

# **SPORTS GROUNDS SAFETY AUTHORITY**

**Annual Report and Accounts 2014/2015**

**Presented to Parliament pursuant to paragraph 24  
of Schedule 1 of the Sports Grounds Safety  
Authority Act 2011**

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# Chairman's Foreword



I am very pleased to introduce the Annual Report of the Sports Grounds Safety Authority (SGSA) for 2014/15 although the results set out below were actually achieved by the hard work of Paul Darling, my predecessor as Chairman and his Board, and by a committed and dedicated staff led by Chief Executive, Ruth Shaw.

Ruth has since left the SGSA to resume her civil service career with the Foreign and Commonwealth Office and so the operational commentary in this Report has been provided by Rick Riding our Interim Chief Executive, and member of the SGSA Inspectorate. Ruth's successor, Karen Eyre-White, took up the role of Chief Executive on 29 June, on secondment from the Home Office, I look forward to working with Karen in the coming months.

Paul and Ruth have passed on the SGSA in excellent shape and I am very proud to have been given the opportunity to lead it through its next phase. My task will be made easier because one of the changes in the past year has been the Statement from Government that the SGSA is to be retained as a public body in its own right and not have its functions moved to another body. This will enable the organisation to plan with greater confidence. We are already working on our strategy for the next five years, including an ambitious, measurable plan of activity and look forward to sharing this with our stakeholders once it is completed.

I am myself undertaking an intensive listening exercise with stakeholders and staff, which will feed into the formulation of our strategy and help us develop a robust plan. Even in these early stages of my appointment I have been impressed with the respect the organisation commands, the breadth of work it achieves and the excellent value for money it provides. As to the importance of the SGSA's mission, in this year of the Hillsborough Inquests and the 30th anniversary of the Bradford fire, we have sober reminders of the critical nature of the work of the SGSA, itself a crucial legacy of the terrible events of April 1989. We must continue to ensure that our key statutory duty to secure the safety of football spectators remains at the heart of everything we do.

We need to consider how best we can work with other sports in the UK, as we are already doing positively with the England and Wales Cricket Board (ECB) in cricket. Given a complement of just sixteen people and a very limited budget, our ambitions have to be realistic and we must guard against overstretching our resources to the detriment of our key functions. We will need to address the ever present issue of funding and how and when to begin the process of producing the next edition of the *Green Guide*, the document that underpins and sets the bar for sports grounds safety around the world.

The importance of our work requires continued and developing support from our key stakeholders, be that from football's governing bodies, local government, the emergency services, fans, those in the stadium and spectator safety industries, or those in other sports and countries. With a new Chair and Chief Executive in post our relationships with these individuals and organisations will inevitably be refreshed and dynamic new alliances may be formed. With them, we face a challenging agenda but it is one which I, along with the whole organisation, am relishing.

**Alan Coppin**  
**Chair**  
**Sports Grounds Safety Authority**

# Chief Executive's Introduction



Since the passage of the Sports Grounds Safety Authority Act 2011, the SGSA has undergone considerable transformation, strengthening its status and profile, guided by the drive, determination and commitment of the former Chief Executive Ruth Shaw. Fundamental changes are taking place at the SGSA with a recently appointed new Chairman and a new Chief Executive. The role of the SGSA is spreading wider as resources shrink and the pressure to deliver increases. In the midst of all of this change the SGSA has continued to deliver a high calibre service. With the announcement in October 2014 that the Government would retain the Authority as an independent arms length body, the uncertainty of the last few years was finally removed, we were able to begin to plan for the future. The Government's decision recognises the vital work the SGSA undertakes in helping to deliver safety at sports grounds domestically and around the world.

As a public body we must continually ask ourselves are we fit for purpose. I am clear that the SGSA is, that we provide excellent value for money and that we maintain excellent working relations with all of our key stakeholders, who are central to everything we do. Many of these stakeholders including local authority Safety Advisory Group Chairs, representatives from football's governing bodies, members of the Football, Rugby and Cricket Safety Officers Associations, the Football Supporters' Federation (FSF), Level Playing Field (LPF), the UK Football Policing Unit (UKFPU), ECB and the spectator safety industry, joined us in March for the inaugural SGSA "Safer Together" Conference at the Oval.

In total over 140 safety professionals came together to share good practice and discuss the importance of taking a multi-agency approach to spectator safety. The event was a huge success and illustrated the level of expertise and commitment of the people out there working to keep spectators safe. Judging from the positive feedback we received, there is an appetite for further SGSA conferences in the future and attendees relished the opportunity to share experiences and discuss issues with fellow professionals.

Internationally the SGSA's work to develop European Standards and to support and advise the Council of Europe, the Fédération Internationale de Football Association (FIFA), and the Union of European Football Associations (UEFA) continued during 2014/15. The value placed on the SGSA's knowledge and experience at home and abroad should not be underestimated.

Sadly, last year saw the death of Jo Vanhecke, Chairman of the Standing Committee of the European Convention on Spectator Violence. Jo was a highly regarded professional and his contribution to the Committee was immense. He was a great friend of the SGSA and he will be greatly missed by everyone who knew him.

The SGSA is a world leader, uniquely placed to influence sports grounds safety at home and abroad. We are entering an exciting new phase of our development and we look forward to working with you all and building on what we have achieved together to date.

**Rick Riding**  
**Interim Chief Executive**  
**Sports Grounds Safety Authority**

# Strategic Report

## Our role

The Sports Grounds Safety Authority is a world leader in spectator safety. We have played a fundamental role in keeping spectators safe over the past 20 years, from our beginning as the Football Licensing Authority in 1990, to the expansion of our role in 2011 allowing us to advise other sports and other countries.

We are funded by the UK Government to carry out three main functions:

- Issuing annual licences to the 92 football grounds in the English Premier League and Football League, and to Wembley and the Millennium Stadium, to enforce the UK Government's policy on all seater stadia for football.
- Supervising local authorities in relation to Safety of Sports Grounds legislation and safety certification.
- Providing general advice and guidance on spectator safety.

We work with a wide range of bodies to keep spectators safe and we have established strong relationships with clubs and venues, local government, industry and strategic partners such as the football authorities and central Government.

## Review of performance

In consultation with the Department for Culture, Media and Sport (DCMS) we have identified five strategic goals for the organisation, and a number of operational priorities and actions we would take to deliver against objectives. This report sets out how we have performed and what we have achieved over the past year in three main areas of work: football activity; other sports activity; and, international activity.

## Strategic goals

Our five strategic goals reflect our stated purpose and mission. The goals and a review of our activities and of progress in relation to each of our three main areas of work are set out below:

- **Regulation:** To operate as an effective light-touch regulator, and to help create the conditions for effective safety management in football grounds in England and Wales. To provide appropriate oversight, support and guidance to local authorities and football grounds, in keeping with our duties under the Football Spectators Act 1989.
- **Education:** To provide advice and guidance to help ensure an effective safety culture in sports grounds across the UK and the world. To share good practice and to work with a wide range of partners with an interest in safety for spectators at sports grounds. To continue to learn and develop as an organisation.
- **Innovation:** To innovate and champion continuous improvement in sports grounds safety. To be the 'thought leaders' for integrated safety management (including, for example, local government Safety Advisory Groups, national and international organisations etc).

## Stewards being briefed before a match at Lancashire County Cricket Club



- **Delivery:** To deliver an excellent service for customers and good value for money. We will prioritise according to need and impact, and make the best use of available resources.
- **Promotion:** To promote spectator safety and accessible stadia. To enhance the reputation of UK Plc through our international advice and advocacy work.

