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**From:** JOHN.HETHERINGTON@london-fire.gov.uk  
**Sent:** 20 June 2017 09:51  
**To:** TOBY.GOULD@london-fire.gov.uk; Barradell, John; O'Brien, John; doug.patterson@bromley.gov.uk; mary.harpley@hounslow.gov.uk; Carolyn.downs@brent.gov.uk; NajsarekP@ealing.gov.uk; eleanor.kelly@southwark.gov.uk; michael.lockwood@harrow.gov.uk; slove@westminster.gov.uk; awoodman@Westminster.gov.uk; msmith@westminster.gov.uk; Sawyer, Mark; Nicholas.Holgate@rbkc.gov.uk; robincampbell@westminster.gov.uk; tim.shields@hackney.gov.uk; Gill.McManus@communities.gsi.gov.uk; cparker@westminster.gov.uk; Lloyd, Emma; hilary.patel@communities.gsi.gov.uk; jcorkey@westminster.gov.uk; Farnsworth, David; tim.shields@hackney.gov.uk; michael.lockwood@harrow.gov.uk  
**Cc:** LFB LRG  
**Subject:** RE: Gold Management Team Meeting - POSTPONED - Timing to be confirmed  
**Importance:** High

Good morning,

Apologies. Due to the current activity and urgent business taking place the management team meeting will be postponed.

A new timing will be confirmed once we are in as position to hold the meeting and I will provide as much notice of the meeting as possible.

Current meeting schedule of today for key meetings at present:

10.00 – Scientific and Technical Advice Cell meeting  
11.00 – Humanitarian Assistance Steering Group  
13.00 – Strategic Coordination Group  
15.30 – COBR

John

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**From:** HETHERINGTON, JOHN  
**Sent:** 20 June 2017 09:37  
**To:** GOULD, TOBY; 'John Barradell ([john.barradell@cityoflondon.gov.uk](mailto:john.barradell@cityoflondon.gov.uk))'; 'john.o'brien@londoncouncils.gov.uk'; 'Doug Patterson'; 'Mary Harpley ([mary.harpley@hounslow.gov.uk](mailto:mary.harpley@hounslow.gov.uk))'; 'Carolyn Downs'; 'Paul Najsarek'; 'Eleanor Kelly ([eleanor.kelly@southwark.gov.uk](mailto:eleanor.kelly@southwark.gov.uk))'; ' michael.lockwood@harrow.gov.uk'; 'slove'; 'Alex Woodman'; 'Smith, Mick: WCC ([msmith@westminster.gov.uk](mailto:msmith@westminster.gov.uk))'; 'Sawyer, Mark'; 'Nicholas Holgate ([Nicholas.Holgate@rbkc.gov.uk](mailto:Nicholas.Holgate@rbkc.gov.uk))'; 'Robin Campbell ([robincampbell@westminster.gov.uk](mailto:robincampbell@westminster.gov.uk))'; 'Tim Shields ([tim.shields@hackney.gov.uk](mailto:tim.shields@hackney.gov.uk))'; Gill.McManus@communities.gsi.gov.uk; 'Parker, Charlie: WCC'; 'Lloyd, Emma'; 'hilary.patel@communities.gsi.gov.uk'; 'jcorkey@westminster.gov.uk'; 'david.farnsworth@cityoflondon.gov.uk'; Tim Shields ([tim.shields@hackney.gov.uk](mailto:tim.shields@hackney.gov.uk)); michael.lockwood@harrow.gov.uk  
**Cc:** LFB LRG  
**Subject:** RE: Gold Management Team Meeting - CHANGE OF TIME TO 10.30

Good morning

Due to an urgent STAC meeting at 10.00 this meeting will take place at 10.30.

Dial in details:

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**From:** HETHERINGTON, JOHN  
**Sent:** 20 June 2017 09:08  
**To:** GOULD, TOBY; 'John Barradell ([john.barradell@cityoflondon.gov.uk](mailto:john.barradell@cityoflondon.gov.uk))'; 'john.o'brien@londoncouncils.gov.uk'; 'Doug Patterson'; 'Mary Harpley ([mary.harpley@hounslow.gov.uk](mailto:mary.harpley@hounslow.gov.uk))'; 'Carolyn Downs'; 'Paul Najsarek'; 'Eleanor Kelly ([eleanor.kelly@southwark.gov.uk](mailto:eleanor.kelly@southwark.gov.uk))'; ' michael.lockwood@harrow.gov.uk'; 'slove'; 'Alex Woodman'; 'Smith, Mick: WCC ([msmith@westminster.gov.uk](mailto:msmith@westminster.gov.uk))'; 'Sawyer, Mark'; 'Nicholas Holgate ([Nicholas.Holgate@rbkc.gov.uk](mailto:Nicholas.Holgate@rbkc.gov.uk))'; 'Robin Campbell ([robincampbell@westminster.gov.uk](mailto:robincampbell@westminster.gov.uk))'; 'Tim Shields ([tim.shields@hackney.gov.uk](mailto:tim.shields@hackney.gov.uk))'; Gill.McManus@communities.gsi.gov.uk; 'Parker, Charlie: WCC'; 'Lloyd, Emma'; 'hilary.patel@communities.gsi.gov.uk'; 'jcorkey@westminster.gov.uk'; 'david.farnsworth@cityoflondon.gov.uk'; Tim Shields ([tim.shields@hackney.gov.uk](mailto:tim.shields@hackney.gov.uk))  
**Cc:** LFB LRG  
**Subject:** Gold Management Team Meeting - 10.00 20 June - Agenda and actions from previous meeting

