



# **Sports Grounds Safety Authority**

## **Annual Report and Accounts 2012/2013**



# **SPORTS GROUNDS SAFETY AUTHORITY**

## **Annual Report and Accounts 2012/2013**

**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

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It gives me very great pleasure to introduce the Annual Report of the first full year of the Sports Grounds Safety Authority (SGSA). I want to highlight two features of the year, both equally important.

First is the success that the SGSA has achieved in its activities in other sports and outside of the UK. Looking back I note with enormous pleasure the contribution of our Inspectorate to the safe delivery of the 2012 Olympics and Paralympics. Looking forward, I note with equal pleasure our recently announced involvement with cricket and with the ECB. The unique expertise of the SGSA has been and will continue to be used for the benefit of spectators at sports other than football.

Outside the UK, again this has been a very successful year. I draw particular attention to the role that we played for UEFA in the 2012 Euro Championships. We are also contributing to the forthcoming World Cup and the Olympics in Brazil.

Second, we have continued to play our critical role in the safety of spectators attending football grounds in England and Wales. The tragedy of Hillsborough is in all our thoughts every day. The SGSA continually strives to fulfil its role in ensuring the safety of spectators attending football matches. Fans must go to games knowing that they will return safely. We are deeply conscious of the responsibility placed upon us and will continue to perform it with vigour and determination.

None of this could be achieved without the dedication and skill of the SGSA's Executive and Inspectorate. They combine expertise and professionalism to an extraordinary level. They provide a unique range of experience. It is no exaggeration to say that the SGSA is a world leader in safety at sports grounds and this is because of our people. The SGSA runs a very tight ship. It is remarkable that the amount that we have spent this year in delivering this wide range of services is in the order of £1million pounds, a significant reduction over the last five years. This is extraordinary value for money by any standards.

There are, however, challenges ahead. No decision has yet been taken on the future of the SGSA, in the light of the Public Bodies Act 2011, which provides for the abolition of the SGSA. The Government remains committed to retaining the expertise and functions of the SGSA and have made it clear that they intend to ensure that any transfer of the SGSA's functions does not put at risk the improvements that have been made to football spectator safety. The Government is also committed to consultation before transferring our functions to another body. The SGSA will continue to work with colleagues in government on this difficult, important and potentially controversial topic. We will ensure that the implications of the implementation of the Public Bodies Act are fully appreciated.

Again this year, the SGSA has developed its engagement with our stakeholders, both in football and in other sports, both in the UK and across the world. I thank all our stakeholders for their engagement with us and look forward to our continued cooperation. I am particularly pleased at the success of our newsletter, which I know has been warmly received.

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I would like to pay tribute to and to thank the Board of the SGSA for its very significant contribution during the year. They will, I know, excuse me if I reserve my particular thanks to all those who work for the Authority whether at Headquarters or in the Inspectorate. They are brilliantly led by Ruth Shaw, our Chief Executive, to whom I express special thanks.

Paul Darling QC

Chair

Sports Grounds Safety Authority

# Chief Executive's Introduction

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The publication of the Hillsborough Independent Panel report in September 2012 was a testament to the strength and dignity of the Hillsborough families in their long search for justice, and it reminded us that we must never become complacent about spectator safety.

The Sports Grounds Safety Authority was established in response to that tragedy, and while sports grounds are now safer, more secure and more welcoming than ever, that progress came at an unacceptably high price. With this in mind, and as preparations are made for the fresh inquests, we carry out our role with renewed purpose and energy.

Much of our activity over the past year has involved sharing knowledge and good practice with others, bringing a unique national perspective to the work carried out at a local level. Our partners in football see us as a trusted critical friend, a role we fulfil through our attendance at Safety Advisory Groups and regular match inspections. Last year SGSA Inspectors were seconded to help stage the London 2012 Olympic and Paralympic Games, and more recently we have agreed a partnership with the England and Wales Cricket Board to review safety and security at their First Class County cricket venues. All of this helps expand our knowledge and understanding so we can drive forward continuous improvement.

In our quest to learn from others and share information, we have been more active than ever internationally, responding to a number of approaches from overseas Governments and sports bodies. As an internationally recognised expert, we carried out stadia inspections in Poland and Ukraine for UEFA ahead of the Euro 2012 tournament, and worked closely with colleagues in Brazil ahead of the World Cup in 2014 and the Rio Olympics and Paralympics in 2016.

While our immediate future is unclear, at least in terms of whether the planned merger or transfer with another body as a result of the Public Bodies Act will take place, I am pleased to report that we continue to function effectively as a lean and focused organisation fully committed to ensuring safe, secure and enjoyable experiences for all spectators.

I am very grateful to the team and the Board and to the partners we work with who make leading the SGSA both a privilege and a joy.

Ruth Shaw

Chief Executive  
Sports Grounds Safety Authority

# The Sports Grounds Safety Authority at a glance

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## Our mission

The Sports Grounds Safety Authority was established to build on the success of the Football Licensing Authority, and the critical role it played in transforming spectator safety at football grounds in the UK over the last 20 years. The SGSA carries out a range of statutory functions in relation to football in England and Wales, and advisory functions in relation to other sports and internationally.