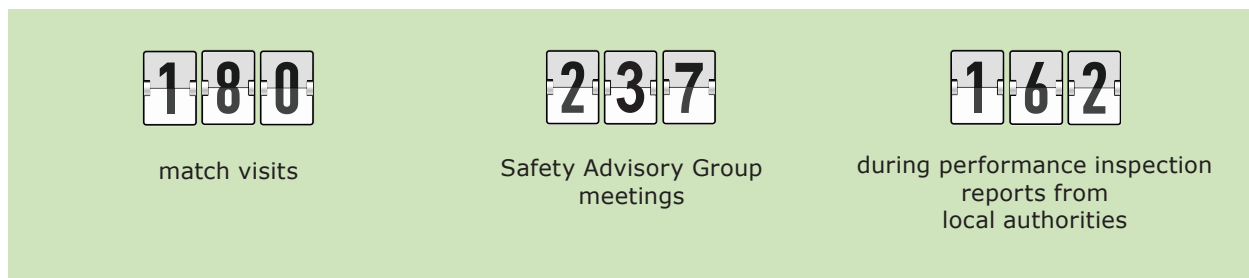
A full account of our approach to and policies for the management of risk are covered in the Governance Statement.

## Football activity

For the top four leagues of English professional football and Wembley and the Millennium Stadium, we operate a licensing scheme to regulate spectator viewing accommodation. We also regulate local authorities in their duty to operate a safety certification scheme at specified sports grounds.

Much of this work is undertaken directly by our team of Inspectors through discussions with local authorities, clubs and other interested parties, and visits to football grounds on match/event days and non-match/event days. Inspectors advise and assist clubs and local authorities on a wide range of ground and spectator safety issues, and they monitor how local authorities are discharging their safety certification responsibilities. In 2014/15 this work included:

- Undertaking 180 match day visits (compared with 215 in 2013-14) and attending 237 Safety Advisory Group meetings (compared with 266 in 2013-14). We received 162 during performance inspection reports from the local authorities we monitor (compared with 181 in 2013-14).



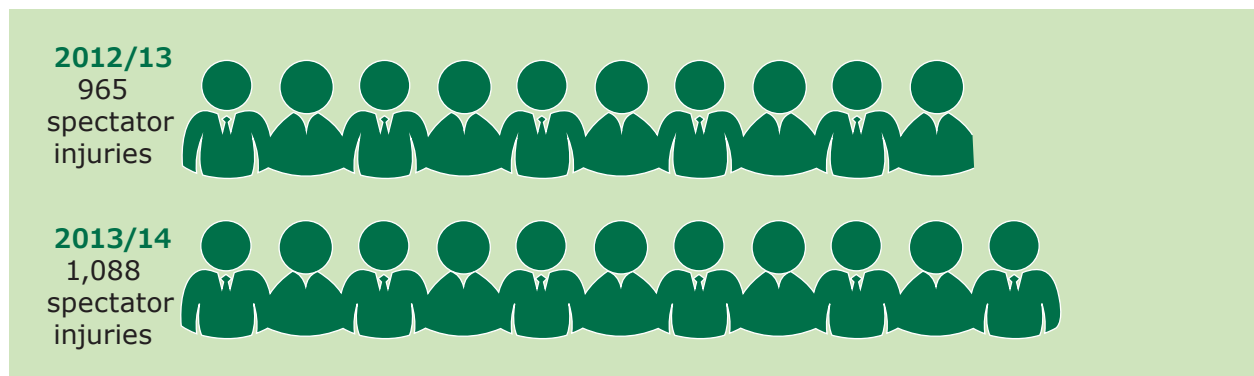
- We have continued to deliver the Government policy on spectator accommodation through our licensing scheme. We considered licence applications from all twenty Premier League clubs and all seventy two Football League clubs, plus Wembley and the Millennium Stadium. Licences for the 2014/15 season were issued to all grounds by the deadline of 31st July 2014.



- By 31 March 2015, there were 73 all-seated Premiership, Football League and international football grounds.



- We continue to collate and publish annual injury statistics, which showed that the number of reported spectator injuries for the 2013/14 season was 1,088, a 13% increase from the 965 reported in 2012/13. The reported overall injury ratio per spectator was one injury per 31,300 spectators.



- We continued to encourage a move to risk based safety certification, which places the responsibility for determining how to provide for spectator safety with ground management rather than being prescribed by local authorities. By 31 March 2015, 23 clubs had moved to this approach, and a further 20 planned to do so by 2016.
- We worked with Level Playing Field to raise awareness of the legal requirement to provide accessible spectator accommodation at football grounds. We undertook a review of the guidance document *Accessible Stadia* and will publish supplementary guidance later in 2015.

## Action at Rotherham United FC's New York Stadium



## Other sports activity

We are able to offer advice and guidance in respect of spectator safety at any sports ground. This allows us to share good practice with, and observe and learn from, other sports, whether at a local or national level. Below is a selection of some of the activity we have undertaken outside of football in 2014/15.

### Cricket

In the summer of 2014 we continued our work with the ECB, identifying and encouraging safety management good practice at first class county cricket grounds. During the season we visited thirteen grounds, observing safety management at six major and seven domestic games. Our feedback was presented to all participating grounds and discussed with the ECB and Cricket Safety Officers. In May 2015, agreement was reached with the ECB for us to build on this work with a further round of visits and associated work scheduled for the 2015 season. We will again attend a mixture of high profile international and domestic fixtures, presenting a series of reports to local ground management and the ECB.

### Training and presentations

We were invited to present at a number of 'Policing at Major Sporting Events' courses around England, providing a safety management perspective to Police Officers who would have responsibility for policing at sporting events. SGSA Inspectors also spoke at a number of Public Safety at Sports Grounds and Events courses run by the Emergency Planning College, attended by local authority officers with responsibility for sports grounds in their area.

In the summer of 2014 we held a stadium and spectator safety industry event at the SGSA, discussing a number of important topical issues with a group of industry experts. Around forty organisations were represented, resulting in wide ranging discussions and a great exchange of experience and ideas.

SGSA staff were also represented and/or gave presentations at a number of industry gatherings including the meetings of football, cricket, rugby union and rugby league Safety Officers, the UK Venue Managers Association conference and various local government, academic and emergency service training events. These included events in Scotland and Northern Ireland.

### Multi Agency work with the Police

During the year we were again active participants within the UKFPU Multi Agency Group and participated in the development of the UKFPU Multi Agency Action Plan, aimed at dealing with football violence and emerging trends. This work included tackling the use of pyrotechnics and the unlawful use of drones.

### Newsletter

Our monthly email newsletter continues to provide useful practical advice and guidance on a wide variety of topics as well as keeping our readers up to date with recent SGSA activity. Through the newsletter we reach a wide variety of readers, including many representatives from sports other than football and outside of the UK.

## International activity

Outside of our domestic regulatory and advisory functions, we are able to provide advice and guidance on spectator safety at sports grounds overseas, on matters such as physical infrastructure and safety management. In order to help establish and maintain effective safety cultures internationally we play an active role in European and wider international programmes and initiatives. 2014/15 was a busy year with a wide range of international activity, including:

**Australia** – In August and December 2014, the SGSA were invited to provide peer review advice for the design and construction of a new 80,000 capacity stadium in Perth, Western Australia. This involved providing expert advice on *Green Guide* compliance, construction standards, fire engineering and crowd modelling. This work will continue in 2015.



### Rick Riding, Derek Wilson and John Dix of Dix Consulting with a model of the New Perth Stadium

**Greece** – In January 2015 the SGSA presented to a group of Greek football club Safety Officers as part of a football crowd safety and security seminar held in Athens. The trip included a match visit to the Apostolos Nikolaidis stadium, home to Panathinaikos FC, and meetings with senior officials from the Greek Ministry for Sport.

**Ireland** – The SGSA was invited to attend the Gaelic Athletic Association (GAA) Health and Safety Conference in May 2014, held at Croke Park, Dublin. This was a national event for the members of the County Associations and Provincial Councils. The SGSA provided input to the conference and spoke on Integrated Safety Management and ran a seminar on event day contingency planning.

In September the SGSA was invited to attend the All Ireland Gaelic Football Final, Kerry v Donegal, specifically to observe crowd movement and management around the ground, as well as the wider safety management operation.

**Northern Ireland** – Two SGSA inspectors delivered a training session on Safety Advisory Groups at the request of Lisburn City Council. The session was attended by officers of the authority and key stakeholders in local Safety Advisory Groups.

