

Minute of the Senior Executive Team (SET) meeting held on Monday 17 November 2025 at 9.30am

Present:

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

In attendance:

- Mark Brough (item 1)
- Andrew Munro, Isla Kidd (item 3)
- Joanna Purves (items 1-6)
- Allan Campbell (items 1-6)
- Lynn Russell, Head of Secretariat (items 1-6)

Item 1: Information sharing

1. SET discussed and noted updates in relation to:
 - the SPCB meeting on 13 November 2025
 - a forthcoming inter-parliamentary meeting with other UK legislatures
 - the Scottish Parliament (Recall and Removal of Members) Bill
 - the management of parliamentary business up to the end of Session 6
 - preparation for the staff day on 16 January 2026.

Item 2: SPCB and SET forward looks

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

Item 3: 2026/27 Budget

3. SET received an update on the preparation for the 2026/27 budget and noted the timescales for consideration and approval by the SPCB.

Item 4: Governance – Session 7

4. SET discussed a range of work in progress to develop organisational governance for Session 7. As part of this work, the SPCB would be asked for its views on governance and a final set of proposals would be taken to SPCB before dissolution.

Action: Michelle, individual directors as appropriate

Item 5: Leadership Engagement Network

5. SET discussed the scheduling and topics for discussion at future Leadership Engagement Network (LEN) meetings. SET also agreed that it was keen to hear from the LEN on topics they wished to discuss at future meetings.
6. SET agreed the agenda for the next round of LEN meetings, scheduled to take place in December 2025. SET was encouraged to note that the co-chairs of the Colleague Engagement Forum (CEF) have indicated they would be happy to attend these meetings, in order to provide an update on the CEF's work to date.
7. SET agreed to issue communication, as well as a short briefing note to the LEN in advance of the December meetings. It also agreed the pattern of LEN meetings up to spring 2026.

Action: Michelle, Kerry

Item 6: Election forecast

8. SET received an update on the most recent SPICe election forecast, based on the latest available opinion polls conducted between 22 September and 14 October 2025.
9. SET also discussed the new constituency and regional boundaries which come into effect for the 2026 election, and the challenges associated with forecasting for these constituencies and regions.

Date of next meeting

10. The next SET meeting is scheduled on 1 December 2025.

SET Secretariat
November 2025