

Sports Grounds Safety Authority (SGSA) Board Minutes 2022

This document provides the minutes of the SGSA Board meetings in 2022. The dates for the meetings were as follows:

[17 January 2022](#)

[21 March 2022](#)

[23 May 2022](#)

[18 July 2022](#)

[23 September 2022](#)

[21 November 2022](#)

Board Meeting Minutes – 17 January 2022

Minutes of the fifty-sixth meeting of the Sports Grounds Safety Authority Board, held on 17 January 2022 via video conference

Present

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

In attendance

Ken Scott – Head of Inspectorate
Gavin Jenkins – Head of Corporate Services
Andrea Jones – Head of Communications and Stakeholder Engagement
Paul McCormack – Head of Policy
Darren Whitehouse – Head of Strategy and Partnerships
Charlotte Kenealy – DCMS
Laura Denison – DCMS
David Rossington – Independent Lead Reviewer

1. Welcome, apologies and declarations of interest

- 1.1 The Chair welcomed everyone to the meeting.
- 1.2 Apologies were received from Martyn Henderson.
- 1.3 Jil Matheson declared that she is a trustee of the National Centre for Social Research, who are contracted to the SGSA to undertake research work. Derek Wilson declared the work that he is doing for Aston Villa and Luton Town.

2. Minutes of the fifty-fifth meeting of the SGSA Board, including matters arising and action log SGSA22(01)

- 2.1 The Board agreed the minutes.

3. Organisational Review SGSA22(02)

- 3.1 David Rossington, the independent lead reviewer on the organisational review, introduced himself and gave an overview of what the review is about, the potential timetable, the current state of play, and planned next steps.
- 3.2 The review will look at four main areas– form of the organisation, outcome for citizens, governance, and finance and risk management.



3.3 The Board welcomed the review and encouraged David to be bold in his recommendations, and not be bound by pre-existing limiting factors.

4. Chief Executive's update SGSA22(03)

4.1 In Martyn Henderson's absence Ken Scott updated the Board on developments since the last Board meeting:

- The next stages on licensed safe standing, in particular the independent research being undertaken by CFE to evaluate the early adopters.
- The work of the COVID working group.
- COVID certification, with the associated guidance now unlikely to be published.
- The SGSA conference being held at the Etihad stadium in May.
- The position on Wembley following the publication of the Casey review.
- SGSA funded research on stewarding being undertaken by NatCen. This research will provide a 'snapshot' of stewarding provision in the sector. Further research is being commissioned to facilitate recommendations.

5. Head of Inspectorate's report SGSA22(04)

5.1 Ken Scott presented the latest dashboard report, highlighting to the Board grounds and local authorities that are of potential concern and where the SGSA is taking specific actions.

6. Licensing 2022/23 SGSA22(05)

6.1 Paul McCormack presented the plan for the 2022/23 licensing round, the timing of which is linked to ministerial agreement in principle, anticipated in April 2022, on licensed standing areas being allowed to operate in 2022/23 provided the current early adopters criteria continue to be met. The Board noted the proposed approach.

7. Business Planning 2022-23 SGSA22(06)

7.1 Darren Whitehouse tabled the proposed key highlights of the business plan for 2022-23 in advance of a draft plan coming to the March 2022 Board meeting.

7.2 The plan highlights significant and demanding areas of work for the organisation including:

- the evaluation of early adopters;
- Research on stewarding;
- Annual conference;
- Work on pyrotechnics;
- Our work on equality, diversity and inclusion;
- Advisory work, in particular on the commonwealth games in Birmingham;



- Workforce planning in light of the spending review;
- Continuing professional development for Inspectors.

8. Board Terms of Reference SGSA22(07)

- 8.1 Having already agreed the revised terms of reference for the Audit and Risk Committee at its November meeting, the Board agreed the updates to the Board terms of reference.