**Qatar** – The SGSA was one of a number of UK based organisations that travelled to Doha with UK Trade and Investment (UKTI) as part of a trade mission to explore opportunities for UK businesses leading up to the World Cup in 2022, highlighting the key information contained within the *Green Guide* and *Safety Management* and the expertise and experience of UK companies in key areas such as steward training, security, ticketing, design and overlay.

**Uruguay** – In March 2015 two SGSA Inspectors visited Montevideo to meet with representatives of the Association of Uruguayan Football (AUF), leading football clubs and the Minister of Sport. They spoke at a Security and Safety in Sports Events conference about the UK's journey over the past 25 years in improving ground design and spectator facilities to an audience including representatives from the Uruguayan Government, AUF, clubs, local authorities and media.

**USA** – The SGSA was invited to attend the Major League Soccer (MLS) final in Los Angeles in December 2014, held at the Stub Hub Ground, between LA Galaxy and New England Revolution, to advise on crowd safety and to gain an understanding of specific US soccer issues, prior to speaking at the MLS 2015 Safety and Security conference in San Francisco in January 2015, again at the invitation of the MLS.

**Comité Européen de Normalisation (CEN – European Standards body)** – CEN is made up of representatives from European national standards bodies, including the British Standards Institution (BSI). An SGSA Inspector represents the BSI on CEN, and this year attended meetings in Oslo, Berlin and Paris, contributing to consideration of European Standards, most notably the various Parts of BS EN 13200 – Spectator Facilities.

**Council of Europe (CoE)** – the former Chief Executive and Inspectors attended Council of Europe meetings in Strasbourg and London to review and develop safety standards, and contributed to consultative visits to Georgia and Slovakia. In Georgia the visit included both event and non-event day stadium and arena visits, resulting in the production of a report for the host country, including recommendations on good practice and areas for improvement. In Slovakia the SGSA contributed to advice to Government officials and representatives of the Slovakian FA and commented on recent changes to Slovakian legislation aimed at helping manage poor spectator behaviour at football matches.

**Translation of "Safety Management"** – During 2014/15 the SGSA's guidance document *Safety Management* was translated into Arabic, adding to the editions available in Latin American Spanish, Russian and Brazilian Portuguese, offering more safety practitioners around the world greater access to this key document. Copies of all of our guidance documents can be obtained via our website, by post or phone.

Work continued on the production of *Alternative Uses of Sports Grounds*, a new SGSA guidance document which aims to assist everyone involved in the use of sports stadia for activities other than those for which they were originally built, such as pop concerts or other sporting events. *Alternative Uses* will be published later in 2015.



## A panel discussion at the SGSA's "Safer Together" Conference, March 2015

### SGSA "Safe Together" conference

The first ever Sports Grounds Safety Authority national conference was held at the Kia Oval cricket ground in March 2015, aimed at highlighting the benefits of taking a partnership approach to ensure spectators have a safe and enjoyable experience at sports grounds.

Over 140 professionals responsible for spectator safety at sports grounds came together to share good practice and discuss the importance of taking a multi-agency approach to spectator safety. Representatives from clubs, sports, local government, industry and fans shared their experiences of working together for the benefit of spectators.

The conference opened with a panel representing England 2015, Newham Council, Cardiff City FC, Wembley Stadium and Football Supporters Europe who shared their experiences, challenges and successes in taking a partnership approach to safety. A series of breakout sessions provided opportunities for delegates to discuss topics in more depth and included a case study from the ECB, a panel discussion with Safety Officers from rugby league and union, football and cricket and a session on crowd behaviour. A pyrotechnic display gave attendees a chance to see, hear and feel the real impact of explosions, flares and smoke bombs in a ground.

## Financial overview

The accounts have been prepared in accordance with the Accounts Direction given by the Secretary of State for Culture, Media and Sport under the Sports Grounds Safety Authority Act 2011. We continued to operate within a prudent financial framework. Net expenditure for the year amounted to £1,064,838 (£1,073,545 in 2013/14) against an expenditure limit set by DCMS of £1,093,000. The Statement of Financial Position at 31 March 2015 shows net assets of £347,844 (£234,682 in 2013/14). This increase in assets was due to the purchase of new IT equipment. We generated £67,800 of income through activity relating to non-statutory functions. Full details of our expenditure, receipts, assets and liabilities are contained in the Accounts.

A new Management Agreement was finalised with DMCS and signed off in March 2015.

## Staffing

The SGSA Chief Executive and staff positions are covered under the provisions of the Principal Civil Service Pension Scheme, details of the scheme and how we treat pension liabilities is provided in Notes 1c and 2 of the Notes to the Accounts.

Under the Race Relations (Amendment) Act 2000 we are required to have due regard to the need to eliminate unlawful discrimination and to provide equality of opportunity and good relations between persons of different racial groups. We must also monitor, by reference to the racial groups to which they belong, the numbers of staff in post and applicants for employment, training and promotion from each such group. In 2014-15 there were 24 applicants for one post that was advertised nationally. The figures are as follows:

	Total	White	Mixed <sup>1</sup>	Asian	Black
Staff in post	17 <sup>2</sup>	16	1	0	0
Applicants for employment	24	24	0	0	0
Applicants for training <sup>3</sup>	3	3	0	0	0

<sup>1</sup> Mixed = White and Black African

<sup>2</sup> At 31 March 2015

<sup>3</sup> This reflects individual requests for additional training over and above that provided for all employees

The SGSA is committed to equality and valuing diversity within its workforce. Our goal is to ensure that these commitments, reinforced by our values, are embedded in our day-to-day working practices with all our customers, colleagues and partners. We will provide equality of opportunity and will not tolerate discrimination on grounds of gender, gender identity, marital status, sexual orientation, race, colour, nationality, religion, age, disability, HIV positivity, working pattern, caring responsibilities, trade union activity or political beliefs – or any other grounds.

At 31 March 2015, we employed four females and twelve males and seconded one female. The average number of day's sickness for staff in the SGSA in the financial year was 3.5, compared with 11.2 in the previous year.

## Environmental issues

We are committed to improving our environmental performance. During the year waste paper, plastics, cardboard and other materials were recycled under the processes operated by the Department for Business, Innovation and Skills at Fleetbank House. Individual environmental performance indicators for the SGSA are therefore not available. As the SGSA occupies less than 1,000m<sup>2</sup> and has less than 250 staff we fall within the exemption criteria of the Greening Government Commitment and are not required to produce a sustainability report.

The SGSA is a small organisation with no direct contact with the local community or public and as a result has no social or community issues to note.

**Rick Riding**  
**Interim Chief Executive**  
22 June 2015



# Directors' Report

The SGSA Board Members during 2014/15 were:

**Paul Darling QC** *Chairman*  
**Brendon Batson OBE**  
**Dr Pauleen Lane CBE**  
**Peter Rowley**  
**Ronald Wilkie LVO SBStJ MBA FBIFM**  
**Derek Wilson**

At 31 March 2015 our executive staff were:

**Ruth Shaw** *Chief Executive and Accounting Officer*  
**Caroline Hale** *Head of Media, Marketing and Communications*  
**Guy Longhorn** *Finance and Office Manager*  
**Richard Hebbard** *Development Director*  
**Nikki Rutherford** *Licensing, safety casework and information*  
**Jason Clotworthy** *ICT Manager*  
**Stephen Podd** *Deputy Finance and Office Manager and administrative support*

At 31 March 2015 our Inspectors were:

**Lou Elliston MA**  
**Geoff Galilee CMIOSH**  
**Martin Girvan BSc MILAM**  
**John Perkins**  
**Rick Riding MRICS MIFireE MBEEng MBA**  
**Keith Sears**  
**Ken Scott FRICS**  
**Ian Smith MRICS DMS MCIM**  
**Sue Storey Dip.EP, MEPS**

They were assisted by **Mark Smith** *Support Officer*

## Developments since 1 April 2015

The appointment of our Chair, Paul Darling, came to an end on 31 March 2015. The Secretary of State for the Department for Culture, Media and Sport appointed Alan Coppin as the new Chair of the SGSA for three years from 1 April 2015.

Mr Ronnie Wilkie stood down from his role as a Board Member in May 2015.

