

Grenfell Tower Memorial Commission Meeting

3rd December 2020

Attendees

Memorial Commission

Michael Lockwood (meeting chair) Thelma Stober

Community Representatives

(Bereaved Representatives) (Survivor Representatives¹) (Lancaster West
Sandra Ruiz Mohammed Rasoul Representatives)

Hanan Wahabi

Hassan Hassan

Adel Chaoui

Secretariat

Grenfell Tower Memorial Commission Secretariat, 4 individuals

Other

Kaizen, 3 individuals (for the engagement update item only)

MHCLG, 1 individual: (in addition 2 attended for the virtual site visit item, 1 for the engagement update item, and 2 for the technical expert procurement item)

Meeting Purpose

The 21st meeting of the Memorial Commission to consider and agree the procurement process to secure a client enabler and hear updates from MHCLG and Kaizen on community engagement.

Opening

- A one-minute silence was held at the start of the meeting.
- It was confirmed that the meeting was not quorate due to a clash with another community meeting. **Decisions were indicative and would be formally agreed by correspondence.**

Progress Update

- The Commission agreed that a line should be added in November's Memorial Commission meeting minutes to give assurance the Commission will be kept informed by MHCLG throughout the decision-making process in relation to the Tower, in recognition of the connection between the work of the Commission and MHCLG's work in relation to the Tower.

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

- Three outstanding actions from previous meetings required a decision from the Memorial Commission:
 1. ‘*Secretariat to create push notifications for the Memorial Commission’s website*’. The Commission agreed with the proposed approach, and for the Secretariat to enable push notifications on the Memorial Commission website. This action remains open.
 2. ‘*Secretariat to add contact buttons to Memorial Commission website for all community representatives and co-chairs*’. The Commission agreed with the proposed process and asked for contact buttons to be added once they have supplied their preferred email addresses. This action remains open.
 3. ‘*Secretariat to explore compiling a list of next of kin in a sensitive way*’. The Commission agreed that definition of ‘bereaved’ was a sensitive matter for families and for the bereaved community representatives to help ensure the Commission does not knowingly exclude people or families from any of the planned engagement. This action was closed.

Action: The Secretariat to amend November’s minutes so it is clear the Commission will be kept informed by MHCLG throughout the Tower decision-making process in recognition of the connections between the work of the Commission and MHCLG’s work in relation to the Tower.

Action: The Secretariat to enable push notifications on the Memorial Commission website.

Action: The Secretariat to add all contact buttons to the Memorial Commission website.

Update from the co-chairs

- Thelma updated that she and Michael attended the Grenfell Education Fund Steering Group meeting in November. The Grenfell Education Fund Steering Group meet three times a year (once each school term) and is comprised of headteachers from a number of local schools. The headteachers from the steering group were keen to understand the work the Commission is doing and how the Commission can work with and engage children and young people. Thelma noted that within the group are a number of headteachers of schools where students, or their parents, had passed away in the tragedy.

Workplan and Risk Register – Report 3

- Now that the ideas gathering phase is underway, the Secretariat has updated the workplan to reflect the Commission’s work, clearly outlining items which have been completed, and adding the Commission’s milestones. The Secretariat agreed to provide a forward look of agenda items for 2021 in January.
- Michael agreed the workplan is now easier to understand and noted this is an item that the Commission must continue to review. It will be a standing item in each Commission meeting
- The Commission agreed to publish a timeline on the website to show the phases of its work and how people can be involved. Thelma suggested a short note is added to the timeline when published on the Memorial

Commission website to explain its function and highlight how the Commission have progressed. This will be approved by the Commission prior to publication.

