

Board Meeting Minutes

Minutes of the forty-fifth meeting of the Sports Grounds Safety Authority Board, held on 26 March 2020 via video conference

Present

Alan Coppin – Chair
Janet Johnson
Susan Johnson
Philip Kolvin
David Mackinnon
Jil Matheson
Rimla Akhtar
Jane Sawyers

In attendance

Francesca Broadbent – DCMS
Martyn Henderson – Chief Executive
Ken Scott – Head of Inspectorate
Gavin Jenkins – Head of Corporate Services
Paul McCormack – Head of Policy
Darren Whitehouse – Head of Strategy and Partnerships

1. Welcome, apologies and declarations of interest

- 1.1 The Chair welcomed all attendees to the first Board meeting held virtually. There were no apologies for absence.
- 1.2 Rimla Akhtar declared her role on the FA Council.

2. Minutes of the forty-fourth meeting of the SGSA Board, including matters arising and action log SGSA20(09)

- 2.1 The Board agreed the minutes of the forty-fourth meeting.



3. Audit and Risk Committee Update (Verbal)

- 3.1 Janet Johnson provided the Board with an update from the earlier Audit and Risk Committee.
- 3.2 The Committee had received from Internal Audit a copy of their proposed audit strategy for the next five years and a report on recruitment controls. The report had awarded moderate assurance i.e. Some improvements are required to enhance the adequacy and effectiveness of the framework of governance, risk management and control.
- 3.3 The National Audit Office provided an update on their recent interim audit. The audit had raised no issues and had progressed to the extent that the audit team are further forward in their work than they had planned.
- 3.4 Finally, the Committee discussed the financial forecast for the remainder of the year and the proposed budget for 2020-21 noting that there are many inherent uncertainties as a result of the COVID-19 pandemic.

4. Chief Executive's Report SGSA20(10)

- 4.1 Martyn Henderson presented his CEO report.
- 4.2 He updated the Board on various matters including:
 - The impact of COVID-19 on the operation of the organisation and future work plans including the effect on work around safe standing, how the licensing process may be affected, staff being seconded out to other organisations to assist them, and business continuity arrangements for the loss of key staff
 - Changes to Ministerial responsibilities at the Department for Digital, Culture, Media and Sport (DCMS)
 - The recruitment of a new Inspector to cover the South-West region
 - The date and location of the SGSA Annual Conference

5. Business Plan 2020-21 SGSA20(11)

- 5.1 Darren Whitehouse presented the 2020-21 Business Plan to the Board for approval.
- 5.2 The Board requested some minor changes to the plan. Pending the requested changes being made, the Board approved the Business Plan.

6. Budget 2020-21 SGSA20(12)

- 6.1 Gavin Jenkins presented the paper on the 2020-21 budget to the Board for approval.
- 6.2 The budget had been prepared prior to the COVID-19 pandemic impacting on business.
- 6.3 DCMS has been kept fully informed of the likely impact on the finances on the organisation, most notably the expected downturn in commercial income and an inability to fulfil our plans for capital investment.



6.4 A financial contingency plan is being developed to ensure that the organisation can withstand these impacts.

6.5 The Board signed off the budget for 2020-21 with the caveat that COVID-19 will require significant changes to be made as the year progresses.

7. AOB

7.1 There were no other items of business. The next meeting will be held on 11 May 2020.

Gavin Jenkins
March 2020