Gavin Jenkins
January 2022

Board Meeting Minutes – 21 March 2022

Minutes of the fifty-seventh meeting of the Sports Grounds Safety Authority Board, held on 21 March 2022 via video conference

Present

Derek Wilson
Janet Johnson
Susan Johnson
David Mackinnon
Jil Matheson
Jane Sawyers

In attendance

Ken Scott – Head of Inspectorate
Andrea Jones – Head of Communications and Stakeholder Engagement
Paul McCormack – Head of Policy
Darren Whitehouse – Head of Strategy and Partnerships
Charlotte Kenealy – DCMS
Dr Jo Welford – CFE Research

1. Welcome, apologies and declarations of interest

- 1.1 The Chair welcomed everyone to the meeting.
- 1.2 Apologies were received from Rimla Akhtar, Philip Kolvin, Martyn Henderson and Gavin Jenkins.
- 1.3 Derek Wilson declared the work that he is doing for Luton Town and Coventry City. Jil Matheson informed the Board that she is no longer a trustee of the National Centre for Social Research, who are contracted to the SGSA to undertake research work, so no longer has any interests to declare.

2. Minutes of the fifty-sixth meeting of the SGSA Board, including matters arising and action log SGSA22(10)

- 2.1 The Board agreed the minutes and noted the completion of the actions.

3. Licensed standing – interim evaluation SGSA22(11)

- 3.1 Dr Jo Welford, the lead researcher for CFE Research on the evaluation of licensed standing early adopters, introduced herself and gave a presentation on the focus and methodology of the research being undertaken, along with the headline findings and learning from the early adopters.

4. Report from Audit and Risk Committee

- 4.1 The Board was informed that the Audit and Risk Committee had been postponed, due to Gavin Jenkins being unavailable because of illness.



5. Chief Executive's update SGSA22(12)

5.1 In Martyn Henderson's absence Ken Scott updated the Board on developments since the last Board meeting:

- The outcome of a meeting with Minister for Sport, Nigel Huddleston, where the roll-out of licensed standing, the Baroness Casey report, the organisational review of the SGSA and the reported rise in anti-social behaviour at sporting events was discussed.
- The implications of the sanctions on Roman Abramovich as a result of the Russian invasion of Ukraine, and the impact the sanctions have for Chelsea FC.
- The stewarding research currently being undertaken, including the final reports from the first phase of the research.
- The first use of the advisory contracts standard operating procedures document.
- An update on COVID-19 and the Government's long-term strategy for living with COVID.
- An update on licensed standing.
- The completion of consultation on the Oversight and Licensing Policy, which led to one amendment, which was presented to the Board.
- The Protect Duty
- Medical emergencies in crowds.

6. Head of Inspectorate's report SGSA22(13)

6.1 Ken Scott presented the latest dashboard report, highlighting to the Board grounds and local authorities that are of potential concern and where the SGSA is taking specific actions.

7. Business Plan 2022-23 SGSA22(14)

7.1 Darren Whitehouse presented the SGSA Business Plan 2022-23.

8. AOB

8.1 The Board noted that the settlement letter for 2022-23 had not yet been received from DCMS.

8.2 The Board thanked the team for the comprehensive reports provided during the meeting.

Andrea Jones
March 2022

Board Meeting Minutes – 23 May 2022

Minutes of the fifty-eighth meeting of the Sports Grounds Safety Authority Board, held on 23 May 2022 at Etihad Stadium, Manchester and via video conference

Present

Derek Wilson
Susan Johnson
David Mackinnon
Jil Matheson
Jane Sawyers
Philip Kolvin
Rimla Akhtar (via video conference)

In attendance

Martyn Henderson – Chief Executive Officer
Ken Scott – Head of Inspectorate
Gavin Jenkins – Head of Corporate Services
Paul McCormack – Head of Policy
Darren Whitehouse – Head of Strategy and Partnerships (via video conference)
Charlotte Kenealy – DCMS
Frankie Broadbent – DCMS (via video conference)
David Rossington – Independent reviewer (via video conference)
Wendy Watson – DCMS (via video conference)
Caroline Hayward – Legal (via video conference)
Jamie Hunt – Legal (via video conference)

1. Welcome, apologies and declarations of interest

- 1.1 The Chair welcomed everyone to the meeting, in particular the two legal representatives from the Security Industry Authority (SIA), Caroline Hayward and Jamie Hunt, who are observing the board meeting. The SGSA anticipates sharing legal service with the SIA subject to agreement of a Memorandum of Understanding.
- 1.2 Apologies were received from Janet Johnson.
- 1.3 Derek Wilson declared the private work that he is doing at two clubs with licensed grounds, Luton Town and Coventry City.

