



The Scottish Parliament  
Pàrlamaid na h-Alba

## **Minute of the Senior Executive Team (SET) meeting held on Monday 29 September 2025 at 9.30am**

### **Present:**

- David McGill, Clerk/Chief Executive (chair)
- 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

### **Apologies:**

- Michelle Hegarty, Deputy Chief Executive

### **In attendance:**

- Willie Heigh (items 4, 5, 6)
- Tommy Lynch, John McArthur, Nicholas Fraser (item 6)
- Susan Mansfield, Gael Scott (item 7)
- Allan Campbell, Head of Operations (items 1-8)
- Lynn Russell, Head of Secretariat (items 1-8)

### **Item 1: Previous minute and matters arising**

1. SET agreed the minute of the previous meeting held on Monday 15 September 2025.

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

2. David welcomed Kerry Twyman, Director of Finance and Resilience to her first SET meeting.
3. SET discussed and noted updates in relation to:
  - the SPCB meeting on 25 September 2025
  - the administrative suspension of an MSP
  - a potential project on the threats of disinformation in the lead up to the 2026 election.

### **Item 3: SPCB and SET forward looks**

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

### **Item 4: Parliament of the future**

5. SET discussed the next steps for strategic planning and agreed the arrangements for sharing the draft strategy with staff.
6. SET noted several components associated with the strategic planning process, including the development of a delivery plan, medium-term financial plan, revised key performance indicators and a refreshed strategic risk register. SET agreed that this work will run alongside the continued development of the draft strategy.
7. SET also agreed that directorate plans should be developed for Session 7, and that, alongside this, the current office planning arrangements should be reviewed.

### **Item 5: 2026/27 project budget**

8. SET discussed the governance arrangements and decision making for major projects. SET will consider all proposed major projects at its next meeting to help inform the SPCB's approach to the 2026/27 budget.

### **Item 6: Fire engineering**

9. SET discussed a range of fire engineering matters relating to the parliamentary estate and the associated recommendations of the Investment Advisory Group (IAG). Following discussion, SET agreed the IAG's recommendations and noted that these will be considered by the SPCB at a future meeting.

### **Item 7: Futures Forum review: phase 2**

10. SET discussed the outcome of the second phase of the review of futures thinking in the Scottish Parliament. It also noted that the Standards, Procedures and Public Appointments Committee was expected to publish its committee effectiveness report imminently.
11. SET agreed that the high-level outcomes of phase 2 of the review should be discussed with the SPCB as planned on 30 October 2025, to enable further detailed consideration to be undertaken during phase 3. In advance of this, further work should be undertaken to ensure that the SPCB is able to consider the findings of the committee effectiveness work.

**Action: Callum, Susan, Gael**

## **Item 8: Election polling**

12. SET received an update on the most recent SPICe election forecast, based on the latest available opinion polls conducted between 27 May and 1 September 2025.

## **Date of next meeting**

13. The next SET meeting is scheduled on 27 October 2025.

**SET Secretariat**  
September 2025