



The Scottish Parliament
Pàrlamaid na h-Alba

Minute of the Senior Executive Team (SET) meeting held on Monday 9 June 2025 at 10.00am

Present:

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

Apologies:

In attendance:

- Tommy Lynch (items 4 and 5)
- Jake Fenton, Nicholas Fraser (item 4)
- Gillian Baxendine, Leoncha Leavy (item 7)
- Allan Campbell, Head of Operations (items 1-7)
- Lynn Russell, Head of Secretariat (items 1-7)

Item 1: Previous minute and matters arising

1. SET agreed the minutes of the previous meetings held on Monday 12 May and Monday 19 May 2025. There were no matters arising.

Item 2: Information sharing

2. SET discussed and noted updates in relation to the—
 - Recruitment for a new Director of Finance
 - outcome of the Hamilton, Larkhall and Stonehouse by-election and induction of the new MSP
 - next phase of work to review Parliament facilities
 - the Standards, Procedures and Public Appointments Committee's inquiry into committee effectiveness
 - plans for a meeting with the Leadership Engagement Network after summer recess
 - SPCB meeting on 5 June 2025.

Item 3: SPCB and SET forward looks

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

Item 4: Updated Health & Safety Policy

4. SET considered and agreed an updated health and safety policy in response to feedback received from SET at its meeting on 18 November 2024.
5. SET also agreed that further work is undertaken to provide additional health and safety guidance to Members in their capacity as employers, and that a review of the health and safety committee be undertaken.

Action: Tommy, Jake

Item 5: Principal Risks & Risk Management Update

6. SET considered the Principal Risk Register, including the planned mitigations for intolerable risks.
7. SET agreed to consider the business continuity arrangements in relation to the cyber principal risk at a future meeting.

Action: Tommy

Item 6: SPCB induction and governance

8. SET considered the current SPCB and SET governance arrangements, and the support required in inducting the SPCB for Session 7.
9. SET agreed to commission comparator research with other bodies and commission further work on SPCB decision making to inform draft decision-making guidelines for consideration by SET and the SPCB at future meetings. It also agreed to work with the Secretariat to develop an induction plan for the Session 7 SPCB.

Action: Michelle, Allan, Lynn

Item 7: Right Way Training

10. SET welcomed Members of the Scottish Youth Parliament (MSYP) in addition to the Chief Executive and Head of Policy and Public Affairs, Scottish Youth Parliament, to the meeting.

11. During this item, the MSYPs delivered training which aims to support and challenge officials and decision-makers to work to ensure young people's UN Convention on Rights of a Child (UNCRC) Article 12 right is respected. SET is grateful to the MSYPs for delivering this engaging and thought-provoking training.
12. Following the training, SET agreed to hold a future children and young people's SET 'takeover meeting' in partnership with the Scottish Youth Parliament and the Children's Parliament. It also agreed that embedding UNCRC is included in the planning for session 7, the detail of which should be included in the new Public Engagement Strategy.

Action: Gillian, Leoncha

Date of next meeting

13. The next SET meeting is scheduled on 23 June 2025.

SET Secretariat
June 2025