

**LLAG meeting – Portland House, Bressenden Place, SW1E 5RS**

**18<sup>th</sup> June, 20.00.**

**Attendees –**

- **John Barradell**
- **Doug Patterson**
- **Mark Sawyer**
- **Michael Lockwood**
- **Charlie Parker**
- **John O'Brien**
- **Mary Harpley**
- **Eleanor Kelly**
- **Emma Lloyd**

**Action points –**

- **John Barradell has asked to see details of the proposed response to the accommodation needs of victims' families visiting from overseas.**

**Rationale – Mary Harpley suggests that we use the Southwark response as a starting point but was unsure of the details.**

- **SIRO to be set up.**
- **Data sharing protocols to be established.**
- **Doug Patterson to take forward setting up finance processes with Westminster City Council.**
- **John O'Brien to follow up on Mary Harpley's report that the Leader at Hounslow wants to send out a press release on Hounslow's contribution to the incident response.**
- **Michael Lockwood to check that protocols are in place to ensure that areas have been released/signed off by the appropriate authorities before work begins by the site remediation team.**
- **Reference group to be set up for Michael Lockwood.**
- **John Barradell to receive an update from the site remediation team between 10-10.30, before COBR at 11.00.**

- **Mass fats meeting to take place at 14.00 and site remediation meeting to take place at 15.00 tomorrow.**
- **Michael Lockwood to ensure that the site area is clearly defined.**
- **As per above action point, Mark Sawyer to send Michael Lockwood the electronic version of the site maps.**
- **Comms team to speak to Michael Lockwood about the FAQ briefing.**
- **Community cohesion group to speak to Michael Lockwood.**
- **BECC to provide support to Michael Lockwood on the rota for building control.**
- **Mark Sawyer to check that the comms team have sent Eleanor Kelly's statement to all chief executives.**
- **Doug Patterson to bring in his Director of HR to cover the human resources group.**
- **Community engagement function to be separated between David Farnsworth and the communications function.**
- **John O'Brien to take forward the issues around borough communications, including establishing a consistent line between all boroughs.**
- **Information board to be put up that gives information on who is in each role and who will be taking over and when.**
- **Doug Patterson to check that the letter going to victims is going out in the appropriate language.**
- **Staff in high-viz jackets to have the flyer ready to hand out before COBR tomorrow morning.**
- **Comms person to be sent out to attend Michael Lockwood's site remediation meetings.**