The SGSA's aim is to create the conditions for safe and enjoyable experiences for spectators at all sports grounds, not only in England and Wales, but around the world. We provide trusted advice and guidance, and use our experience and commitment to drive continuous improvement. We work in collaboration with our partners to educate and inform, and we champion innovation in the structures and systems for safety management.

We act as the authority on all matters relating to sports grounds safety, and offer our knowledge and advice on the application of Sports Grounds Safety publications (including the *Green Guide* and *Safety Management*) which are used by a range of sports nationally and internationally. We also act as a source of authoritative advice in relation to *Accessible Stadia*, and we are committed to ensuring all spectators can enjoy watching sport in safety, security and comfort.

## Our legislative framework

The SGSA continues to undertake the regulatory role set out for the Football Licensing Authority in Part 1 of the Football Spectators Act 1989. Under the provisions of the 1989 Act the SGSA is required to operate a licensing scheme to regulate the spectator viewing accommodation at Premier and Football League grounds, Wembley and the Millennium Stadium, Cardiff.

Under the Safety of Sports Grounds Act 1975, and the Fire Safety and Safety of Places of Sport Act 1987 local authorities operate a safety certification scheme to achieve safety at specified sports stadia and other sports grounds. In England and Wales this is regulated by the SGSA.

The Sports Grounds Safety Authority Act 2011 made provision for the SGSA to offer advice and guidance in respect of spectator safety at any sports ground irrespective of the sport and at venues outside England and Wales. The SGSA is able to charge for this work on a cost recovery basis. The regulatory roles detailed above do not apply to those venues.

## Our core functions

Our core functions are derived from the Football Spectators Act 1989 and/or undertaken under delegated powers from the Department for Culture, Media and Sport (DCMS). They are:

- a to implement the Government's policies on ensuring the reasonable safety and management of spectators at Premier League, Football League and international football grounds in England and Wales, in particular by:
  - keeping under review the discharge by local authorities of their functions under the Safety of Sports Grounds Act 1975 in relation to such grounds;



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- ensuring that clubs take responsibility for managing safety at their grounds to a reasonable standard;
  - enforcing the Government’s policy that all Premier League, Championship and international grounds become and remain all seated; and
  - advising and assisting local authorities, clubs and other relevant parties.
- b to deploy our experience and expertise to advance the Government’s policies on safety at sporting events, in particular by:
- advising the Government on sports grounds policy and safety issues;
  - advising local authorities, ground management and other responsible bodies or individuals on request; and
  - promoting British expertise overseas.

### Our role

The SGSA has a unique remit – we are the only Government funded body tasked specifically with providing advice and guidance on spectator safety at sports grounds in the UK and overseas. We help to establish and maintain effective safety cultures at sports grounds, by providing expertise, advice and guidance on physical infrastructure and safety management.

### Our partners

To help foster a safe environment within football grounds in England and Wales and to spread good practice throughout other sports and overseas, we work with a wide range of partners. As well as supporting them directly, we also bring them together, identifying how they can collaborate and share expertise. These are some of the organisations with whom we currently work:

British Standards Institution  
CEN, the European Committee for Standardisation  
England and Wales Cricket Board  
Football Foundation and Safety Improvement Panel  
Football Safety Officers Association  
Football Supporters’ Federation  
Foreign and Commonwealth Office  
Level Playing Field  
Local Authorities  
Rugby Union Safety Association  
Rugby League Ground Safety Officers Association  
Skills Active  
The Council of Europe

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The Emergency Planning College  
The Football Association  
The Football League  
The Home Office  
The Premier League  
The Racecourse Association  
UEFA  
UK Football Policing Unit  
UK Trade and Investment  
UK Venue Managers Association

# Review of performance

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Our core functions are set out in the Football Spectators Act 1989 and the Sports Grounds Safety Authority Act 2011. In consultation with the Department for Culture, Media and Sport (DCMS) we 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 against each of those goals.

## Goals

Our five strategic goals reflect our stated purpose and mission. The goals, and an assessment of progress in relation to each, 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.**

- In 2012/13 SGSA Inspectors carried out 170 match visits and attended 261 Safety Advisory Group meetings. We received 186 during performance inspection reports from local authorities we monitor.
- As part of our statutory duty of keeping under review how local authorities discharge their safety certification responsibilities, we have continued our programme of local authority reviews. In 2012/13 we circulated findings on capacity calculations and local authority procedures for validating relevant physical safety and safety management factors.
- The SGSA concluded the first round of a Self Assessment process for local authorities and identified a priority for further action in relation to policies, procedures and business continuity. To assist local authorities improve their performance in these areas we published guidance on developing policies and procedures for delivering safety certification responsibilities in the summer of 2012.
- The SGSA has continued to deliver the Government policy on spectator accommodation through the licensing scheme. We have considered licence applications from all Premier and Football League clubs plus Wembley and the Millennium Stadium. Licences for the 2012/13 season were issued to all grounds by the deadline of 31st July 2012.
- By 31 March 2013, there were 71 all-seated Premiership, Football League and international football grounds.
- The SGSA continues to collate and publish annual injury statistics, which showed that the number of reported spectator injuries for the 2011/12 season was 1,236, a 7% decrease from the 1,326 reported in 2010/11. The reported overall injury ratio per spectator was one injury per 27,940 spectators.
- We continued to encourage a move to risk based style safety certification which places the responsibility for determining how to provide for spectator safety with ground management rather than being imposed by local authorities.