- The Secretariat shared a draft risk register with the Commission for comment. Michael noted the risk register is a useful tool for the Commission; key risks can be changed and will be mitigated throughout the process. Representatives challenged the language used in the risk register and questioned whether the risks were accurate in terms of what had been heard throughout the community. The Commission shared their comments for the Secretariat to take on board. The Secretariat will review suggestions from the Commission and share an amended risk register with the Commission. As agreed at November's Memorial Commission meeting, the Secretariat will agree a statement on mitigating actions with the Commission for the Memorial Commission website. The risk register will be a standing item on each Commission meeting agenda.

Action: The Secretariat will create an accessible version of the workplan for the Commission to agree before publishing on the Memorial Commission website.

Action: The Secretariat will take the Commission's comments on board to review the language used for the risk register.

Action: The Secretariat will share an updated version of the risk register for the Commission to review.

Action: The Secretariat to provide a forward look of agenda items for 2021 in January.

Virtual Site Visit

- MHCLG shared a presentation with the Commission that included images from inside the site compound, from the site entrance on Grenfell Road, beside Lancaster Green South, Station Approach entrance, Testerton Walk, the ramp to Latimer Station and the KAA garden. The images were taken in June 2020]before the third anniversary. No images from inside the Tower were shared.
- It was noted this presentation was given to the Commission in lieu of a site visit, which could not be carried out earlier in the year due to social distancing measures. The Commission had requested a site visit to better understand the space inside the compound.
- MHCLG noted the presentation is managed by members of MHCLG's Site Management Team for planning activity on the site (such as the third year commemorations) and cannot be accessed by anyone else.
- One representative noted that the Commission had discussed in one of their early meetings the idea of having a resource for people to visualise and understand the site for when suggestions are being made for design ideas. It was suggested this might also include virtual depictions of memorial designs as options. MHCLG said that the presentation was created with this partly in mind. One representative suggested MHCLG produce a video of the site similar to the presentation for the Commission website. A video format would

allow for a visual depiction of the site but with limited detail due to sensitivity. A version will be brought back to the Commission for agreement.

Action: MHCLG to take comments on board and produce a video of the site that is suitable to be published on the Memorial Commission website.

Technical Expert Procurement – For Decision

- The Commission agreed in November’s Memorial Commission meeting for MHCLG to run a new procurement to secure a client enabler on behalf of the Commission.
- MHCLG set out two procurement route options for the Commission to discuss and agree. The first option was an open market competition which would allow all companies to bid for the client enabler function. The second option was a competition through the Government’s preferred Crown Commercial Services (CCS) framework. This option would allow a set list of 16 pre-approved multi-disciplinary providers to bid for the contract.
- Representatives raised concerns on the limitations with option two. One representative noted that the Commission would want to view the framework summary and the parties that are on the framework before agreeing this option.
- One representative noted the importance of open market competition to ensure transparency and enable the widest number of organisations to bid, including any from the local area. The representative reminded the Commission that any procurement competition would be between companies in the construction industry and the associated professions and that there is a need for thorough due diligence to be carried out by MHCLG to ensure they are suitable. The Secretariat recognised the importance of this and confirmed that MHCLG will undertake thorough due diligence.
- There was also a discussion about how representatives can be involved in the procurement, including agreeing the contract requirements and evaluation criteria and being part of the panel for evaluating written bids and presentations. Appropriate training and support will be provided by MHCLG.
- The Commission agreed that MHCLG are to proceed with option one, open market procurement, on behalf of the Commission as this would offer the most independence and transparency.
- The Commission was keen to be involved in the procurement process; community representatives were asked to contact the Secretariat by 17th December 2020 to agree this.

Action: MHCLG to proceed with open market competition to secure a client enabler on behalf of the Memorial Commission.

Action: Representatives should discuss with the Secretariat how they would like to be involved in the procurement process, and which stages, by 17th December 2020.

