

Grenfell Tower Memorial Commission Meeting
23rd April 2020

Attendees

Michael Lockwood (meeting chair)
Thelma Stober
Community representatives
Secretariat
MHCLG

Meeting purpose

The eleventh meeting to agree the quorum for decision-making and the contingency plan for the Memorial Commission as well as to agree the draft workplan and ratify the Commission's updated terms of reference.

Opening

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

Actions log

- The Secretariat updated the Commission on progress on outstanding actions.

Update from the co-chairs

- Michael updated the community representatives on intro meetings that he and Thelma expect to have in the near future.
- Michael explained that while he was conscious of the impact Covid-19 has had, it was important that meetings go ahead and are quorate in order to maintain momentum.
- The Commission confirmed agreement on the appointment of the RBKC ex-officio representative for the Commission, subject to this decision being reviewed if needed in future.

Terms of reference

- The Secretariat presented the Terms of reference and highlighted suggested updates and the reasons to the Commission's membership.
- All Commission members were content with the suggested amendments and agreed the updated Terms of reference.

Action: Secretariat to update the published terms of reference.

Draft work plan

- The Secretariat presented the draft workplan and explained that it contained five stages, with the Commission currently being in stage two, which has been slowed down due to Covid-19.
- Phase three is expected to involve all of the Commission's engagement with the community and consultations. This is expected to commence in September and will be amended as necessary according to social distancing rules.
- The Commission discussed engaging with schools/young people while social-distancing is in place. They agreed this could be a good idea as parents and children will be looking for activities to do during this time. They also agreed that they had to be conscious of how to involve bereaved children in a sensitive way.
- The main events of phases 4 and 5 are the writing and the publishing of the report. The Commission agreed that an interim report mid-way through the process (after the community has chosen their memorial) should be published to continue to keep the community updated on the Commission's progress so far.

- The Commission agreed to include the workplan on every agenda to keep the Commission focused and to highlight any comms opportunities.
- The Commission agreed to publish the workplan to be transparent and to hold the Commission to account.
Action: Secretariat to include the workplan as a fixture in future agendas.
Action: Secretariat to update the workplan and bring back to the Commission.
Action: Secretariat to underpin each phase with a more detailed project plan.
Action: Secretariat to make the workplan more accessible for publication.
Action: Secretariat to turn the workplan into a longer forward look of agenda items.

Contingency plan and quorum

- The chairs reflected on the quorum and recommended to the Commission that they have a quorum of four; two bereaved, one former resident of Grenfell Tower and Grenfell Walk and one Lancaster West resident. They explained that while they recognised the importance of having all the community representatives present at meetings, it is important to have a smaller quorum in order to facilitate progress.
- The Commission agreed to the quorum and that it would be revisited if it was not working.
- The Commission agreed to a period of absence of 3 months plus an extra month in exceptional circumstances to trigger a discussion about a member's position on the Commission. It was agreed that this rule could not be applied retrospectively.
- The Secretariat updated that they had contacted everyone in the reserve list for community representative roles. Everyone who responded stated that they would like to stay on the reserve list meaning that only the reserve list for former Grenfell Tower and Grenfell Walk residents needs to be replenished.
Action: Secretariat to clarify the wording of the three-month period of absence rule.

Meetings forward look

- The Secretariat explained the agenda items that were planned for upcoming meetings. There were no comments or objections.

AOB

- The Commission discussed options for marking the third anniversary of the Grenfell Tower Fire. Suggestions included; laying a wreath at the Site, creating a temporary memorial at the site, sending out messages via various communications methods and publishing a collage of artwork collected during engagement with young people. It was agreed that small groups of Commission members would develop some of these ideas.
- MHCLG updated on the action to arrange a visit to the Grenfell Tower Site for the community representatives. MHCLG have been working with the NHS to explore options for a virtual tour for those who do not wish to visit the site in person. It is expected that this should be available soon, however, the NHS is currently under a lot of pressure.
Action: community representatives to let the Secretariat know if they would like to be involved in designing the wreath.
Action: MHCLG to work with the Commission to consider ways to create a temporary exhibition for the three-year anniversary.
Action: Secretariat to look into options for organising a young people's project.

Next meeting: Thursday 7th May 2020.

Meeting end.