Former SGSA Chief Executive Ruth Shaw's secondment to the SGSA ended on 30 April 2015. Rick Riding was appointed Interim Chief Executive from 1 May until the new Chief Executive, Karen Eyre-White, took up post on 29 June 2015.

In May 2015 we agreed to renew our partnership with the England and Wales Cricket Board to review and raise standards of safety and security at First Class County (FCC) cricket venues.

## Prompt payment

We support the principles of the Prompt Payment Code. In every case during the past year we have paid in full within the previously-agreed period, subject only to satisfactory performance by the supplier and the timely presentation of an accurate invoice. The SGSA dealt with 100% of such invoices within 30 days (2013/14 100%).

## Data loss disclosure

The Sports Grounds Safety Authority has suffered no protected personal data incident during 2014/15 or prior years and has not reported any such incident to the Information Commissioner's Office.

## Corporate Governance

The accounts have been prepared in the form directed by the Secretary of State for Culture, Media and Sport, with the approval of the Treasury, in accordance with paragraph 22 of Schedule 1 to the Sports Grounds Safety Authority Act 2011. The SGSA can supply a copy of the accounts direction on request. The accounts were approved by DCMS Ministers.

The Comptroller and Auditor General is the appointed auditor of the SGSA. The Annual Report and Accounts are laid before Parliament by the Secretary of State in accordance with paragraph 24(b) of Schedule 1 to the Sports Grounds Safety Authority Act 2011.

As Accounting Officer, as far as I am aware, there is no relevant audit information of which our auditors are unaware. I have taken all reasonable steps as Accounting Officer to make myself aware of any relevant audit information and to establish that our auditors are aware of that information.

No non audit work was undertaken by our auditors.

## Tax Assurance

The SGSA has no off payroll appointments.

## Monitoring Spending on Consultancy and Temporary Staff

The SGSA has incurred no expenditure on consultancy services or temporary staff.

## Issue covered in the Strategic Report

Our key performance indicators, business activities and a financial overview have been included in the Strategic Report, together with details of our staffing, equality, community and environmental issues.

**Rick Riding**  
**Interim Chief Executive**  
22 June 2015

# Remuneration Report

## Statement of policy on the remuneration of senior members

For the purposes of the Remuneration Report, the senior managers of the Sports Grounds Safety Authority are the Chairman, Board Members and the Chief Executive. All the figures below have been audited by the National Audit Office.

### Chairman

The Chairman's salary of £18,130 (FTE £90,650, unchanged from 2013-14) for the year is based on a commitment of 1 day a week, any increases are informed by the recommendations of the Senior Salaries Review Body. During 2014-15 the Chairman attended all seven Board meetings and two Audit and Risk Committee meetings and represented the SGSA at a number of other meetings and events.

The Chairman receives normal travel and subsistence expenses as required but does not receive any benefit in kind. The post does not carry any entitlement to pension.

### Board Members

Board Members are appointed by the Secretary of State for terms of no more than 3 years, and, in line with the Commissioner for Public Appointments' 2012 Code, no individual may serve in any one post for more than ten years. In 2014-15 Members were paid a daily fee of £265 for attending SGSA meetings (unchanged from 2013-14) and other events at which they represented the Authority. The fee is authorised by DCMS and any increases are informed by the recommendations of the Senior Salaries Review Body.

Board Members receive travel and subsistence payments where appropriate but do not receive any benefit in kind. In 2014-15 Board Members' travel and subsistence totalled £4,146 (£2,127 in 2013-14). Board Members do not have any entitlement to a pension.

The following sections have been subject to audit. Details of the daily fees paid to Board Members are as follows:

	2014-15	2013-14
Board Member	£	£
Mr B Batson	2,385	1,060
Dr P Lane	1,987	927
Mr P Rowley	1,987	1,060
Mr R Wilkie	1,590	1,060
Mr D Wilson	3,445	1,856

## Chief Executive

The former Chief Executive Ruth Shaw was a senior civil servant originally seconded to the SGSA from DCMS for three years from November 2010. In November 2013 this was extended to 30 April 2015. She received a salary recommended by the Chair of the SGSA. Any pay award and bonus were based on agreed performance indicators. The former Chief Executive did not receive any benefit in kind.

The former Chief Executive, as a senior civil servant, was eligible for a pension provided by the Principal Civil Service Pension Scheme. The scheme is an unfunded multi-employer benefit scheme. Employers' contributions are assessed by the Scheme Actuary and are based on a percentage of pensionable pay, according to pay bands. Full details of the former Chief Executives' pay and pension costs are as follows:

	Ruth Shaw SGSA Chief Executive	
	2014-15	2013-14
<b>Salary Details</b>	<b>£ (k)</b>	<b>£ (k)</b>
Salary	75-80	75-80
Performance Bonus	5-10*	5-10**
<b>Total Pay</b>	<b>85-90</b>	<b>85-90</b>
Full year salary equivalent	75-80	75-80
<b>Pension Details</b>	<b>£ (k)</b>	<b>£ (k)</b>
Real increase in pension at 60	0-2.5	0-2.5
Real increase in pension lump sum at 60	5.0-7.5	2.5-5.0
Pension at 31 March 2015	15-20	10-15
Lump sum at 31 March 2015	45-50	35-40
Cash equivalent transfer value at 31 March 2014	156	131
Cash equivalent transfer value at 31 March 2015	191	156
Real increase in cash equivalent transfer value	23	17

\*Bonus paid in 2014/15 based on 2013/14 performance.

\*\*Bonus paid in 2013/14 based on 2012/13 performance.

## Salary

Total remuneration includes salary and non-consolidated performance-related pay. It does not include employer pension contributions and the cash equivalent transfer value of pensions. The SGSA did not offer any benefits in kind or pay any severance payments to senior managers in the year.

## Cash Equivalent Transfer Values

A Cash Equivalent Transfer Value (CETV) is the actuarially assessed capitalised value of the pension scheme benefits accrued by a member at a particular point in time. The benefits valued are the member's accrued benefits and any contingent spouse's pension payable from the scheme. A CETV is a payment made by a pension scheme or arrangement to secure pension benefits in another pension scheme or arrangement when the member leaves a scheme and chooses to transfer the benefits accrued in their former scheme. The pension figures shown relate to the benefits that the individual has accrued as a

consequence of their total membership of the pension scheme, not just their service in a senior capacity to which disclosure applies.

The figures include the value of any pension benefit in another scheme or arrangement which the member has transferred to the Civil Service pension arrangements. They also include any additional pension benefit accrued to the member as a result of their buying additional pension benefits at their own cost. CETVs are worked out in accordance with The Occupational Pension Schemes (Transfer Values) (Amendment) Regulations 2008 and do not take account of any actual or potential reduction to benefits resulting from Lifetime Allowance Tax which may be due when pension benefits are taken.

### **Real increase in CETV**

This reflects the increase in CETV that is funded by the employer. It does not include the increase in accrued pension due to inflation, contributions paid by the employee (including the value of any benefits transferred from another pension scheme or arrangement) and uses common market valuation factors for the start and end of the period.

### **Highest paid – Median pay ratio**

We are required to disclose the relationship between the remuneration of the highest-paid director in their organisation and the median remuneration of the organisation's workforce.

During the period the banded remuneration of the highest-paid director in the SGSA in the financial year 2014-15 was £85-90k (£85-£90k in 2013-14). This was 1.9 times the median remuneration of the workforce which was £45.8k (1.9 times the median remuneration of £44.7k in 2013-14).

In 2014-15, no other SGSA employees received remuneration in excess of the highest-paid director (2013-14, also none). Remuneration in the organisation, not including the highest paid director, ranged from £20-25k to £50-55k (£20-25k to £45-50k in 2013-14). Total remuneration includes salary and non-consolidated performance related pay. It does not include employer pension contributions and the cash equivalent transfer value of pensions.

**Rick Riding**  
**Interim Chief Executive**  
22 June 2015

## Fans at Rotherham United FC's New York Stadium



# Statement of responsibilities

## Statement of responsibilities of the Sports Grounds Safety Authority and its Chief Executive with respect to the accounts

Under section 22 of schedule 1 to the Sports Grounds Safety Authority Act 2011, the Secretary of State for Culture, Media and Sport, with the consent of HM Treasury has directed the Sports Grounds Safety Authority (SGSA) to prepare for each financial year a statement of accounts in the form and on the basis set out in the Accounts Direction.

