

COMMITTEE MINUTE RECORD

Minute of: Ark Board of Management Meeting

Date Held: 25 September 2025, 2pm

Venue: Hybrid

Chair: Ian Logan

Secretary: Bobby Duffy

Present: Mr Ian Logan (Chair) IL, Mr Dave Proudfoot DP, Ms Jane Dunlop JD, Mr Darcey Black DB, Ms Kerrie Mitchell

Remote: Ms Donna Downie DD, Mr Richard Stark RS, Mr Craig Unsworth CU

In Attendance: Mr Bobby Duffy (Chief Executive Officer) BD, Mr Mark Hall (Director of Care & Support) MH, Mr Tom Lefley (Director of Finance and Digital Improvement) TL, Ms Caryn Innes, (Director of Development & Customer Experience) CI, Ms Victoria Knox (Director of Workforce Strategy & Business Transformation) VK, Ms Mary Bell (PA to CEO) (Minutes)

ITEM	
	Board of Management Pre-Session There was no pre-session prior to today's BoM meeting.
1.	Election of Chair & Depute Chair <ul style="list-style-type: none"> The Secretary advised that following the AGM that Members require to elect the Chair and Depute Chair for the next year and informed that Mr Ian Logan is willing to stand as Chair again and that Ms Catriona Clarke is willing to stand again for the position of Depute Chair. The Secretary asked members to approve that Mr Ian Logan continues as Chair of Ark Board of Management for his third year in post. Ms Jane Dunlop proposed Mr Ian Logan's appointment, and this was seconded by Ms Kerrie Mitchell. The Secretary asked members to approve that Ms Catriona Clarke continues as Depute Chair of Ark Board of Management for her third year in post. Mr Darcey Black proposed s Catriona Clarke's appointment to Depute Chair and this was seconded by Mr Dave Proudfoot. Members duly noted and approved the appointment of Mr Ian Logan to Chair and Ms Catriona Clarke as Depute Chair
2.	Welcome The Chair welcomed all attendees to 25th September 2025 Board of Management meeting.
3.	Apologies: Catriona Clarke, Isla Gray, Oliver Saint
4.	Declaration of Interest There were no declaration in interest noted at today's meeting.
5.	Items for Approval <p>Proposed Governance Structure</p> <p><u>Chair & Members of Finance, Audit & Risk Sub-Committee</u></p> <p>IL proposed that Ms Catriona Clarke be elected as Chair of the Finance, Audit & Risk Sub-Committee.</p> <p>IL noted that membership of Finance, Audit & Risk Sub-Committee comprises of Mr Dave Proudfoot, Ms Donna Downie, Ms Jane Dunlop, Ms Isla Gray</p> <p>Members approved the Chair & Membership of the Finance, Audit & Risk Sub-Committee</p> <p><u>Chair and Members of Business Performance & Compliance Sub-Committee</u></p> <p>IL proposed that Mr Darcey Black be elected as Chair of the Performance, Audit & Risk Sub-Committee.</p> <p>IL noted that membership of Business, Performance & Compliance Sub-Committee comprises of Ms Kerrie Mitchell, Mr Richard Stark. IL noted that due to the resignation by JM from the BoM that he will take the discussion out with this meeting to identify another BoM member to be a member of the Business Performance & Compliance Sub-Committee.</p> <p>Members approved the Chair & Members of the Business Performance & Compliance Sub-Committee and noted that a further Member will be identified out with today's meeting.</p> <p><u>Chair of Ark Commercial Investment Ltd.</u></p> <p>IL proposed that Mr Dave Proudfoot be elected to Chair of Ark Commercial Investments Ltd.</p>

	<p>IL noted that membership of Ark Commercial Investments Ltd. consists of Ms Hannah Bray, Mr Milan Milovanovic, Mr Andy Laing</p> <p>Members approved the Chair and Members for Ark Commercial Investments Ltd.</p> <p><u>Chair of Ark Services Ltd.</u></p> <p>IL noted that the Chair for Ark Services Ltd. is vacant and that he will discuss the Chair position out with today's meeting.</p> <p>IL noted that membership of Ark Services Ltd. Comprise of Ms Hannah Bray, Mr Milan Milovanovic, Mr Andy Laing.</p> <p>Members approved the Membership of Ark Services Ltd. and noted that a new Chair will be determined out with today's meeting</p>
6.	<p>G24 - Data Protection</p> <p>BD advised that there had only been minimal changes made to the G24 policy covering use, access and collection of personal data noting that the narrative had been changed in line with updated legislation changes.</p> <p>Members approved Policy G24 – Data Protection</p>
7.	<p>Business Review</p> <p>The Chair noted that he was looking forward to a productive day and thanked Members for their attendance.</p>
	<p>The Meeting closed at 3.10pm</p>

Board Member Only sessions will commence at 13.30 unless agreed otherwise.

- 30 October at 10.30am at Lochside Way (Strategic Development Day)
- 04 December at 1.00pm (Hybrid) - Pre-Meet will commence at 12.30pm

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ACTIONS

Meeting Date	Agenda Number	Action	Who	Status