

## Board Meeting Minutes

**Minutes of the fifty-first meeting of the Sports Grounds Safety Authority Board, held on 26 March 2021 via video conference**

### **Present**

Janet Johnson  
Susan Johnson  
David Mackinnon  
Jil Matheson  
Rimla Akhtar  
Jane Sawyers  
Philip Kolvin

### **In attendance**

Derek Wilson – Chair-designate  
Martyn Henderson – Chief Executive  
Ken Scott – Acting Chief Executive  
Gavin Jenkins – Head of Corporate Services  
Paul McCormack – Head of Policy  
Darren Whitehouse – Head of Strategy and Partnerships  
Andrea Jones – Head of Communications and Stakeholder Engagement  
Frankie Broadbent – DCMS

### **1. Welcome, apologies and declarations of interest**

- 1.1 As Chair-designate, Derek Wilson welcomed everyone to the meeting and paid tribute to the outgoing Chair.
- 1.2 There were apologies for absence from Alan Coppin, the Chair.
- 1.3 Philip Kolvin declared that he is acting for a client who is holding an event at Stevenage FC's ground, and potentially one at Southend United's ground.
- 1.4 Jil Matheson reconfirmed her role as a Trustee of the National Centre for Social Research (NATCEN).
- 1.5 Derek Wilson declared that he is currently undertaking paid work for the Premier League.

### **2. Minutes of the fiftieth meeting of the SGSA Board, including matters arising and action log SGSA21(10)**

- 2.1 The minutes of the January 2021 meeting were approved. All actions had been completed.



### **3. Audit and Risk Committee Update (Verbal)**

3.1 Janet Johnson provided the Board with an update on the Audit and Risk Committee (ARC) meeting that had taken place that morning, the highlights of which were:

- the two recently completed reports from Internal Audit on the implementation of Xero and Cyber Security.
- The NAO presenting their audit plan for the 2020-21 audit of the Annual Report and Accounts.
- A review of the draft risk management framework.
- A discussion on the 2021-22 budget. Members of the ARC recommended to the Board that the budget be approved.

### **4. Chair-designate Introduction (Verbal)**

4.1 Derek Wilson introduced himself to the Board meeting, thanking his predecessor Alan for his wise counsel.

4.2 Derek has been involved in stadium design for over thirty years and feels privileged to take on the role of Chair, having previously served two terms as a Board member up until 2018.

### **5. Chief Executive's Report SGSA21(11)**

5.1 Martyn Henderson presented his CEO report.

5.2 He updated the Board on various matters including:

- Changes in personnel at DCMS.
- Staff changes at the SGSA.
- Issues with the licensing of individual clubs.
- Correspondence received regarding technical guidance contained within the Green Guide.

5.3 Martyn also provided an update on the Events Research Programme. His secondment to the programme is backed up by a secondment agreement with an end date of the end May 2021.

[Martyn left the meeting]

### **6. Business Plan 2021-22 SGSA21(12)**

6.1 Darren Whitehouse introduced the draft business plan for 2021-22.

### **7. Licensing 2021-22 SGSA21(13)**

7.1 Paul McCormack presented his paper on the proposed assessment arrangements for the 2021-22 licensing round to the Board for information.



## **8. Communications Update SGSA21(14)**

8.1 Andrea Jones presented an update on communications activities to the Board, highlighting the following:

- The 10<sup>th</sup> anniversary celebrations showcasing the impact that the SGSA has had over the ten years since it was created.
- Plans for a 'deconstructed' virtual conference during 2021 with a physical conference returning in 2022.
- The positive results from the stakeholder survey
- The level of engagement that the external newsletter generates.
- Potential opportunities that the return of spectators offers to the organisation.

## **9. Legislative Reform: Next Steps SGSA21(15)**

9.1 Paul McCormack introduced his paper on legislative reform. Building on the Board's previous discussions, the paper recommended the use of existing powers where possible to deliver change, but also highlighted five areas in order of priority where change of legislation is necessary.

## **10. AOB**

10.1 Following the recommendation by the Audit and Risk Committee, the Board approved the budget for 2021-22.

10.2 The Board agreed to consider ways in which time could be made available outside of Board meetings for discussion on ad-hoc topics such as ways of working after the pandemic.

Gavin Jenkins  
March 2021