



Minutes

For: E20 Stadium LLP Board
Date: 7 April 2020
Location: Video Conference
Time: 14:00 – 16:00

Member Representatives Present:

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

In attendance:

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
Peter Swordy, London Stadium, Director of Health, Safety and Compliance
Ashish Sharma, Chief Financial Officer, London Stadium
Richard Irish, Finance Director LLDC
Alan Skewis, Director, E20
Mark Camley, Executive Director, Park Operations and Venues, LLDC
Ed Stearns, Director of Marketing and Communications, LLDC
Milena Harris, Head of Legal, E20 Stadium LLP
[REDACTED], LLDC
[REDACTED], Secretariat, E20

Apologies:

Shanika Amarasekara, LLDC

1. Welcome and minutes of the previous meeting

- 1.1. The Chair welcomed members to the Board and noted apologies from Shanika Amarasekara.
- 1.2. No new conflicts of interest were declared.
- 1.3. The Board approved the minutes of the previous meeting held on 10 February 2020 with no amends.

2. Actions from the previous meeting and matters arising

- 2.1. Item 4.18 is complete.
- 2.2. Item 6.1.11 is now not applicable.
- 2.3. Item 6.1.12 is complete.
- 2.4. Items 6.3.2 and 7.15 are now irrelevant.

3.3.6. The rechargeable revenue is the funding of seat costs and additional utility costs and has been reduced to allow for a seating configuration that remains in football mode with the introduction of the new North and South stands, to improve the number of available days for the summer events schedule.

3.3.7. The savings on overheads are expected from savings due to lower electricity and heating consumption and savings against repairs and reactive maintenance, as these latter items will be achieved from the fixed FM costs charged by Vinci, who will utilise any time saved on cleaning offices to deep clean areas and undertake repairs, to provide value against the fixed fee.

3.3.8. The 24/7 security by G4S will need to be maintained to ensure the stadium remains secure from any outsiders.

3.3.9. [REDACTED]

3.4. Graham Gilmore finished taking the Board through the report highlighting the following:

3.4.1. The Grounds Staff are still attending site to maintain the Pitch and cut the grass.

3.4.2. G4S are still on site maintaining the Security of the site and the perimeter.

3.4.3. The Board had a discussion around the seat costs and different scenarios.

Action – Gerry Murphy, Alan Skewis and Ash Sharma to discuss seat costings and potential savings.

3.4.4. Nicky Dunn questioned if there were any contracts still being paid for but the work is unable to be completed. Graham Gilmore noted that the contracts the Stadium have with VF and G4S are still being fulfilled. DN staff have been furloughed.

3.4.5. Keith Edelman questioned if staff hours or working days will be reduced with David Bellamy adding if staff would be redeployed to other tasks that may not fall within their normal remit. Nicky Dunn also questioned what the staff morale was like and how the staff are coping. Graham Gilmore noted that the staff are still working full time and there is no current scope to reduce hours or days. The team meet on ZOOM Virtual Room every Monday and Thursday to ensure everyone is OK and have all the equipment they need to work from home efficiently and comfortably. Graham Gilmore personally checks in with all staff 1-2-1 via a call or video conference to check on individual welfare. Nicky Dunn requested regular updates to the Board.

Action – Monthly Covid-19 update paper to be circulated to the Board.

4. Health and Safety Update (Agenda item 3)

4.1. Peter Swordy introduced the paper to the Board. The following key items were noted:

4.1.1. Good updates from HR are circulated on a regular basis to staff on health and wellbeing.

4.1.2. Only 10 items are outstanding from the Trivandi recommendations with 58 now being complete.

- 4.1.3. David Bellamy noted that a few members of staff are now at the London Stadium who used to work at Wembley and wondered if there was any reason for this. Peter Swordy noted that the London Stadium offer more benefits and opportunities.

5. Covid-19 Implications (Agenda item 4)

- 5.1. Alan Skewis introduced the paper to the Board noting the following key points:
 - 5.1.1. The intention is to still install the new seating system in the North and South stands.
 - 5.1.2. A conversation needs to be had with Project 7 and Arena as flexibility is required at the moment with the timeline of install.
 - 5.1.3. [REDACTED]
 - 5.1.4. David Bellamy questioned whether the install can continue with Covid-19 and social distancing being in place. Alan Skewis noted that preparation work can continue but the actual install would be difficult to complete. David Bellamy noted that the Major's main priority is to keep everyone safe whilst at work and the travel to and from as well. Lyn Garner asked what the trigger point is to make a decision. Alan Skewis noted there are a couple of weeks remaining before a decision needs to be made so can monitor the situation and make a decision in the near future.

