



## Minutes

**Meeting:** E20 Stadium LLP Board

**Date:** 27 July 2021

**Location:** Video Conference

**Time:** 14:00-16:00

### Member Representatives Present:

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

### Attendees:

Graham Gilmore, Chief Executive, London Stadium  
Darren Raczkowski, Operations Director, London Stadium  
Peter Swordy, Director of Health, Safety and Compliance, London Stadium  
Ashish Sharma, Chief Financial Officer, London Stadium  
Alan Skewis, Head of Capital Projects, London Stadium  
Mark Camley, Executive Director, Park Operations and Venues, LLDC  
Ed Stearns, Director of Marketing and Communications, LLDC  
Nathan Homer, Chief Commercial Officer, E20 Stadium LLP  
Richard Irish, Director of Finance, LLDC  
David Bellamy, Mayor's Chief of Staff, GLA  
Lyn Garner, Chief Executive, LLDC

**Apologies:** Milena Harris

### 1. Welcome and minutes of the previous meeting

- 1.1. The Chair welcomed members to the Board and noted the apologies of Milena Harris.
- 1.2. The Board **APPROVED** the minutes of the previous meeting held on 30 March 2021.

### 2. Actions from the previous meeting and matters arising

- 2.1. The Chair noted that all open actions in the action table had since been closed or would be addressed at this meeting.
- 2.2. The Board **NOTED** the action table.

### 3. Health and Safety Report

- 3.1. Peter Swordy presented the Health and Safety report to the Board and highlighted the following:

- 3.1.1. There will be a 35-40k capacity for the friendly match on 7 August.
- 3.1.2. There may be a requirement from 2 October for all spectator/staff to be double vaccinated, which could affect both the catering and stewarding provisions. The team is engaging with the SGSA and Premier League on this and will update the Board accordingly.
- 3.1.3. The step 4 roadmap for return had gone ahead as planned on 19 July 2021, which meant that limits on social contact had been lifted, all venues were able to open to full capacity and face coverings were no longer a legal requirement.
- 3.1.4. There had been several BCD matches in the period which had gone well without incident.
- 3.1.5. A "Return of Spectators" tabletop had taken place on 13 May, held by the LS185 safety team to ensure staff, stakeholders and senior management were knowledgeable and prepared.
- 3.1.6. There were no issues to report on the Return of Spectators match on 23 May.
- 3.2. Keith Edelman noted that the Wembley incursions were discussed at length at the LLDC Health, Safety and Security Committee and asked whether work was underway to mitigate such similar circumstances. Peter confirmed discussions are ongoing the team are looking into options for matches going forward.
- 3.3. The Board **NOTED** the Health and Safety Report.

#### 4. **CEO Report / Covid-19 Update**

- 4.1. Graham Gilmore presented the CEO Report to the Board and highlighted the following:
  - 4.1.1. At the time of writing the report, a member of staff from Vinci Facilities had tested positive for Covid. This number had increased to two at the time of the meeting. Both persons are isolating for the required period.
  - 4.1.2. The NHS mass vaccination event went well on 19 June, with positive media coverage.
  - 4.1.3. The period had seen a positive uptake of 10 bookings for filming.
  - 4.1.4. Several private hire pitch days had taken place.
  - 4.1.5. **WHU:** WHU had a good finish to the season and made the group stages of the Europa League. [REDACTED]
  - 4.1.6. [REDACTED]
  - 4.1.7. [REDACTED]

- 4.1.8. **LCMT:** Fully reopened on 29 March and is now a cashless venue. The track had passed all inspection criteria for the UK Athletics TrackMark Accreditation scheme.
- 4.1.9. **Procurement:** The new Head of Procurement had been appointed and will begin the role in September. Graham thanked Alan Skewis and members of the LLDC Procurement Team for their assistance during the period.
- 4.1.10. **Commercial Summary:** Filming had been successful during the period and the [REDACTED] contract had been signed and delivered. [REDACTED]. The Captive Portal was launched with positive statistics.
- 4.1.11. **Delaware North:** Continued to deliver limited catering during BCD matches as well as lunch bags and refreshments for the NHS event (at a reduced rate). Ongoing recruitment drive for key full-time staff continues.
- 4.2. Alan Skewis noted that a review of the 2017 lifecycle plan is in progress and will be reported to the next Board meeting in October.
- 4.3. Graham took the Board through the 2021/22 Event Calendar and noted that there are currently 3 confirmed concerts in 2022, with a number of multiple provisional reservations on other dates..
- 4.4. The Board **NOTED** the CEO update.

## 5. Quarterly Finance Update

- 5.1. Ashish Sharma and Richard Irish presented the E20 Group 2021/22 Budget to the Board and noted the following:
  - 5.1.1. The update does not present Q1 actuals due to the timing of the meeting and the implementation of the new finance system, however the Q1 actuals are currently in line with the forecast.
  - 5.1.2. The E20 Board agreed the Group budget in March 2021 (noting significant risks), which assumed a total EBITDA2 loss of £11.8m for the Group in 2021/22; this was reflected in LLDC's November 2020 Budget Submission to the GLA. The total E20 Group EBITDA loss is now forecast to be £4.1m worse than the 2021/22 budget.
  - 5.1.3. A key assumption in the approved budget was that summer event income of £2.2m would be achieved through eight concerts in 2021, which are no longer possible due to Covid-19 restrictions. [REDACTED]
- 5.2. The Board **NOTED** the E20 Group revenue and capital financial position as at Q1 2021/22.

## 6. Stadium Capital Investment and Lifecycle 2021/22

6.1. Alan Skewis gave an update on the E20 Group capital projects and lifecycle investment at the end of Quarter 1 (30 June 2021). Discussion followed on the various projects and reasons for the additional funding required.

6.2. The Board:

6.2.1. **NOTED** the Stadium Capital and Lifecycle 2021/22 Q1 Update

[REDACTED]

6.3. The Board also **AGREED** it would be useful to review an updated 5-year capital budget forecast and a breakdown of savings at the next Board meeting. **[Action: Alan Skewis]**

## 7. West Stand Update

7.1. Alan Skewis noted that the Board had been sent an update on the West Stand Replacement via email on 29 June 2021 and there had not been any significant changes to note since that update.

7.2. The Board **NOTED** the West Stand Update.

## 8. Events Contract

8.1. Graham Gilmore presented the remodeled London Stadium Venue Hire Contract Template to the Board. He noted that the flexibility within the new contract template will ensure LS185 can continue to be competitive within the market. [REDACTED]

8.2. The Board **NOTED** the changes to the template.

## 9. AOB

9.1. There was no other business.

The meeting concluded at 3.55pm.