



Minutes

Meeting: E20 Stadium LLP Board
Date: 27 February 2023
Location: Hybrid: MS Teams / 5 Endeavour Square
Time: 3-5pm

Member Representatives Present:

Phil Mead (Chair, LLDC)
Gurpreet Dehal (LLDC)
Gerry Murphy (SELH)

Attendees:

Lyn Garner, Chief Executive, LLDC
Graham Gilmore, Chief Executive, LS185 (*until item 9*)
Darren Raczkowski, Operations Director, LS185 (*until item 9*)
Tom Gee, Chief Financial Officer, LS185 (*until item 9*)
Peter Swordy, Director of Health, Safety and Compliance, LS185 (*until item 9*)
Alan Skewis, Head of Capital Projects, LS185 (*until item 9*)
Gary Bell, Head of Commercial, LS185 (*until item 9*)
David Bellamy, Mayor's Chief of Staff, GLA – *MS Teams*
Mark Camley, Exec Director, Park Operations and Venues, LLDC – *MS Teams (until item 9)*
Nathan Homer, Chief Commercial Officer, E20 Stadium LLP (*until item 9*)
Sarah Perry, Director of People and Organisational Development, LLDC
Richard Irish, Finance Director, LLDC
Milena Harris, Head of Legal, E20 Stadium LLP (*until item 9*)
Rachel Massey, LLDC (Secretariat)

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. The Board **APPROVED** the minutes of the previous meeting held on 30 November 2022.

2. Actions from the previous meeting and matters arising

- 2.1. 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. Following a focus on reporting, the number of near misses was increasing.
 - 3.1.2. The West Ham health and safety audit has been completed, with some anomalies to follow up.
 - 3.1.3. There has been an improvement in fan behaviour.
 - 3.1.4. Improved staff welfare facilities would be in place for the summer events, such as rest and food areas and improved entrance.
 - 3.1.5. MLB had convened a working group to plan for potential strike action in the transport and other sectors.
 - 3.1.6. The Chair offered to share a response plan for insurance claims with the team.
- 3.2. The Board **NOTED** the Health and Safety Report.

4. CEO Report

- 4.1. Graham Gilmore presented the CEO Report to the Board. The following points were highlighted during discussion:
 - 4.1.1. **Operations:** the Stratford Walk project was going well with good communications between teams to avoid any issues on match days. The West Stand will be used for the first time in the 2023 summer event transitions. The pitch is currently in second place for pitch of the year.
 - 4.1.2. **Westfield licence renewal:** this requires renewal after 28 February 2023. The Westfield Head of Security has confirmed they are happy to sign the licence, so this will be in place by 11 March. The team were researching the costs being presented by Westfield for summer events.
 - 4.1.3. **Sports Ground Safety Authority:** the news that SGSA have assessed the Stadium as a medium risk stadium was welcomed.
 - 4.1.4. **West Ham United issues:** There have been disagreements on the event calendar with West Ham United (WHU). [REDACTED]
[REDACTED]
[REDACTED] The team worked well with the Club and family to hold a memorial service for David Gold. There were a number of outstanding debts including ones related to the [REDACTED]
[REDACTED] The Board noted it would be important to reach an agreed position before the youth games. It was noted that these debts were accrued in last years' close, so would need to write these off in these accounts.
 - 4.1.5. **Summer and future events:** There were positive ticket sales on MLB and UKA have sold over [REDACTED] tickets. The team were about to finalise another event on 14 July weekend and were confident the tickets would sell in time. MLB may locate merchandise store on Bridge 2, subject to planning, at their cost. MLB have confirmed dates for 2024. The Stadium will find out if they

were a venue for Euro 2028 on 9 March and is also looking at bidding for the 2029/31 World Athletics Championships.

4.1.6. **Utilities:** LS185 is look to fix a tariff for [REDACTED] as electricity prices are falling and have engaged a water consultant, who is looking to significantly reduce the percentage charge for “return to sewage”.

4.1.7. **General:** The Board asked for financial information to be included in the summary table and information about community activity, e.g. community track. **[Action: Graham Gilmore to update summary table.]**

4.2. The Board **NOTED** the CEO update.

5. Quarterly Finance Update

5.1. Tom Gee presented the Quarterly Finance Update to the Board:

5.1.1. Overall, there was a forecast £4.3m deficit to budget. Key changes included no event income for a women's international football match during the winter break, offset by government relief for electricity charges and some savings on legal fees.

5.1.2. On match day costs, the Chair queried whether these had been under estimated and it was noted that more realistic costs had been included in next year's budget.

5.1.3. Risks and opportunities had been quantified as requested. Risks outside of the forecast included increased number of matches if WHU progressing in cup competitions. Opportunities included reduction in energy consumption.

5.2. The Board **NOTED** the E20 Group 2022/23 Q3 financial position.

6. Update on Stadium Capital Investment and Lifecycle 2022/23 for Q3

6.1. Alan Skewis gave the update on the E20 Group capital investment and lifecycle projects 2022/23 at the end of quarter 3 and highlighted the following:

6.1.1. The 2022/23 capital investment and lifecycle plan was slightly over budget but expected to be on budget by year end.

6.1.2. The feasibility study on the solar roof membrane was looking at 6k sqm of membrane, with pay back within [REDACTED] at a c£[REDACTED] cost. The Board noted it would be important to understand the savings are in kilowatt-hour to be able to compare like for like in future.

6.1.3. The Stadium Armourdeck was reaching its lifecycle end, so would need to be ordered next year for 2024 events.

6.2. The Board **NOTED** the forecast position on the 2022/23 capital and lifecycle plan, the changes made in quarter 3 and the position on the 2023/24 capital budget.

7. Sponsorship / Stadium Naming Rights Update

7.1. Nathan Homer presented an update and highlighted the following:



7.1.1. The Tier 1 partner meeting was delayed until next week.

7.1.2. The interest from different sectors was seen as encouraging. Members asked if it were possible to indicate which Tier the potential partners were in the tracking table. **[Action: Nathan Homer to add to table.]**

7.2. The Board **NOTED** the sponsorship / naming rights update.

8. **AOB**

8.1. Nathan Homer raised an item about a new commercial partnership deal for the LED sales contract. The current provider, Sport Five, pays an annual fee to London Stadium for the rights to sell 9 minutes of Perimeter advertising minutes during all domestic West Ham matches. The current agreement expires at the end of May 2023. LS185 had engaged five potential suppliers with a view to selecting the best overall offer

 As the value of the commercial partnership is over £, this would need LLDC Board approval in line with the scheme of delegations. The E20 Board recommended the contract award to the LLDC Board for approval. Members requested that the paper set out the procurement process.

8.2. Richard Irish noted that an extra meeting of the E20 Board would be scheduled before the end of March to sign off the accounts.

8.3. There was no other business.

Graham Gilmore, Gary Bell, Peter Swordy, Alan Skewis, Tom Gee, Darren Raczkowski, Nathan Homer, Ed Stearns, Mark Camley and Milena Harris left the meeting at this point.

9. **LS185 Salary Review**

9.1. The Board **NOTED** the report.

10. **LS185 CEO Pay Award**

10.1. The Board **AGREED** the recommendations in the report.

10.2. **[Action: Board members to feed back on the draft objectives.]**

11. **E20 CCO pay award**

11.1. The Board **AGREED** the recommendations in the report as varied at the meeting.

11.2. **[Action: Board members to feed back on the draft objectives.]**

12. **Consent agenda items**

12.1. The WHU issues log was **NOTED**.

~~The meeting concluded at 16.58.~~

