

**Grenfell Tower Memorial Commission (GTMC) Meeting  
20 March 2023**

**Attendees**

**Memorial Commission**

Lord Paul Boateng (Chair)

Thelma Stober

**Community Representatives**

(Bereaved  
representatives)  
Sandra Ruiz  
Adel Chaoui

(Survivor representatives<sup>1</sup>)  
Hanan Cherbika  
Abraham Abebe

(Lancaster West  
representatives)  
Susan Al Safadi

**Apologies:**

Andrea Newton  
Hassan Hassan  
Nabil Choucair  
Hanan Wahabi  
Mohammed Rasoul

**Secretariat**

Grenfell Tower Memorial Commission Secretariat: 3 individuals

**Other**

Stephanie Edwards, Independent Design Adviser

**Meeting purpose**

The forty-fifth meeting of the Grenfell Tower Memorial Commission to provide an update on the design working group, decision on writer and next steps towards the final report.

**Opening**

- A one-minute silence was held at the start of the meeting.
- Lord Boateng opened the meeting welcoming all to the meeting.
- It was confirmed that the meeting was quorate.
- It was noted that a number of reps were unable to join due to the last minute change of date. Secretariat agreed to keep changes to future meetings to a minimum and to provide plenty of notice.

**Agenda item 1: design update**

- Stephanie gave an update on the recent design working group meeting.
- It was noted that community representatives would like to play an active part in this working group as the Commission moves closer to their final report.
- Stephanie discussed how the design brief should be structured and possible options for how the selection process could work.
- All in the meeting agreed that the design brief formed an important part of the final report and that it was vital that the report made clear what the next stages would look like.
- All agreed that any selection process should include participation at every stage from the bereaved families, survivors and local community and that it was important to keep the conversation going around these aspects of the Commission's work.

- Stephanie asked the Commission if they are happy to proceed on the basis discussed and committed to provide further updates at future meetings.

### **Agenda item 2: Final report and engagement update**

- Following on from the discussion at the last Commission meeting, Secretariat updated the Commission on the report writer options and the views that had been shared by the Commission since then.
- The Chair asked for confirmation that a decision had been reached; Secretariat confirmed that there was a preferred candidate and attendees agreed that this individual should be appointed without further delay.
- Secretariat then updated on recent engagement with families and highlighted the increase in views that had been shared by bereaved families in particular since January. All reflected that they recognised how important it was to continue to reach out to those families who are yet to share their views.
- Secretariat highlighted key activities over the next period which included discussing arrangements for the RBKC Youth Council meeting and plans to hold a number of Iftars in April.

### **ACTIONS:**

Secretariat to start process to onboard the report writer.

### **Agenda item 3: GTMC update**

- The Co-Chairs updated on the engagement that they had been undertaking in recent weeks with a broad range of community stakeholders. The Co-Chairs reflected that these were important meetings where stakeholders highlighted their continued support for the Commission's work and their willingness to help ensure that families and those in the immediate community were aware of how to share their views with the Commission.
- The Co-Chairs also highlighted the meetings had raised the importance of ensuring the Commission continues to work in a transparent way, providing multiple opportunities for anyone who wishes to share their views to do so and to continue providing regular, clear updates on next steps
- All thanked the Co-Chairs for their continuing support and agreed that it would be important to continue to reach out to families and local residents throughout all the next stages of the Commission's work.

### **Agenda item 4: for information items**

- The Commission approved the minutes from 23 February meeting and Secretariat confirmed that these will now be uploaded to the website.
- Risk register and action log, the secretariat updated the Commission on progress on outstanding actions and discussed the reasoning behind the current risk score.
- No conflicts of interests were declared.

### **AOB**

- Secretariat reminded Commission members of the next engagement events.
- Stephanie updated on the transport and pedestrian access design survey that is due to start in May 2023. Secretariat confirmed that there would be clear communications sent out to local residents and other key stakeholders to advise them of this work.

- It was agreed that the Conservation Group should be invited to the next GTMC meeting in April.

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

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**Website:** [www.grenfelltowermemorial.co.uk/via contact](http://www.grenfelltowermemorial.co.uk/via_contact) buttons in the 'About us' section.

**Next meeting**

Thursday 27 April at the V&A