



The Scottish Parliament
Pàrlamaid na h-Alba

Minute of the Senior Executive Team (SET) meeting held on Monday 24 February 2025 at 9.45am

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:

- Erin Borthwick, Willie Heigh, Vicky McSherry, Helen Nicolson, Beki Stark (item 4)
- Tommy Lynch (item 5)
- Allan Campbell, Head of Operations (items 1-7)
- Mary Ann Masson, Head of Internal Communications and Engagement (items 1-7)
- Lynn Russell, Head of Secretariat (items 1-7)

Item 1: Previous minute and matters arising

1. SET agreed the minute of the previous meeting held on Monday 17 February 2025. There were no matters arising.

Item 2: Information sharing

2. Michelle updated SET on issues and activities being undertaken by other Parliaments following a Professional Development Seminar she recently attended. SET also discussed and noted an update on the SPCB meeting held on 20 February 2025 and an allowances matter.

Item 3: SPCB and SET forward looks

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

Item 4: Quarter 3 reports

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

Performance report

5. SET discussed the activities being reported as status 'red' and actions to address them and agreed to improve rationale from their Directorates as part of reporting.
6. SET discussed the activities scheduled for completion after Autumn 2025, and the extent to which they are manageable within known operational demands.

Finance report

7. An ongoing delay with the implementation of a new budget management system for the wider public sector has meant that information to inform the finance report needed to be collated, analysed, and checked manually. SET noted the impact for offices and is grateful to all staff involved in the preparation of this report.
8. SET noted that a year-end underspend of around 1% is currently projected, which is within the performance target of 2.5%. SET further noted that this forecast is subject to some uncertainty that will reduce once the new system is fully implemented.

Workforce report

9. SET noted that the attendance rate had decreased during the quarter, but that signs of recovery were observed in December 2024. It also noted that the sickness absence rate had increased slightly from the previous quarter but was below the equivalent point in the prior reporting year.
10. SET welcomed the addition of the Recruitment and Retention update as part of this report which highlighted an increase in attraction, recruitment, and retention rates, including vacancies classified as 'hard to fill'.

Item 5: Principal Risk Register

11. SET considered the Principal Risk Register including the planned mitigations and proposed timescales for intolerable risks. It also discussed the positive outcome of a recent audit on the approach to risk management and the areas identified for some improvement.

Item 6: Colleague Engagement Forum

12. SET discussed and agreed the overall framework that will be used to establish a Colleague Engagement Forum, using feedback received from recent Leadership Engagement Network meetings.

Item 7: Parliament of the Future

13. SET held the first 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

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

SET Secretariat
February 2025