



Trade Remedies
Authority

Trade Remedies Authority
Premier House
60 Caversham Road
Reading
RG1 7EB

Ref: Fol 07-24/25
28 January 2025

Freedom of Information: Meetings

Thank you for your email of 4 December 2024 and clarification email of 6 January to the Trade Remedies Authority (TRA), in which you requested a list of all meetings attended by Adam Marshall since June 2024, and a list of who attended those meetings.

Under the Freedom of Information Act 2000 ('the Act'), you have the right to:

- know whether we hold the information you require
- be provided with that information (subject to any exemptions under the Act which may apply).

The TRA's response is as follows:

Adam Marshall, as Senior Independent Director, attends the TRA's Board meetings. Mr Marshall was appointed as senior independent director at the 26 June Board meeting. Members of the Board, from 26 June until the date your request was received, were as follows:

Nick Baird	Chair
Oliver Griffiths	Chief Executive
Clare Brodie	General Counsel
John Hughes	Non-executive director
Adam Marshall	Senior independent director
Steve O'Donoghue	Director of Corporate Services

Those in attendance at the 26 June Board meeting can be found at [26 June Board Minutes](#). The Board met again on 4 November and minutes from this meeting will be published in March, following the next Board meeting. You will be able to view these at [Transparency and freedom of information releases](#). However, I can confirm that the attendees at this meeting were as follows:

Nick Baird, Oliver Griffiths, Clare Brodie, John Hughes, Adam Marshall, Steve O'Donoghue, TRA Investigations Delivery Director, TRA Director of Communications

and External Affairs, TRA Investigations Compliance Director, independent member of TRA's Audit and Risk Assurance Committee, TRA Secretariat, Director Trade Defence DBT.

In addition to Board meetings, Mr Marshall attended the following meetings, which were associated with the work of the Board:

Date: 19/07/2024

Meeting title: Board: Case Strategy Session

Attendees: Nick Baird, Oliver Griffiths, Clare Brodie, John Hughes, Adam Marshall, Steve O'Donoghue, TRA Investigations Delivery Director, TRA Secretariat.

Date: 19/07/2024

Meeting title: Non-Executive Director Succession

Attendees: Nick Baird, Oliver Griffiths, John Hughes, Adam Marshall,

Date: 06/09/2024

Meeting title: Board Strategy Day – Non-Executive Directors pre-meeting

Attendees: Nick Baird, John Hughes, Adam Marshall, Oliver Griffiths

Date: 10/11 September 2024

Meeting title: TRA Board Away Day Strategy Session

Attendees: Nick Baird, Oliver Griffiths, Clare Brodie, John Hughes, Adam Marshall, Steve O'Donoghue, TRA Investigations Delivery Director, TRA Chief Economist, TRA Director of Communications and External Affairs, TRA Investigations Compliance Director, TRA Secretariat, DBT representative, HM Trade Commissioner, Cabinet Office representative

Date: 26/09/2024

Meeting title: Remuneration Committee

Attendees: Nick Baird, Adam Marshall, Oliver Griffiths, Head of People Team, TRA Secretariat

Date: 10/10/2024

Meeting title: Informal Board discussion

Attendees: Nick Baird, Oliver Griffiths, John Hughes, Adam Marshall, Steve O'Donoghue, TRA Secretariat

Date: 30/10/2024

Meeting title: TRA Comms Strategy Discussion

Attendees: Adam Marshall and Director of Communications and External Affairs

Date: 31/10/2024

Meeting title: TRA Non-Executive Board pre-meet

Attendees: Nick Baird, John Hughes, Adam Marshall, Oliver Griffiths

Date: 21/11/2024

Meeting title: Spending Review Discussion

Attendees: Nick Baird, Oliver Griffiths, John Hughes, Adam Marshall, Head of Finance, TRA Secretariat

Date: 02/12/2024



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Meeting title: Informal Board discussion

Attendees: Nick Baird, Oliver Griffiths, Clare Brodie, John Hughes, Adam Marshall, Steve O'Donoghue and TRA Secretariat

Mr Marshall may also hold informal ad-hoc meetings with TRA staff as and when required but we do not hold a record of these.

In respect of the names of TRA employees who are not Board members, and external representatives who attended the above meetings, the TRA wishes to rely on section 40(2) of the Act. This is because it considers this information to be personal data belonging to someone other than yourself. Section 40(2) states that information is exempt if it constitutes personal data of a third party (other than the applicant).

Appeals procedure

If you are dissatisfied with the handling of your request, you have the right to ask for an internal review. Internal review requests should be submitted within two months of the date of receipt of the response to your original request and should be addressed to Knowledge and Information Management:

Knowledge and Information Management
Trade Remedies Authority
Premier House
60 Caversham Road
Reading
RG1 7EB

Email: InformationRights@traderemedies.gov.uk

Please remember to quote the reference number above in any future communications.

If you are not content with the outcome of the internal review, you have the right to apply directly to the Information Commissioner for a decision. The Information Commissioner can be contacted at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Yours sincerely,

Information Rights

Trade Remedies Authority

E: InformationRights@trade.remedies.gov.uk