



Minutes (public version)

TRA Board Meeting

Date	25 October 2023	Time	10:30
Venue	TRA Office MS Teams		
Members	Clare Brodie (CB)	General Counsel	
	Patricia Gallan (PG)	Senior Independent Director (Chair)	
	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			
Items 6 & 10	Head of Finance and Commercial	Trade Remedies Authority	
Item 7 & 10	Head of Investigations	Trade Remedies Authority	
Item 10	Head of Digital & Technology	Trade Remedies Authority	
	Senior Technology Manager	Trade Remedies Authority	
ExCo Items 5 - 8	Chief Economist	Trade Remedies Authority	
	Director of Communications & External Affairs	Trade Remedies Authority	
	Investigations Compliance Director	Trade Remedies Authority	
In Attendance	Private Secretary to Chief Executive	Trade Remedies Authority	
	Governance and Secretariat Lead	Trade Remedies Authority	
	Governance and Secretariat Adviser	Trade Remedies Authority	
	Director, Trade Defence	Department for Business and Trade	

Item Ref	Item	Action owner Due date
1.	Welcome, apologies and declaration of interest	
1.1	PG welcomed everyone to the meeting, noting ExCo would be joining for items 5-8.	
1.2	There were no apologies and no declarations of interest.	
2.	Minutes of last meeting and actions arising	
2.1	The minutes of the last meeting were approved.	
2.2	Action tracker The action tracker was reviewed and noted.	
2.3	Publication of Board minutes The Board noted that the Freedom of Information Act requires every public authority to have a publication scheme and to make certain classes of information routinely available.	
2.4	Agreed that Secretariat produce a public version of the Board Minutes .	Secretariat Nov-23
3.	Senior Independent Director report	
3.1	PG reported on her meeting with Minister Huddleston, with the CE.	
3.2	The Director, Trade Defence, Department for Business and Trade (DBT) updated the Board on the status of the Chair recruitment.	
4.	Political environment check-in	
4.1	DBT update The Director, Trade Defence, DBT updated the Board on upcoming changes within DBT, noting that the current Director General of Trading Systems is moving to another role within DBT. As part of the change the Group will be re-named Economic Security and Trade Relations.	
4.2	Discussions were had regarding the EU's subsidy investigation on electric vehicles, the Inflation Reduction Act and carbon pricing.	
5.	Chief Executive's report	
5.1	The CE updated the Board on the potential political and media interest in some impending cases.	
5.2	It was noted that demand is high in the pre-application office, although not all interest will result in investigations.	
5.3	Over 200 people have registered for the Forum. Crawford Falconer and Minister Huddleston are both confirmed to speak.	
5.4	The Board was updated on the office move.	
5.5	PG requested the Board visit the new space in due course.	Secretariat Feb-24
5.6	PG requested that future Board meetings continue to be in person and appropriate meeting space is booked.	Secretariat Apr-24

6.	Finance report	
6.1	The Board discussed the finance report submitted by the Head of Finance and Commercial .	
7.	Case forward look	
7.1	The Head of Investigations gave an update on current and upcoming cases and case milestones.	
8.	Performance and risk report	
8.1	The Board discussed the performance and risk report and the new approach to the dashboard.	
8.2	Reviewing strategic risks	
8.3	A discussion was had on some live examples of the risk appetite in action.	
8.4	The Board noted the updated risk register process.	
8.5	SO'D acknowledged the feedback that the operational risk register process must be proportionate and will bring this back to a future ARAC.	Secretariat Nov-23
9.	Report from Chair of ARAC	
9.1	JH updated the Board on the recent ARAC meeting. The main areas of focus were: <ul style="list-style-type: none"> • The annual report and accounts (AR&A) • GIAA ; • TRS, and • Managed IT services 	
9.2	SO'D noted that the views of ARAC on the digital items were particularly helpful in shaping the Board papers.	
10.	The future of the TRS	
10.1	The Head of Digital & Technology explained the strategic context of the project and how it will build on existing technology within TRA.	
10.2	It was confirmed that other central government departments use similar solutions and many have public facing solutions built on the same platform.	
10.3	Discussion was had on the benefits for the investigators in having less administrative work, allowing them more time to focus on their area of expertise.	
10.4	The Board unanimously agreed to the recommendation put forward to approve going to market to procure a new TRS solution based on Microsoft Dynamics and/or Power Platform.	
10.5	It was noted there will be a further decision point for the Board once the funding has been confirmed and before the final contract is awarded.	
11.	Managed IT services procurement	
11.1	The Senior Technology Manager walked the Board through the areas in scope for the managed IT services procurement.	
12.	Annual Board effectiveness evaluation	
12.1	The Board considered the feedback from the effectiveness evaluation discussion at the recent away day.	

12.2	The Board suggested regular time should be set aside in the meetings for blue sky thinking.	
13.	Item to note: Report from the RemCo	
13.1	This paper was noted and PG updated that Executive pay was still on the RemCo agenda.	
14.	Item to note: Reflections on first AR&A	
14.1	This paper was noted.	
15.	Item to note: Board/ExCo away day follow up	
15.1	This paper was noted.	
15.2	AM questioned how the Board would follow up on the issues highlighted. Secretariat Lead to provide further detail in due course.	Secretariat Feb-24
16.	Item to note: Board forward workplan	
16.1	This paper was noted.	
17.	Any other business	
17.1	JH asked if there was an induction plan for the new Chair and how the current Board would meet with them. Secretariat will follow up with the non-executive members of the Board to share the current thinking around the Chair induction.	Secretariat Dec-23
18.	Meeting close	
18.1	The meeting ended at 13:50.	

Date of next meeting: 28 February 2024