

Grenfell Fire RCG Minutes: 13:00, 24 June 2017

MEETING Grenfell Fire Recovery Coordinating Group

DATE 24 June 2017

TIME 13:00

PLACE Portland House and by teleconference

1 Welcome and Introductions.

1.1 Introductions were made, see attendees list for details.

No	Organisation	Action
1	LRG	Circulate revised organogram with the minutes.
2	Decision	The strategy was agreed with no amendments but would be kept under review including as a result of the outcomes of the recovery impact assessment process.
3	RBKC David Farnsworth	Ensure RBKC are engaged in the Community Engagement sub group. PA / EA support required to be resolved via the Community Engagement sub group.
4	All sub groups and partners	Partner agencies to ensure consistency of messaging – all sub groups to channel messaging via the GOLD Comms group.
5	Chair	Chair to discuss consistency of political messaging with the GLA.
6	DCLG / LRG	DCLG to share data on those attending the Westway – to be circulated by the Secretariat.
7	MPS Gold	Relay a message to the FLO coordinator that preparatory work for families to view bodies is to be carried out at the Friends & Families Assistance Centre or another location away from the mortuary.
8	RBKC	RBKC to be involved in the process for allocation of new properties.
9	Barbara Brownlee	Housing and TA sub group to track number of housing allocations against the PM's target of rehousing within K&C or neighbouring boroughs within three weeks.
10	PHE	PHE to consider installation of air quality monitoring in relation to the installation of diesel generators.
11	Comms	Comms to consider issue of reinstatement of hot water and heating and the need for the TMO to be engaged in these communications.

12	David Farnsworth	Community to be consulted on the policy for managing donations of goods prior to sign-off by Gold and Barry Quirke.
13	Michael Lockwood	Michael Lockwood to report back on finance and resourcing at the next meeting.
14	LFB	LFB to confirm their proposal for withdrawal of resources from the scene for approval by Gold. Comms to prepare a comms plan for this withdrawal.
15	All sub groups	All sub groups to report resourcing requirements to Doug Patterson.
16	LRG	Secretariat to put in place impact assessment and action plan process, in consultation with Stuart Love, to be completed by sub groups and wider resilience partners.
17	Mark Sawyer	Consider lessons capture process. Community Engagement sub group to consider capture of lessons from the community.

2 Any Urgent Business

2.1 No urgent business was raised.

3 RCG Terms of Reference

3.1 Comments on the Terms of Reference

- The Chair is the head of the Grenfell Fire Response Team (rather than LLAG)
- Membership was approved.

3.2 Structural changes for transition from response to recovery.

- New sub-groups would be as shown on the organogram
- A faith cell and a remembrance / memorial cell would be formed.

Action 1: Secretariat to circulate revised organogram with the minutes.

4 Recovery Strategy

Decision 2: The strategy was agreed with no amendments but would be kept under review including as a result of the outcomes of the recovery impact assessment process.

5 Situation – key issues and forward look (24 / 48 hours / 7 days)

5.1 Community Engagement – David Farnsworth

- Hillary Patel has taken the lead on faith and community issues.
- A dedicated communications resource has arrived which will help.
- There are good links into the Westway.
- There will be a push to reach out to smaller groups on the ground.
- Looking forward: RBKC’s role in community engagement will be key but this is still very emotive. This will be the focus of the transition team. Barry Quirke said that an assistance CEO from Lewisham was arriving today to support and he would pick this up with him.

- On Monday an announcement will be made regarding resource for small charities and agencies. This will assist their effort, which is now suffering from fatigue.
- The resource will be for both micro organisations that have incurred expenses as well as for larger organisations.
- There remains a need for PA / executive officer resource for the community engagement work stream – for the cell itself and for the wider community associations. This would be picked up by the sub group.

ACTION 3: Ensure RBKC are engaged in the Community Engagement sub group. PA / EA support required to be resolved via the sub group.