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- By 31 March 2013, 18 clubs had moved to this approach, and a further 21 planned to do so by 2014.

## **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.**

- The SGSA continues to be the leading source of guidance for spectator safety at sports grounds in the UK and overseas.
- The SGSA presented at 7 'Policing at Major Sporting Events' courses involving around 80 delegates.
- Sales of our key guidance documents were high with 104 copies of *Safety Management*, 44 copies of *Control Rooms*, and 23 copies of *Concourses* purchased directly from the SGSA by domestic and international customers.
- The SGSA secured Football Foundation support to proceed with an SGSA publication on *Toilets*, which is expected to be written in 2013/14.
- We worked with Level Playing Field to raise awareness of the importance of accessible spectator accommodation at football grounds, which in many stadia is still significantly below the recommended provisions in *Accessible Stadia*.
- We provided advice and guidance in relation to ground developments including those at Crawley, Barnet, Peterborough and AFC Wimbledon.

## **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).**

- During 2012/13 we extended the secondment of two Inspectors to Olympic and Paralympic activities until the completion of the London Games. One was seconded to the London Organising Committee of the Olympic and Paralympic Games (LOCOG) to provide advice and guidance on certification and spectator safety issues, the other was seconded to the Joint Local Authorities Regulatory Service (JLARS) or Olympic Boroughs, to provide advice and guidance to the certifying authorities.
- We completed our work with the Council of Europe and UEFA ahead of the Euro 2012 tournament by undertaking inspection visits to seven of the eight host stadia. This followed the integrated safety management training we provided in 2011/12 for Polish and Ukrainian authorities and stadium management representatives.

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- We were invited to represent the SGSA at a number of gatherings including the meetings of football, cricket, rugby union and rugby league safety officers, the UK Venue Managers Association conference and the Association of Building Engineers conference.

### **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.**

- The SGSA continued to operate within a prudent financial framework with net expenditure of £1,059,772 against an expenditure limit set by DCMS of £1,176,000.
- We ensured all financial regulation compliance dates were met.
- The SGSA generated £23,552 income through activity relating to non-statutory functions.
- The SGSA responded to all public requests for information including 4 freedom of information enquiries, and answered 18 Parliamentary Questions.
- We await a final Management Agreement from DMCS and have in the meantime put in place a number of planning documents and control mechanisms to address this.
- Audits carried out by our (independent) internal auditors into financial systems, governance and risk management found controls to “substantially meet expectations”.
- The average number of days sickness for staff in the SGSA in the financial year was 5.6, compared with 5.3 in the previous year.

### **Promotion**

**To promote spectator safety and accessible stadia. To enhance the reputation of UK Plc through our international advice and advocacy work.**

- We publish a monthly electronic newsletter with a range of informational and educational articles, which is circulated to a distribution list of over 800 recipients, including 150 representatives from sports other than football.
- We worked alongside the Foreign and Commonwealth Office and UK Trade and Investment to deliver two well received Safety and Security at Major Events seminars in Rio de Janeiro and Recife, Brazil. The UK was represented by the SGSA, the UK Football Policing Unit, the Home Office, the Football Association and a number of UK companies working in stadia safety, security, audio and accessibility. Brazilian delegates included police and fire officers, stadium managers, and representatives from the World Cup 2014 and Rio 2016 Organising Committees.

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- The SGSA continues to attend CEN meetings (European Standards body) and to provide expert advice and guidance. In 2012/13 we attended meetings in Madrid, Paris, Ghent and Milan. The SGSA provides project leadership for new European Standards on Safety Management, Communication, and Capacity Calculations. The SGSA guidance *Safety Management* is expected to be adopted in 2014 as a European Standard, with Communication and Capacity Calculations expected to be adopted in 2015.
  - The SGSA, with the Home Office, forms part of the official UK delegation to the Council of Europe Convention on spectator violence and misbehaviour at sport events and in particular football. In 2012/13 we attended meetings in Strasbourg and Torun.
  - The SGSA carried out a consultative visit with the Council of Europe to Romania along with experts from other European countries and UEFA. The SGSA produced a report for the host country including recommendations on good practice and areas for improvement.
  - We gave a presentation on safety certification and the work of the SGSA to delegates attending the Moroccan FA's Foot Ex 2012 conference in Marrakesh and attended the International Centre for Sports Security conference "Securing Sport" in Doha, Qatar.

### Corporate governance

1. The accounts have been prepared in the form directed by the Secretary of State for Culture, Media and Sport on 20 June 2013, 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.

2. 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.

3. 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.

4. The SGSA Board Members during 2012/13 were:

Mr Paul Darling QC	Chairman
Mr Brendon Batson MBE	
Dr Pauleen Lane CBE	
Mr Peter Rowley	
Ms Julie Summerell	Appointment ended 7 January 2013
Mr Ronald Wilkie LVO SBStJ MBA FBIFM	
Mr Derek Wilson	

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5. 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.

