



The Scottish Parliament
Pàrlamaid na h-Alba

Minute of the Senior Executive Team (SET) meeting held on Monday 27 January 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:

- Neil Mackie (item 3)
- Rachel Fishlock (item 4)
- Sigrid Robinson (item 6)
- Mary Ann Masson, Head of Internal Communications and Engagement (items 1-6)
- Allan Campbell, Head of Operations (items 1-6)
- Lynn Russell, Head of Secretariat (items 1-6)

Information sharing and matters arising

1. SET discussed and noted updates on the following—
 - Lynsey Hamill confirmed that minor repairs to the parliament building have been made, following Storm Éowyn. SET thanked all staff involved in this work.
 - Sara Glass provided an update on the Finance and Public Administration Committee's recent evidence session on the SPCB budget bid 2025-26.
 - Lorna Foreman provided an update on work that is currently progressing in relation to strategic workforce planning.

SPCB and SET forward looks

2. SET noted the items currently planned for future SPCB and SET meetings.

Civil Service Pension Scheme – Pensionable Overtime Pay – Paper 1

3. SET considered a revised draft overtime policy, intended to ensure consistency with the Principal Civil Service Pension Scheme (PCSPS) rules.
4. SET approved the revised draft policy in principle, subject to the SPCB's agreement.

Action: Neil

Leadership Engagement Network – Meeting 2

5. SET discussed the agenda for the second Leadership Engagement Network (LEN) meetings. These meetings will focus on the establishment of the Colleague Engagement Forum (CEF). A brief update on the reduced working week will also be provided at these meetings.
6. During the discussion, SET recognised the importance of establishing the CEF as part of its overall approach to improve communications with staff across the organisation. SET will consider the feedback from the LEN meetings in late February, with the aim of launching the CEF in early spring.

Action: Rachel, Mary Ann

Working practices – Paper 2

7. SET reflected on its working practices, with a view to further strengthening its collective decision making and approach to communication and engagement with staff.
8. SET agreed some general principles on its working practices. It also agreed to consider a further paper at a future meeting, which will address the feedback received during the discussion.

Action: Allan, Lynn

2026 Election Programme – SET strategic Discussion – Paper 3

9. SET received an update from Allan Campbell on the governance and overall approach for the 2026 election programme. SET welcomed the proposed approach and provided feedback for the Programme Board to consider.

Action: Allan, Sigrid

Date of next meeting

10. The next meeting was scheduled for 3 February 2025.

SET Secretariat
January 2025