



The Scottish Parliament  
Pàrlamaid na h-Alba

## **Minute of the Senior Executive Team (SET) meeting held on Monday 24 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
- Sara Glass, Director of Finance and Resilience
- Lynsey Hamill, Director of Operations and Digital
- Callum Thomson, Director of Parliamentary Business

### **In attendance:**

- Allan Balharrie, Judith Morrison (item 4)
- David Hershaw, Sigrid Robinson (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 10 March 2025. There were no matters arising.

### **Item 2: Information sharing**

2. SET discussed and noted updates on the Advisory Audit Board meeting held on 19 March 2025, the SPCB Supported Bodies Landscape Review Committee and SPCB Question Time, held on 20 March 2025.

### **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: Information management**

4. SET held an initial discussion on the Scottish Parliament's approach to information management, drawing on 20 years' experience of compliance with the Freedom of Information (Scotland) Act and future expected legislative changes.
5. SET discussed the current challenges and opportunities relating to information management, including how the Parliament compares to other public bodies. It also recognised the resource involved in responding to information requests, while ensuring legislative compliance is met. SET agreed to commission an internal review to identify opportunities where the Parliament's processes could be improved. The findings of the review will be considered by SET in the autumn.

**Action: Alan, Judith**

## **Item 5: 2026 Election Programme**

6. SET welcomed David Hershaw to the meeting, who has been appointed as the Programme Manager.
7. SET received an update on the most recent SPICe election forecast, based on the latest available opinion polls conducted between 7 January and 14 February 2025. SET also received an update on the Election Programme, noting that the Board held its first meeting in February 2025.
8. SET highlighted the importance of ensuring the Programme is aligned with the session 7 strategic plan, currently in development. This will be achieved through regular Programme updates to SET. It also sought assurance that a robust equality impact assessment will be conducted and highlighted opportunities to gather MSP feedback to inform the induction programme.
9. SET will consider the strategic business case in May 2025.

**Action: Allan, Sigrid, David**

## **Item 6: Sustainable Development Programme and Net Zero Project**

10. SET discussed the work of the Sustainable Development Programme as it comes to an end. SET noted that the Programme has informed a pathway to embed sustainable development thinking, decision making and scrutiny into 'business as usual' activity. It also agreed to review the Behavioural Framework that supports the Scottish Parliamentary Service Values to ensure there is sufficient focus on sustainable development.

**Action: Lorna**

11. SET will work with staff to agree how sustainable development is reflected in the session 7 strategic plan, currently in development.

**Action: Lynsey**

## **Item 7: Strategic Workforce Planning**

12. SET held a further strategic discussion on workforce planning.

### **Date of next meeting**

13. The next meeting was scheduled for 31 March 2025.

**SET Secretariat**

March 2025