5.2 Public Communications – Ian Farrow

- Clearer information is required with regard to the evacuation of residents in Camden.
- The transition of the Westway centre and the services offered there will need to be managed and communicated carefully. Effective channels are open with stakeholders and the community to do so.
- Questions have been raised around the timing of LFB withdrawal, and how this will be communicated. JB stressed that all changes in presence / posture at the scene must be cleared via the Gold Group in advance of being implemented so that implications including community engagement and public comms can be managed effectively.

5.3 Humanitarian Assistance – Carolyn Downs

- Good progress is being made, however time is being spent addressing rumours that have emerged via political routes, e.g. residents going to Heathrow which is not true.

ACTION 4: Partner agencies to ensure consistency of messaging – all sub groups to channel messaging via the GOLD Comms group.

ACTION 5: Chair to discuss consistency of political messaging with the GLA.

i) Assistance Centre

- No families staying overnight – it is no longer a rest centre.
- Operating hours are now from 09:00-23:00. This will be revised on Monday (after Eid). The current proposal is to reduce hours to 11.00-20.00 but this will be confirmed when Gold reviews the proposal on Monday.
- A checking regime has been introduced, to ensure that only appropriate people have access to the facility.
- JB advised the aim should be for the use of the centre to reduce over time to ensure it does not become 'institutionalised'. The medium (7 day) aim was to transition to a smaller and more focussed facility based on supporting the needs of those people affected.

ACTION 6: DCLG to share data on those attending the Westway – to be circulated by the Secretariat.

ii) Family and Friends Assistance Centre

- This is working very well. Four families will be seen by close today, 22 are booked in to Thursday. Families are tending to stay a considerable length of time with the prevailing issues being mental health, immigration and housing.
- FW advised five viewings of bodies have taken place. FLOs have been doing preparatory work at the mortuary, but it is important that this is done at the Family and Friends Assistance Centre or another location away from the operational mortuary.

ACTION 7: MPS Gold relay a message to the FLO coordinator that preparatory work for families to view bodies is to be carried out at the Friends & Families Assistance Centre or another location away from the mortuary.

iii) Housing & Temporary Accommodation

- No moves are planned and any that are required will be managed effectively.
- 57 accommodation offers have been made.
- Over the next 7 days careful allocation of new properties will be required and this will require RBKC involvement.

ACTION 8: RBKC to be involved in the process for allocation of new properties.

ACTION 9: Housing and TA sub group to track number of housing allocations against the PM's target of rehousing within K&C or neighbouring boroughs within three weeks.

- Hot water – Stuart Love.
 - First stage is to get hot water to the blocks, and second stage will be to get heating to the blocks.
 - Hoarding is being erected on site today. A date to commit to the supply of hot water will be obtained over the weekend. There is a potential issue around the TMO taking on the communications around provision of hot water, etc.
- JB asked for monitoring of air quality due to the diesel units being installed to provide hot water.

ACTION 10: PHE to consider installation of air quality monitoring in relation to the installation of diesel generators.

ACTION 11: Comms to consider issue of reinstatement of hot water and heating and the need for the TMO to be engaged in these communications.

iv) Key Workers – Carolyn Downs

- Key workers who have been allocated are working well with FLOs.
- 111 key workers as of yesterday and 121 today. There are 41 for people within the cordon area today up from 26 yesterday.

v) Donations & Goods in Kind – Carolyn Downs

- The policy for dealing with donations of goods would be provided to Gold and to Barry Quirke for sign-off by 4pm today with the aim of including information in the stakeholder bulletin. Prior to sign-off the community must have been consulted on the proposals.

ACTION 12: Community to be consulted on the policy for managing donations of goods prior to sign-off by Gold and Barry Quirke.

