

Grenfell Tower Memorial Commission Meeting
3 June 2021

Attendees

Memorial Commission

Michael Lockwood (meeting chair) Thelma Stober

Community representatives

(Bereaved representatives)	(Survivor representatives ¹)	(Lancaster West Representatives)
Sandra Ruiz	Abraham Abebe	Susan Al-Safadi
Hanan Wahabi		
Hassan Awadh Hassan		

Secretariat

Grenfell Tower Memorial Commission secretariat, 4 individuals

Other

Constantine Gras (item 2)
Stephen Tottingham, BigSmallTV (item 2)
Stephanie Edwards, independent design adviser
MHCLG, 1 individual for items 2 and 3
MHCLG representatives Suzanne Kochanowski, and site management
representative (item 2)

Meeting purpose

The twenty-sixth meeting of the Memorial Commission to discuss arrangements for the four-year anniversary, the contract with the community engagement organisation, and a forward look into future work for the Commission, as well as receive an update on engagement to date.

Opening

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

Agenda item 1 – ‘for information’ items

- The Commission were made aware that the minutes from the 6 May meeting and the May online community meetings had been sent to them for clearance via correspondence.
- One action was shared for decision: whether the Community Representatives wanted to publish the site footprint for the future memorial on the Memorial Commission website and share it at engagement events.
 - Stephanie said the Commission should be clear when publishing the site plan that it is being shared to give people an understanding of the space for a future memorial.

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

- The community representatives agreed this was a good idea as it would help people to visualise the space and prompt ideas.
- The community representatives agreed that it should be published alongside text setting out that this is the land currently under the guardianship of the government, and that government has committed to transfer this land to an ownership body of the community's choice once a fitting memorial has been determined (in accordance with the Commission's terms of reference to determine how the memorial site will be owned and sustainably managed for the long term).
- Stephanie Edwards commented that the separate decision-making responsibilities of the government and of the Memorial Commission should continue to be made clear in any published item.

Action: Site footprint to be published on the website and made available for reps to share in meetings.

Agenda item 2 – arrangements for four-year anniversary

- A draft of the video created to mark the four-year anniversary was shared with the Commission for comments.
- The community representatives and co-chairs said they found the video very moving. The community representatives thanked Steve from BigSmallTV and Constantine Gras for their work on the video.
- Suzanne advised the community representatives that there would likely be media interest in the video once published and asked the Commission how they wanted this to be handled during such a sensitive time for the community representatives and wider community.
- A community representative asked if the names of the 72 victims of the tragedy could be added to the video to be clear that the main purpose of the memorial is to commemorate those who have lost their lives.
 - Thelma agreed that it was important to include the names within the video. The other community representatives agreed this was a good idea and it was decided the names would be added to the video.
 - The secretariat suggested that the preferred names of the 72 should be used in places instead of just full legal names.
- Michael asked Steve if he had any advice regarding the publishing and content of the video.
 - Steve advised that the video should remain a commemorative piece focused on the anniversary and shouldn't be overpacked with information. Steve confirmed that they could add the names of the 72 on screen in the video.
- Thelma asked Constantine Gras for any comments he might have on the video.
 - Constantine said that that the video captured the community representatives' warmth and conviction well but could perhaps end with a recapturing of the Commission's promise to the community.

- A community representative suggested that a future plan could be to create a similar video but with the views of community members in.
- An update was given on other plans for the four-year anniversary.
 - An update was given on the plan to add two olive trees at the memorial wall and the location of them on either side of the mosaic was agreed by the community representatives.
 - The wording for the metal plaques on the olive trees was agreed and the timing for the co-chairs to lay a wreath was agreed.
 - An update was given on the children, young people and schools working group's plan for children and young people on the anniversary. It was explained that two artificial trees would be put up at the memorial wall and green paper hearts would be available for people to write on messages of hope and remembrance, which could then be hung on the trees.
 - The Secretariat suggested that the Commission might like to take a photo of themselves wearing green to support Green for Grenfell week from 7 June.

Action: MHCLG to look into some form of media handling statement surrounding the release of the four-year anniversary video that avoided the need for interviews, and inform community representatives.

