# The Tutu Foundation (UK) Review into Institutional Racism at the Westway Trust

## **Annex 2** Community Advisory Group (CAG)

Minutes for the period 26th September 2018 - 25th July 2019





Author

Head of the Review, Dr. Habashi FRSA

Secretary to the Review, Christine Okiya Strategic Director, Bevan Powell MBE Independent Advisors to the Review, Dr. Bankole Cole and Charles Crichlow QPM



Minutes of the Community Advisory Group to the Review Meeting (01), Wednesday 26 September 2018, 14.00-16.00, Westway Trust, 1 Thorpe Close, London W10 5XL



Minutes of the Community Advisory Group to the Review Meeting (01), Wednesday 26 September 2018, 14.00-16.00, Westway Trust, 1 Thorp Close, London SW10 5XL

| Attendees:                           |  |
|--------------------------------------|--|
| Alan Brown (AB)                      | Westway Trust Chairman ( Co-Chair for<br>Community Advisory Group)                                 |
| Alex Russell (AR)                    | Joint CEO Westway Trust  |
| Angela Spence (AS)                   | Westway Trust Board – Lead for Inclusion   |
| Miss Lee Woolford – Chivers MBE (LW) | Community Advisory Group Member (CAG)  |
| Malcolm Phillips (MP)                | Area Manager Hestia (CAG Member)   |
| Niles Hailstones (NH)                | Chair: One Voice Community Collective /<br>Westway23 (Co – Chair for Community<br>Advisory Group). |
| Apologies:                           |  |
| Bevan Powell (BP)                    | Inclusion Advisor to Westway Trust   |
| Sakinah Touzani <b>(ST)</b>          | Westway Trust – Adult and Community<br>Learning Manager  |

In attendance:

Nadia Habashi (DrNH)– Reviewer Christine Okiya (CO)- Secretary

| AGENDA<br>ITEM | MINUTES  | ACTION<br>NO: |
|----------------|--|---------------|
| 1              | <ul> <li>Welcome and Apologies (AB)</li> <li>The Chair (AB) opened the meeting at 4pm, welcomed everybody, and thanked all those who are contributing to the Review which he stated was an important watershed for the Trust and Community. He emphasised that the process must be seen to be transparent and forthright with the community.</li> <li>AB also outlined how the structure of these meetings will be followed i.e. item by item as listed on the agenda. AB then invited the Co -Chair (NH) to say something as the person round the table with the greatest history of the Trust.</li> <li>NH said it was an opportunity to get everything out in the open and form some kind of structure to deal with issues in the future. To ensure that things that have happened in the past cannot happen again, by having safeguards in place.</li> </ul> |               |

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Christine Okiya, Secretary to the Community Advisory Group to the Review – Institutional Racism. 26 September 2018 (Minutes 01).



| 2 | Why a Review? Discussion and Q&A (AB and NH)   |
|---|--|
|   | AB invited NH as the person with the greatest history around the table to give a   |
|   | brief explanation of how this Review came about.   |
|   | NH gave a brief history as to how the Review came about. NH said the community   |
|   | felt issues raised in the past had not been dealt with and this needed to change.  |
|   | He stated that in the last 3-4 years aspects of community such as culture, were being eroded and therefore it was important to change the dynamics.                      |
|   | NH said the last 3-4yrs of interaction with the community has seen the community   |
|   | and its culture being eroded. Those in the community that were experiencing what   |
|   | was happening wanted to get something in place to ensure it does not happen  |
|   | again. Over the past 3-4 years, these things have been brought up constantly, but  |
|   | the community feels nothing has been done about issues raised hence the need to change these dynamics and create a new paradigm.   |
|   | AB added that in the first 2 AGMs when he joined the Trust, he resisted this kind of   |
|   | process because he was concerned the process would bring allegations about past  |
|   | figures in the Trust, some of whom have left and others who are not alive and  |
|   | would not have the ability to respond. However, at the last AGM, he realised that  |
|   | a Review would not be about individuals but about the issue of Institutional   |
|   | Racism as per the definition. The issue of Institutional racism is a lot harder to recognise in society and a lot of learning needs to go on in this area. This Group is |
|   | here to contribute candidly to the Review, and the Group should be pulled on any   |
|   | issues as necessary  |
|   | AR said DrHN and BP are working with the Trust to help the staff understand the  |
|   | Review. AR wants the Trust to embrace and be fully engaged with the Review   |
|   | process. The Trust has made a start to ensure the staff are fully aware of the Review and are fully engaged and up to speed.   |
|   | DrHN said her, BP and CO have attended staff meetings to explain the Review and  |
|   | during these sessions some important issues came out of the meetings including   |
|   | inclusion and wider diversity which will inform the Review. DrNH said we need the  |
|   | staff to be fully involved and to realise that this is to make the organisation better.<br>DrNH, BP and CO met staff on:   |
|   | <ul> <li>15th August @13.30 (Face to face meeting) with Equality and Diversity</li> </ul>  |
|   | <ul> <li>30th August @14.00 meeting with Westway Trust Staff regarding the<br/>Review, scope and institutional racism</li> </ul>   |
|   | NH said that for the Review to work, everyone needs to be honest collectively as   |
|   | racism affects all people in society in a negative way, due to certain stereotypes   |
|   | and notions that society has put on us, therefore the Review process needs to look   |
|   | deeper. People have to question their own notions as when this does not happen,  |
|   | then the Review becomes like a process that does not have any teeth.   |

