

Grenfell Tower Memorial Commission Meeting
2nd April 2020

Attendees

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

Meeting purpose

The tenth meeting to agree the minimum numbers for meeting attendance, the quorum for decision-making and the contingency plan for the Memorial Commission as well as to discuss the communications and engagement strategy, the draft workplan and the terms of reference.

Opening

- A one-minute silence was held at the start of the meeting.
- It was acknowledged that the meeting was not quorate meaning decisions made were indicative pending confirmation from absent members.

Actions log

- The Secretariat updated the Commission on progress on actions arising from the previous meeting.

Update from the co-chairs

- Since the last meeting, Thelma and Michael have visited the Grenfell Tower Site to have a better understanding of the geography of the site and to be more aware of the proximity of the surrounding buildings. They assured the community representatives that the site is being well looked after.
- MHCLG advised that once the current Covid-19 restrictions have eased, they will arrange for community representatives to visit the Site in order to familiarise themselves with the layout if they would like to do so.
- Thelma and Michael updated on the introductory conversations they have had with community representatives. They offered for community representatives to get in touch with them directly if they ever want to talk. The Secretariat would set up Teams meetings to facilitate this.

Action: Community representatives to advise the Secretariat if they would like to visit the Site.

Action: Community representatives to advise the Secretariat if they wish to have meetings with the co-chairs.

Quorum report

- The Secretariat presented the report on the minimum meeting attendance and decision-making quorum which proposed that the number of attendees

required for meetings to go ahead be separate from the number of members needed to be in agreement for decisions to be valid (quorate). They recommended a reduction in number for meeting attendance.

- The Secretariat recommended that the quorum for decision-making remains as was previously agreed at the 4th November meeting; three bereaved, two survivors and one Lancaster West resident.
- While it is hoped that community representatives will be able to attend all meetings, if they cannot they will be able to feed in their views before a meeting or after having read the minutes.
- Community representatives discussed whether a representative could be counted towards the attendance numbers for another group if they fell in both categories e.g. if they were both bereaved and a survivor. The Commission agreed that this would not apply to decision-making and asked the Secretariat for further advice.
- The Commission was broadly happy with the recommendations. They decided to pause deciding on the quorum until they had considered the contingency planning recommendations.

Action: Secretariat to provide advice on whether representatives can be counted towards the attendance numbers for another group. Once this is decided, Commission to consider the issue of quorum for decision-making.

Membership contingency planning report

- The Secretariat presented the contingency plan report, recommending that the Commission allow for a six-month period of absence for members with an additional month in exceptional circumstances.
- The Commission discussed whether six months felt right. All community representatives were understanding of the fact that representatives will have other responsibilities in their lives. However, they remained conscious of the responsibility to the community and to their cohort on the Commission. They felt that that six months is too long given that the Commission will run for two years, and that it would be a disservice to the community who elected them as their representatives.
- The Commission felt that a maximum of three months or three meetings depending on which comes later would be more reasonable. The Commission thought it was important to have a combination of the two especially considering that when the Commission started its work, it met more frequently. The Commission agreed that this rule should only apply to meetings or months in succession
- The Secretariat explained their recommendation for replacing community representatives in the future using the reserve list that was created after last year's voting process for community representatives. As there are no more reserves for the survivor's group, the Secretariat recommended running a small voting process for this group.
- The Commission felt that it was important to check whether everyone on the reserve list still wanted to be on it, to understand whether they needed to ask for new reserves for the bereaved and Lancaster West residents' groups. The

Secretariat agreed to contact everyone on the reserve list to gauge how many people still wanted to be on it before deciding whether a wider voting process would be needed.

Action: Secretariat to seek the views of community representatives on the membership contingency paper and the implications of this.

Action: Secretariat to contact those on the reserve list.

Communications and engagement strategy

- MHCLG spoke about needing to be flexible with the Commission's engagement in light of the Covid-19 situation and how they can be consistent in the Commission's messaging.
- MHCLG discussed different formats for engagement. It was suggested that the Commission could run a blog.
- MHCLG discussed plans to gather statistics on what people are looking at on the Commission's website to understand what people are most interested in.
- MHCLG suggested that the Commission could have a main spokesperson for communications who would be supported by MHCLG. The spokesperson would be offered media training. The Commission agreed that it would be better to share the spokesperson role as a group but that for interviews the co-chairs should take on this responsibility. Thelma and Michael agreed that they would both value media training.
- It was noted that it might be harder to engage with those outside of the Lancaster West estate, particularly those abroad. MHCLG assured the Commission that overseas relatives are being kept informed of the Commission's progress via the Family Contact Unit.
- The Commission were interested in using Twitter to share information and not as a platform for debate due to the significant resource requirements for this.
- The Commission were happy with the communications and engagement strategy. MHCLG agreed that the next step would be to provide a schedule of what the engagement activity is expected to look like in the next few months.

Action: Secretariat to organise media training for Thelma and Michael.

Action: MHCLG to provide a schedule of future engagement activity.

AOB

- There was not enough time to discuss the draft workplan and terms of reference, so the Commission agreed to hold an extra meeting on April 23rd to discuss these agenda items.

Next meeting: Thursday 23rd April 2020.

Meeting end.