6. Details of Members' directorships or interests that might in certain circumstances potentially conflict with their responsibilities at the SGSA are published on our website.

7. At 31 March 2013 our Executive staff were:

Ruth Shaw	Chief Executive and Accounting Officer
Keith Sears	Deputy Chief Executive
Guy Longhorn	Finance and Office Manager
Nikki Rutherford	Licensing, safety casework and information
Jason Clotworthy	ICT Manager
Stephen Podd	Deputy Finance and Office Manager and administrative support
Paula Kadiri	Special projects

8. At 31 March 2013, our Inspectors and the local authorities for which they had primary responsibility were as follows:

**Lou Elliston MA**

Barking and Dagenham, Barnet, Brent, Croydon, Greenwich, Hammersmith and Fulham, Haringey, Hertfordshire, Hounslow, Islington, Kingston, Lewisham, Newham, Waltham Forest.

**Martin Girvan BSc MILAM**

Birmingham, Brighton and Hove, Buckinghamshire, Coventry, Essex, Medway, Milton Keynes, Northamptonshire, Oxfordshire, Sandwell, Southend-on-Sea, Walsall, West Sussex, Wolverhampton.

**John Perkins**

Bournemouth, Bristol, Cardiff, Devon, Gloucestershire, Hampshire, Plymouth, Portsmouth, Reading, Somerset, Southampton, Swansea, Swindon, Torbay.

**Rick Riding MRICS MIFireE MBEng MBA**

Blackburn with Darwen, Blackpool, Bolton, Bury, Cumbria, Lancashire, Liverpool, Manchester, Trafford, Wigan, Wirral.

**Ian Smith MRICS DMS MCIM**

Barnsley, Bradford, Cheshire East, Derby, Derbyshire, Doncaster, Kirklees, Leeds, Rotherham, Sheffield, Shropshire, Staffordshire, Stoke-on-Trent, York.

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**Sue Storey Dip. EP, MEPS**

Hartlepool, Hertfordshire, Kingston-upon-Hull, Leicester, Middlesbrough, Newcastle upon Tyne, Norfolk, Nottingham, Nottinghamshire, Oldham, Peterborough, Rochdale, North Lincolnshire, Suffolk, Sunderland.

They are assisted by **Mark Smith – Support Officer**

9. The SGSA Chief Executive and staff are covered under the provisions of the Principal Civil Service Pension Scheme for which greater detail is provided in Note 2 of the Notes to the Accounts.

10. 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. The figures are as follows:

	Total	White	Mixed <sup>1</sup>	Asian
Staff in post	14 <sup>2</sup>	12	2	0
Applicants for employment	37	36	0	1
Applicants for training <sup>3</sup>	4	3	1	0
Applicants for promotion	1	1	0	0

1 Mixed = White and Black African

2 At 31 March 2013

3 This reflects individual requests for additional training over and above that provided for all employees

11. 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.

12. 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 (2011/12 100%).

13. 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 Culture, Media and Sport at Oceanic House and the Office of Fair Trading 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.



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14. 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.

## Management commentary

### Financial review

15. The accounts have been prepared in accordance with the Accounts Direction given by the Secretary of State for Culture, Media and Sport with the consent of the Treasury. Net expenditure for the year amounted to £1,059,772 (£1,017,082 in 2011/12).

16. The Statement of Financial Position at 31 March 2013 shows net assets of £196,227 (£129,999 in 2011/12). This increase mainly resulted from lower than expected costs associated with the office relocation, the replacement of IT equipment and staff costs.

### Going concern

17. The Government included the SGSA as a body listed in Schedule 1 of the Public Bodies Act 2011, with the intention that its expertise and functions would be transferred to another body if an appropriate home could be found. The Government initially planned for this to take place by April 2013, but as yet no decisions have been made and Government continues to explore the options for the future of the SGSA's important functions and expertise. Having considered the circumstances and from discussions with DCMS, management's expectation is that whilst there is material uncertainty over the timing and nature of any closure or merger of the Sports Grounds Safety Authority, it will continue to operate in its current form for at least the next 12 months. It is therefore appropriate to present the 2012-13 accounts on a going concern basis.

## Data loss disclosure

18. The Sports Grounds Safety Authority has suffered no protected personal data incident during 2012/13 or prior years and has not reported any such incident to the Information Commissioner's Office.

## Developments since 1 April 2013

19. There have been a number of personnel changes since 1 April. Two new members have been appointed to the Inspectorate team and one member of Headquarters staff has departed as part of a redundancy scheme.

20. In May the SGSA agreed a partnership with the England and Wales Cricket Board to review and raise standards of safety and security at First Class County (FCC) cricket venues, to build upon the work already done by FCCs in England and Wales to improve their ground safety.

RUTH SHAW  
Chief Executive

27 June 2013

## Statement of policy on the remuneration of senior members

1. 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 emolument figures below have been audited by the National Audit Office.

### Chairman

2. The Chairman's salary of £18,130 (FTE £90,650, unchanged from 2011-12) 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 2012-13 the Chairman attended all five Board meetings and two Audit and Risk Committee meetings and represented the SGSA at a number of other meetings and events.

