

**Holiday Hubs Parent & Carer Steering Group**

Terms of Reference  
October 2025

<b>Name of Group</b>
Holiday Hub Parent & Carer Steering Group
<b>Membership</b>
<p>CEC Representation:</p> <ul style="list-style-type: none"> <li>• Head of Education (Inclusion)</li> <li>• Holiday Hub Development Officer</li> <li>• Additional CEC officers shall be invited to attend future meetings where relevant to contribute to discussions related to their area(s) of responsibility.</li> <li>• CEC Officers shall facilitate any future external invitations identified as necessary by the group.</li> </ul> <p>Parent / Carer Representation:</p> <ul style="list-style-type: none"> <li>• Open to parent/carer who wish to discuss the provision.</li> </ul>
<b>Governance</b>
<p>As the group is open membership, a distribution contact list will not be held. Instead, meeting agendas and discussion notes will be posted on CEC website.</p> <p>The Holiday Hubs Parent Steering Group will provide recommendations to Children, Education and Families Service Committee.</p> <p>Terms of Reference will be reviewed on a quarterly basis.</p>
<b>Purpose &amp; Remit</b>
<p>The purpose and remit of the Holiday Hubs Parent Steering Group is to:</p> <ul style="list-style-type: none"> <li>• Provide representative access for carers/families to contribute towards strategic planning and evaluation of CEC’s Holiday Hub activity provision</li> <li>• guide, inform, and evaluate decision-making related to both the accessibility and quality of contracted delivery of this provision.</li> <li>• Evaluate, review and propose any changes to criteria, assessment and moderation process to determine allocation of placements.</li> <li>• Contribute to the creation of a communication strategy that ensure parents continue to co-create criteria, assessment and moderation methods.</li> <li>• Recommend preferred deployment of any additional external resources (monetary or otherwise) made available to the provision.</li> <li>• Co-design application access and information created via central web portal.</li> </ul>
<b>Aim of Strategic Group</b>
<p>The aim of the Holiday Hubs Parent Steering Group is to:</p> <ul style="list-style-type: none"> <li>• Ensure equitable access to the Holiday Hub provision by refining entry criteria and recommending improvements to moderation and allocation processes to define a</li> </ul>

clear, fair and transparent model/method which additionally serves to allocate any new/extra provision (spaces) that become available.

- Improve communications and information sharing between relevant stakeholders of the provision. This includes both circulation of overall project information by CEC, and communication between /families and registered activity providers.
- Identify areas of the Holiday Hubs provision where improvements may be required, and evaluation of any changes.
- Strive to promote and maintain the best service possible delivered to registered families.

#### **Frequency of Meetings**

The Holiday Hubs Parent Steering Group will meet monthly via MS Teams. Meetings will be recorded for accurate record keeping, recordings held until the next meeting.

#### **Member Responsibilities**

*CEC Officers are asked to: -*

- Ensure all meeting notes, agenda and additional information are made publicly available between meetings within a reasonable timeframe.
- Always conduct themselves with decorum and integrity, ensuring mutual respect is extended to all. No attending individual should experience any shape or form of intimidation or pressure in their pursuit of raising or commenting on any topic or agenda item.
- Prioritise attendance at all meetings, submit apologies and nominate a depute if unable to attend. Provide reasonable notice of any circumstance(s) forcing a need to reschedule/postpone.
- Take forward identified actions and supply necessary/asked for information within timescales agreed. CEC reserves the right to apply commercial or any forms of information confidentiality where necessary, appropriate and correct in line with organisational and data protection policy.
- Respect the integrity of any information shared within the steering group, ensuring CEC values and behaviours are maintained and promoted.

*Attendees are asked to: -*

- Always conduct themselves with decorum and integrity, ensuring mutual respect is extended to all. No attending individual should experience any shape or form of intimidation or pressure in their pursuit of raising or commenting on any topic or agenda item.
- Respect the integrity of any information shared within the steering group and take reasonable steps to ensure integrity of privacy and data protection principles in materials discussed or shared within the group.