2. Minutes of the fifty-seventh meeting of the SGSA Board, including matters arising and action log SGSA22(20)

- 2.1 The Board agreed the minutes and noted the completion of the actions.



3. Fan Engagement – For Discussion

- 3.1 Kevin Miles from the Football Supporters Association (FSA) outlined the main areas of work that his organisation is currently undertaking. These areas include the response to the fan-led review of football governance, safe standing, equality and diversity, the women's professional game, and responding to the recent increase in violence, anti-social behaviour and disorder.

4. Organisational Review SGSA22(21)

- 4.1 David Rossington presented the key draft findings of his organisational review of the SGSA.
- 4.2 Having explored a number of areas to clarify their understanding, the Board thanked David for his review and look forward to receiving the DCMS response to it.

5. Audit and Risk Committee and Budget 22-22 SGSA22(22)

- 5.1 In Janet Johnson's absence, Susan Johnson provided the Board with a summary of the Audit and Risk Committee held in April.
- 5.2 At part of that meeting the Committee had considered papers on risk appetite and the budget for 2022-23. These papers sought a recommendation to the Board from Committee that the risk appetite statements be accepted and the budget approved.
- 5.3 The Audit and Risk Committee made both recommendations which the Board accepted.

6. Chief Executive's Report SGSA22(23)

- 6.1 Martyn Henderson updated the Board on developments since the last meeting in March including:
- The draft organisational review previously discussed which will shortly be with DCMS for consideration
 - The upcoming announcement that licensed standing will in principle be extended beyond the 2021/22 season
 - Research being undertaken on the sustainability of stewarding
 - The potential role for the organisation in respect of Anti-Social Behaviour (ASB) and crowd disorder, e.g. pitch incursions. It was agreed to consider how the licensing letter could be used to:
 - Remind clubs that it is illegal for fans to enter the field of play, and the consequent risks to safety;
 - Highlight that clubs are responsible for all risks in their ground;
 - Inform clubs that the SGSA would be playing its due role in the wider investigation into ASB/ disorder in the months to come.
- 6.2 The Board agreed to revisit this issue in July.



7. Licensing 2022/23 SGSA22(24)

7.1 Paul McCormack presented a paper to the Board on licensing for 2022/23.

7.2 It was agreed that there should be a review of licence conditions, although this will be subject to sufficient resources being available.

8. Wembley Stadium: Licensing 2022/23 SGSA22(25)

8.1 The Board:

- noted the proposed approach and gave the Chair authority to approve the licence for Wembley Stadium for 2022/23, assuming he is content with the licensing assessment provided by the local Inspector; and
- noted the proposed work to develop new licence conditions to reflect the heightened risks associated with designated football matches of 'national significance'.

9. Corporate Risk Register SGSA22(26)

9.1 Discussion on this item was deferred to the July meeting

10. AOB

10.1 Rimla Akhtar announced that, for personal reasons, she will be resigning from the Board and that this will be her last Board meeting. The Chair and other members of the Board thanked her for her valuable contributions during her period of membership.

