

Intertrade UK - Terms of Reference

Purpose and Scope

1. Intertrade UK is a non-statutory advisory body that supports the East-West Council (EWC) in promoting all internal UK trade to inform decision-making in business and the UK Government. Intertrade UK is supported by a Secretariat function, and a group of specialist analysts and policy experts from across the UK Government.
2. Intertrade UK's remit covers trade and investment in all sectors. It advises on opportunities to boost trade in goods and services between different parts of the UK, accelerate growth in key sectors, options to increase internal trade and skills flows, and looks at how to maximise the benefits of international trade and investment across England, Scotland, Wales and Northern Ireland.
3. Intertrade UK provides insights and recommendations to the EWC about possible ways in which to further develop the aforementioned areas and future-proof the full range of East-West opportunities. It also has an advisory role on improvements to port infrastructure and on ensuring that important UK-wide regulatory bodies have a sufficient presence in Northern Ireland.

Responsibilities

4. Intertrade UK focuses on bolstering trade across the UK through business acceleration, providing advice and analysis to the EWC. As set out in the Safeguarding the Union Command Paper, it has three key roles:
 - a. To provide advice and facilitation to enable businesses and traders across the UK to expand activities and trade in goods and services across the UK;
 - b. To promote the full extent of the UK's market to businesses and traders; and
 - c. To conduct and publish research or other activity designed to advance intra-UK trade and in particular to help to counter any real barriers and misconceptions businesses and traders may have about providing goods and services uniformly across the United Kingdom.
5. Intertrade UK will provide advice and present its findings, research and recommendations to the EWC and the Secretary of State for Northern Ireland (the "Secretary of State") as agreed, and will undertake work within its remit at their request. It will meet in the intervening period between EWC meetings, as well as engage with businesses, seed accelerators, leading corporate innovators and specialist higher education organisations; and undertake work as required to deliver on the agreed objectives.
6. Intertrade UK will focus on the projects set out in the programme of work. This set of projects will be subject to annual review by the Secretary of State and can be amended by agreement with or on the request of the EWC and the Secretary of State.
7. Within the scope of the projects, or as otherwise required, Intertrade UK will undertake work and research in response to relevant requests from the EWC and the Secretary of State.

8. Based on the projects set out, Intertrade UK will submit to the Secretary of State an annual programme of work for agreement. The first such programme to be submitted in a timely manner following its establishment and annually thereafter.

Membership

9. Intertrade UK will be made up of a Chair and five dedicated experts covering relevant expertise, and reflect a range of UK-wide perspectives. The roles are unremunerated, but are supported by a Secretariat function. Members are also entitled to reasonable expenses for travel and subsistence, as provided for under the Ministry of Justice Travel and Subsistence policy, available on request from the Secretariat. The initial term of appointment for those who comprise the advisory body of Intertrade UK is 18 months.
10. Other relevant experts may be invited to attend meetings to contribute to the work of the group on the request of the Chair with the agreement of the Secretary of State or on the request of the Secretary of State.
11. The Chair and Members will be appointed by the Secretary of State and will continue to serve at his discretion.
12. The Chair and Members may be reappointed for no more than 18 months (so may serve for a maximum of three consecutive years).

Conduct

The Chair and Members must, in carrying out their respective responsibilities, work to the highest personal and professional standards and will:

- Follow the “Seven Principles of Public Life” set out by the Committee on Standards in Public Life;
- Follow the principles set out in the Cabinet Office Code of Conduct for Board Members of Public Bodies.

Secretariat and Policy Support

13. The Secretariat will facilitate meetings of Intertrade UK and coordinate the cross-Whitehall team to support individual projects and research. The Secretariat will work closely with the EWC Secretariat in the run-up to EWC meetings to ensure timely delivery of reports and recommendations for consideration.
14. The dedicated Secretariat function will be provided by the Northern Ireland Office (NIO) with input from other Government Departments as required. Policy support will include the provision of briefings, analysis and the carrying out of research and the attendance of policy officials at meetings as required.

Protocols

Attendance/Meetings

15. A minimum of four Members (including the Chair) will be required for meetings to be quorate. Decisions will require consensus of all Members, whether in attendance or not of the meeting. In the absence of the Chair, the Chair or the Secretary of State may nominate another Member to chair the meeting.

16. Meetings may also be attended by UK Government policy officials as required and an NIO official will be present at all meetings.
17. External relevant experts may also attend meetings by invitation of the Chair or the Secretary of State.
18. Meetings may be held virtually but at least one meeting a year will be held in person, either in London or Northern Ireland.
19. There will be at least two meetings of the group a year and meetings will be scheduled in advance of the EWC.
20. The group where possible will proceed via consensus. In the event of a decision where a consensus cannot be reached, a vote will be taken. All Members will have voting rights, with the casting vote in the event of a tie resting with the Chair.

Products

21. Each meeting will have a pre-agreed agenda and action log. The note of the meeting will be drafted by the Secretariat and shared in draft within one week to be agreed by the Members.
22. The agenda for each meeting will be agreed jointly in advance: a draft agenda will be proposed by the Chair, taking account of steers from the EWC and the Secretary of State, and any member can propose additional agenda topics pertinent to the role of the group. The agenda will be constructed on the basis of permitting all business to be covered comprehensively. The Chair will aim to issue the agenda and papers one week in advance of the meeting unless otherwise agreed.

Communications

23. Discussions will take place in a confidential setting and will be minuted. No information relating to discussions will be shared with parties outside of the UK Government without agreement of the group and the Secretary of State. This includes sharing of meeting papers and responding to media enquiries, which will be managed by the NIO.
24. The Chair and Members may participate in public events on behalf of the group and represent the group in other fora with the agreement of the Secretary of State, but should always be clear where they are speaking on behalf of Intertrade UK and where they are acting in a private capacity.

Review

25. These Terms of Reference will be agreed by all the Members (and the Secretary of State) within four weeks of establishment of the group and will remain in place unless and until the group decides to change them. They will be reviewed and assessed for effectiveness at least annually. Any changes will be agreed jointly and require consensus, and with the agreement of the Secretary of State.