

## Holiday Hubs Steering Group Meeting

Wednesday 5 November 2025, 10am – 11am, via MS Teams\*

\*as per Terms of Reference meeting recorded

### Attendees:

- Lynne Binnie, Head of Education
- Euan McLeod, Development Officer
- Toni Edwards
- Gillian Coulter
- Racheal Boswell
- Hetty Malcolm Smith
- Hazel W
- Emma Parker
- Gaynor Boe
- Lesley G
- Denise McGree Dewar
- Joanne Wheldon

Agenda Item	Notes and Actions
Holiday Hub Evaluation <ul style="list-style-type: none"><li>- October delivery update</li><li>- Summer Oaklands care inspectorate visit</li></ul>	<p>Euan discussed in general the feedback from the delivery of the October Hub. The provision ran smoothly with no issues being raised with central officers. No issues or questions raised by members of the group.</p> <p>98 of 107 total spaces were allocated for October Hub due to safety and staffing concerns of activity provider. 32 of these allocated spaces were not taken up.</p> <p><b>Action</b> - a formal evaluation will be sent out to all families regarding the October Hub experience and shared with steering group in due course.</p> <p>Lessons learned report from Summer 25 was included in the recent Education Committee report <b>Action</b> – Euan to share this as a separate report.</p> <p>Euan share Care Inspectorate feedback from the Yard. Care Inspectorate reports are public and can be accessed from the Care Inspectorate website. Recent reports will be shared on</p>

	<p>the website once up and running. <b>Action</b> – Recent care inspectorate reports to be shared via the website.</p>
<p>Communication</p> <ul style="list-style-type: none"> <li>- Website</li> <li>- 2025-26 timeline update</li> </ul>	<p>All allocations have been sent for the year. Individual concerns/issues to raised by email with Euan. Parent preferences have been taken into account as much as possible. There is some flexibility to make changes but final allocations needs to be made approx. 5 weeks before the holiday date – around the payment cut off date.</p> <p>Euan has completed the web development training and is making progress with the website. This is where we are hoping to store/share/communicate with parents. We recognise communication needs to be improved.</p> <p>Euan shared the work he has done regarding the development of a timeline for next academic year. Work is also taking place to develop a service delivery guidance and FAQ. <b>Action</b> – timeline to be added to next steering group meeting for comments.</p> <p>Concerns from parents regarding communications over the weekend. Feedback will be considered and taken into account in future communication.</p> <p>Euan will look into the form and try to ensure improvements are made to the system. Parents raised issue of trying to access the form retrospectively.</p> <p><b>Action</b> – feedback form for providers to be included on website, alongside proforma for recording child’s needs</p> <p><b>Action</b> – agreement that comms will not be sent out on a Friday and more consideration will be given to the time/day of the week when sending out comms to parents</p>
Commissioning	<p>An exercise to essentially test the market is underway. This is not a procurement exercise it’s solely for scoping the market to establish if there are any other providers out there that could offer this type of service.</p> <p>If a provider who can meet the requirement notes interest, that we weren’t aware of, this information can be presented to elected members that if they want to increase capacity what the costs will be. We could direct award if need be.</p>

	<p>Alternatively, if no provider notes interest this evidence can be used to explain to parents/elected members that the capacity we have cannot increase by using external providers.</p> <p><b>Action</b> – to be added to next agenda. Invite representation from commissioning team to attend upcoming meeting.</p>
Scottish government funding	<p>Finance have confirmed that funds cannot be carried forward over the financial year. There is no decision of how these funds should be used.</p> <p><b>Action</b> - to be added to next months agenda.</p>
Reallocations method	<p>Concerns raised with regards the 32 spaces not used during the October hub. Lynne explained the challenge in reallocation of spaces that are not used. There is a suggestion that social work priority cases could be reallocated. Also raised was the idea that weeks can be swapped. A parent suggested that it is reasonable for families who are known to the provider being given the additional space. <b>Action</b> – Euan to convene a smaller group will be pulled together to explore solutions – Hetty, Toni, Hazel and Lesley have offered to be involved.</p>
Action Tracker	<p>Euan to add actions highlighted in yellow to the action tracker.</p> <p><b>Action</b> – Euan to update actions progress at next meeting.</p>
Education Committee	<p>Actions from committee have not yet been shared. Once shared Lynne will add to action tracker/agenda for next meeting. <b>Action</b> – to be put on agenda for next meeting.</p>
AOCB	<p>Nothing raised.</p>
<p>Agenda Items for Next Meeting</p> <p>Tuesday December 2<sup>nd</sup> at 10am TEAMS</p>	<ul style="list-style-type: none"> <li>- Proposed time-line</li> <li>- Commisioning team update</li> <li>- Actions from Committee</li> <li>- Scottish Government funding</li> </ul> <p>Standing Items:</p> <ul style="list-style-type: none"> <li>- Communication</li> <li>- Action Tracker</li> <li>- AOCB</li> </ul>