



Trade Remedies
Authority

Minutes (public version)

TRA Board Meeting

Date	2 December 2024	Time	12:00
Venue	MS Teams		
Members	Nick Baird (Chair)	Chair	
	Oliver Griffiths (CE)	Chief Executive	
	John Hughes (JH)	Non-Executive Director	
	Adam Marshall (AM)	Senior Independent Director	
In Attendance	Head of Governance & Business Services	Trade Remedies Authority	
	Governance and Secretariat Adviser	Trade Remedies Authority	
Apologies	Clare Brodie (CB)	General Counsel	
	Steve O'Donoghue (SO'D)	Director of Corporate Services	

Item Ref	Item	Action owner Due date
1.	Welcome, apologies and declaration of interest	
1.1	This is an extraordinary meeting of the full Board to broadly agree the process and narrative for appointing an interim and permanent Chief Executive for the TRA.	
1.2	Members were given the opportunity to absent themselves if they felt they had a prejudicial interest in the items to be discussed. Apologies were received from CB and SO'D.	
1.3	The Chair welcomed the remaining Board members to the meeting and offered the CE congratulations on his new role.	
2.	Timings	
2.1	The CE updated the Board on the timings for his departure.	
2.2	He explained he would be spending some time in his new role from the start of January and would be available to the TRA until the end of March.	
2.3	JH suggested we confirm timings for the upcoming NED appointments to ensure they don't clash.	
3.	Process for appointing permanent Chief Executive	
3.1	It has been agreed that a recruitment campaign, open to both civil servants and non-civil servants, will be run with a 3-person panel consisting of the TRA Chair, DBT representative and an independent panel member yet to be appointed.	
3.2	The appointment decision lies with the Chair, however it does require approval from the Secretary of State (SoS).	
4.	Process for appointing interim Chief Executive	
4.1	The Board discussed the options for appointing an interim Chief Executive as a risk mitigation strategy should a permanent one not be appointed in time.	
5.	Narrative to staff / external stakeholders	
5.1	There was a discussion on the narrative to be provided to staff and that this would be circulated to the organisation by noon the following day.	
6.	Meeting close	
6.1	There was no other business.	
7.	Meeting close	
7.1	The meeting ended at 12:32.	

Date of next meeting: 26 February 2025

Location: TRA office, Reading