The accounts are prepared on an accruals basis and must give a true and fair view of the state of affairs of the SGSA and of its income and expenditure, changes in taxpayers' equity and cash flows for the financial year.

In preparing the accounts, the Accounting Officer is required to comply with the requirements of the Government Financial Reporting Manual and in particular to: observe the Accounts Direction issued by the Secretary of State for Culture, Media and Sport, including the relevant accounting and disclosure requirements, and apply suitable accounting policies on a consistent basis; make judgements and estimates on a reasonable basis; state whether applicable accounting standards as set out in the Government Financial Reporting Manual have been followed, and disclose and explain any material departures in the annual accounts; and prepare the annual accounts on a going concern basis.

The Accounting Officer of the Department for Culture, Media and Sport has designated the interim Chief Executive as Accounting Officer of the SGSA. The responsibilities of an Accounting Officer, including responsibility for the propriety and regularity of the public finances for which the Accounting Officer is answerable, for keeping proper records and for safeguarding SGSA assets, are set out in Managing Public Money published by HM Treasury.

**Rick Riding**  
**Interim Chief Executive**  
22 June 2015

# Governance Statement

## Compliance with the Corporate Governance Code

A review of compliance with the Government's Corporate Governance Code of good practice 2011 (the Code) concluded that the Authority has complied with the areas applicable to the SGSA as a Non-Departmental Public Body (NDPB).

## Governance Framework

The Accounting Officer of the SGSA is accountable to the Secretary of State for the Department for Culture, Media and Sport and the Permanent Secretary of DCMS, as its Accounting Officer, in his responsibility for maintaining sound systems of governance, risk management and internal control. These systems support the achievement of SGSA policies and strategic objectives, while safeguarding the public funds and assets for which he is personally responsible, in accordance with the responsibilities assigned to him in the Treasury guidance "Managing Public Money". He is also responsible for using the public funds and assets assigned to the SGSA economically, efficiently and effectively.

The SGSA Board comprises the Chair and four Members appointed by the Secretary of State for Culture, Media and Sport in accordance with the requirements of the Sports Grounds Safety Authority Act 2011. The Board receives key reports from management including the SGSA management accounts and from the Audit and Risk Committee on risk management, IT security and the Annual Report and Accounts. The SGSA Board has a corporate responsibility for:

- ensuring that the SGSA complies with any statutory and administrative requirements for the use of public funds and does not exceed its statutory powers or delegated authority;
- ensuring that high standards of propriety and corporate governance are observed at all times;
- establishing the overall direction of the SGSA within the policy and resources framework agreed with the Secretary of State; and
- overseeing the delivery of planned results through the monitoring of performance against objectives.

The Board meets regularly, providing leadership and advice on strategic and operational issues and scrutiny and challenge to the Authority's policies and performance. Specifically the Board has considered the future goals of the Authority, its educational and promotional activities and its enhanced remit in relation to sports other than football.

The Board is supported in fulfilling its responsibilities by the SGSA Audit and Risk Committee. The Committee has responsibility for issues of risk, control and governance, reviewing the comprehensiveness of assurances in meeting the Board's and the Accounting Officer's assurance needs and reviewing the reliability and integrity of these assurances. Both the Board and Audit and Risk Committee are serviced by the SGSA executive which provides the information to be considered. In its light touch review of Effectiveness of the Audit and Risk Committee in 2014, the Committee confirmed it was satisfied with the quality of the data it received and the structure of meetings.



In 2014-15 the Board met on seven occasions, the Audit and Risk Committee on three. Details of Board Member attendance are shown in the table below.

Board Member	Board meetings attended	Audit and Risk Committee meetings attended
Paul Darling	7	2*
Brendon Batson	6	3
Pauleen Lane	6	n/a
Peter Rowley	5	3
Ronnie Wilkie	5	2
Derek Wilson	7	n/a

\* The Chair's attendance at A&R meetings is optional and not expected

The background and registered interests of Board Members are published on our website. Further details about the Board and other corporate governance information are available in the "About Us" section.

The Corporate Governance framework and processes are reviewed annually by our internal auditors, providing independent assurance that they are appropriate for the organisation. The reviews conducted in 2014 found the SGSA's systems "provide significant assurance that there is a generally sound system of internal control, designed to meet the SGSA's objectives, and that controls are generally being applied consistently."

## The Audit and Risk Committee

The Audit and Risk Committee operates in accordance with the principles and good practice described in the HM Treasury Audit Committee Handbook. In 2014-15 there were three members: Peter Rowley (the Chair), Brendon Batson and Ronnie Wilkie, all of whom were Members of the SGSA's Board. Mr Wilkie stood down from the SGSA Board in May 2015. The Committee meets three times a year, all meetings are attended by the Chief Executive and Finance Manager and twice a year by representatives of the internal and external auditors. The Committee reports on its work to the full Board. In 2014-15 the Committee considered a range of issues including the SGSA Risk Register, business continuity, audit charges and the reviews provided by the internal auditors, as well as regular financial management issues and the Annual Report and Accounts. The Terms of Reference of the Audit and Risk Committee are available to the public on demand.

Following the full review of the Committee's effectiveness in May 2013, Mr Rowley conducted a light touch review in February 2014 and Members confirmed they were content with the current Committee structure and procedures. The review planned for 2014-15 was delayed to allow the participation in the process of the incoming Chair.

The Committee provides the Board with reports on governance, internal control and risk management issues. The Committee's opinion for 2014/15 is as follows:

## SGSA Audit and Risk Committee opinion to the Board 2014/15

Having taken account of:

- its work throughout the year;
- assurances received through the Committee's discussions with the Chief Executive and SGSA staff on risk management;
- the formal opinions of the internal auditors (who identified no significant issues of internal control in 2014-15) on the effectiveness of the SGSA's framework for corporate governance, business continuity and financial systems; and
- the formal opinion on the accounts and the management report of the external auditors following the audit of the accounts.

It is the opinion of the Audit and Risk Committee that the SGSA's arrangements for its own corporate governance, internal control, risk management and financial systems are sound. The Committee is satisfied that the accounts can be relied upon, that the Accounting Officer is entitled to rely on the assurances he has received from the internal auditor and that the Board can approve the accounts for 2014-15.

In accordance with good practice, the executive inform the Audit and Risk Committee of changes to operating practices, particularly those connected to the recommendations of the Government's Security Policy Framework. In 2014/15, there were no incidents or losses of data that required a report to the Information Commissioner's Office.

### The risk and control framework

As part of its oversight of spectator safety at football grounds that host designated matches, the SGSA is required to manage risks which may have an impact upon the public. In this context it ensures that local authorities issue, monitor, review and enforce safety certificates to a reasonable standard. Its Inspectors undertake visits to grounds both on match days and when they are empty to ensure that responsibility for spectator safety is taken seriously. They also consult with the relevant local authorities as part of their work. The majority of the risks faced by the SGSA are framed within this context. Among the specific risks considered by the Authority during the year were potential safety failures at sports grounds, the pressures resulting from reduced resources and the failure to capitalise on the opportunities resulting from the Authority's expanded role.

The SGSA's management of risk is embedded in policymaking, planning and delivery as follows:

- the risk management policy seeks to balance our desire for less prescription and more risk taking with the constraints imposed by the political, media and legal climate in which we operate, which push us towards a generally risk averse approach. Within this context, the policy seeks to reflect the growing emphasis on risk assessment by those who are directly responsible and our role as adviser and facilitator and not merely as regulator;
- the risk register identifies the risks that might prevent us from achieving strategic priorities and/or the opportunities of which we might take advantage. Our objective must be to bring each risk down to a reasonably acceptable level at which it can be managed or controlled; and

- the SGSA does not hold any confidential personal information other than that relating to staff and applicants for employment. In 2014/15 the SGSA's IT systems, data security and procedures were subject of a follow up review by the internal auditors. The Authority suffered no data losses during 2014/15.

