

## **Grenfell Tower Memorial Commission Meeting**

**1<sup>st</sup> October 2020**

### **Attendees**

#### **Memorial Commission**

Michael Lockwood (meeting chair)      Thelma Stober

Community representatives (8)  
(Bereaved representatives)

Sandra Ruiz  
Hanan Wahabi

(Survivor representatives<sup>1</sup>)

Hanan Cherbika  
Abraham Abebe  
Mohammed Rasoul

(Lancaster West  
representatives)  
Susan Al-Safadi  
Andrea Newton

#### **Secretariat**

Grenfell Tower Memorial Commission secretariat (3 individuals)

#### **Other**

Kaizen team (3 individuals)  
Ministry of Housing, Communities  
and Local Government MHCLG (4  
individuals)

### **Meeting purpose**

The nineteenth meeting of the Memorial Commission to clarify the Commission's decision-making processes, discuss and agree engagement options in addition to Kaizen's work and agree the processes for securing experts to advise the Commission.

### **Opening**

- A one-minute silence was held at the start of the meeting.
- It was confirmed that the meeting was quorate.

### **Progress update – report 1**

- The secretariat updated that actions from the previous Memorial Commission meeting (10<sup>th</sup> September) and extraordinary meeting (16<sup>th</sup> September) on a dedicated Communications resource and decision-making were both on the 1<sup>st</sup> October agenda and as such were considered closed as of this meeting. Further actions on Grenfell Tower Memorial Commission and Kaizen letters are also closed.

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<sup>1</sup> For the purposes of the Memorial Commission, this refers to former residents of Grenfell Tower and Grenfell Walk.

- There are 12 live actions that are ongoing.
- The secretariat updated the Commission on the workplan, noting that research meetings and introductions with bereaved, survivors and local residents will continue through October. Design ideas-gathering may also need to be extended beyond October.

### **Update from the co-chairs**

- Thelma and Michael had an introductory meeting with public authority representatives in September. The co-chairs suggested meeting with public authority representatives once a quarter to keep them informed of the Commission's work. This was agreed and community representatives requested that the Commission are informed and kept updated on future meetings that co-chairs have with public authority representatives.
- The Commission agreed in principle to have an independent communications support role. This role will be independent of MHCLG and a paper will be brought back to the Commission reflecting the following concerns raised by representatives:
  - Options for a candidate with local links should be explored
  - Process to appoint an individual must be transparent
  - Advertisement should be clear; successful applicant will need to be suitably qualified and understand the community.
- Memorial Commission representatives requested they were kept involved in every aspect of this. The co-chairs agreed that this would be important.
 

**Action:** The secretariat to provide further updates to the Commission, taking account of these concerns.

**Action:** The secretariat to arrange quarterly meetings for Memorial Commission co-chairs and public authority representatives.

### **Decision-making – report 3**

- The secretariat presented the report on decision-making which outlined the Commission's and MHCLG's roles in decision-making, procurement and clearance process for letters, communications products/media enquiries.
- Members of the Commission reflected on the previous procurement process for Kaizen and noted their preference for future procurement(s) would be subject to more in-depth scrutiny from the Commission. Consideration will also be given to the involvement of the wider community and how best to do so in relation to some procurements such as the appointment of designers, architects etc.
- The quorum for decision-making was included in the report. The secretariat explained the advice set out in the document is that the Commission may wish to agree a quorum for each procurement, depending on the type of procurement. This was agreed with no further actions.

## **Kaizen update**

- The Commission thanked Kaizen for incorporating its suggestions made at the last Memorial Commission meeting.
- At the last meeting it was reported that Kaizen had engaged with 600 people. Kaizen had predicted they would engage with 1,250 at a minimum. Bereaved representatives requested clarification from Kaizen as to whether the minimum number (1,250) included bereaved and survivors. Kaizen confirmed the minimum number does not include bereaved and survivors, who would be in addition to this 1,250. The remainder of the 1,250 people will be from the immediate community and wider neighbourhood.
- Michael requested Kaizen produce a one-page document for the Commission setting out next steps, timescales and additional information on their engagement.
- Concerns were raised regarding the sequencing of recent letters that were sent to bereaved and survivors before the Commission had seen them. Having sight of communications before they are sent enables all representatives to engage with their groups to make them aware of what they should expect to receive; and be on hand to answer questions/concerns. The secretariat explained this was an oversight and would ensure, going forward, that all Commission members (not just the co-chairs) would see all communications beforehand.
- Further to the issue previously raised on the sequencing of engagement, representatives emphasised the importance of recognising that it may take time for people (bereaved/survivors/local residents) to want to engage and ensuring this happens.  
**Action:** The secretariat to commission a one-page paper from Kaizen detailing plans and timescales for the next month to share with the Memorial Commission.

## **Engagement options – report 4**

- The secretariat gave an overview of the report which sets out the roles of the Memorial Commission, MHCLG/the secretariat and Kaizen, and suggestions on what can be done to increase the Memorial Commission's visibility.
- Two key points the secretariat outlined in the report for discussion by the Commission were to provide more detailed minutes of Memorial Commission meetings and to introduce a question and answer section to the Commission meetings.
  - More detailed minutes will be published on the Grenfell Tower Memorial Commission website starting in October. Links to the minutes will be sent directly to all next of kin families and any other groups who have asked. Community representatives will also share the minutes within their own groups with the offer of translated copies.

- The secretariat will draft responses to questions raised by the community and representative groups. The Commission will discuss and clear these responses during dedicated sections of Memorial Commission meetings. This will be detailed in the minutes.
- In the report the secretariat suggested setting up a Teams meeting with bereaved families.
- The Commission recognised and acknowledged that making themselves more available to the community by the methods outlined in the report, especially because of the current Covid19 restrictions on physical meetings, would help with transparency and be beneficial for the Commission, the community, bereaved and survivors. Attendees will also be asked for any suggestion of how they would like the Commission to engaged with them.
- Representatives suggested an additional community Teams meeting to be scheduled by the secretariat for representatives to explain Kaizen's work to constituents and why the Commission would like to hear their views.
- The proposed engagement options outlined in the report were agreed by the Commission. Additional engagement options are:
  - Community Teams meeting to explain Kaizen's work to constituents.
- Kaizen requested the opportunity to contact community representatives directly.

**Action:** The secretariat to implement the engagement options outlined in the report and additional options agreed.

**Action:** The secretariat to produce a schedule of work with clear timelines for engagement options.

**Action:** The secretariat to seek approval from all individual Commission members to have their name and photo published on the Memorial Commission website, including those not at this meeting.

**Action:** The secretariat to prioritise adding email contact buttons to the Memorial Commission website.

**Action:** The secretariat to seek agreement from all individual community representatives for Kaizen to contact them directly, including those not at this meeting.

## **Securing experts – report 6**

- The report provided by the secretariat is for decision and set out the secretariat's recommendations for how the Commission can obtain the expert support it will need.
- Members of the Commission asked for more time to consider the details of the report before making a decision.
- It was agreed this item would be added to the agenda for the next Memorial Commission meeting for a decision to be made.

**Action:** secretariat to add the securing of experts to the November meeting agenda.

## **AOB**

- It was agreed an update on patrons would be provided via correspondence from the secretariat.
- Following a bereaved community representative stepping down, the Commission agreed to secretariat inviting the next person on the reserve list to join the Commission. If the role is accepted, the new representative will undergo a formal induction with the secretariat.

**Next meeting:** 4<sup>th</sup> November 2020

Meeting end.