Gavin Jenkins
May 2022

Board Meeting Minutes – 18 July 2022

Minutes of the fifty-ninth meeting of the Sports Grounds Safety Authority Board, held on 18 July 2022 via video conference

Present

Derek Wilson
Susan Johnson (Chair)
Janet Johnson
David Mackinnon
Jil Matheson
Jane Sawyers
Philip Kolvin

In attendance

Martyn Henderson – Chief Executive Officer
Ken Scott – Head of Inspectorate
Gavin Jenkins – Head of Corporate Services
Paul McCormack – Head of Policy
Darren Whitehouse – Head of Strategy and Partnerships
Andrea Jones – Head of Communications
Monica Gameiro – Communications Assistant
Jennifer Dang Guay – Student Intern
Charlotte Kenealy – DCMS
Jamie Hunt – SIA Legal
Michelle Russell – Chief Executive Officer SIA (Item 3)
Ronnie Megaughin – SIA Acting Director of Inspections and Enforcement (Item 3)

1. Welcome, apologies and declarations of interest

- 1.1 Susan Johnson assumed temporary chairing responsibilities from Derek. Susan welcomed everyone to the meeting, in particular Michelle Russell and Ronnie Megaughin from the Security Industry Authority who were due to present an introduction to the SIA, and also Jennifer Dang Guay who is on an internship with SGSA from the University of KU Leuven in Belgium.
- 1.2 There were no apologies for absence.
- 1.3 Derek Wilson declared the private work that he is doing at two clubs with licensed grounds, Luton Town and Grimsby Town.

2. Minutes of the fifty-eighth meeting of the SGSA Board, including matters arising and action log SGSA22(29)

- 2.1 The Board agreed the minutes.

3. Working with the Security Industry Authority – Michelle Russell



- 3.1 The new Chief Executive Officer of the SIA, Michelle Russell together with Ronnie Megaughin provided an overview of the role of the SIA, an organisation which this year has issued 450,000 licences to 390,000 individuals.
- 3.2 Michelle highlighted the sports exemption which is on the SIA's risk register, welcoming the proposals brought forward by the SGSA to help close the current regulatory gap.
- 3.3 The Board thanked Michelle and Ronnie for their presentation.

[Michelle and Ronnie left the meeting]

4. SIA Sport Exemption SGSA22(30)

- 4.1 Martyn Henderson presented a paper on the SIA sport exemption. Whilst the SGSA is supportive of the exemption, it recommends a tightening up in its policing by the sports sector.
- 4.2 The paper proposes a consultation on changes to the policy guidance on the exemption.

5. Report from the Audit and Risk Committee (Verbal)

- 5.1 Janet Johnson provided a summary of the Audit and Risk Committee meeting held earlier in the day.
- 5.2 Janet updated the Board on the completion of the NAO audit which resulted in a clear audit opinion, the recently completed Internal Audit report on key financial controls and a discussion on the corporate risk register.

6. Chief Executive Update SGSA22(31)

- 6.1 Martyn Henderson provided his update to the Board, starting off by noting the milestone that licensed standing is now lawful.
- 6.2 His report covered:
 - The impact on the SGSA and DCMS of changing political appointments.
 - The upcoming DCMS select committee on Safety at Major Sporting Events, which the SGSA is likely to provide a written submission to.
 - The all-seater enforcement approach for 2022-23.
 - An update on stewarding work.
 - The proposed legal shared service with the SIA, the memorandum of understanding for which will be drawn up in a way that potential conflicts of interest are either managed or eliminated.

7. Head of Inspector's report SGSA22(32)

- 7.1 Ken Scott introduced the latest version of his dashboard report, highlighting to the Board the approach of targeting the medium risk persistent standing grounds during the 2022-23 season.



8. Licensing 2022/23 SGSA22(33)

8.1 Paul McCormack presented the paper on licensing 2022/23.

9. Organisational Review SGSA22(34)

9.1 Darren Whitehouse provided the Board with an update on the status of the review's recommendations which are with ministers awaiting a government response which is likely to be drafted over the summer recess period.

10. Violence, Anti-Social Behaviour and Disorder SGSA22(35)

10.1 Martyn Henderson introduced Jennifer Dang Guay again to the meeting highlighting the academic research that she is undertaking on anti-social behaviour at football grounds.

