

Grenfell Tower Memorial Commission Meeting

Thursday 5 May 2022

Attendees

Memorial Commission

Michael Lockwood (meeting chair) Thelma Stober

Community representatives

(Bereaved representatives)	(Survivor representatives ¹)	(Lancaster West representatives)
Sandra Ruiz	Mohammed Rasoul	Susan Al Safadi
Hanan Wahabi		

Apologies

Hassan Hassan
Abraham Abebe
Hanan Cherbika
Nabil Choucair
Adel Chaoui
Andrea Newton

Secretariat

Grenfell Tower Memorial Commission secretariat: three individuals

Other

Stephanie Edwards, independent design adviser
Department for Levelling Up, Housing and Communities (DLUHC) for Items 1, 2 and 3

Meeting purpose

The 36th meeting of the Memorial Commission to sign off the final interim report, discuss engagement, communications and media around the report, including the launch event (planned for 14 May) and the five-year anniversary film workshop.

Opening

- A one-minute silence was held at the start of the meeting.
- Michael opened by recognising that this has been an exceptionally difficult period due to the ongoing inquiry, and some Memorial Commission representatives have been giving evidence.
- It was confirmed that the meeting was quorate.

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

Item 1: report sign off

- The final report was shared with the Memorial Commission. Michael thanked all for their input and confirmed we are now at the final stages to sign off
- The secretariat confirmed that the final draft of the report has been soft tested with many key groups and stakeholders. The response has been encouraging. Feedback was shared with the group, including positive comments from Bishop James Jones, former Church of England Bishop and formerly the chair of the Hillsborough Independent Panel. Thelma asked if the positive comments received could be used as part of the media/communications to raise awareness of the report. It was agreed that some of these quotes can be used as part of the press release for the report.
- DLUHC communications representative confirmed the text and design for the report has been signed off – the group now needs to confirm the final cover design, infographics and discuss the timeline in the annex.
- It was agreed:
 - a. Image 2 (mosaic) will be used for the cover page.
 - b. The timeline, as part of the annex will be amended to reflect 'the process to build will commence' from December 2024. Further details of what this includes, and the process will be set out clearly at engagement events.
 - c. There were a couple of amends the group identified in the text which will be updated for the final report

Action: DLUHC communications lead to make the relevant changes to the report ready for print.

Action: the secretariat to be share final report with Memorial Commission representatives and co-chairs on Tuesday 10 May.

Item 2: report launch communications

DLUHC communications lead spoke through the planned media and launch for the report:

1. DLUHC will share a draft press notice with the Memorial Commission by Tuesday (10 May) for review. The press notice will include quotes of support from Bishop James Jones, a quote from the co-chairs and a quote from the Commission which will thank and mention all relevant community groups, bereaved and survivors. A quote from the government will also be included to show support.
2. It was agreed that DLUHC will share a list of journalists for the reps to engage with.
3. Memorial Commission representatives discussed who will represent the group for TV and radio quotes/interview, if required.

- The group asked about an audio version of the report. DLUHC confirmed that this is something to investigate further after the launch of the report and also mentioned a QR code which could be used to help raise awareness. It was confirmed that the report will be available on the Memorial Commission website and translations of key languages including a shortened version of key sections from the report will be available soon. Hard copies will be available for the Commission to use for engagement events, and will be in local venues for the community.
- Michael gave an overview of his day in North Kensington on Friday 29 April. Overall, it was a good day and Michael was able to meet key community groups. All are keen to engage further, and support with the promotion and raise awareness of the Memorial Commission report. Michael discussed the meeting with Lancaster West Residents' Association (LWRA) who are keen to use an engagement survey app; the app is confidential, has been used in other community engagement projects and can support reaching more people in the community. Michael also mentioned planned further engagement with residents (after the report is launched) on ownership. All agreed to explore the use and details of the engagement app, this will include a further meeting with LWRA, Memorial Commission co-chairs and a representative to understand the use of this app and how it may work.

The meeting with Samia Badani (Bramley House Residents' Association) went well, focusing on how Memorial Commission representatives can engage with more local residents in the community. This included the Commission publicising events on noticeboards in other estates and for Commission representatives to join face-to-face events in the community to raise awareness. Samia will share the Commission's upcoming community events to attend: a further meeting with Samia to be agreed. There were discussions about the use of a portacabin as a drop-in venue for the community to engage with the commission – this will be explored.

Action: DLUHC communications lead to share the draft press notice with the Memorial Commission for review by Tuesday 10 May

Action: the secretariat to schedule a further meeting with Commission co-chairs and reps with LWRA to explore the engagement app

Action: secretariat to schedule a meeting with Samia Badani and Michael to discuss further details of planned community events the commission can attend.

Item 3: launch plans – update

- Memorial Commission representatives and officials discussed the handling and timings of the interim report, press release, supporting materials, and launch details.
- The launch event is booked and confirmed for 14 May and will take place at Al Manaar Muslim Cultural Heritage Centre from 1:30pm to 4:30pm. Refreshments and activities will be provided. The secretariat confirmed the

guestlist, and invitations are to be sent to key groups and community members.

- Details of how the report will be shared with key stakeholders were discussed:
 - a. Friday 13 May – final report (embargoed) will be shared with public authorities and selected media, along with a press notice from the Memorial Commission
 - b. Friday 13 May pm – final report to be shared with bereaved
 - c. Saturday 14 May am (pre-launch event) – final report to be shared with survivors
 - d. Saturday 14 May pm – final report to be shared with local community at launch event
 - e. Monday 16 May – final report available on the Memorial Commission website and at community centres

Item 4: five-year commemoration video update

- GTMC reps and officials discussed plans to mark the fifth anniversary and the short film, which will include the voices of children and young people. A workshop will be held on Monday 10 May at Bay 20 from to hear from young people to discuss what the film should include.

Item 5: for information items

- The secretariat confirmed that the risk register and action log will be covered in the next meeting – no major risks confirmed.

AOB:

- The secretariat spoke about the upcoming ‘town hall’ events and Memorial Commission representation at these – the community representatives agreed that this is not the time, and they would like to remain separate from this.
- Hope Gardens and Trees for Grenfell were mentioned by Sandra – to discuss further in terms of ownership and next steps.
- Minister Eddie Hughes has expressed interest in speaking to the Commission. The representatives are happy to meet the minister. The secretariat will arrange a date and time for this meeting and share with the Commission representatives and co-chairs prior to the release of the report.

End of meeting.

You can contact the Memorial Commission directly using the details below:

Phone: [0303 444 4831](tel:03034444831)

Email: GTMCSecretariat@levellingup.gov.uk

Website: www.grenfelltowermemorial.co.uk via contact buttons in the 'About us' section.

Next meeting

1 June, in person at the Victoria & Albert Museum

July, August – no meetings

September – dates tbc