

GRENFELL TOWER INQUIRY

WITNESS STATEMENT OF JANICE WRAY

I, JANICE WRAY, WILL SAY AS FOLLOWS:-

1. I make this further statement to assist the Grenfell Tower Inquiry in relation to the procurement of fire risk assessments (“FRAs”) by the Kensington and Chelsea Tenant Management Organisation Limited (“TMO”) following the introduction of the Regulatory Reform (Fire Safety) Order 2005.
2. At the time of the fire at Grenfell Tower on 14 June 2017, I was employed by the TMO as the Health and Safety and Facilities Manager. I held this position from 1996 until March 2018, when I was transferred over to the RBKC into the same role. I am now the Head of Facilities Management.
3. Following the introduction of the Regulatory Reform (Fire Safety) Order 2005, which abandoned the need for fire certificates in favour of a risk-based approach to fire safety, the TMO was required as part of its management function to ensure that FRAs were undertaken and documented for all communal areas across its stock.
4. In late 2008/early 2009, the TMO, RBKC and London Fire Brigade (“LFB”) entered into discussions about the suitability and sufficiency of the TMO’s FRA programme. These discussions resulted in a joint decision to procure specialist consultants to undertake FRAs across the stock and adopt a risk-based approach to the FRA programme.
5. Properties were designated into different potential risk categories, being high, medium or low. The LFB and the RBKC were consulted on the criteria applied to identify the potential risk presented by each block.

6. On 29 July 2009, Salvus Consulting Ltd (“Salvus”), were invited to submit a quote for fire risk consultancy services and to attend an interview on 14 August 2009 (JW/1: ‘29.07.09 Letter, Invitation to quote for consultancy services’). This invitation was drafted by Janet Rhymes, a former Professional Services Officer for the TMO, who was responsible for progressing the procurement of a FRA consultant.
7. This interview of Salvus was carried out by Janet Rhymes, an RBKC Officer called Ann Muchmore and myself. A document outlining the questions to be asked of Salvus Consulting Limited in this interview was produced by the TMO (JW/2: ‘14.08.09 Individual questions for Salvus Consulting Ltd’). I have been unable to locate any documents recording the answers provided by Salvus to these questions and I am unable to recall whether the answers given were recorded.
8. Approximately five contractors were interviewed for this role and it was unanimously decided that Salvus were the best candidate. This decision was made on the basis that Salvus had a broad range of experience in assessing residential buildings, including low and high-rise, purpose-built and converted properties, sheltered housing schemes and temporary accommodation hostels. Furthermore, Salvus’ fire risk assessors were typically former ex-fire service staff, meaning that they had a clear understanding of the procedures that needed to be followed and the standards that needed to be met. On 16 September 2009, Salvus were introduced to the LFB by the TMO as its Fire Risk Assessor (JW/19: **16.19.09, Introductory meeting between Consultant and Fire Brigade**).
9. Salvus was instructed by the TMO to carry out FRAs at 110 properties within the RBKC’s housing stock identified in this list as potentially high risk (JW/3: ‘01.07.09 Potentially High Risk Blocks spreadsheet’). I have spoken to my colleagues in the RBKC’s financial department who have confirmed that no invoices or records of payment to Salvus Consulting have been retained. This is because records of this nature only have to be retained for six years and the contract with Salvus expired in 2010.
10. The high-risk programme of FRAs was concluded in March 2010. Following this, the programme was evaluated and it was agreed between the TMO and the RBKC

that the TMO would look to tender for a consultancy partner who could undertake the medium risk programme. Salvus was invited to tender for this programme, as were Adamson Laboratory Sciences, Carl Stokes Associates, Active Fire Management and Smart FM. Included in the invitation to quote for consultancy services, was a Consultant's Brief, a Schedule of Properties, Quotation Forms, a Bona Fide Quotation Certificate and a Statement in Relation to the Freedom of Information Act 2000.

11. By way of example, I have attached to this statement a copy of the letter sent to Carl Stokes Associates on 6 August 2010 inviting it to provide a quotation for the provision of consultancy services and the relevant appendices (**JW/4**: '06.08.10 Letter to C S Stokes and Associates Limited, Invitation to quote for consultancy services', **JW/5**: 'July 2010 Consultant's Brief', **JW/6**: 'August 2010 Medium Risk Properties list', **JW/7**: '24.08.10 Quotation Form', **JW/8**: '24.08.10 Certificate of Bona Fide Tendering', **JW/9**: '24.08.10 Statement in Relation to the Freedom of Information Act 2000').
12. Following this tender process, which included interviews of all tenderers, I produced a Tender Evaluation Report on 27 September 2010 for the TMO. This Report recorded that the RBKC and the TMO were in agreement that Carl Stokes Associates should be appointed to the role (**JW/10**: '27.09.10 Fire Risk Assessment medium risk programme Tender Evaluation Report').
13. A letter of intent was sent to Carl Stokes Associates on 23 September 2010 recording the TMO's intention to appoint it to carry out the programme of FRAs at the RBKC's medium risk properties (**JW/11**: '23.09.10 Letter to Carl Stokes and Associates, Letter of Intent'). On 21 October 2010, Carl Stokes signed an acceptance of fee tender (**JW/12**: '21.10.10 Signed Agreement on Medium Risk FRA').
14. Following completion of the medium risk programme, it was agreed that Carl Stokes Associates would continue on as the TMO's fire risk consultant and commence a programme of assessing low risk properties. This was approved by Sacha Jevans in an Agreement which appointed C S Stokes and Associates Ltd to carry out the third phase of Fire Risk Assessments on the Council's low risk blocks (**JW/13**: '22.8.2011 Appointment of consultant Fire Risk Assessment Phase 3 --

Low Risk Blocks Agreement'). Attached to this agreement was a supporting document providing background to the low risk programme (**JW/14: TMO Fire Risk Assessment – Low Risk Programme**), Terms and Conditions of the appointment (**JW/15: Terms and Conditions of Appointment Low Risk**) and a spreadsheet outlining the low risk properties (**JW/16: Spreadsheet of low risk properties**'). All of these documents were sent to Carl Stokes on 5 August 2011 with an explanatory letter (**JW/17: '5.8.11 Appointment of Consultant letter'**).

15. Following completion of the low risk programme, Carl Stokes Associates was retained by the TMO as its fire safety consultant on a rolling basis until June 2017. Carl Stokes Associates submitted monthly invoices for its services and we have attached many of these invoices for the past four years (**JW/18: 'C S Stokes and Associates Limited Invoices'**).

I confirm this statement to be true to the best of my knowledge and belief.

I confirm that I am willing for this statement to form part of the evidence before the Inquiry and published on the Inquiry's website.

Signed: Janice Wray

Dated: 24th September 2019