



The Scottish Parliament  
Pàrlamaid na h-Alba

## **Minute of the Senior Executive Team (SET) meeting held on Monday 3 February 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, Rachel Fishlock
- Mary Ann Masson, Head of Internal Communications and Engagement
- Allan Campbell, Head of Operations

### **35-Working Week: Phase 1 Engagement Report**

1. SET welcomed Tatiana Pignon and Rachel Limage from the Autonomy Institute, to present the findings from phase 1 of their engagement with staff and set out arrangements for phase 2.
2. SET considered a presentation and report prepared by Autonomy Institute and noted that the project remains on track to meet the target date of 1 March 2026. SET agreed the proposal for the next phases of the project which will involve engagement with staff and trade union representatives.

### **Date of next meeting**

3. The next meeting was scheduled for 17 February 2025.

**SET Secretariat**  
February 2025