### **Approach to risk management**

As the Accounting Officer I lead a systematic review of risks on a regular basis as part of the SGSA's planning cycle. This examines both the "risks" to the SGSA from its policies and operations and those related to its constitution and internal management. The risk register sets out responsibility within the SGSA for the management of risk, assigning a risk owner within the SGSA and identifying measures yet to be taken to mitigate each one. The register is presented to the Audit and Risk Committee and Board for approval.

### **Review of effectiveness**

As Accounting Officer, I also have responsibility for reviewing the effectiveness of the system of internal control. My review of the effectiveness of the system of internal control is informed by the work of the internal auditors and the SGSA's executive managers who have responsibility for the development and maintenance of the internal control framework, and comments made by the external auditors in their management letters and other reports. I have been advised on the implications of the result of my review of the effectiveness of the system of internal control by the SGSA Board and the Audit and Risk Committee.

For the year 2014-15 the SGSA's internal auditors carried out reviews of key financial controls, corporate governance, business continuity and a follow up on ICT controls and systems. They concluded that the SGSA's system of internal control was sound, provided significant assurance, was designed to meet the SGSA's objectives and that controls were generally being applied consistently.

During the year we have responded to twenty one requests under freedom of information, all of which were responded to within the prescribed time limits.

I have considered the evidence provided with regards to the production of the Annual Governance Statement. The conclusion of the review is that the overall governance and internal control structures have been appropriate for SGSA's business and have worked satisfactorily throughout 2014-15.

**Rick Riding**  
**Interim Chief Executive**  
22 June 2015

## **The Certificate and Report of the Comptroller and Auditor General to the Houses of Parliament**

I certify that I have audited the financial statements of the Sports Grounds Safety Authority for the year ended 31 March 2015 under the Sports Grounds Safety Authority Act 2011. The financial statements comprise: the Statements of Comprehensive Net Expenditure, Financial Position, Cash Flows, Changes in Taxpayers' Equity; and the related notes. These financial statements have been prepared under the accounting policies set out within them. I have also audited the information in the Remuneration Report that is described in that report as having been audited.

### **Respective responsibilities of the Sports Grounds Safety Authority, Accounting Officer and auditor**

As explained more fully in the Statement of Responsibilities, the Sports Grounds Safety Authority and the Accounting Officer are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view. My responsibility is to audit, certify and report on the financial statements in accordance with the Sports Grounds Safety Authority Act 2011. I conducted my audit in accordance with International Standards on Auditing (UK and Ireland). Those standards require me and my staff to comply with the Auditing Practices Board's Ethical Standards for Auditors.

### **Scope of the audit of the financial statements**

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the Sports Grounds Safety Authority's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the Sports Grounds Safety Authority; and the overall presentation of the financial statements. In addition I read all the financial and non-financial information in the Strategic Report and Director's Report sections of the Annual Report to identify material inconsistencies with the audited financial statements and to identify any information that is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by me in the course of performing the audit. If I become aware of any apparent material misstatements or inconsistencies I consider the implications for my certificate.

I am required to obtain evidence sufficient to give reasonable assurance that the expenditure and income recorded in the financial statements have been applied to the purposes intended by Parliament and the financial transactions recorded in the financial statements conform to the authorities which govern them.

### **Opinion on regularity**

In my opinion, in all material respects the expenditure and income recorded in the financial statements have been applied to the purposes intended by Parliament and the financial transactions recorded in the financial statements conform to the authorities which govern them.

## Opinion on financial statements

In my opinion:

- the financial statements give a true and fair view of the state of the Sports Grounds Safety Authority's affairs as at 31 March 2015 and of the net expenditure for the year then ended; and
- the financial statements have been properly prepared in accordance with the Sports Grounds Safety Authority Act 2011 and Secretary of State directions issued thereunder.

## Opinion on other matters

In my opinion:

- the part of the Remuneration Report to be audited has been properly prepared in accordance with Secretary of State directions made under the Sports Grounds Safety Authority Act 2011; and
- the information given in the Strategic Report and Director's Report sections of the Annual Report for the financial year for which the financial statements are prepared is consistent with the financial statements.

## Matters on which I report by exception

I have nothing to report in respect of the following matters which I report to you if, in my opinion:

- adequate accounting records have not been kept or returns adequate for my audit have not been received from branches not visited by my staff; or
- the financial statements and the part of the Remuneration Report to be audited are not in agreement with the accounting records and returns; or
- I have not received all of the information and explanations I require for my audit; or
- the Governance Statement does not reflect compliance with HM Treasury's guidance.

## Report

I have no observations to make on these financial statements.

**Sir Amyas C E Morse**  
**Comptroller and Auditor General**

24 June 2015

National Audit Office  
157-197 Buckingham Palace Road  
Victoria  
London  
SW1W 9SP

## Statement of Comprehensive Net Expenditure For the year ended 31 March 2015

	Note	2014-15	2013-14
		£	£
<b>Expenditure</b>			
Staff costs	2	794,687	778,608
Depreciation and amortisation	5&6	11,392	10,889
Loss on disposal	3	0	0
Other expenditures	3	326,559	313,894
		<b>1,132,638</b>	<b>1,103,391</b>
<b>Income</b>			
Income from activities	4	60,454	27,837
Income from sale of publications	4	7,346	2,009
		<b>67,800</b>	<b>29,846</b>
<b>Net expenditure for the financial year</b>		<b>1,064,838</b>	<b>1,073,545</b>

The notes on pages 32 to 41 form part of these Accounts

## Statement of Financial Position As at 31 March 2015

		2014-15	2013-14
	Note	£	£
<b>Non-current assets</b>			
Property, plant and equipment	5	118,391	37,368
Intangible assets	6	1,907	3,542
<b>Total non-current assets</b>		<b>120,298</b>	<b>40,910</b>
<b>Current assets</b>			
Trade and other receivables	8	44,016	14,048
Cash and equivalents	9	287,016	301,130
<b>Total current assets</b>		<b>331,032</b>	<b>315,078</b>
<b>Current liabilities</b>			
Trade and other payables	10	103,486	121,306
<b>Total current liabilities</b>		<b>103,486</b>	<b>121,306</b>
<b>Assets less liabilities</b>		<b>347,844</b>	<b>234,682</b>
<b>Taxpayers' equity</b>			
General reserve		347,844	234,682

The financial statements on pages 28 and 29 were approved by the Board on 8 June 2015 and were signed on its behalf by:

**Rick Riding**  
**Interim Chief Executive**  
22 June 2015

The notes on pages 32 to 41 form part of these Accounts

## Statement of Cash Flows

### For the year ended 31 March 2015

		2014-15	2013-14
	Note	£	£
<b>Cash flows from operating activities</b>			
Net expenditure		(1,064,838)	(1,073,545)
Adjustments for non cash items	3	11,392	10,889
(Increase)/Decrease in trade and other receivables	8	(29,968)	(2,707)
Increase/(Decrease) in trade payables	10	(17,820)	49,511
<b>Net cash outflow from operating activities</b>		<b>(1,101,234)</b>	<b>(1,015,852)</b>
<b>Cash flows from investing activities</b>			
Purchase of property, plant and equipment and	5	(90,780)	(11,289)
Intangible assets	6	0	0
<b>Net cash outflow from investing activities</b>		<b>(90,780)</b>	<b>(11,289)</b>
<b>Cash flows from financing activities</b>			
Grants from parent Department		1,178,000	1,112,000
<b>Net cash inflow from financing activities</b>		<b>1,178,000</b>	<b>1,112,000</b>
<b>Net financing</b>			
<b>Net increase/(decrease) in cash and cash equivalents in the period</b>		<b>(14,014)</b>	<b>84,859</b>
<b>Cash and cash equivalents at the beginning of the Period</b>		<b>301,030</b>	<b>216,171</b>
<b>Cash and cash equivalents at the end of the Period</b>	9	<b>287,016</b>	<b>301,030</b>