Action: Edits to the four-year anniversary video to be made in line with community representatives' comments, including adding the 72 names.

Action: Community representatives to take a photo of themselves wearing green to help promote Green for Grenfell.

Agenda Item 3 – community engagement contract

- The Commission had asked the secretariat to present options on Kaizen's support for the Commission beyond the summer when their work on the memorial is due to end.
- The co-chairs recommended that Kaizen are asked to focus on engagement with the wider community, Lancaster West estate and schools, whilst providing support for data analysis to the Commission. This would ensure the Commission has capacity to continue engagement with local residents and wider organisations, and has evidence-based findings. It would also allow for a personalised approach to conversations with bereaved and former residents of Grenfell Tower, but allow families to speak with an independent organisation if requested.
- A community representative said they continue to be concerned about unclear messaging to the community as Kaizen are working for both the Commission for engagement on the memorial and MHCLG for engagement on the future of the Tower.
- The Commission considered the possibility of pausing Kaizen's engagement on the memorial until Tower engagement has concluded. The secretariat reflected that Tower engagement conversations could raise questions and comments around the memorial as the two are closely linked for a number of

families and members of the community. MHCLG said it could be possible to pause Kaizen's engagement on the memorial. However, this would leave an engagement gap which the Commission would need to fill to maintain momentum with the local community.

- Thelma asked whether there is the possibility for the Commission to have more control over Kaizen's work. MHCLG agreed that if Kaizen continued to support the Commission, all parties would want to be clear on the Commission's expectations. MHCLG would look to put in place improved ways of working, including agreeing routes for clearance and decisions, increased communication, and a clear scope of work.
- A community representative said they would like to procure someone new to replace Kaizen. The community representative said the Commission needs to be as active as possible in any procurement and engage with organisations before they are selected. This would enable the Commission to determine whether the provider would meet their expectations.
- A community representative said an option would be to extend Kaizen's support for the Commission on a rolling monthly basis.
- Michael asked MHCLG how long it would take MHCLG to procure a new organisation to carry out the Commission's engagement, if that was the Commission's decision. MHCLG advised an open procurement would take six to nine months. Procurement through a government framework would take four to six months.
- A community representative said the Commission would lose valuable time between the end of Kaizen's support and a new provider if they stopped working with Kaizen now. MHCLG said it may be possible for Kaizen's support to continue for the duration of the procurement period to avoid any gap.
- The secretariat said the working groups have been effective for the Commission and suggested a group is created for management of Kaizen and/or a new provider.
- The Commission agreed that Kaizen should continue to support them, on a short-term rolling basis. MHCLG agreed to develop a proposal for a new, open procurement to find a new provider for engagement in the future, and that this process is expected to take six to nine months.

Action: MHCLG to make arrangements for support on a short-term rolling basis, and outline additional measures to be put in place to ensure improved communication and ways of working between the Commission and Kaizen.

Action: MHCLG to develop a proposal for a new open procurement to find a new provider for engagement in the future.

A question from the community:

Q: What are you doing to reach residents on the Lancaster West Estate?

A: The Memorial Commission holds a monthly online meeting for Lancaster West Estate residents, and also holds a monthly, in person drop-in. The last drop-in was at the Clement James Centre, in order to be convenient for Lancaster West residents. The Commission is hoping to continue conversations with the Lancaster West Residents' Association to understand how best to reach and engage with residents.

If you are a Lancaster West Estate resident, we would love to hear from you and understand your views and ideas for a memorial on the Grenfell Tower site.

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

Phone: 0303 444 4831

Email: GTMCSecretariat@communities.gov.uk

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

Next meetings

Online meeting with bereaved and former residents:

22 July 18:00 – 19:00

Join on your computer or mobile app

[Click here to join the meeting](#)

Or call in (audio only)

[+44 20 3795 5763](#) United Kingdom, London

Phone Conference ID: 842 358 021#

Online meeting with Lancaster West and North Kensington community:

29 July 18:00 – 19:00

Join on your computer or mobile app

[Click here to join the meeting](#)

Or call in (audio only)

+44 20 3795 5763 United Kingdom, London

Phone Conference ID: 602 170 635#