



Trade Remedies  
Authority

## Public Minutes

### TRA Board Meeting

<b>Date</b>	28 February 2024	<b>Time</b>	13:30
<b>Venue</b>	TRA Office MS Teams		
<b>Members</b>	Nick Baird (Chair)	Chair	
	Clare Brodie (CB)	General Counsel	
	Patricia Gallan (PG)	Senior Independent Director	
	Oliver Griffiths (CE)	Chief Executive	
	John Hughes (JH)	Non-Executive Director	
	Adam Marshall (AM)	Non-Executive Director	
	Steve O'Donoghue (SO'D)	Director of Corporate Services	
<b>ExCo</b>	Chief Economist	Trade Remedies Authority	
	Director of Communications & External Affairs	Trade Remedies Authority	
	Investigations Delivery Director	Trade Remedies Authority	
<b>In Attendance</b>	Private Secretary to Chief Executive	Trade Remedies Authority	
	Head of Governance and Business Services	Trade Remedies Authority	
	Director Trade Defence, DBT	Department for Business and Trade	
Item 6	Head of Investigations	Trade Remedies Authority	
	Head of Investigations	Trade Remedies Authority	
	Governance and Secretariat Adviser	Trade Remedies Authority	
	Director Trade Defence, DBT	Department for Business and Trade	
<b>Presenters</b>			
Item 7	Head of Finance and Commercial	Trade Remedies Authority	

Item Ref	Item	Action owner Due date
1.	<b>Welcome, apologies and declaration of interest</b>	
1.1	The Chair welcomed everyone to the meeting, noting his delight at recently starting at the TRA and chairing this first Board meeting.	
1.2	There were no apologies and no additional declarations of interest.	
2.	<b>Minutes of last meeting and actions arising</b>	
2.1	The minutes of meetings held on 25 October and 19 December 2023 were approved.	
2.2	<b>Action tracker</b> The action tracker was reviewed and all items were closed.	
3.	<b>Chair's report</b>	
3.1	The Chair reported on his early engagement with stakeholders in TRA and DBT..	
3.2	The Chair noted his focus for the next couple of months will be to engage with key external stakeholders.	
4.	<b>Chief Executive's report</b>	
4.1	The CE welcomed the Chair on behalf of the Executive team.	
4.2	The 3 key areas of his report were discussed: <ul style="list-style-type: none"> <li>• Busyness</li> <li>• Change</li> <li>• Election</li> </ul>	
4.3	The CE highlighted that the TRA had handled communications around multiple steel reviews.	
4.4	The Board were asked for thoughts on moving the annual TRA Forum from November. The general feeling was to hold a small stakeholder event around September and then host the full Forum in February 2025.	
5.	<b>Political environment check-in</b>	
5.1	DBT provided an update, noting that Jo Crellin's replacement, Kate Joseph will be starting next week.	
5.2	Discussions were had regarding the process of delegation.	
5.3	There was discussion on the TRA's engagement with DBT partner organisations. The Board shared positive examples of engagement through the DBT's ARAC Chair and the DBT ALB Chairs' meetings, suggesting more engagement would be welcome.	
5.9	The Board were updated on wider global issues with both US and EU elections coming up this year and they also flagged a CBAM consultation taking place in Spring.	
6.	<b>Investigations</b>	
6.1	The Investigations Delivery Director introduced the 3 areas being discussed under this item.	

6.2	<b>Case forward look</b>	
6.3	Discussion was had on the case reporting system, TRAcEr, and the new TRS system.	
6.4	<b>Steel safeguards</b> A strategic discussion was had regarding steel safeguards.	
6.5	It was agreed that the Chair should have an introductory stakeholder meeting with HM Treasury officials.	<b>Secretariat Apr 2024</b>
6.6	<b>Case strategy</b> The Board received an update on the case strategy project and noted that the TRA would be running a series of trials this year.	
6.7	The CE thanked the Board for the helpful discussion. It was suggested that the Case Strategy could be considered as mitigating a strategic risk around high levels of future demand.	
<b>7.</b>	<b>Finance report</b>	
7.1	The Head of Finance presented the finance item and the Board discussed business planning for 2024/25.	
<b>8.</b>	<b>Performance and risk report</b>	
8.1	SO'D introduced this item.	
8.2	The Board noted the report and discussed the methodology for the dashboard measures and risk ownership.	
<b>9.</b>	<b>How are our people?</b>	
9.1	The Board discussed the results of the 2023 People Survey and commended ExCo on the outstanding completion rate.	
<b>10.</b>	<b>Corporate and business plan</b>	
10.1	The Head of Governance & Business Services presented this item, noting previous feedback from the Chair and Board had been built into this version.	
10.2	It was also noted the Chair and CE would be providing a joint statement for the foreword.	
10.3	The Board approved the corporate and business plan, subject to some minor amendments.	
<b>11.</b>	<b>ARAC Chair's report</b>	
11.1	JH presented this item and discussions were had on the following matters: <ul style="list-style-type: none"> <li>• Forecasting</li> <li>• Annual report &amp; accounts: The TRA is aiming to lay before summer recess.</li> <li>• Risk</li> <li>• Internal audits</li> <li>• How to make ARAC more efficient</li> <li>• New TRA Board Chair</li> <li>• TRS</li> <li>• DBT ARAC</li> </ul>	
11.2	JH noted ARAC is a sub-committee of Board and feedback is always welcome on whether or not the level of assurance is correct.	

<b>17.</b>	<b>Any other business</b>	
17.1	There was no other business.	
<b>18.</b>	<b>Meeting close</b>	
18.1	The meeting ended at 16:25.	

**Date of next meeting: 24 April 2024**

**Location: TRA office, Reading**