The notes on pages 32 to 41 form part of these Accounts



## Statement of Changes in Taxpayers' Equity For the year ended 31 March 2015

		General Reserve
	Note	£
<b>Balance at 1 April 2013</b>		<b>196,227</b>
<b>Net expenditure for 2013/14</b>		<b>(1,073,545)</b>
Grant in aid		1,112,000
<b>Balance at 31 March 2014</b>		<b>234,682</b>
<b>Net expenditure for 2014/15</b>		<b>(1,064,838)</b>
Grant in aid		1,178,000
<b>Balance at 31 March 2015</b>		<b>347,844</b>

The notes on pages 32 to 41 form part of these Accounts

## Notes to the Accounts

### 1. Statement of accounting policies

These financial statements have been prepared in accordance with the 2014-15 Government Financial Reporting Manual (FRoM) issued by the Treasury. The accounting policies contained in the FRoM apply International Financial Reporting Standards (IFRS) as adapted or interpreted for the public sector context. They are also prepared in accordance with the Sports Grounds Safety Authority Act 2011 and directions issued by the Secretary of State for Culture, Media and Sport. Where the FRoM permits a choice of accounting policy, the accounting policy which is judged to be most appropriate to the particular circumstances of the SGSA for the purposes of giving a true and fair view has been selected. The particular policies adopted by the SGSA are described below. They have been applied consistently in dealing with items that are considered material to the accounts. No statement of other comprehensive expenditure has been prepared as all income and expenditure is reported in the statement of comprehensive net expenditure.

#### 1.a Going concern

The annual accounts have been produced on a going concern basis. The SGSA received a funding settlement covering the financial years 2014-15 to 2015-16 and the Government has confirmed that the SGSA will be retained as a public body in its own right and not have its functions moved to another body. It is therefore appropriate to present the 2014-15 accounts on a going concern basis.

#### 1.b Accounting convention

These accounts have been prepared under the historical cost convention modified to account for the revaluation of property, plant and equipment, intangible assets and inventories.

#### Government Grants

All income and expenditure is accounted for on an accruals basis, net of VAT. The Treasury has judged that grant in aid should be recognised as financing and therefore credited directly to reserves as opposed to income.

#### Revenue Recognition

Revenue represents the fair value of consideration received or receivable for services provided and goods sold. All revenue is recognised on an accruals basis.

#### Property, Plant and Equipment & Intangible assets

Property, plant, equipment and intangible assets above £500 are capitalised. Items of property, plant, equipment and intangible assets are initially recognised at cost. They are subsequently carried at fair value. The Board Members are of the opinion that the depreciated historical cost of property, plant and equipment provides a suitable proxy for fair value given their low value.

#### Depreciation

Depreciation is provided on all plant and equipment so as to write off the cost of each asset in equal instalments over its estimated useful life. Depreciation is applied to new assets pro rata in the year of purchase. The rates used were as follows:

Fixtures and fittings	- 10%
Plant and machinery	- 25%

## Amortisation

Amortisation is provided on intangible assets so as to write off the cost of each asset in equal instalments over its estimated useful life. Amortisation is applied to new assets pro rata in the year of purchase. The rate used was:

Intangible assets – 25%

## Operating Leases

Operating lease rentals are charged to the profit and loss account in the period to which they relate.

## International Financial Reporting Standards issued but not yet effective

The IASB have issued certain standards and interpretations with an effective date after the date of these financial statements. The SGSA has not adopted these standards and interpretations early and their adoption is not expected to have a material impact on the SGSA's reported income or net assets in the period of adoption.

### 1.c Pensions

Past and present employees are covered by the provisions of the Principal Civil Service Pension Scheme. This is an unfunded multi-employer defined benefit scheme. The SGSA's share of net assets and liabilities cannot be separately identified. The SGSA accounts for the pension costs as a defined contribution scheme (see Note 2).

## 2. Staff numbers and related costs

Staff and Board costs comprise:

	2014-15		
	£	£	£
	Permanently Employed Staff	Others (Chair and Board)	Total
Wages, salaries and fees	592,986	29,525	622,511
Social security costs	51,602	1,688	53,290
Other pension costs	118,886	0	118,886
<b>Total costs</b>	<b>763,474</b>	<b>31,213</b>	<b>794,687</b>

	2013-14		
	£	£	£
	Permanently Employed Staff	Others (Chair and Board)	Total
Wages, salaries and fees	588,121	24,093	612,214
Social security costs	50,696	1,440	52,136
Other pension costs	114,258	0	114,258
<b>Total costs</b>	<b>753,075</b>	<b>25,533</b>	<b>778,608</b>

For 2014-15, employer's contributions of £118,886 were payable to the PCSPS (2013-14 £114,258) at one of four rates in the range 16.7% to 24.3% (unchanged from 2009-10) of pensionable pay, based on salary bands. The Scheme's Actuary reviews employer contributions every four years following a full scheme valuation. Employees joining after 1 October 2002 could opt to open a partnership pension account, a stakeholder pension with an employer contribution. No member of staff has taken up this option to date.

Pension benefits are provided through the Civil Service pension arrangements. From 30 July 2007, civil servants may be in one of four defined benefit schemes; either a 'final salary' scheme (**classic**, **premium** or **classic plus**); or a 'whole career' scheme (**nuvos**). These statutory arrangements are unfunded with the cost of benefits met by monies voted by Parliament each year. Pensions payable under **classic**, **premium**, **classic plus** and **nuvos** are increased annually in line with Pensions Increase legislation. Members joining from October 2002 could opt for either the appropriate defined benefit arrangement or a 'money purchase' stakeholder pension with an employer contribution (**partnership** pension account).

Employee contributions are salary related and range between 2.7% to 6.85% of pensionable earnings for **classic** and from 3.5% to 8.85% for **premium**, **classic plus** and **nuvos**. Benefits in **classic** accrue at the rate of 1/80th of final pensionable earnings for each year of service. In addition, a lump sum equivalent to three years' initial pension is payable on retirement. For **premium**, benefits accrue at the rate of 1/60th of final pensionable earnings for each year of service. Unlike **classic**, there is no automatic lump sum. **Classic plus** is essentially a hybrid with benefits for service before 1 October 2002 calculated broadly as per **classic** and benefits for service from October 2002 worked out as in **premium**. In **nuvos** a member builds up a pension based on his pensionable earnings during their period of scheme membership. At the end of the scheme year (31 March) the member's earned pension account is credited with 2.3% of their pensionable earnings in that scheme year and the accrued pension is uprated in line with Pensions Increase legislation. In all cases members may opt to give up (commute) pension for a lump sum up to the limits set by the Finance Act 2004.

The **partnership** pension account is a stakeholder pension arrangement. The employer makes a basic contribution of between 3% and 12.5% (depending on the age of the member) into a stakeholder pension product chosen by the employee from a panel of three providers. The employee does not have to contribute, but where they do make contributions, the employer will match these up to a limit of 3% of pensionable salary (in addition to the employer's basic contribution). Employers also contribute a further 0.8% of pensionable salary to cover the cost of centrally-provided risk benefit cover (death in service and ill health retirement).

The accrued pension quoted is the pension the member is entitled to receive when they reach pension age, or immediately on ceasing to be an active member of the scheme if they are already at or over pension age. Pension age is 60 for members of **classic**, **premium** and **classic plus** and 65 for members of **nuvos**.

Further details about the Civil Service pension arrangements can be found at the website <http://www.civilservice.gov.uk/pensions>

### Average number of persons employed

The average number of whole-time equivalent persons employed during the year was as follows.