6. Finance Update (Agenda item 5)

- 6.1. Ash Sharma introduced the paper to the Board highlighting the following key points:
 - 6.1.1. The paper was prepared prior to Covid-19 and hasn't taken the current situation into account. This was covered in the previous paper presented to Board as the first agenda item.
 - 6.1.2. Gerry Murphy noted that the Board needed to approve certain aspects so the team can continue to work up until the next financial year.
 - 6.1.3. The Board agreed to approve the budget in principle subject to regular updates on Covid impact and necessary reconciliation later in the Summer
 - 6.1.4. David Bellamy noted that the GLA group are looking at energy purchase agreements. Ash Sharma noted this is currently being looked at and a full tender is likely to be required, Ash to explore options with GLA.
 - 6.1.5. The Board were informed that some staffing posts had previously been agreed at SMG and are within budget. Some posts are reliant on money coming through the business or self-funding, so these are currently being reviewed to see if they are required during the present climate.
- 6.2. Gerry Murphy took the Board through an additional paper for the E20 budget. The Board approved this budget.

- 6.2.1. A discussion took place around the proposed service charges from LLDC to LS185 and E20. Gerry Murphy and Richard Irish were content that these were accurate projections but would monitor ongoing.

7. CEO Report (Agenda item 6)

- 7.1. Graham Gilmore introduced the paper to the Board with the following points highlighted:
 - 7.1.1. Heineken have now signed the contract with the new deal.
 - 7.1.2. A breakdown on the food and beverage is now included in the report as requested from the Board at previous meetings.
 - 7.1.3. WH performances are erratic resulting in issues at the Games and more staff being required.
 - 7.1.4. The wifi is installed and being tested but given the current situation, testing is now on hold and cannot be completed.
 - 7.1.5. LED lighting has gone out to tender. An update will be given at the next Board on the outcome and next steps.
 - 7.1.6. Field of play lighting tender is being finalized before being released. The lighting needs to be compliant with the Premier League requirements so some aspects will need to be changed for next season.
 - 7.1.7. Utility consumption is currently down between 35-40% due to the Stadium being in lock-down.
 - 7.1.8. On the recent Visit Football survey, the Stadium has improved on every aspect since last year. Graham Gilmore thanked Peter Swordy and Darren Raczkowski's teams for all their efforts.
 - 7.1.9. The first act for 2021 has signed their contract for 2 nights.
 - 7.1.10. David Bellamy congratulated the team on the visit football results [REDACTED]
[REDACTED]
[REDACTED]
 - 7.1.11. Lyn Garner questioned whether the results from the other club's surveys are published? Graham Gilmore noted that the results are published at the end of the season on a "league table".

8. In-house Stewarding Update (Agenda item 7)

- [REDACTED] [REDACTED]
- [REDACTED] [REDACTED]
[REDACTED]
- [REDACTED] [REDACTED]
[REDACTED]
[REDACTED]

[REDACTED]

9. Capital Projects (Agenda item 8)

- 9.1. Alan Skewis introduced the paper and the following points were highlighted:
- 9.1.1. The [REDACTED] LED lighting improvement (which is a major “spend to save” initiative) will be contracted once tenders are received at the end of March 2020.
 - 9.1.2. The procurement on the [REDACTED] field of play LED lighting has started but is still in pre-tender phase. [REDACTED]

10. AOB (Agenda item 9)

- 10.1. David Bellamy noted that members need to monitor the situation with regard to casual staff and how they are being impacted at this time.
- 10.2. Lyn Garner requested a “position paper” on how each company supporting the Stadium is fulfilling their contract and how the working relationships have been maintained during Covid-19.
- Action – London Stadium team to produce a position paper on how each company is fulfilling their contract during Covid-19.**
- 10.3. Graham Gilmore noted that the Guardian produced a piece on Delaware North staffing implications which they have yet to respond to. Graham Gilmore will update the Board on the response.
- 10.4. The Board were informed that [REDACTED] need 48 hours’ notice to re-mobilize with stewarding companies needing 5-7 days.
- 10.5. A lot of [REDACTED] staff who work match days have been moved to Nightingale Hospital to work there.