

Holiday Hubs Parent Steering Group – Agenda and Note of Meeting

Meeting Details: October 07, 2025 10am – 11am held via TEAMS

Item	Officer	Notes and Actions
1. Housekeeping	Lynne Binnie	Lynne welcomed everyone to the meeting and reminded everyone that the meeting will be recorded and held on the meeting invite until the next meeting. Action - recording of last meeting will be deleted as per Terms of Reference.
2. Action Tracker	Euan McLeod	Euan displayed the action tracker and provided an update on each action.
3. DPIA	Lynne Binnie	<p>The Council must ensure that we have a legal basis for processing information under data protection law. In relation to the processing of personal data in support of the Holiday Hub Scheme, the Council is relying on Article 6(1) (e) of the UK GDPR, that the processing is necessary for the Council to perform a task in the public interest. Moreover, we consider that the task has a clear basis in law, namely the Education (Scotland) Act 1980. The CEC data protection officer considers this processing activity to be covered by the existing Education Privacy Notice. That being said, the Education Privacy Notice is quite general, and we have agreed that a more detailed privacy information would be helpful and appropriate in relation to the running of the Holiday Hub Scheme.</p> <p>Action – Lynne/Euan to update and revise the original data protection impact assessment /privacy notice with respect to Holiday Hub provision.</p>
4. Communication – website update	Euan McLeod	Euan has met with CEC ICT team to discuss how we may utilise CEC website, and potentially social media, as means of sharing information related to holiday hubs as was agreed at previous steering group meeting. Euan has registered to attend upcoming CEC web publisher training to enable him to post information on CEC website. Aim to have this process in place before end of 2025.

5. Budget – staffing / Scot Gov funding	Lynne Binnie	Staffing 100K budget – allocated to Development Officer post and remaining funds has been used to backfill Lauren Todd who has now returned to her substantive post in the commissioning team. The remaining funds will be used to increase business support within the Education Operations team to support Holiday Hub allocation and contract monitoring processes.
6. Braidburn Hub – update from action group	Euan McLeod	Action Group continue to await Care Inspectorate visit to enable them to complete registering Braidburn as a venue/additional provision. Unclear why there is a delay. Euan to seek further updates.
7. Care Inspectorate Registration of venues	Euan McLeod	Euan speaking to activity providers with regards to increase number of venues on Care Inspectorate registration to increase number of schools that can be used for Holiday Hubs. Braidburn not currently registered as a venue with any provider.
8. Complaint Process	Lynne Binnie	Complaints should be sent directly to providers. CEC contract monitoring ensures CEC have an oversight of number of complaints and themes/actions required. Parents can cc holiday hub mailbox into any complaints to providers. Action – position regarding complaints to be included in Holiday Hub Service Delivery guidance being prepared.
9. AOCB 9a. Communications regarding allocations for rest of the year	Lynne Binnie	Communication regarding allocations for the academic year will be made as soon as possible.
Next Meeting	Wednesday 5th November 10-11am TEAMS	