2014-15	Permanent Staff	Total
Directly employed	12.2	12.2
Seconded	1.0	1.0

2013-14	Permanent Staff	Total
Directly employed	12.3	12.3
Seconded	1.0	1.0

### 3. Other Expenditure

	2014-15	2013-14
	£	£
<b>Running costs</b>		
Travel and subsistence*	105,521	95,288
Rent and rates	63,723	62,321
Training and recruitment	5,106	10,101
Accommodation, cleaning, heating and lighting	16,682	16,634
External audit fees	11,000	10,400
Internal audit fees	10,146	8,874
Other professional fees	31,141	36,989
Postage and telephone	14,611	14,305
Office supplies, printing and stationery	68,565	58,982
(Profit)/Loss on foreign exchange	64	0
<b>Total other operating payments</b>	<b>326,559</b>	<b>313,894</b>
*includes Board Member travel and subsistence of £4,146 (£2,127 in 2013-14).		
<b>Non-cash items</b>		
Depreciation and amortisation	11,392	10,889
Loss on disposal	0	0
<b>Total</b>	<b>337,951</b>	<b>324,783</b>

#### 4. Income

	2014-15	2013-14
	£	£
Sale of publications	7,346	2,009
International projects	8,800	2,722
Other income	51,654	25,115
<b>Total</b>	<b>67,800</b>	<b>29,846</b>

##### 2014-15 Income by geographical area

	2014-15	2013-14
Area	£	£
UK	59,000	27,124
Other countries	8,800	2,722
<b>Total</b>	<b>67,800</b>	<b>29,846</b>

Income from international projects derives from activities resulting from the expanded remit of the SGSA. This income and that for UK work is charged for on a cost recovery basis.

The SGSA charges for the issue of licences to admit spectators to watch designated football matches. In the year ended 31 March 2015 94 licences were issued to clubs/stadia for a fee of £100 each. In accordance with the SGSA's Financial Memorandum, these fees have been paid into the Consolidated Fund via the Department for Culture, Media and Sport and are therefore not recognised as income in the SGSA's accounts.

## 5. Plant and equipment

2014-15	Plant and Machinery	Furniture and Fittings	Total
	£	£	£
<b>Cost or valuation</b>			
At 1 April 2014	62,269	41,154	103,423
Additions	76,923	13,857	90,780
Disposals	(11,140)	(10,690)	(21,830)
<b>At 31 March 2015</b>	<b>128,052</b>	<b>44,321</b>	<b>172,373</b>
<b>Depreciation</b>			
At 1 April 2014	40,751	25,304	66,055
Charged in year	7,910	1,847	9,757
Disposals	(11,140)	(10,690)	(21,830)
<b>At 31 March 2015</b>	<b>37,521</b>	<b>16,461</b>	<b>53,982</b>
<b>Net book value at 31 March 2014</b>	<b>21,518</b>	<b>15,850</b>	<b>37,368</b>
<b>Net book value at 31 March 2015</b>	<b>90,531</b>	<b>27,860</b>	<b>118,391</b>

All assets are owned by the SGSA.

2013-14	Plant and Machinery	Furniture and Fittings	Total
	£	£	£
<b>Cost or valuation</b>			
At 1 April 2013	50,980	41,154	92,134
Additions	11,289	0	11,289
Disposals	0	0	0
<b>At 31 March 2014</b>	<b>62,269</b>	<b>41,154</b>	<b>103,423</b>
<b>Depreciation</b>			
At 1 April 2013	35,612	21,189	56,801
Charged in year	5,139	4,115	9,254
Disposals	0	0	0
<b>At 31 March 2014</b>	<b>40,751</b>	<b>25,304</b>	<b>66,055</b>
<b>Net book value at 31 March 2013</b>	<b>15,368</b>	<b>19,965</b>	<b>35,333</b>
<b>Net book value at 31 March 2014</b>	<b>21,518</b>	<b>15,850</b>	<b>37,368</b>

## 6. Intangible assets

2014-15	Software licences	Total
	£	£
<b>Cost or valuation</b>		
At 1 April 2014	6,540	6,540
Additions	0	0
Disposals	0	0
<b>At 31 March 2015</b>	<b>6,540</b>	<b>6,540</b>
<b>Amortisation</b>		
At 1 April 2014	2,998	2,998
Charged in year	1,635	1,635
Disposals	0	0
<b>At 31 March 2015</b>	<b>4,633</b>	<b>4,633</b>
<b>Net book value at 31 March 2014</b>	<b>3,542</b>	<b>3,542</b>
<b>Net book value at 31 March 2015</b>	<b>1,907</b>	<b>1,907</b>

2013-14	Software licences	Total
	£	£
<b>Cost or valuation</b>		
At 1 April 2013	6,540	6,540
Additions	0	0
Disposals	0	0
<b>At 31 March 2014</b>	<b>6,540</b>	<b>6,540</b>
<b>Amortisation</b>		
At 1 April 2013	1,363	1,363
Charged in year	1,635	1,635
Disposals	0	0
<b>At 31 March 2014</b>	<b>2,998</b>	<b>2,998</b>
<b>Net book value at 31 March 2013</b>	<b>5,177</b>	<b>5,177</b>
<b>Net book value at 31 March 2014</b>	<b>3,542</b>	<b>3,542</b>



## 7. Financial instruments

As the cash requirements of the SGSA are met through Grant in Aid received from the Department for Culture, Media and Sport, financial instruments play a more limited role in creating risk than would apply to a non-public sector body of a similar size. The majority of financial instruments relate to contracts to buy non-financial items in line with the SGSA's expected purchase and usage requirements and the SGSA is therefore exposed to little credit, liquidity or market risk. As the SGSA is now able to undertake work for organisations outside of England and Wales there is a small exposure to risk of loss on foreign exchange transactions. In 2014-15 the SGSA suffered a loss on foreign exchange transactions of £64 (2013-14 no loss).

## 8. Trade receivable and other current assets

	2014-15	2013-14
	£	£
<b>Amounts falling due within one year:</b>		
Prepayments*	22,100	13,810
Other receivables	21,916	238
<b>Total</b>	<b>44,016</b>	<b>14,048</b>
* All of which relates to goods and services.		

## 9. Cash and cash equivalents

	2014-15	2013-14
	£	£
Balance at 1 April	301,030	216,171
Net change in cash and cash equivalents	(14,014)	84,859
Balance at 31 March	287,016	301,030
The following balances at 31 March were held at:		
Commercial banks and cash in hand	287,016	301,030
<b>Balance at 31 March</b>	<b>287,016</b>	<b>301,030</b>

## 10. Trade payables and other current liabilities

	2014-15	2013-14
	£	£
Amounts falling due within one year:		
Other taxation and social security*	35,545	29,802
Trade payables	24,672	47,845
Accruals	27,423	25,547
Accrued annual leave	15,846	18,112
<b>Total</b>	<b>103,486</b>	<b>121,306</b>
*due to Central Government bodies		

## 11. Commitments under leases

Total future minimum lease payments under operating leases are given in the table below for each of the following periods.

	2014-15	2013-14
	£	£
<b>Obligations under operating leases comprise:</b>		
<b>Buildings</b>		
Not later than one year	82,214	78,636
Later than one year and not later than five years	0	52,424
<b>Total</b>	<b>82,214</b>	<b>131,060</b>

## 12. Contingent liabilities

Following the transfer of Fleetbank House from the Office of Fair Trading to the Department for Business Innovation and Skills (BIS), a dispute has arisen concerning the level of occupancy costs. The agent acting for BIS has invoiced the SGSA for £103,630 for the year ended 31 March 2015 against the £80,405 which is considered due and is recognised in the Statement of Comprehensive Net Expenditure. Depending on the outcome of the dispute, some or all of the £23,225 difference may become payable.

## 13. Capital commitments

There were no capital commitments at 31 March 2015 (31 March 2014 none).

## 14. Related-party transactions

The SGSA is a Non Departmental Public Body of the Department for Culture, Media and Sport which is regarded as a related party with which the SGSA has had various material transactions during the year. In addition the SGSA had a small number of material transactions with HM Revenue and Customs, the Department for Business, Innovation and Skills and the Cabinet Office. These transactions were at arms length and in the normal course of business.

No Board Members, key manager or other related party has undertaken any material transactions with the SGSA during the year.

## **15. Events after the end of the reporting period**

Alan Coppin was appointed as Chair of the SGSA from 1 April 2015. Rick Riding was appointed Interim Chief Executive of the SGSA from 1 May 2015. Karen Eyre-White was appointed as Chief Executive on 29 June 2015. Ronnie Wilkie stood down as a Board Member of the SGSA in May 2015.

There were no events that had a material effect on the accounts after the end of the reporting period.

## **16. Preparation of accounts**

The accounts were authorised for issue on the date they were certified by the Comptroller and Auditor General.