3. 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

4. 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 2012-13 Members were paid a daily fee of £265 for attending SGSA meetings 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.

5. Board Members receive travel and subsistence payments where appropriate but do not receive any benefit in kind. In 2012-13 Board Members' travel and subsistence totalled £4,882. Board Members do not have any entitlement to a pension.

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

	2012-13	2011-12
Board Member	£	£
Mr B Batson	1,988	1,590
Dr P Lane	1,590	1,060
Mr P Rowley	1,723	1,855
Ms J Summerell	265	2,517
Mr R Wilkie	1,723	1,325
Mr D Wilson	1,193	2,120

## Chief Executive

7. The Chief Executive is a senior civil servant seconded to the SGSA from DCMS for three years from November 2010. As such she receives a salary authorised by the DCMS Senior Civil Service Pay Committee. DCMS have the final responsibility for determining the basis and amount of the pay award and performance bonus, which is based on agreed performance indicators. The Chief Executive does not receive any benefit in kind.

8. The Chief Executive, as a senior civil servant, is 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 Chief Executive's pay and pension costs are as follows:

	<b>Ruth Shaw SGSA Chief Executive</b>	
	<b>2012-13</b>	<b>2011-12</b>
<b>Salary Details</b>	£	£
Salary	65,000	65,000
Performance Bonus	7,500	n/a
<b>Total Pay</b>	<b>72,500</b>	<b>65,000</b>
Full year salary equivalent	65,000	65,000
<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	0-2.5	0-2.5
Pension at 31 March 2013	10-15	10-15
Lump sum at 31 March 2013	30-35	30-35
Cash equivalent transfer value at 31 March 2012*	118	101
Cash equivalent transfer value at 31 March 2013	131	118
Real increase in cash equivalent transfer value	5	8

\* The actuarial factors used to calculate CETVs were changed in 2011/12. The CETVs at 31/03/12 and 31/03/13 have both been calculated using these factors for consistency.

## Salary

Total remuneration includes salary, allowances 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 members in the year.

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## 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

Reporting bodies 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.

The banded remuneration of the highest-paid director in the SGSA in the financial year 2012-13 was £70-75,000 (£60-£65,000 2011-12). This was 1.6 times (2011-12, 1.4) the median remuneration of the workforce, which was £43,972 (2011-12, £44,650).

In 2012-13, no other SGSA employees received remuneration in excess of the highest-paid director (2011-12, also none). Remuneration in the organisation, not including the highest paid director, ranged from £20-25,000 to £45-50,000 (£20-25,000 to £50-55,000 in 2011-12).

RUTH SHAW  
Chief Executive

27 June 2013

# Statement of responsibilities

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## 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 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.

RUTH SHAW  
Chief Executive

27 June 2013

## 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 her 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 she is personally responsible, in accordance with the responsibilities assigned to her in the Treasury guidance "Managing Public Money". She 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 five 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

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serviced by the SGSA Executive which provides the information to be considered. In its review of the effectiveness of the Audit and Risk Committee in 2013, the Committee confirmed it was satisfied with the quality of the data it received and the structure of meetings.

In 2012-13 the Board met on five 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	5	2
Brendon Batson	3	3
Pauleen Lane	3	n/a
Peter Rowley	5	3
Julie Summerell	1	n/a
Ronnie Wilkie	4	2
Derek Wilson	4	n/a

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 Chair conducts annual individual performance reviews with each Board Member. The Chair of the Audit and Risk Committee conducts an annual review of the Chair's performance following a structured consultation with other Board Members.

The Corporate Governance framework and processes are reviewed annually by the SGSA's internal auditors, providing independent assurance that they are appropriate for the organisation. The reviews conducted in 2013 found the SGSA's internal control "substantially meets expectations".

### **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. There are three members: Peter Rowley (the Chair), Brendon Batson and Ronnie Wilkie, all of whom are Members of the SGSA's Board. The Committee meets three times a year, all meetings are attended by the SGSA 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 SGSA Board. In 2012-13 the Committee considered a range of issues including the SGSA risk register, audit charges, shared services, business planning 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.

Mr Rowley conducted a review of the Committee's effectiveness in May 2013. Responses were largely positive, with a high degree of consensus with the current Committee structure and arrangements. Training and development needs were again identified as an area that requires attention, specifically in relation to DCMS' strategic role and policies.

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The Committee provides the Board with reports on governance, internal control and risk management issues. The Committee's opinion for 2012/13 is as follows:

### **SGSA Audit and Risk Committee opinion to the Board 2012/13**

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 2012-13) on the effectiveness of the SGSA's framework for corporate governance, risk management 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 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 she has received from the internal auditor and that the Board can approve the accounts for 2012-13.

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 2012/13, there were no incidents or losses of data that required a report to the Information Commissioner's Office. Following the relocation to Fleetbank House, the SGSA has enhanced its IT resilience and updated its Business Continuity Plan.

### **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 policy statement 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 statement 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;



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- 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. The SGSA's IT systems, data security and procedures will be subject to review by the internal auditors in the current financial year. The Authority suffered no data losses during 2012/13.