Gold Management Team Meeting

Chair – Doug Patterson

Dial in details:

**AGENDA:**

1. Any urgent business – All
2. Humanitarian assistance
  - a. Key workers
  - b. Housing assessments / offers
  - c. Relief fund distribution / donations
3. Community Assistance Centre (Westway)
4. Friends and Family Assistance Centre (Holborn Bars)
5. Community engagement
6. Operations and resources
  - a. BECC
7. Site management and recovery
8. Public comms
9. AOB

**ACTIONS AND DECISIONS OF LAST MEETING 18.30 19 June**

1. COBR decision on using London Ambassadors (hi-viz) to assist in handing out leaflets. Action for BECC to coordinate deployment to work alongside LA city inspectors and BRC staff. Pre-brief to be arranged in the Westway. Mick Smith to coordinate including staff on the ground this evening. David Bellamy is GLA lead.
2. Quality of data and confirmation of delivery of plans on the ground is critical and reports must be confirmed prior to inclusion in briefings for LLAG or Central Government. Briefings must be completed in good time prior to COBR meetings (provided to representatives at least 10 minutes prior to COBR meetings).
3. Action – GLO to feed back to DCLG the issue of the TMO not stepping up to manage the situation re. utilities disruption.
4. Decision – all perishable goods to be donated to food banks. Action: Paul N to tie into programme at the rest centre. Non-perishable goods to be stored prior to distribution. Second hand clothes that are unsuitable to be reviewed.
5. Decision – local community group to be engaged on the decision about what is useful and what isn't.
6. Decision – strategy/plan to be reviewed by LLAG Group tomorrow including Comms approval.
7. Decision – agreed to offer to install large fridges into the Westway prior to removal of refrigerated lorry.
8. Decision – when private sector donors are involved, need to review labelling on packaging prior to distribution.
9. Decision – WCC to lead on main funds including Government funding. Discretionary money paid by RBKC will be led by RBKC from tomorrow.
10. Action – list of suitable hotels / venues for F&FRC is being collated. To be provided, alongside F&FRC specification, for John B to call CEO's as required to secure the venue. Phone calls to be made this evening.
11. Decision – Hilary Patel to lead Community Engagement Group – a smaller group to include RBKC. Co-chair to be sought from local community / voluntary representative. To include RBKC Ward Councillors. WCC to provide email addresses for Ward Councillors to Hilary Patel.
12. Action – next meeting to consider RBKC presence on the ground and engagement with RBKC Councillors. Briefing to be sent to RBKC this evening.
13. Action - Julia C and John O'B to discuss public communications.
14. Action - initial meeting between Paul N and Carolyn D at 09.30 Tue 20<sup>th</sup> June to discuss transition and ongoing coordination of Assistance Centre.
15. Action – Stuart L and Toby G to agree who will hold responsibility for collation of figures on housing allocations, hotels etc.
16. Action – Mary H to continue discussions with MPS to ensure sharing of information about those families with a confirmed bereavement.

**Other points OF NOTE:**

- Next COBR – 11.00 Tue 20<sup>th</sup> June.
- Confirmed x96 key workers assigned today. Noted it will take time to arrange appointments with families.
- Confirmed at 16.00 19<sup>th</sup> June x78 housing assessments had been done, with more being done since. Final number available in the morning – expected to be close to 96.
- Relief funds – over £10,000,000 raised from non-government funds to date. Private sector funds being funnelled into three main funds.
- Have now processed x37 £5,000 payments out of 138.
- Several hundred people through the assistance centre today, largely positive experience. Have transitioned from rest centre to assistance centre (one family stayed overnight last night).
- Ealing confirmed they can continue coordinating the Westway centre until the end of the week. Initial meeting between Paul N and Carolyn D at 09.30 Tue 20<sup>th</sup> June.
- Olympia venue for Friends and Family Reception Centre is only available for a short period so may no longer be a possible option depending on ongoing negotiations with the operators.
- Asbestos issue. Requires asbestos report from RBKC.
- Noted all documentation / reporting to reference plain English terminology e.g. use the term 'Assistance Centre' rather than CAC, HAC, RC.
- Meeting concluded at 20.

**Present (Portland House):**  
John Barradell (LLAG)

Doug Patterson (Chair)  
Stuart Love  
John O'Brien  
Carolyn Downs  
Mary Harpley  
Julia Corkey  
Charlie Parker  
David Farnsworth  
Gill McManus  
Hilary Patel  
Mark Sawyer  
Mick Smith  
Emma Lloyd  
**On teleconference:**  
Paul Najsarek

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