

Grenfell Tower Memorial Commission Meeting

23rd July 2020

Attendees

Memorial Commission

Michael Lockwood (meeting chair) Thelma Stober

Community representatives (7)

(Bereaved representatives)	(Survivor representatives ¹)	(Lancaster West representatives)
Sandra Ruiz	Mohammed Rasoul	Susan Al-Safadi
Nazanin Aghlani		Andrea Newton
Hanan Wahabi		
Hassan Awadh		

Secretariat

Grenfell Tower Memorial Commission secretariat (3 individuals)

Other

Kaizen team (3 individuals)

7/7 Memorial Committee guest speaker (1 individual)

Ministry of Housing, Communities and Local Government (MHCLG) (2 individuals)

Meeting purpose

The sixteenth meeting of the Memorial Commission to review the forward look of meetings, hear from a guest speaker from the 7/7 Memorial Committee and receive an update from the Kaizen team on the co-design meetings.

Opening

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

Progress update

- The secretariat updated that the action for MHCLG to provide advice on engagement with community groups is ongoing. One meeting has taken place.
- Plans to have the virtual site orientation available in the coming weeks is in progress.

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

- The action for the secretariat to explore options for virtual community engagement will be included as part of Kaizen's community engagement plan.

Update from the co-chairs

- Michael and Thelma met with Barry Quirk and Sue Harris (RBKC) to give an update on the Commission's work. Thelma noted both Barry and Sue expressed interest in the Commission and are keen to offer their support.
- Thelma's blog is being finalised. It will include her experience of the 15th anniversary of 7/7 and the similarity of issues between 7/7 and Grenfell. Thelma encouraged representatives to share their ideas and input for the next blog.
- Introductory meetings for co-chairs are ongoing and are open for any additions from representatives. The full list of groups/individuals co-chairs are expecting to have introductory meetings will be recirculated to the Commission by the secretariat.

Action: secretariat to re-circulate the list of co-chair introductory meetings.

Forward Look

- The secretariat presented the Forward Look which sets out a proposed list of future agenda items up until February 2021 and items which are to be discussed via correspondence. The Forward Look will help ensure the Commission meetings and agendas run in parallel with the Commission's workplan and Kaizen's engagement plan. Representatives raised concerns about some agenda items being introduced earlier than they would have expected. The secretariat clarified that the Forward Look outlines when these conversations are expected to begin and are the start of conversations with flexibility in the Forward Look to update and amend agendas going forward. With this clarification, representatives agreed to work with this structure.
- At the request of one representative, it was agreed an agenda item on procurement would be added. Michael noted this point and advised the procurement process would aim to be more transparent in the future. Thelma reminded the Commission that procurement is a legal process that MHCLG must follow, adding that it is important to get the specification right and make it strong. The Memorial Commission is not a legal entity and doesn't have financial authority so is not able to procure in its own right. Procurement will be carried out through MHCLG but with full involvement and agreement from the Commission.
- One representative noted they felt it was important to maintain momentum of the Commission's work and that in the absence of Commission members, decisions will still be agreed when a meeting is quorate.

7/7 Memorial Committee guest speaker

- A guest speaker from the 7/7 Memorial Committee spoke in detail about the establishment of the Committee and the design process for the 7/7 Memorial.
- The speaker also presented two books to the Commission. The first was a book of remembrance for the bereaved and their families. Each 7/7 bereaved family was asked to write about their loved one and provide a photo. The families were given copies of the book to keep and to give to relatives. The second book contained the drawings and plans submitted for the 7/7 memorial and takes the reader through the whole process of drawings, site plans, manufacturing and creation of the memorial. Copies of the book were given to families and relatives and helped ease tensions within families, and those that were not directly related, that wished to feel more involved with the Committee and planning of the Memorial. Thelma said it was important for those who survived to stand by the bereaved families and representatives on the Committee, and this has continued through to today.
- Some key points that Michael noted he took away from the presentation were that this is the Commission's memorial, not the government's; be strong; and make the memorial special/personal.
- The 7/7 Memorial Committee speaker offered further conversations to advise the Commission.
- The Commission reflected on how inspiring it was to hear from the speaker and thanked the co-chairs for introducing him to the Commission.

Kaizen co-design

- Michael introduced Kaizen, the engagement specialists, who are co-designing the engagement plan. Kaizen's engagement plan had been circulated prior to the meeting and this was an opportunity for the Commission to share feedback on the plan. The Commission approved of Kaizen's initial ideas for engagement and expressed that they look forward to working with the Kaizen team.
- A number of community representatives noted the meeting with Kaizen was positive and constructive and that Kaizen had been clear and open about their engagement approach to different constituents in the engagement plan. One representative added they felt the Kaizen team had shown they are adaptable and open to the Commission's input.
- Concerns were raised by one representative who highlighted that timelines in the engagement plan overlapped with work taking place over August and September, when some people may be away and social distancing restrictions still in place. Kaizen explained the engagement plan will develop over time and as engagement takes place to inform the plan stage-by-stage. The plan will be responsive to what is happening in the early stages of engagement and will further evolve as feedback is received.
- A bereaved representative said the Commission needs to consider who to consult and how far the to reach out as this will affect Kaizen's plan. Kaizen

agreed this is important to consider and added that the bereaved families and survivors are at the heart of this. Another representative added that the Commission can draw inspiration from the 7/7 Memorial books that were described earlier, which could help include the wider community.

- Kaizen explained to the Commission that their team had had a series of co-design meetings and that the values of openness, transparency and respect are prominent throughout. There is also a strong sense of wanting families to be central, but also for the memorial to be part of the community.
- Kaizen had developed a review of evidence on memorials and memorialisation's from academic research and have produced a report which was shared with co-chairs and may be of interest to the Commission too.
- The Kaizen team are keen to start arranging one-to-one meetings with the representatives to hear their views.
- As part of their engagement plan, Kaizen noted they are mindful of the fact that not everyone will want to give their views in the same way, so there will need to be a range of methods to allow people (bereaved, survivors, local residents and the wider community) to work through this. Kaizen are conscious there is finite time for this project and there is a need to reflect to ensure Kaizen's approach is consistent with the Commission.
- The following groups have either already met with Kaizen, or are in the process of being arranged: (*List correct at the time of this meeting*)
 - Grenfell Tower Trust
 - Grenfell Next of Kin
 - Grenfell United
 - Grenfell Walk RA
 - Lancaster West RA
 - Silchester, Bramley House, Henry Dickens
 - Headteachers of local schools
- One representative asked whether Kaizen was aware of local youth clubs in the area. Kaizen are currently putting together a database as part of their research into the local area.
- It was suggested by Michael that Kaizen have a standing item on the agenda for future Memorial Commission meetings. Kaizen said they would be happy to update at every meeting and have extraordinary meetings with the Commission if anything concerning is raised.

Action: secretariat to circulate Kaizen's report to the Commission.

Action: secretariat to arrange one-to-one meetings between Kaizen team and Commission members.

Action: secretariat to include Kaizen as a standing agenda item for future Commission meetings.

Round up

- The secretariat shared their reflections on the Memorial Commission and the key milestones and achievements since the first meeting on 12th September 2019.

- Michael said he and Thelma were proud and honoured to be part of the Commission.

AOB

- The secretariat raised awareness of the paper on patrons that had been circulated. It was agreed that a decision would be made via correspondence as the meeting had overrun.

Next Meeting: 10th September 2020

Meeting end.