

Holiday Hub Parent/Carer Steering Group 9/1/26

Attendance:

Lynne Binnie, Euan McLeod

Emma Parker, Toni Edwards, Gillian Grigor, Andrea, Joanne Wheldon, Rachael Boswell
Gary Stareck

Agenda Items	Notes	Actions
Updates	<p><u>February Hubs</u> 37x spaces were declined or unconfirmed by the February Payment Deadline. At time of meeting, 3x hubs now currently full. All available spaces for re-allocation have now been offered. We are awaiting confirmation of some re-allocated spaces at time of writing.</p> <p>Declined February spaces at one hub are not being re-allocated due to activity provider challenges and concerns around staffing.</p> <p>We anticipate a small percentage of empty spaces due to valid reasons when Feb holidays arrive. It is challenging to re-allocate spaces as holidays approach due to time required for activity providers to make adequate arrangements.</p> <p>Although we know transport is an issue for some families, a very small number cases reported transport to us as reason for declined February spaces. Common themes for declined February spaces are:</p> <ul style="list-style-type: none"> - Family holiday / Family plans - Do not need / no longer need February support - Medical reasons - Accessing alternative provision <p><u>Oaklands Repairs</u></p> <ul style="list-style-type: none"> - Large scale repair work at Oaklands are scheduled between Easter-October 2026, requiring change of venue for Holiday Hubs. - Work scheduled includes repairs to lights and roofing throughout, and 	<p>Euan to contact activity provider to follow up care-plan enquiry raised.</p> <p>Euan to investigate how improvements can be made regarding activity provider communications to parents, including any contractual influence that might be possible.</p>

	<p>improvements to swimming pool and surrounding areas.</p> <ul style="list-style-type: none"> - Officers began discussion with activity provider about registering additional venues in November 2026 with Braidburn identified as most suitable contingency. - Activity Provider has actioned the addition of Braidburn to existing Variant Request submitted to the Care Inspectorate. - Officers have been informed that a meeting is scheduled on-site at Braidburn in February between the activity provider and Care Inspectorate. - Officers will liaise with School Lets in advance to secure upcoming holidays - Officers will notify impacted families as soon as we receive confirmation from the activity provider that this process is complete/confirmed. <p><u>Woodlands – Easter</u></p> <ul style="list-style-type: none"> - We have been made aware that the carpark/main entrance area of Woodlands School may be impacted by demolition working taking place nearby. - Alternative arrangements are being confirmed, and the Holiday Hubs will mirror these arrangements put in place. - Officers will communicate alternative arrangements to impacted allocations as soon as possible. <p><u>Easter Scheduling – Week 1</u></p> <ul style="list-style-type: none"> - Also included in January discussion notes, due to the public holiday on Monday 6 April, the Holiday Hubs run Tuesday 7 – Friday 10 April instead during Easter Week 1. - Easter Week 2 will be unaffected and will run as normal. 	
Criteria Discussion	Lynne stressed to the group that the number of weeks allocated per child significantly impacts the strictness of criteria that must be applied.	Group feedback to be incorporated into suggestions offered to committee.

	<p>There are a fixed number of spaces available within the provision. The higher number of weeks allocated to each child requires a tighter the criteria to accommodate this. Both the criteria and individual allocation must be considered together, not in isolation.</p> <p>Both must be agreed/clarified at committee in March 26, or we will be unable to open applications as planned for the 2026-27 provision until summer at earliest. This would threaten Oct 26 and possibly Feb 27 provisions.</p> <p>Potential changes to both the existing criteria and its implementation were discussed, as well as a criteria scoring process that has been suggested which could feasibly be used with both existing/refined criteria. Adaptations and/or removal of secondary criteria also discussed.</p> <p>Euan fed back to group that discussions he has had with coordinators of provisions of this type delivered elsewhere indicate most common entry method is via section 23 and/or operate on first-come-first-served basis. It is recognised that section 23 referral would add additional stress upon Social Work who are already challenged responding to demand. Both Section 23 and First-Come-First-Served options have proved unpopular with parent stakeholder group in the past.</p> <p>Officers will continue to review the viability of suggestions made and include viable suggestions within paper going to committee in March.</p> <p>Group in general agreement that anything less than 3 weeks provision is not sufficient to meet needs.</p> <p>Neither Lynne nor Euan were involved with Holiday Hubs in previous years so could not offer specific insight as to decision making that influenced design of the current criteria.</p>	
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Group Comms	<p>Euan apologised again for confusion regarding January meeting.</p> <p>Group agree to Euan's proposal to circulate an email via existing distribution list to notify when discussion notes are added to website. This notification email will contain the MS Teams link to next meeting.</p> <p>Euan to update the website to include a section enabling parents to request an invite to future meetings.</p>	<p>Euan to action going forward</p> <p>Existing distribution list will continue to be used to notify members when discussion notes are available online, and email sent notifying of this will contain MS Teams invite link for next meeting.</p>
Standing Items		
Communication	Agreed above.	
Action Tracker	Provide update at next meeting	
AOCB	<p>See updates above</p> <p>Criteria suggestion from parent.</p>	
Next Meeting	<p>Thursday 5th March at 10am</p> <p>Agenda:</p> <ul style="list-style-type: none"> - February delivery update & feedback - Review Steering Group Terms of Reference - Actions from Committee 2026-27 Provision - Application form - Application Guidance document - Feedback required around: refunds, costs for CEC legal duty of care participants. - Comms via schools for 26/27 provision. <p>AoB:</p> <ul style="list-style-type: none"> - Easter update - March committee paper publicly available online by time of meeting. 	Euan to circulate Terms of Reference / upload to website in advance of March meeting.