



Minutes (public version)

TRA Board Meeting

Date	28 June 2023	Time	10:00
Venue	TRA Office MS Teams		
Members	Simon Walker (Chair)	Chair	
	Clare Brodie (CB)	General Counsel	
	Patricia Gallan (PG)	Non-Executive 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	
Presenters			
Item 4	Director, Industry	Department for Business & Trade	
Items 5.2 & 9	Head of Finance and Commercial	Trade Remedies Authority	
Item 6 & 7	Head of Investigations	Trade Remedies Authority	
Item 9	Head of Governance and Business Services	Trade Remedies Authority	
Item 10	Head of People	Trade Remedies Authority	
	Culture Lead	Trade Remedies Authority	
Item 11	Director of Communications & External Affairs	Trade Remedies Authority	
ExCo (Items 4 - 7)	Chief Economist	Trade Remedies Authority	
In Attendance	Private Secretary to Chief Executive	Trade Remedies Authority	
Items 1 - 9	Director General, Trading System	Department for Business & Trade	
	Governance and Secretariat Lead	Trade Remedies Authority	
	Governance and Secretariat Adviser	Trade Remedies Authority	
	Director, Trade Defence	Department for Business & Trade	

Item Ref	Item	Action owner Due date
1.	Welcome, apologies and declaration of interest	
1.1	The Chair welcomed Board members to the meeting.	
1.2	There were no apologies and no declarations of interest noted.	
2.	Minutes of last meeting and actions arising	
2.1	The minutes from 5 April 2023 were approved.	
2.2	Action tracker The Board agreed that actions recommended for closure could be closed and noted progress made in respect of the remaining actions.	
3.	Chair's report	
3.1	The Chair updated the Board on recent activity.	
4.	Political environment check-in	
4.1	The Director, Trade Defence, Department for Business & Trade (DBT), opened the item with commentary on the wider geo-political environment and how that could affect trade remedies.	
4.2	It was agreed that if there is a short gap before the new Chair is appointed, PG (Senior Independent Director) should Chair the next Board meeting.	
4.3	The Director, Industry, DBT provided an update on the steel sector.	
4.4	It was suggested that the Board consider Carbon Border Adjustment Mechanisms at a future meeting.	Secretariat Aug-23
5.	Chief Executive's report	
5.1	The Board considered the Chief Executive's report.	
5.2	Performance & risk report The Board considered the performance and risk report and noted its contents.	
5.3	Finance update The Board discussed the finance update submitted by the Head of Finance.	
6.	Case forward look	
6.1	The Head of Investigations briefed the Board on the case forward look.	
7.	Case strategy	
7.1	The Head of Investigations introduced the case strategy project to the Board, which will look at demand scenarios over the next five years and review how far the current operating model for cases will need to be adapted.	
8.	Report from Chair of ARAC	
8.1	JH updated the Board on the recent ARAC meeting. The main areas of focus were the internal audit and the annual report & accounts (AR&A).	
8.2	SO'D noted that ARAC has provided helpful challenge throughout the year and feels the ARAC annual report reflects the work of the Committee well.	

9.	Final consideration and approval of the annual report and accounts	
9.1	SO'D presented the AR&A for final consideration and approval, noting this first report covers a 22 month period and has received an unqualified audit report from NAO.	
9.2	SO'D also expressed how helpful the DBT finance team have been during this process.	
9.3	The Board formally approved the 2021-23 annual report and accounts and the letter of representation.	
9.4	The Director, Trade Defence, DBT, confirmed that DBT formally endorse the 2021-23 annual report and accounts.	
9.5	Before leaving the meeting, the Director General, Trading Systems, DBT, offered thanks to the Chair for his leadership over the previous three years.	
10.	People strategy update	
10.1	The Head of People presented the People strategy update.	
11.	Communications strategy	
11.1	The Director of Communications and External Affairs led a discussion on the Communications strategy, thanking ExCo and AM in particular for their input.	
12.	Item to note: Board forward workplan	
12.1	It was noted that discussions regarding the September away day would take place offline.	
13.	Any other business	
13.1	The Board formally thanked the Chair for his hard work and commitment to the organisation during his tenure, noting this would be his last Board meeting.	
14.	Meeting close	
14.1	The meeting ended at 13:10.	

Date of next meeting: 25 October 2023