### **Approach to risk management**

As the Accounting Officer I undertake a full risk management review as part of the SGSA's planning cycle and lead a systematic review of risks on a regular basis. 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 2012-13 the SGSA's internal auditors carried out reviews of the SGSA's corporate governance, financial systems and risk management system. They noted significant improvements and made a number of minor recommendations including some around the composition and maintenance of the risk register. These are being addressed in the current financial year.

During the year we have responded to four 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 SGSA's overall governance and internal control structures have been appropriate for the SGSA's business and have worked satisfactorily throughout 2012-13.

RUTH SHAW  
Chief Executive

27 June 2013

# The Certificate and Report of the Comptroller and Auditor General

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## 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 2013 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, Chief Executive and auditor

As explained more fully in the Statement of responsibilities, the Sports Grounds Safety Authority and the Chief Executive as 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 Annual Report to identify material inconsistencies with the audited financial statements. 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.

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## 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 2013 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.

## Emphasis of matter – going concern

Without qualifying my opinion, I draw attention to Note 1a of the financial statements concerning the application of the going concern basis. The Government included the SGSA as a body listed in Schedule 1 of the Public Bodies Act 2011, with the intention that its functions would be transferred to another public sector body if a suitable body could be found. As set out in Note 1a, a decision on whether the functions will transfer to another body has not yet been made. Therefore, there is material uncertainty over the timing and nature of any closure or merger of the Sports Grounds Safety Authority and its ability to continue to operate in its current legal form. The financial statements do not include the adjustments that would result if the Sports Grounds Safety Authority was unable to continue as a going concern.

## 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 Corporate Governance and Management Commentary 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.

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## Report

I have no observations to make on these financial statements.

Amyas C E Morse  
Comptroller and Auditor General  
National Audit Office  
157-197 Buckingham Palace Road  
Victoria  
London  
SW1W 9SP

1 July 2013

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## Statement of Comprehensive Net Expenditure

For the year ended 31 March 2013

	Note	2012-13 £	2011-12 £
<b>Expenditure</b>			
Staff costs	2	764,308	767,158
Depreciation and amortisation	5&6	15,282	8,806
Loss on disposal	3	18,200	0
Other expenditures	3	290,003	284,155
		<b>1,087,793</b>	<b>1,060,119</b>
<b>Income</b>			
Income from activities	4	23,552	37,029
Income from sale of publications	4	4,469	6,008
		<b>28,021</b>	<b>43,037</b>
Net expenditure		1,059,772	1,017,082
<b>Net expenditure for the financial year</b>		<b>1,059,772</b>	<b>1,017,082</b>

The notes on pages 32 to 40 form part of these Accounts

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## Statement of Financial Position

As at 31 March 2013

	Note	2012-13 £	2011-12 £
<b>Non-current assets</b>			
Property, plant and equipment	5	35,333	49,165
Intangible assets	6	5,177	0
<b>Total non-current assets</b>		<b>40,510</b>	<b>49,165</b>
<b>Current assets</b>			
Trade and other receivables	8	11,341	33,790
Cash and equivalents	9	216,171	165,356
<b>Total current assets</b>		<b>227,512</b>	<b>199,146</b>
<b>Current liabilities</b>			
Trade and other payables	10	71,795	118,312
<b>Total current liabilities</b>		<b>71,795</b>	<b>118,312</b>
<b>Assets less liabilities</b>		<b>196,227</b>	<b>129,999</b>
<b>Taxpayers' equity</b>			
General reserve		196,227	129,999

The financial statements on pages 28 and 29 were approved by the Board on 11 June 2013 and were signed on its behalf by:

RUTH SHAW  
Chief Executive

27 June 2013

The notes on pages 32 to 40 form part of these Accounts

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## Statement of Cash Flows

For the year ended 31 March 2013

		<b>2012-13</b>	<b>2011-12</b>
	Note	£	£
<b>Cash flows from operating activities</b>			
Net expenditure		(1,059,772)	(1,017,082)
Adjustments for non cash items	3	33,482	8,806
Decrease/(Increase) in trade and other receivables	8	22,449	(6,713)
(Decrease)/Increase in trade payables	10	(46,517)	13,342
<b>Net cash outflow from operating activities</b>		<b>(1,050,358)</b>	<b>(1,001,647)</b>
<b>Cash flows from investing activities</b>			
Purchase of property, plant and equipment	5	(18,287)	(17,721)
Intangible assets	6	(6,540)	0
<b>Net cash outflow from investing activities</b>		<b>(24,827)</b>	<b>(17,721)</b>
<b>Cash flows from financing activities</b>			
Grants from parent Department		1,126,000	898,110
<b>Net cash inflow from financing activities</b>		<b>1,126,000</b>	<b>898,110</b>
<b>Net financing</b>			
<b>Net increase/(decrease) in cash and cash equivalents in the period</b>		<b>50,815</b>	<b>(121,258)</b>
<b>Cash and cash equivalents at the beginning of the period</b>		<b>165,356</b>	<b>286,614</b>
<b>Cash and cash equivalents at the end of the period</b>	9	<b>216,171</b>	<b>165,356</b>

The notes on pages 32 to 40 form part of these Accounts

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## Statement of Changes in Taxpayers' Equity

