



Minutes

For: E20 Stadium LLP Board
Date: 29 May 2019
Location: Room 5, LLDC, 1 Stratford Place, Montfichet Road, Stratford, London E20 1EJ
Time: 0930 – 1100

Members Representatives Present:

Nicky Dunn (Chair), Keith Edelman, (LLDC), Shanika Amarasekara (LLDC)

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
[REDACTED] Secretariat, LLDC

Apologies:

Gerry Murphy, Deputy Chief Executive, LLDC
Ed Stearns, Director of Marketing and Communications, LLDC
[REDACTED] Secretariat, E20

1. Welcome and minutes of the previous meeting

- 1.1. The Chair welcomed members to the Board and noted apologies from Ed Stearns, Gerry Murphy and [REDACTED]
- 1.2. The Board approved the minutes of the previous meeting held on 10 April 2019.

2. Actions from the previous meeting

- 2.1. The Board reviewed the action table and noted the following:
 - 2.1.1. Action 1.8: Not yet fully completed and a note on legal advice should be circulated by Hugh Flemington before this action is closed. The Chair stated that the Stadium team should have this advice asap as they are negotiating commercial deals
 - 2.1.2. Action 1.14: Alan Skewis clarified that [REDACTED]

- 2.1.3. Action 1.18: The Board agreed to add an ongoing action for the Board to receive an A&O update at meetings going forward. **[Action: Gerry Murphy]**
- 2.1.4. It was agreed that minute 10.3 of the 10 April meeting (breakdown of costs) should be reported to the July meeting.

3. Health and Safety Update

- 3.1. Peter Swordy introduced a paper seeking approval to recruit an in-house London Stadium Health and Safety Manager.
- 3.2. Peter explained that currently, the London Stadium rely on consultancy at a cost of [REDACTED] of H&S advice per week. The proposal to bring this resource in-house (a full time H&S Manager) would produce a net saving of [REDACTED] over 5 years.
- 3.3. The Chair noted that the LLDC Health, Safety and Security Committee had agreed to this recommendation at the last meeting on 3 March 2019.
- 3.4. The Board **agreed** to recruit an LS185 in-house H&S Manager as advised by Trivandi and SMG.
- 3.5. The Board asked what involvement Trivandi would have going forward and if we are committed to cost. Mark Camley confirmed that the next phase of Trivandi's involvement would be "draw down" and we only pay if we request a service.,
- 3.6. Keith Edelman suggested that LS185 should look in to joining the Premier League H&S Committee. The Board agreed. **[Action: Graham Gilmore] Note LS185 is already a member of Stadium Safety Officer's group which incorporates Health & Safety Managers as well.**
- 3.7. Peter then took the Board through the H&S Report and highlighted key points;
 - 3.7.1. Work is ongoing with G4S on KPIs and is expected to be completed by the next E20 Board meeting.
 - 3.7.2. Work is ongoing with Vinci to procure the lighting system in line with the lighting upgrade to LEDs. The procurement process is expected to take between 6-12 months. Peter assured the Board that the risk of a catastrophic failure is extremely remote but that due to the age of the system an upgrade is prudent. He stated that mitigation is in place to cope with an evacuation should it be required. The Board asked Peter to produce a traffic light table which explains in detail likelihood and mitigation, along with a list of known issues and risks. **[Action: Peter Swordy]**
 - 3.7.3. There was a tabletop exercise on 20 May and the findings will be detailed in the report for the next E20 Board meeting.
 - 3.7.4. The access control system is under review and it was noted that all Stadiums typically need to upgrade these types of systems every 5-10 years.