11. Spectator Injury Data SGSA22(35)

11.1 Monica Gameiro presented a paper on Spectator Injury Data.

12. Any other business

12.1 There was no other business.

Gavin Jenkins
July 2022

Board Meeting Minutes – 23 September 2022

Minutes of the sixtieth meeting of the Sports Grounds Safety Authority Board, held on 23 September 2022 via video conference

Present

Derek Wilson (Chair)
Susan Johnson
Janet Johnson
David Mackinnon
Jane Sawyers

In attendance

Martyn Henderson – Chief Executive Officer
Ken Scott – Head of Inspectorate
Paul McCormack – Head of Policy (and Minutes)
Darren Whitehouse – Head of Strategy and Partnerships
Andrea Jones – Head of Communications [for items 1-7]
Charlotte Kenealy – DCMS
Caroline Hayward – SIA Legal

1. Welcome, apologies and declarations of interest

- 1.1 Derek Wilson welcomed everyone, noting that the meeting had been postponed from Monday 19 September due to the funeral of the late HM Queen.
- 1.2 There were apologies for absence from Philip Kolvin, and Jil Matheson.
- 1.3 Derek declared the private work that he is doing at three clubs with licensed grounds – Coventry City, Grimsby Town and Luton Town.

2. Minutes of the fifty-ninth meeting of the SGSA Board, including matters arising and action log SGSA22(39)

- 2.1 The Board agreed the minutes.

3. Chief Executive's Report (SGSA22(40) and Regulation of Football (SGSA22(41))

- 3.1 Martyn Henderson provided his update to the Board, firstly by outlining a recent development not in his report – the announcement by the then DCMS Secretary of State Nadine Dorries that Karen Carney MBE will lead a major review of women's football.
- 3.2 His report included:
 - The appointment of the new Ministers.



- The Implementation of the Organisational (Rossington) Review.
- The forthcoming establishment of the Independent Football Regulator (IREF).
- The publication of the UK Football Policing Unit Statistics for the 2021/22 season.
- The SGSA response to the DCMS Select Committee call for evidence about Safety at Major Sporting Events.

4. Head of Inspector's report SGSA22(32)

- 4.1 Ken Scott introduced the latest version of his dashboard report, highlighting the progress being made on ground assessment and local authority audit. Ken outlined the targeted engagement with the 'top 20' persistent standing (PS) grounds during the 2022/23 season. .

5. Stewarding: Research, Reform and Regulation SGSA22(42)

- 5.1 Darren Whitehouse and Paul McCormack presented the paper.
- 5.2 Darren provided an update on the stewarding research and other relevant developments in Government and the sports sector. He outlined SGSA's proposed approach to implementation of the recommendation in David Rossington's report that "DCMS should consider whether the SGSA should play a wider role in the regulation of stewarding at football matches".

6. Business Plan: Mid-Year Review SGSA22(43)

- 6.1 Darren Whitehouse provided the Board with an update on the Business Plan. He highlighted recent achievements, including
- Licensed Standing implementation
 - SGSA Annual Conference
 - SGSA advice to the Commonwealth Games 2022, and
 - SGSA getting safety and stewarding references included in the refresh of the Gold Framework on bidding/staging major sports events.
- 6.2 Darren outlined proposed business plans priorities for the next six months which will take place in the context of the establishment of the IREF, and the FA/DCMS led review of Women's Football. These priorities include:
- Organisational Review implementation, including embedding the associated change management processes
 - Licence Fee Reform, including cost of regulation
 - Licence Conditions review
 - Persistent Standing Enforcement Approach 23/24 refresh, and
 - Workforce planning review



7. Communications: Update SGSA22(44)

7.1 Andrea Jones introduced the item, highlighting recently completed communications work including: licensed standing; pyrotechnics, the annual SGSA conference; and on-line training for local authorities. Andrea also outlined future communications work, framed around the following four objectives

- Make the SGSA website the foremost information portal on sports grounds safety
- Use the SGSA's reputation to raise the profile of safety both in the UK and internationally
- Enhancing internal engagement and culture, particularly in light of forthcoming change programmes
- Ensure all communications and engagements from the Sports Grounds Safety Authority are professional, consistent and co-ordinated across all channels.