For the year ended 31 March 2013

	Note	General Reserve £
<b>Balance at 1 April 2011</b>		<b>248,971</b>
<b>Net expenditure for 2011/12</b>		<b>(1,017,082)</b>
Grant in aid		898,110
<b>Balance at 31 March 2012</b>		<b>129,999</b>
<b>Net expenditure for 2012/13</b>		<b>(1,059,772)</b>
Grant in aid		1,126,000
<b>Balance at 31 March 2013</b>		<b>196,227</b>

The notes on pages 32 to 40 form part of these Accounts



# Notes to the Accounts

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## **1. Statement of accounting policies**

These financial statements have been prepared in accordance with the 2012-13 Government Financial Reporting Manual (FReM) issued by the Treasury. The accounting policies contained in the FReM 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 FReM 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.

### **1.a Going concern**

The Government included the SGSA as a body listed in Schedule 1 of the Public Bodies Act 2011, with the intention that its expertise and functions would be transferred to another body if an appropriate home could be found. The Government initially planned for this to take place by April 2013, but as yet no decisions have been made and Government continues to explore the options for the future of the SGSA's important functions and expertise. Having considered the circumstances and from discussions with DCMS, management's expectation is that whilst there is material uncertainty over the timing and nature of any closure or merger of the Sports Grounds Safety Authority, it will continue to operate in its current form for at least the next 12 months. It is therefore appropriate to present the 2012-13 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.

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## **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:

	<b>2012-13</b>		
	£	£	£
	<b>Permanently Employed Staff</b>	<b>Others (Chair and Board)</b>	<b>Total</b>
Wages, salaries and fees	602,552	26,610	629,162
Social security costs	54,151	1,537	55,688
Other pension costs	117,828	0	117,828
<b>Sub total</b>	<b>774,531</b>	<b>28,147</b>	<b>802,678</b>
Less recoveries in respect of outward secondments	(38,370)	0	(38,370)
<b>Total net costs</b>	<b>736,161</b>	<b>28,147</b>	<b>764,308</b>

During the 2012-13 financial year, one member of staff left the SGSA on voluntary redundancy terms in line with the Civil Service Compensation Scheme. The individual received compensation in the band £0-10,000. There were no exit packages in the prior year.

	<b>2011-12</b>		
	£	£	£
	<b>Permanently Employed Staff</b>	<b>Others (Chair and Board)</b>	<b>Total</b>
Wages, salaries and fees	633,761	29,903	663,664
Social security costs	55,902	1,975	57,877
Other pension costs	128,057	0	128,057
<b>Sub total</b>	<b>817,720</b>	<b>31,878</b>	<b>849,598</b>
Less recoveries in respect of outward secondments	(82,440)	0	(82,440)
<b>Total net costs</b>	<b>735,280</b>	<b>31,878</b>	<b>767,158</b>

For 2012-13, employer's contributions of £117,828 were payable to the PCSPS (2011-12 £128,057) 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 2006 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 may opt

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for either the appropriate defined benefit arrangement or a 'money purchase' stakeholder pension with an employer contribution (**partnership** pension account).

From 1 April 2012 SGSA employee contributions were set at rates ranging from 2.1% to 3.9% of pensionable earnings for **classic** and from 4.1% to 5.9% for **premium, classic plus** and **nuvos**, all rates dependent on individual salary. Increases to employee contributions will apply from 1 April 2013. 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' 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 calculated 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. 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.

	<b>Permanent</b>		
	<b>2012-13</b>	<b>Staff</b>	<b>Total</b>
Directly employed		12.9	12.9
Seconded		1.0	1.0
	<b>Permanent</b>		
	<b>2011-12</b>	<b>Staff</b>	<b>Total</b>
Directly employed		12.8	12.8
Seconded		1.6	1.6

### 3. Other Expenditure

	2012-13	2011-12
	£	£
<b>Running costs</b>		
Travel and subsistence*	82,595	85,388
Rent and rates	86,278	85,503
Training and recruitment	1,725	6,970
Accommodation, cleaning, heating and lighting	20,156	17,556
External audit fees	8,400	6,400
Internal audit fees	13,892	12,988
Other professional fees	20,888	12,483
Postage and telephone	25,307	20,389
Office supplies, printing and stationery	30,390	35,507
(Profit)/Loss on foreign exchange	372	971
<b>Total other operating payments</b>	<b>290,003</b>	<b>284,155</b>
* includes Board Member travel and subsistence of £4,882.		
<b>Non-cash items</b>		
Depreciation and amortisation	15,282	8,806
Loss on disposal	18,200	0
<b>Total</b>	<b>323,485</b>	<b>292,961</b>

### 4. Income

	2012-13	2011-12
	£	£
Sale of publications	4,469	6,008
International projects	23,552	25,459
Other income	0	11,570
<b>Total</b>	<b>28,021</b>	<b>43,037</b>

#### 2012-13 Income by geographical area

	2012-13	2011-12
Area	£	£
UK	2,953	14,783
Other countries	25,068	28,254
<b>Total</b>	<b>28,021</b>	<b>43,037</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 2013 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