- 6.1. Alan Skewis and Graham Gilmore presented the Stadium Management Report to the Board.
- 6.2. Alan and Graham highlighted the following:
 - 6.2.1. The seat transition between 21 and 31 July will be tight but deliverable as a pre-season event had been confirmed for 3 August at 3pm.
 - 6.2.2. There were no issues at the last few WHU games of the season.
 - 6.2.3. It is possible that the weather could reach 30 degrees on Saturday 1 June when the Muse concert takes place. There are c75k attendees expected, so preparations were being made for the potential hot weather (i.e. plenty of water available).
 - 6.2.4. MLB preparations are time consuming but progressing well. Moving forward, managing expectations will be key. MLB security team are very sensitive to risk issues surrounding the event. The Stadium team assisting with realistic guidelines on how to balance ingress speed and security The MLB crowd arrival and departure is expected to be more gradual than other events
 - 6.2.5. There had been some disappointment at the current ticket sales for the Athletics Anniversary Games, which were slower than previous years. The Board discussed whether there was potential to release more community tickets than usual (i.e. 5k rather than 3k) closer to the event. It was agreed that this should be managed carefully so that tickets are not devalued.
[Action: Alan Skewis]
- 6.3. Graham gave a short verbal update on [REDACTED] bid. He reported [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
- 6.4. Discussion followed on 2020 events and Graham confirmed there was an event penciled in for every weekend (and in some cases up to 3 pencils on a date) including 3 popular acts and discussions had taken place with a festival promoter.
- 6.5. David Bellamy asked for an update on point 10.6.1 in regards to the signing of the UKA Agreement. Lyn Garner reported that a form of wording was agreed on ticketing and sent to UKA, who have not responded since.
- 6.6. The Board agreed that the risk register needs to be reviewed in its entirety. **[Action: Alan Skewis]**
- 6.7. The Board **noted** the Stadium Management Report.

7. 2019 Seat Transitions and New Seating System Update

- 7.1. Alan Skewis presented the report to the Board.
- 7.2. Alan reported that transition 1 went well and within time and budget constraints. Transition 2 is fairly small and transition 3 is the most time constrained and will be under the greatest pressure ahead of the WHU match on 3 August 2019.
- 7.3. The new North and South seating system will go out to tender week commencing 3 June 2019 and a decision is expected late August / early September.

- 7.4. There was discussion on point 4.3 [REDACTED]
- 7.5. Alan took the Board through a diagram detailing future storage options for the seating. Options for a long-term solution had been explored and Alan said that the East Stand is a great location to build a large store with a steel frame. David Bellamy asked for confirmation that changes to the East Stand would not adversely impact a future IAAF World Championships bid. **[Action: Alan Skewis]**
- 7.6. The Board agreed that a long-term storage solution is essential and noted that a decision will be required at a future Board meeting.
- 7.7. The Board **noted** the 2019 Seat Transitions and New Seating System Update.
- 8. Public Law Implications for E20 and LS185**
- 8.1. Lyn Garner presented the report to the Board on behalf of Gerry Murphy.
- 8.2. Lyn explained that ultimately, the Stadium is now wholly public sector and therefore subject to the OJEU process on all service contracts over £180k. LLDC are providing guidance and it was agreed that E20/LS185 will require their own procurement resource.
- 8.3. Shanika Amarasekara requested a conversation with Gerry / whomever had drafted paper to understand the basis of the judgements made in the paper as there are some statements that seemed to be subjective and she would like to understand the basis of the subjectivity **[Action: Shanika Amarasekara and Gerry Murphy]**
- 8.4. The Board **noted** the reported and the recommendations.
- 9. E20 Outturn**
- 9.1. Lyn Garner presented this item on behalf of Gerry Murphy and noted that the paper was unavailable for review.
- 9.2. David Bellamy had early view of the E20 Draft Accounts and flagged that E20 losses this year were at a figure of c£27.3m compared to c£22.6m last year. The Board agreed there is a requirement for a page of narrative that sets out the reported losses (i.e. operational, restructuring, capital, acquisition of LS185 etc.). **[Action: Ashish Sharma and Gerry Murphy]**
- 10. AOB**
- 10.1. There was no other business.

The meeting closed at 11:05am.

The next meeting will be held on 9 July 2019.