5.4 Site Management & Recovery – Michael Lockwood

i) Current situation

- The tower is safe but not stable. Issues on the north west corner of the tower remain, with cracking and the bowing of some ceilings. A solution is being implemented, starting from today – five floors will be completed a day, however all workers will need to be removed from the building if movement exceeds permissible levels which may lead to further delays.
- TfL are carrying out their own risk assessment which will inform the decision on whether a rail service can be reinstated from Monday.
- A lift will be put in place to assist with removal of the debris.

ii) Future

- Two people are being brought in who worked on 9/11 to advise on clearing of the site. This is being arranged by DCLG.
- Dr. Carl Harrison is advising on the Human Tissue Authority (HTA) requirements for a HTA and asbestos facility on site. This is an important facility as the operation will be led by forensic anthropologists doing archaeological hand picks, where any human remains will be graded to see if it is suitable for DNA testing.
- The Chair highlighted the need for a documented process that will ensure the public are able to understand what is happening. Communications with the community on this issue were noted as being absolutely key.
- The Coroner stressed the importance of being very careful with debris from the site due to the fragility. The ~Coroner was discussing this with the Ministry of Justice. A meeting is taking place with faith representatives on Tuesday.
- A Liaison Group meeting will be taking place every Thursday. Questions are already being received regarding the future of the site, memorials, etc and communications on this would be an urgent priority for the next 48 hours.
- A discussion took place around the origin of funding for this work. JB reminded attendees that there is a commitment from central Government that funding will be met and that funding should not stand in the way of progress.
- ML highlighted the importance of getting an agreement with RBKC around the Building Control Officer on site.
- This is likely to be an 8-12 month process and there needs to be a clear plan for how this is resourced.
- LFB advised they still have appliances and staff on scene, but these are likely to be removed on Monday. It is important to ensure there is capacity to protect the remaining cordon. The communications and community engagement regarding this withdrawal will be important.

ACTION 13: Michael Lockwood to report back on finance and resourcing at the next meeting.

ACTION 14: LFB to confirm their proposal for withdrawal of resources from the scene for approval by Gold. Comms to prepare a comms plan for this withdrawal.

vi) Resourcing – Short, Medium and Long Term – Doug Patterson

- DP advised that the operation will be moving towards the long-term plan over the next seven days. Resourcing requirements should be submitted to Doug Patterson.
- At present approximately 40% of chief executives from London Boroughs are working on this incident. This is unsustainable and will need to be drawn back when appropriate. Outreach will take place to private companies and central Government.

ACTION 15: All sub groups to report resourcing requirements to Doug Patterson.

6. Development of impact assessments and action plan

ACTION 16: Secretariat to put in place impact assessment and action plan process, in consultation with Stuart Love, to be completed by sub groups and wider resilience partners.

7. Immediate Actions / Urgent Issues

- None to report.

8. Any other business

- It is important to start capturing lessons identified, particularly around sustainability.
- Lessons should also be captured from the local community.

ACTION 17: Mark Sawyer to consider lessons capture process. Community Engagement sub group to consider capture of lessons from the community.

- JB expressed his thanks to West Sussex, East Sussex and Kent for attending to assist with the recovery effort.

9. Schedule of future meetings

- The next meeting will take place tomorrow (Sunday 25th June) at 14:00.

Attendees

Organisation	Name
MPS GOLD	Superintendent Nick Collins
London Resilience Group	Toby Gould , Alex Townsend-Drake
LFB	Richard Mills & Ian Frost
Her Majesty's Coroner	Dr Fiona Wilcox
Chair	John Barradell,
LAS	Kevin Bate & Tracey Porter
RBKC	Barry Quirk
Community Engagement	David Farnsworth
DCLG Government Liaison Team	Phil James & Justin Tolan
GOLD Communications	Ian Farrow
Community Engagement	Claire Pimm
Military Joint Regional Liaison Officer	Lt Col Brian Fahy
Public Health England	Deborah Turbitt, Mark Beveridge & Clare Smeke
Humanitarian Assistance	Carolyn Downs
Site Management & Recovery	Michael Lockwood
Environment Agency	Tasha Gill
LLAG Staff Officer	Alex Woodman
Westminster City Council GOLD	Stuart Love
Operations	Doug Patterson
Minutes & Loggist	Amy Leyland, Claire Henderson and Vicky O'Brien
West Sussex	Matt Hall
East Sussex	Yvonne Riedel-Brown
Kent	Fiona Gaffney
NHS England (London)	Not present
GLA / Mayor's Office	Not present
Health & Safety Executive	Not present
Transport for London	Not present
Faith Sector	Not present
Voluntary Sector	Not present