<b>2012-13</b>	<b>Plant and Machinery</b>	<b>Furniture and Fittings</b>	<b>Total</b>
	£	£	£
<b>Cost or valuation</b>			
At 1 April 2012	68,181	45,856	114,037
Additions	0	18,287	18,287
Disposals	(17,201)	(22,989)	(40,190)
<b>At 31 March 2013</b>	<b>50,980</b>	<b>41,154</b>	<b>92,134</b>
<b>Depreciation</b>			
At 1 April 2012	43,131	21,741	64,872
Charged in year	9,682	4,237	13,919
Disposals	(17,201)	(4,789)	(21,990)
<b>At 31 March 2013</b>	<b>35,612</b>	<b>21,189</b>	<b>56,801</b>
<b>Net book value at 31 March 2012</b>	<b>25,050</b>	<b>24,115</b>	<b>49,165</b>
<b>Net book value at 31 March 2013</b>	<b>15,368</b>	<b>19,965</b>	<b>35,333</b>
<b>All assets are owned by the SGSA.</b>			
<b>2011-12</b>			
	£	£	£
<b>Cost or valuation</b>			
At 1 April 2011	51,494	45,856	97,350
Additions	17,721	0	17,721
Disposals	(1,034)	0	(1,034)
<b>At 31 March 2012</b>	<b>68,181</b>	<b>45,856</b>	<b>114,037</b>
<b>Depreciation</b>			
At 1 April 2011	38,220	18,880	57,100
Charged in year	5,945	2,861	8,806
Disposals	(1,034)	0	(1,034)
<b>At 31 March 2012</b>	<b>43,131</b>	<b>21,741</b>	<b>64,872</b>
<b>Net book value at 31 March 2011</b>	<b>13,274</b>	<b>26,976</b>	<b>40,250</b>
<b>Net book value at 31 March 2012</b>	<b>25,050</b>	<b>24,115</b>	<b>49,165</b>

## 6. Intangible assets

<b>2012-13*</b>	<b>Software licences</b>	<b>Total</b>
	£	£
<b>Cost or valuation</b>		
At 1 April 2012	0	0
Additions	6,540	6,540
Disposals	0	0
<b>At 31 March 2013</b>	<b>6,540</b>	<b>6,540</b>
<b>Amortisation</b>		
At 1 April 2012	0	0
Charged in year	1,363	1,363
Disposals	0	0
<b>At 31 March 2013</b>	<b>1,363</b>	<b>1,363</b>
<b>Net book value at 31 March 2012</b>	<b>0</b>	<b>0</b>
<b>Net book value at 31 March 2013</b>	<b>5,177</b>	<b>5,177</b>

\* The SGSA held no recognised intangible assets prior to 2012-13.

## 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 2012-13 the SGSA suffered a loss of £372 on foreign exchange transactions (2011-12 loss of £971).

## 8. Trade receivable and other current assets

	<b>2012-13</b>	<b>2011-12</b>
	£	£
<b>Amounts falling due within one year:</b>		
Prepayments*	11,341	11,053
Other receivables	0	22,737
<b>Total</b>	<b>11,341</b>	<b>33,790</b>

\* all of which relates to goods and services.

## 9. Cash and cash equivalents

	2012-13	2011-12
	£	£
Balance at 1 April	165,356	286,614
Net change in cash and cash equivalents	50,815	(121,258)
Balance at 31 March	216,171	165,356
The following balances at 31 March were held at:		
Commercial banks and cash in hand	216,171	165,356
<b>Balance at 31 March</b>	<b>216,171</b>	<b>165,356</b>

## 10. Trade payables and other current liabilities

	2012-13	2011-12
	£	£
<b>Amounts falling due within one year:</b>		
Other taxation and social security*	25,331	30,159
Trade payables	6,163	1,660
Accruals	24,630	67,611
Accrued annual leave	15,671	18,882
<b>Total</b>	<b>71,795</b>	<b>118,312</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.

	2012-13	2011-12
	£	£
<b>Obligations under operating leases comprise:</b>		
<b>Buildings</b>		
Not later than one year	78,636	55,121
Later than one year and not later than five years	131,060	0
<b>Total</b>	<b>209,696</b>	<b>55,121</b>

## 12. Capital commitments

There were no capital commitments at 31 March 2013 (31 March 2012 none).



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### **13. 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 the Department for Work and Pensions, the Office of Fair Trading, the Foreign and Commonwealth Office, the London Organising Committee of the Olympic and Paralympic Games, the Joint Local Authorities Regulatory Services 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.

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

Paula Kadiri left the SGSA on 6 June 2013. On 1 July 2013 two new Inspectors, Ken Scott and Geoff Galilee, joined the SGSA. Details of the local authorities for which they have primary responsibility can be found on the SGSA website.

In May the SGSA announced a partnership with the England and Wales Cricket Board (ECB) to review and raise standards of safety and security at all 18 First Class County (FCC) cricket venues. This joint initiative between the ECB and SGSA aims to build upon the work already done by FCCs in England and Wales to improve their ground safety in recent years.

### **15. Preparation of accounts**

The accounts were authorised for issue on the date they were certified by the Comptroller and Auditor General. There were no events that had a material effect on the accounts after the end of the reporting period.



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