



## Minutes (public version)

### TRA Board Meeting

Date	19 December 2023	Time	10:30
Venue	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			
Item 2	Head of Digital & Technology	Trade Remedies Authority	
	Senior Technology Manager	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	
Apologies	Oliver Griffiths (CE)	Chief Executive	

Item Ref	Item	Action owner Due date
<b>1.</b>	<b>Welcome, apologies and declaration of interest</b>	
1.1	PG welcomed everyone to the meeting.	
1.2	There were apologies from Oliver Griffiths and no declarations of interest.	
<b>2.</b>	<b>Managed IT services</b>	
2.1	SO'D introduced this item explaining it was a follow up from the previous Board and ARAC meetings. He confirmed that ExCo were united in their agreement with the proposal.	
2.2	The content of the paper and the questions arising were discussed in detail.	
2.3	The Board agreed to proceed in negotiating with the supplier to provide TRA's Managed IT services within the parameters set out in the paper.	
	The Director of Corporate Services will seek the endorsement of the Board when the negotiations have concluded and the final contract value is confirmed.	
<b>3.</b>	<b>Meeting close</b>	
3.1	The meeting ended at 11:07.	

**Date of next meeting: 28 February 2024**