

[Redacted – Out of Scope]

From: [Redacted]@gov.scot **On Behalf Of** ET SGO

Sent: 24 October 2025 14:24

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Subject: Executive Team - 21 October - Action Note

Please note that these minutes contain sensitive information and must not be shared beyond this copy list without prior consultation with ETSGO

Executive Team: Permanent Secretary (Chair), Andy Bruce, Colin Cook (for Gregor Irwin), Miriam Craven, Lesley Fraser, Jackie McAllister, Neil Rennick, Shona Riach (online), Annabel Turpie (for Roy Brannen), Angie Wood (for Caroline Lamb)

Also in Attendance: Linda Bauld, Jen Inglis-Jones, Nicky Richards.

Apologies: Roy Brannen, Gregor Irwin, Caroline Lamb, Ruairaidh Macniven.

1.

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2. **Hybrid Update - Nick Ford, Director of Procurement and Property, Rob Malpass, Deputy Director of HR Business Partnering and Chad Dawtry, Hybrid Working Review Director**

The Executive Team were brought up to date by presenters and received assurance on preparations ahead of the new hybrid working arrangements going live on 27 October. This includes immediate and on-going communications and a series of Saltire articles which were summarised by Director of Communications and Ministerial Support.

In discussion ET:

- supported plans already being rolled out on clear communications and endorsed further leadership action to implement the new policy.
- acknowledged the benefit of establishing baseline data for staff working at external locations and meeting stakeholders when not WFH or in SG offices.

DECISION: ET supported plans for proactive publication of relevant data and on-going comms plans alongside strong SCS leadership on these plans.

3. [Redacted – Out of Scope]

4. [Redacted - Out of Scope]