



Trade Remedies
Authority

Minutes

TRA Board Meeting

Date	26 June 2024	Time	11:00
Venue	TRA Office MS Teams		
Members	Nick Baird (Chair)	Chair	
	Clare Brodie (CB)	General Counsel	
	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	
ExCo	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	
In Attendance	Private Secretary to Chief Executive	Trade Remedies Authority	
	Head of Governance & Business Services	Trade Remedies Authority	
	Governance and Secretariat Adviser	Trade Remedies Authority	
	Director Trade Defence, DBT	Department for Business and Trade	
Presenters			
Items 7 & 10	Head of Finance and Commercial	Trade Remedies Authority	

Item Ref	Item	Action owner Due date
1.	Welcome, apologies and declaration of interest	
1.1	The Chair welcomed everyone to the meeting.	
1.2	There were no apologies and no additional declarations of interest.	
2.	Minutes of last meeting and actions arising	
2.1	The minutes of the last meeting were approved.	
2.2	The Board requested an update on implications for Northern Ireland under the Windsor Framework following the EU provisional decision on Electric Vehicles.	
2.3	Action tracker The action tracker was reviewed and the action regarding terms and conditions for TRA staff transferring to other government departments was discussed.	
3.	Chair's report	
3.1	The Chair announced AM has been appointed as the Senior Independent Director.	
3.2	The Chair provided an update on his stakeholder engagement since the last meeting.	
4.	Political environment check-in	
4.1	The Board noted the potential changes that could occur following the upcoming election.	
4.2	The current political situation regarding EVs was summarised.	
5.	Chief Executive's report	
5.1	The CE presented his report.	
5.2	He updated the Board on the recent results from a People Survey Check-in.	
5.3	The Board noted the amount of work involved in the development of future TRS and the Case Strategy programme. There is an ongoing recruitment campaign for a new cohort of investigators.	
5.4	The Board suggested regular drop-in sessions with staff, aligned with Board meetings.	Secretariat Oct-2024
5.5	Discussion was had on the planned September stakeholder reception.	
6.	Cases update	
6.1	The Investigations Delivery Director presented the case update noting the SoS had just published their decision on the steel safeguard extension.	
6.2	A discussion was had on the status of various cases.	
6.3	The CE commended the case and communications teams for developing a clear narrative on the e-bike case.	
6.4	The Board expressed their desire to see the case portfolio document used more widely as it is the clearest and simplest way to show and understand what the TRA does and the status of its cases.	
7.	Finance report	

7.1	The Head of Finance and Commercial presented this item and a discussion was had on the budget pressures for this fiscal year.	
7.2	It was noted that TRA had been successful in securing additional funding for transformation projects.	
7.4	The Board discussed the revised staffing levels and cut in overseas travel.	
7.9	The Board asked questions about the ability for TRA's funding to be increased should workloads increase significantly during the financial year.	
8.	Performance and risk report	
8.1	SO'D presented this item.	
8.2	Performance report Overall, the Board felt the dashboard was getting better but would still benefit from more baselines.	SO'D Oct-2024
8.3	Risk report The Board discussed and noted the contents of the report and risk register.	
9.	ARAC Chair's report	
9.1	JH updated the Board on the recent ARAC meeting and noted his thoughts on: <ul style="list-style-type: none"> • NED recruitment • TRS governance • Internal audit best practice 	
10.	Final consideration and approval of the annual report and accounts	
10.1	The Head of Governance & Business Services, and the Head of Finance and Commercial, presented this item and requested the Board's approval, noting that comments already provided will be factored into the final version.	
10.3	The Board and ExCo thanked the Head of Governance & Business Services and the Head of Finance and Commercial for their work.	
10.4	There was a discussion on the laying process and potential complications due to the general election, although the aim is still to lay before summer recess.	
10.5	Subject to one amendment, the Board approved the Annual Report and Accounts 2023-24 (ARA) for signing by the Accounting Officer and submission to the Comptroller and Auditor General and Secretary of State for Business and Trade.	
10.6	The Board also noted the letter of representation and raised no concerns.	
10.7	The Board agreed to delegate authority to the Chair to decide whether approval of the ARA needs to return to the Board should there be a delay in laying which required a post balance sheet event to be reported.	
11.	Board away day	
11.1	The Chair highlighted the proposed agenda for the September strategy day which will take place at the Government Economic Campus in Darlington.	
12.	Any other business	
12.1	There was no other business.	
13.	To note: RemCo Chair's report	

13.1	The Chair noted the two outstanding actions that are being tracked through the RemCo's secretariat.	
14.	To note: Board forward workplan	
14.1	This item was noted with no comments.	
15.	Meeting close	
15.1	The meeting ended at 13:30.	

Date of next meeting: 4 November 2024

Location: TRA office, Reading