



Trade Remedies  
Authority

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

Ref: Fol 11 - 24/25  
26 March 2025

**Freedom of Information: Public bodies - Staff, training, and procurement on Equality, Diversity, and Inclusivity**

Thank you for your email of 28 February 2025 to the Trade Remedies Authority (TRA) in which you requested the following information:

1) The number of roles across all components of your operations, directorates and management structures, expressed in numbers of full-time employees (FTE), that are mainly or exclusively focussed on issues of equality, diversity, or inclusivity. This information should encompass all roles based in central offices, as well as those based around the country.

Roles meeting this description could include (amongst other guises) "Equality, Diversity and Inclusion Officer" (EDI) or "Diversity and Inclusion Project Managers". Please break down, if possible, the number of roles per component part of your operations.

For all roles meeting this description, please also provide, in order of preference, either a) the salary of these roles, b) the pay band of these roles, or c) the combined total salary of these roles. Please provide the information that is most in accordance with your data processing practices.

Please also advise if there are any plans to hire further staff in these areas within the next 18 months, and the roles/pay bands that they are likely to occupy.

2) With the same criteria as above, please provide the number of internal training courses attended by staff which pertain to the issues encompassed by equality, diversity or inclusivity. Please include the name of the courses, the number of attendees, and the duration of the course.

3) Please, if possible, provide details of any internal EDI practices and networks, including the number of individuals who are members of such networks.

4) Please provide details of any external contractors brought in by the department to conduct training, advice, or guidance on issues relating to EDI. Where applicable this should include costs and associated manhours.

5) Please provide details of how equality, diversity and inclusivity is included in your procurement practices, the relative weight afforded to these considerations, and the current value of contracts in which EDI considerations was a part of the procurement process.

6) If applicable, any data on the number of EDI officers at projects in receipt of funding by your organisation, or available information on their EDI practices. Failing this, your guidance to organisations applying for grant funding on expected equality and diversity practices/benchmarks.

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).

In response to your questions, the TRA can confirm:

- 1) There is no role in the TRA that is mainly or exclusively focussed on equality, diversity or inclusivity. The TRA has four core values of integrity, expertise, transparency and inclusion. These underpin all TRA's work and all staff are expected to adhere to these values without the need for specialist EDI roles
- 2) Nil.
- 3) The TRA has two recognised EDI networks, the Equality Diversity and Inclusion Group, and the Women's Network. Membership of these groups is voluntary, and they currently have approximately 15 members each, although this number fluctuates throughout the year.
- 4) Nil
- 5) The TRA only undertakes procurements under £25k. As an Arm's Length Body of the Department for Business and Trade (DBT), procurements over 25k are undertaken on TRA's behalf by DBT.

The Public Sector Equality Duty (PSED) should be considered for all procurements in accordance with PPN 01/13, Public Procurement and Public Sector Equality Duty. Additionally, it is DBT policy that PSED must be assessed where a contract is equal to or greater than £5 million, where relevant and proportionate and it should be built in at business case level; this is included in template and assurance documentation.

TRA and DBT staff are required to complete an e-learning module, Civil Service Expectations, part of which educates on diversity and inclusion legislation.

- 6) Not applicable



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**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](mailto: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](mailto:InformationRights@trade.remedies.gov.uk)