

Exempt Information: These minutes are exempt from disclosure pursuant to Section 43 of the Freedom of Information Act 2000 in that they contain commercially confidential information.

Minutes

For: E20 Stadium LLP Board

Date: 23 January 2018

Time: 11:00 – 11:50

Location: Marketing Suite, LLDC

Members Representatives Present:

Nicky Dunn (Chair), Keith Edelman, Gerry Murphy

Apologies

David Gregson

In attendance:

David Bellamy, Chief of Staff, Greater London Authority
Alan Skewis, Director, E20
Alan Fort, Consultant, E20
Ben Fletcher, Director of Communication, Marketing and Strategy, LLDC
Ian Bright, Commercial Director, LLDC
[REDACTED]
[REDACTED]

1. Chair's welcome and apologies

1.1. Nicky Dunn welcomed everyone to the meeting and apologies for absence were received on behalf of David Gregson.

2. Minutes of meeting held on 19 December 2017

2.1. Members approved the minutes of the previous meeting.
2.2. Nicky Dunn asked for the minutes of E20 Stadium LLP Board meetings for formal signing following their approval. [REDACTED]

3. Actions arising from previous meeting

3.1. The Board noted the actions list.
3.2. The Chair requested completion dates on all Board actions. [REDACTED]
3.3. The Board noted that all previous outstanding actions were complete.

4. Governance Update

4.1. Gerry Murphy provided a verbal update on E20 governance and informed the Board that in line with a request from the London Assembly, agendas and minutes of all E20 Board Meetings from February 2018 will now be published online on

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LLDC's website following each meeting.

5. E20 Director Report

5.1. The E20 Director provided the Board with the E20 Director Report.

5.2. It was confirmed that the 'Northern Ticket Hall' egress plan was implemented for the first time at the West Ham United (WHU) vs. Bournemouth match on Saturday 20 January 2018. The following points were raised during the discussion.

5.2.1. [REDACTED]

5.2.2. [REDACTED]

5.2.3. [REDACTED]

5.2.4. [REDACTED]

5.2.5. [REDACTED]

5.2.6. [REDACTED]

5.3. The Board were informed that the number of spectators attending WHU home football matches were lower than the ticket sales indicated but LS185 were still obliged to steward to the higher level.

5.4. LS185 are working with [REDACTED] of EventSec to look at potential stewarding solutions and cost reductions.

5.5. LS185 are working with a consultant, [REDACTED], to analyse stadium utility usage and look at how consumption might be reduced.

5.6. It was confirmed that following Lendlease's completion of construction of TfL and the FCA's headquarters at International Quarter London, 'The Stitch' has returned to its permanent location opposite Chestnut Plaza, Westfield.

5.7. [REDACTED]

5.7.1. [REDACTED]

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5.8. The E20 Director presented the LS185 Health and Safety report, the following pointed were noted.

5.8.1. Alan Fort confirmed that LS185 are sending all members of staff on a Health and Safety training course in February 2018.

5.8.2. [REDACTED]

5.8.3. [REDACTED]

5.9. The E20 Director presented the E20 Risk Register.

5.9.1. David Bellamy asked for a further assessment of risks and issues, highlighting that some issues were currently listed as risks.

5.10. **The Board noted the report**

5.11. [REDACTED]

5.12. Revert to Board with future cost plan for stewarding Westfield after six-match trial of Northern Ticket Hall egress. **[Action: Alan Fort / Alan Skewis]**

5.13. [REDACTED]

5.14. [REDACTED]

5.15. [REDACTED]

5.16. Re-present risks and issues listed on Risk Register **[Action: Alan Skewis]**

6. Finance Report

6.1. Gerry Murphy presented the Finance Report and payments profile to the Board.

6.2. The Board had received an aged creditors analysis, as requested at a previous meeting.

6.3. [REDACTED]

6.4. **The Board noted the report.**

Actions

6.5. [REDACTED]

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7. Legal Report

7.1. The E20 Director presented an update on legal issues, the note was drafted by Tfl Legal.

7.1.1. [REDACTED]

7.2. **The Board noted the report.**

7.3. [REDACTED]

8. Pitch Side Signage System

8.1. The E20 Director introduced a report to the Board on Pitchside Static Signage System.

8.2. The rationale to provide interim changeable signage (dependent on event) in the Stadium was set out.

8.2.1. [REDACTED]

8.3. The Board asked for additional information including a return on investment analysis was requested for the proposal.

Actions

8.4. **Prepare further paper with additional rationale and return on investment analysis for Pitch Side Signage System and revert to Board at February meeting. [Alan Fort]**

9. AOB

9.1. There was no further business raised and the meeting closed at 11.50am.