



Minutes

For: E20 Stadium LLP Board
Date: 9 July 2019
Location: Marketing Suite, LLDC, 1 Stratford Place, Montfichet Road, Stratford, London E20 1EJ
Time: 14:30 – 16:30

Members Representatives Present:

Nicky Dunn (Chair), Keith Edelman, (LLDC), Shanika Amarasekara (LLDC), Gerry Murphy (SELH)

In attendance:

Alan Skewis, Director, E20
Mark Camley, Executive Director, Park Operations and Venues, LLDC
Lyn Garner, Chief Executive, LLDC
David Bellamy, Mayor's Chief of Staff, GLA
Graham Gilmore, Chief Executive, London Stadium
Darren Raczkowski, Operations Director, London Stadium
Ashish Sharma, Interim Chief Financial Officer, London Stadium
Peter Swordy, London Stadium, Director of Health, Safety and Compliance
Ed Stearns, Director of Marketing and Communications, LLDC
[REDACTED], Secretariat, E20

Apologies:

1. Welcome and minutes of the previous meeting

1.1. The Chair welcomed members to the Board and noted no apologies from members.

The Board approved the minutes of the previous meeting held on 29 May 2019 but asked for clarification on item 2.1.4 which stated that 'It was agreed that minute 10.3 of the 10 April meeting (breakdown of costs) should be reported to the July meeting.' It was noted that these costs were outlined in the 29 May minutes as:

Action – Breakdown of overhead costs (TD)

Action – Breakdown of restructuring costs (TD)

Action – Table detail at SMG (TD)

As an Action had not been created for this meeting and the information not supplied -The Chair requested that these Action be added to the Actions list as "Past Actions not completed" and actioned for the next meeting.

2. Actions from the previous meeting

- 2.1. The Board reviewed the action table and noted all items were either complete or being covered on agenda items throughout the Board meeting.

3. Health and Safety Update (Agenda item 2)

- 3.1. Peter Swordy introduced the Health and Safety paper and asked the Board to note the report, highlighting the following key points -
 - 3.1.1. Board Members are welcome to see the Trivandi review tracker on request.
 - 3.1.2. No major incidents or issues occurred in May and the seat transition and build for Muse went well.
 - 3.1.3. Phase one of the control room is now complete with phase two works progressing well.
 - 3.1.4. Panamera cameras are at the London Stadium and waiting to be installed. The Athletics event will be a test run of these cameras ahead of the football season.
 - 3.1.5. The Health and Safety Manager recruitment is underway.
 - 3.1.6. Awaiting a final draft of a steward contract from TfL legal to progress the in-house steward programme. Phase one should be deliverable during the 2019/20 season. Lyn Garner questioned the level of financial savings. Peter Swordy noted that pursuing this option was financially worthwhile, and that a more detailed update will be tabled at the Stadium Management Group (SMG). The Board requested an update on the steward contract once progressed.

Action: Peter Swordy to provide Board with an update on the steward contract to Board once TfL provide it.

3.1.7. 

The Board NOTED the report.

4. MLB Debrief (Agenda item 3)

- 4.1. Graham Gilmore gave a verbal update to the Board around Major League Baseball (MLB). The following key points were noted –
 - 4.1.1. Overall the two days were a major success with great coverage in the papers and on social media.
 - 4.1.2. The build for the event was one of the biggest he had ever worked on, going from hosting a concert to MLB.
 - 4.1.3. Both players and teams are delighted with how the event looked and felt.
 - 4.1.4. Around 120,000 people attended the MLB weekend and only 6 complaints had been received.

- 4.1.5. Lots of learning will be taken from the event, [REDACTED]
[REDACTED] Saturday 29 June's game was the third longest 9 inning game in MLB history.

- 4.2. The Chair asked when financial figures will be available. Graham Gilmore noted by the end of July, and that draft figures were above pre-event forecasts.

Action: MLB Debrief and financial figures to be circulated to Board once finalised

- 4.3. The Board asked if the length of time can be shortened for build and break. It was noted that there is a possibility, and is being explored as part of the event debrief.
4.4. Ed Stearns noted that an FOI had been received around the cost of MLB.

Action – Ed Stearns to send FOI response to David Bellamy

- 4.5. The Chair noted her thanks and congratulated the whole team on the success of MLB.
4.6. David Bellamy on behalf of the Mayor of London thanked and congratulated the London Stadium team for their efforts and success in a great event.
4.7. Keith Edelman suggested that a press release should be released about the success as it was a great event for the Park and the Stadium.

Action – Ed Stearns to co-ordinate issue of press release.

The Board NOTED the report.

5. Stadium Management Report (Agenda item 5)

- 5.1. Graham Gilmore introduced the paper and asked the Board to note the report. The following points were highlighted to the Board –
- 5.1.1. Muse was a great success with over 64,000 people attending. There were no ejections or arrests at this event. The provisional outturn figures showed a profit of [REDACTED].
 - 5.1.2. Athletic tickets sales are below target at present.
 - 5.1.3. The track is currently being deep cleaned post MLB and the pitch grass is growing well.
 - 5.1.4. The first football match will be held on 3 August which is a friendly ahead of the first game of the Premier League being on 10 August 2019.
- 5.2. Keith Edelman noted that as athletics tickets were available every effort should be made to maximize community access, including to Newham and local Boroughs. Alan Skewis noted that over 1,000 have already been distributed to local groups and schools but the team will work with UKA and LLDC (Paul Brickell's team) to secure and distribute more. David Bellamy suggested that an offer to the blue light services by UKA should be considered.