Engagement Update

- MHCLG updated the Commission on work that has been completed since the last meeting. The Memorial Commission website had been update, meeting minutes have been published and representatives' photos and quotes have been added. The word clouds created by Kaizen have also been translated into multiple languages and circulated to community representatives and will be posted on the Commission's website. MHCLG provided the word clouds from the Memorial Commission events in February 2020 and these will be uploaded to the Memorial Commission's website to support Kaizen's report.
- Kaizen agreed to change the colour of the text for the translated word clouds to green. One representative also requested the translated word clouds should be provided as individual images, rather than altogether. Kaizen have agreed to provide this to the Commission to allow representatives to tweet/share them as relevant.
- Kaizen will provide the Commission with a short form to gather feedback on the themes and word clouds from the representatives' outreach. Representatives should complete Kaizen's feedback form following discussions they have with their constituents and community members about Kaizen's work to ensure that all views are included.
- Kaizen updated that they had met faith leaders and local schools in November. Kaizen's focus is to continue their engagement work, whilst sharing the emerging views around the Memorial and receiving feedback on this as part of the representatives' outreach.
- Kaizen shared a presentation with the Commission that outlined their next phases of engagement;
 - Feel – finding common ground on the feel of the Memorial. What the experience of being there might be
 - Form – being clear on the different “forms” the Memorial could take
Options could be presented to bereaved, survivors and the local community
 - Detail – explore feelings and views about specific details within a design
- Kaizen recognised people may feel more comfortable with contributing at different points and added this is not a linear process. For example, Kaizen would still welcome views on “Feel” during the “Form” stage.
- Kaizen asked whether the Commission would like them to arrange for photographs to be taken during some of the conversations they are having, for example, for inclusion on the website. The Commission agreed to this, but requested Kaizen provide the Commission with the consent form that would be shared with individuals to be approved. Kaizen agreed to this.
- Michael and Thelma updated the Commission on their meetings with candidates for the communications role. Michael said there was a unanimous decision between the co-chairs and two representatives that were present. Representatives should contact the Secretariat to arrange meetings with the successful candidate.

Action: Kaizen to update all word clouds to green text.

Action: Kaizen to provide the Commission with translated word clouds as individual images.

Action: Kaizen to provide a short feedback form for the Commission.

Actions: Representatives to share any feedback with Kaizen on the themes and word clouds via Kaizen's feedback form or correspondence.

Action: Kaizen to provide a consent form for taking photographs to the Commission to approve.

AOB

- The Secretariat updated that the new representative joining the Commission will attend the next meeting in January.
- The Secretariat will share a draft version of a newsletter with the Commission via correspondence. Representatives should share their thoughts and suggestions on the newsletter with the Secretariat. Thelma suggested the newsletter should be offered in multiple languages. The Secretariat agreed to produce the newsletter in multiple languages when being published.

Action: The Secretariat to share the draft version of the newsletter with the Commission via correspondence.

Questions and Answers

The following questions have been submitted to the Secretariat and require a response from the Commission. Questions answered as part of the minutes will also be added to the Frequently Asked Questions page on the Memorial Commission website. Answers to the following questions have been approved by the Commission via correspondence.

What role does the Memorial Commission have in decisions about the Tower?

The Memorial Commission is not responsible for decisions about Grenfell Tower. As legal owner of the Grenfell Tower site, the government is responsible for site management and for operational decisions. This includes a decision on what will happen to the Tower.

The government has committed to keep the site safe and secure, and to make the site ready for the future memorial determined by the community.

The Memorial Commission, along with the whole community, expects to be kept updated on site management issues and engaged on operational decisions.

I prefer to speak to the Commission directly, how do I do this?

The Memorial Commission is made up of representatives of the bereaved, survivors, residents of the Lancaster West estate. If you would like to speak to one of the community representatives on the Memorial Commission, you can contact the Secretariat at GTMCSecretariat@communities.gov.uk who can help to answer questions, arrange a meeting, or pass on your contact details to a community representative.

If you have a question that you would like answered at a Memorial Commission meeting, please email GTMCSecretariat@communities.gov.uk.

Next Meeting: 13th January 2021

Meeting end.