



The Scottish Parliament
Pàrlamaid na h-Alba

Minute of the Senior Executive Team (SET) meeting held on Monday 2 February 2026 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:

- Mark Brough (items 1,2)
- Willie Heigh, Erin Borthwick (items 3, 8)
- Vicky McSherry, Helen Nicolson (item 3)
- Susan Mansfield, Gael Scott, Irene Fleming (item 5)
- Allan Campbell (items 1-8)
- Mary Ann Masson (items 1-8)
- Kate Blackman (items 1-8)
- Lynn Russell, Head of Secretariat (items 1-8)

Item 1: Information sharing and matters arising

1. SET discussed and noted updates in relation to the:
 - motion of condolence, following the death of the former Deputy First Minister, Lord Jim Wallace
 - SPCB meeting on 29 January 2026
 - Pre-election planning arrangements for a Member
 - SPCB information included in the Budget (Scotland) (No. 5) Bill
 - House of Commons' Modernisation Committee's report on Access to the House of Commons and its Procedures.
2. The following item was dealt with by correspondence since the previous meeting on 29 January 2026:
 - SET noted a memo from the Head of Procurement outlining the governance approach for the building maintenance procurement project.

Item 2: SPCB and SET forward looks

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

Item 3: Quarter 3 reports

4. SET considered Q3 performance, finance and workforce reports and noted that summaries of these reports will be included in the next Chief Executive's report to the SPCB.

Performance report

5. SET focused its discussion on the key performance indicators (KPI) categorised as "red" in the performance report, and the extent to which the targets remain fit for purpose. SET further noted the current review of KPIs and identified opportunities to include more relevant measures in the Session 7 delivery plan, currently in development. A discussion also took place on the strategic change activities with a "red rating", with relevant SET leads providing updates.
6. SET also recognised that despite significant business pressures, several significant corporate projects have been delivered over recent months. SET wishes to express its gratitude to all staff for their hard work, professionalism and continued commitment to achieving these outcomes.

Finance report

7. SET discussed the SPCB financial performance in the year to date, and the indicative forecast for the year-end position. SET noted that the forecasted underspend of 1.4% is within the 2.5% performance target. SET also discussed comparative vacancy gap information it would be helpful to include in future quarterly reports.

Action: Kerry

Workforce report

8. SET noted the trends set out in the Q3 Dashboard. SET discussed the flexi-balance position as it relates to different business groups, noting that it would be helpful to receive more detailed information per business group for future quarterly reports.

Action: Lorna

Item 4: Principal risks and risk management update

9. SET considered the principal risk register and noted an update in relation to the timescales for one of the principal risks.

Action: Lynsey, Kerry

Item 5: Futures Forum review: phase 3

10. SET discussed the outcome of the third and final phase of the review of futures thinking in the Scottish Parliament. Following discussion and considering the review's conclusions, SET agreed to recommend a proposed new approach to the SPCB for Session 7.

Item 6: Session 7 governance

11. SET discussed several proposals for new governance arrangements in Session 7, informed by recent engagement with SPCB Members, and agreed to formally recommend these to the SPCB for its consideration.

Item 7: SPCB legacy report

12. SET discussed and provided feedback on the proposed themes for inclusion in the SPCB's Session 6 Legacy Report. It also agreed the approach and associated timescales for drafting the report.

Action: All Directors, Allan, Lynn

Item 8: Session 7 delivery plan

13. SET discussed the development of the Session 7 delivery plan.

Date of next meeting

14. The next SET meeting will take place on 23 February 2026.

SET Secretariat
February 2026