. SET agreed to transfer £275,469 from General Contingency to the Projects Budget for a Broadcasting project and a range of Facilities Management projects, scheduled for 2026/27, to enable these to be carried out before the end of the current financial year.

Item 2: Information sharing

3. SET discussed and noted updates on the SPCB meeting held on 6 March 2025 and the SPCB Supported Bodies Landscape Review Committee.

Item 3: SPCB and SET forward looks

4. SET noted the items currently planned for future SPCB and SET meetings and provided updates.

Item 4: Strategic workforce planning

5. SET held an early strategic discussion on workforce planning and agreed to hold a further discussion at a future meeting.

Item 5: Official Report Replacement System

6. SET considered the full business case for a replacement Official Report production system. The project team outlined the immediate benefits of the new system including further efficiencies within the Official Report and Business Information Technology functions and greater accessibility to Parliament information.
7. SET welcomed the significant work by the project team to ensure the project budget remained in line with the original estimate. During the discussion, SET asked for more information on the annual revenue costs while noting projected efficiency savings. It also sought clarity on the staff resource committed to the project to ensure the 'go live' date' of October 2025 is achieved.
8. Following detailed consideration, SET agreed to approve the business case on the basis that the annual revenue cost for the system would be cost neutral from 2027/28 onwards.

Item 6: Parliament of the Future

9. SET held the second in a series of "deep dive" discussions with a range of staff across the organisation to help inform the approach to strategic planning for session 7.

Date of next meeting

10. The next meeting was scheduled for 24 March 2025.

SET Secretariat

March 2025