Action – London Stadium staff to speak to UKA regarding blue light service ticket offer

- 5.3. Graham Gilmore noted that looking ahead to summer 2020 there is a potential for three concert dates, with MLB and Athletics also taking place. The Board questioned why the event calendar did not show the potential for a concert on Sunday 28 June

2020. Darren Raczkowski noted that this day was required for Athletics bump in. However if MLB residency can be shortened the Thursday could be available.

- 5.4. Alan Skewis noted that West Ham have requested to play a women's Super League fixture at the London Stadium, and that the Concession Agreement position and logistics are being worked through in order to facilitate this match. The Board expressed support for facilitating a match to reflect the Stadium and GLAs commitment to developing female participation in sport.
- 5.5. The Board discussed the E20 Executive Box and General Admission tickets for West Ham matches. It was **AGREED** that E20 should retain the Executive Box and buy a limited number (10) general admission tickets. [REDACTED]
- 5.6. The Board asked for an update on the revised UKA agreement. Gerry Murphy noted that it was close to signature, with some issues around ticketing still outstanding. It was also noted that the undertaking agreement was also close to signature. In addition, and a small amendment to the LLDC and E20 lease agreement will be required to reflect the UKA Undertaking. David Bellamy noted that it would be good to have this concluded by the athletics weekend.
- 5.7. The Chair noted the planning consultation on the MSG development. It was agreed that an E20 letter should be submitted focused on Stadium matters, including concerns about event clashes. Lyn Garner noted that a separate letter should be sent by LLDC.

Action – Alan Skewis to separate planning letters and share the letters submitted with the Board.

5.8. [REDACTED]

Action – Ash Sharma to send details of this claim to E20 Chair.

- 5.9. The Board provided comment of the risk register and requested that the heat map and risk register be updated to ensure they align. Individual items were also discussed the board requested that they be updated

Action – Alan Skewis to modify the risk register and heat map.

The Board NOTED the report, and **AGREED** that E20 should retain the Executive Box and buy a limited number of general admission tickets.

6. 2019 Seat Transitions and New Seating System (Agenda item 6)

- 6.1. Alan Skewis introduced the paper and asked the Board to note the report.
- 6.2. The following points were highlighted to Board –
 - 6.2.1. Both T1 and T2 were delivered on time and budget.
 - 6.2.2. T3 has a tight timetable, but is achievable ahead of the West Ham pre-season match on the 3 August.
 - 6.2.3. The tender for the new seating system has been launched. A briefing day is being held on Thursday 11 July 2019 at the London Stadium. An update will be given to Board at the next meeting, and a decision is expected to be put to Board in September 2019.

The Board NOTED the report.

7. Stadium Capital Investment and Lifecycle Plan (Agenda item 7)

7.1. Alan Skewis presented the paper and asked Board to note the report.

7.2. The following points were highlighted to the Board –

7.2.1. A number of projects have been completed since the last Board meeting.

7.2.2. The majority of items under 3.5 of the report should be completed by the next Board meeting (20 August 2019).

7.2.3.



7.2.4. The business case for the LED project to be bought back to the E20 Board

Action – Alan Skewis to bring a business case for LED project to E20 Board in October.

The Board NOTED the report.

8. Draft 2018/2019 financial statements – E20 Stadium LLP and London Stadium 185 Limited (Agenda item 8)

8.1. LLDC Board in July would be asked to approve the LLDC accounts in order to meet the statutory deadline for publication at the end of July.

8.2. It was proposed to publish the E20 Stadium LLP and London Stadium 185 Limited accounts at the same time, however the LS185 audit was still ongoing and therefore the final LS185 accounts are not signed off by the auditors - this has the potential to change or delay E20 and LLDC accounts.

8.3. Prior to approval the Board requested sight of the letter of comfort that needs to be produced with the accounts.

Action – Letter of comfort to be distributed to Board.

8.4. David Bellamy requested that the briefing to the Mayor needs to be clear including on the acquisition costs.

8.5. The Board requested for a reactive statement to be produced for when the accounts are published in case any enquires come through.

Action – Ed Stearns to produce reactive statement

Subject to the letter of comfort, the Board **AGREED** to delegate authority to the Chair to approve the audited E20 2018/19 financial statements.

8.6. It was noted that the LS185 accounts would be approved by the LS185 Board.

9. Potential claim against Allen and Overy LLP (Agenda item 9)

9.1. Gerry Murphy introduced the paper to the Board and asked the Board to note the current position.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

The Board NOTED the report and AGREED that no filing at Court should take place unless authorised at E20 Board.

10. AOB

10.1. There was no other business.

The meeting closed at 16:30
The next meeting will be held on 20 August 2019.