8. Evidence and Data Strategy SGSA22(45)

8.1 Darren Whitehouse presented a paper on recent and planned work associated with the Evidence and Data Strategy. Key highlights since September 2021 include: Darren explained that future planned work included:

- Gathering evidence to support change the change programme.
- Working with partners on Safety Committee to promote data sharing.
- Continue to gather and publish evidence on stewarding to inform action by SGSA and others, most immediately by publishing the DCMS-funded study on stewarding and working with Government and others to drive sustainable change.
- Support the PhD research student.

9. Any other business

9.1 Derek Wilson explained that the process for the appointment of three new Board members had now restarted following the change of administration and the national period of mourning.

Paul McCormack
September 2022

Board Meeting Minutes – 21 November 2022

Minutes of the sixty-first meeting of the Sports Grounds Safety Authority Board, held on 21 November 2022 at Wolverhampton Wanderers FC and via video conference

Present

Derek Wilson (Chair)
Susan Johnson
Janet Johnson – via video conference
Philip Kolvin
Jil Matheson

In attendance

Martyn Henderson – Chief Executive Officer
Ken Scott – Head of Inspectorate
Gavin Jenkins – Head of Corporate Services
Paul McCormack – Head of Policy
Darren Whitehouse – Head of Strategy and Partnerships
Andrea Jones – Head of Communications
Jennifer Dang-Guay – Intern
Frankie Broadbent – DCMS – via video conference
Beth Powell – DCMS – via video conference
Caroline Hayward – SIA Legal – via video conference
Chris Tidswell – CIPFA [Item SGSA22(53)] – via video conference

1. Welcome, apologies and declarations of interest

- 1.1 There were apologies for absence from David Mackinnon and Jane Sawyers.
- 1.2 Derek Wilson welcomed everyone, in particular Beth Powell who was attending her first Board meeting since joining the DCMS sponsor team.
- 1.3 Derek declared the private work that he is doing at three clubs with licensed grounds – Coventry City, Grimsby Town and Luton Town.

2. Minutes of the sixtieth meeting of the SGSA Board, including matters arising and action log SGSA22(48)

- 2.1 The Board agreed the minutes of the previous meeting.
- 2.2 Janet Johnson provided an update to the Board on the recent Audit and Risk Committee.



3. Chief Executive's Report SGSA22(49)

3.1 Martyn Henderson provided his update to the Board covering:

- Staff illness within the organisation potentially affecting our resilience
- An update on the ownership situation at Coventry City FC
- The Select Committee inquiry into major sporting events
- Ken Scott's upcoming trip to Qatar to gather evidence in support of our future guidance on major events
- The response to the recent recruitment campaign for new Board members.
- The proposal by Lincoln City, a ground not subject to the all-seater order to trial seats incorporating barriers which can be locked up.
- A summary of the recent Change Board meeting.

3.2 Jennifer Dang-Guay updated the Board on her internship and her report on Football Fan Behaviour Data.

4. Head of Inspector's report SGSA22(51)

4.1 Ken Scott introduced the latest version of his dashboard report.

4.2 The report identifies the progress that has been made over the last eighteen months to reduce the risk of Persistent Standing but there is still work to be done.

5. Regulatory Matters: Update SGSA22(52)

5.1 Paul McCormack presented the paper on proposals to refresh the enforcement approach and amending licence conditions.

6. Licence Fee Reform SGSA22(53)

6.1 Chris Tidswell from CIPFA presented on the work done so far to identify the cost of SGSA regulation.

7. People Survey SGSA22(50)

7.1 Martyn Henderson provided an overview of the results of the recent people survey.

8. Equality, Diversity and Inclusion SGSA22(54)

8.1 Andrea Jones updated the Board on work being undertaken in respect of EDI.

9. Spectator Injury Data 2021/22 SGSA22(56), Finance Update SGSA22(55), Corporate Risk Register SGSA22(57)

9.1 The Board noted all three papers.



10. Any other business

10.1 There were no other items of business.

Gavin Jenkins
November 2022