



Trade Remedies  
Authority

## Minutes

### TRA Board Meeting

<b>Date</b>	24 April 2024	<b>Time</b>	10:30
<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 Compliance Director	Trade Remedies Authority	
	Investigations Delivery Director	Trade Remedies Authority	
<b>In Attendance</b>	Private Secretary to Chief Executive	Trade Remedies Authority	
Item 9	Director General, Economic Security and Trade Relations	Department for Business and Trade	
	Governance and Secretariat Lead	Trade Remedies Authority	
	Director, Trade Defence	Department for Business and Trade	
	Governance and Secretariat Adviser	Trade Remedies Authority	
<b>Presenters</b>			
Item 9	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 this would be the last Board meeting for PG, as her term ends on 31 May 2024.	
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 the last meeting were approved, noting the minor suggested changes that had been provided outside of the meeting and to be included in the finalised version.	
2.2	<b>Action tracker</b> The action tracker was reviewed and updates noted.	
3.	<b>Chair's report</b>	
3.1	The Chair took the opportunity to thank PG for all her hard work during her tenure and it was agreed by all she will be sorely missed.	
3.2	The Chair updated on his recent meeting with the Secretary of State (SoS).	
3.3	He updated the SoS on the recruitment of additional non-executive directors (NEDs).	
3.4	The Chair updated the Board on the plans for a small stakeholder event to be held on 4 September.	
4.	<b>Political environment check-in</b>	
4.1	The current political situation regarding EVs was summarised and potential future implications for the TRA discussed.	
4.2	A discussion was had on suspension of the steel safeguards for Category 1 products.	
5.	<b>Chief Executive's report</b>	
5.1	CE introduced his report.	
5.2	There was a discussion around recruitment with CB updating the Board on the successful recruitment of 3 senior lawyers which had been helped by the TRA's flexible working policy. ES noted the last junior investigator campaign had been unsuccessful.	
5.3	The Board were informed that the Trade Remedies (Amendment) Regulations 2024 have now been laid and will come into force at the end of May.	
5.4	It was agreed this will now allow business priorities 4 and 5 to move forward, having been on hold until the introduction of the legislation.	
5.5	A discussion was had on EIT.	
5.6	The current operating environment for the TRA was discussed.	
5.7	The Board took the opportunity to congratulate staff involved in the successful move to the new office space.	
6.	<b>Investigations</b>	
6.1	The Investigations Delivery Director presented the two investigations items.	

6.2	<b>Case forward look</b> This was noted with no additional comments.	
6.3	<b>Case strategy</b> The Board discussed progress on the case strategy project and received an update from the Investigations Delivery Director.	
6.4	A discussion was had around other initiatives alongside the Case Strategy to manage a future bulge in demand.	
<b>7.</b>	<b>Strategic risk</b>	
7.1	LK presented this item for discussion asking the Board if it feels the risks is the right one for the TRA.	
7.2	The Board fed back their agreement with the register.	
7.3	<b>Approval of the risk appetite</b> LK presented the revised risk appetite which has been reviewed by ExCo and approved by ARAC.	
7.4	The Board approved the revised risk appetite.	
<b>8.</b>	<b>Performance report</b>	
8.1	SO'D presented this item noting it is a backwards look at the performance of the 23/24 fiscal year.	
8.2	The new KPIs for FY24/45 were discussed. It was suggested that the KPIs would benefit from appropriate baselines.	
n/a	<b>Introduction: Director General, Economic Security and Trade Relations, DBT</b>	
	The Director General, Economic Security and Trade Relations, DBT joined the meeting and introduced herself to the Board.	
<b>9.</b>	<b>Finance report</b>	
9.1	The Head of Finance and Commercial joined the meeting to present this item.	
9.2	The Chair requested ARAC to review a finance paper setting out how to meet a projected funding shortfall and for the outcome to be brought to the June Board meeting.	<b>Secretariat June-2024</b>
9.3	The Chair noted in terms of priority that keeping momentum on case strategy and digital was key.	
<b>10.</b>	<b>ARAC Chair's report</b>	
10.1	JH opened this item noting the following themes as presented in his paper: <ul style="list-style-type: none"> <li>• Internal audit action tracking</li> <li>• Digital PPM audit</li> <li>• Cyber security</li> <li>• ARAC effectiveness review</li> </ul>	
10.2	JH also explained that he had met twice with the DBT ARAC Chair and the DBT ARAC member assigned to the TRA.	
10.3	There was discussion around the request for an independent member of ARAC with digital skills and how that would work with the other NED recruitment plans.	
<b>11.</b>	<b>To note: Board forward workplan</b>	

11.1	This item was noted with no comments.	
<b>12.</b>	<b>Any other business</b>	
12.1	The Board discussed the location for the September Board/ExCo awayday.	
12.3	It was agreed to bring forward options to the June Board meeting.	<b>Secretariat Jun-2024</b>
<b>13.</b>	<b>Meeting close</b>	
13.1	The meeting ended at 13.32.	

**Date of next meeting: 26 June 2024**

**Location: TRA office, Reading**