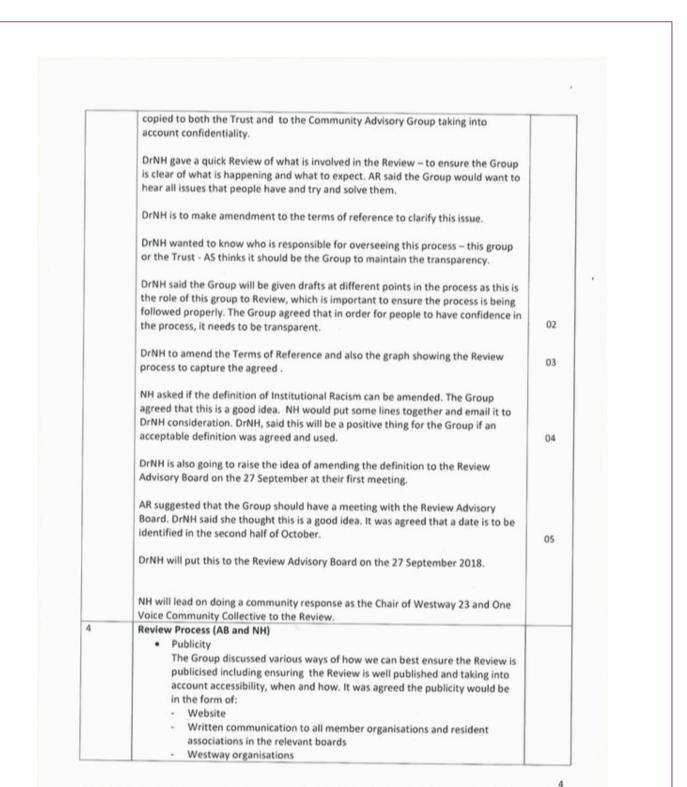


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|   | AS emphasised that if the Group is not frank and honest round the table, then this<br>Review is a waste of time not worth the paper it is written on. We have to<br>acknowledge we need to be aware of any unconscious biases which we may have<br>before we get started as this may affect what influences and advice we give.<br>MP said the Review is refreshing and pleasing that this work has started and that<br>staff have been included in it. MP acknowledged that this is difficult work, and<br>staff may want to talk about it. MP therefore questioned if there is any ongoing<br>plan to support staff as they may be affected in different ways.<br>AR said this has been brought up during her interaction with BP and DrNH and<br>they have discussed this issue which AR will take up. DrNH said the Trust should<br>consider different avenues of what can be done to support staff.  |    |
|---|---|----|
|   | AR said she will pick this up, consult with MP, and set up an ongoing mechanism to<br>support staff during the process of Review to include the period after the Review.<br>NH reinforced what MP said and acknowledged that because of the issues that the<br>Review may highlight and being aware of what is being done, it was important to<br>consider how the review will affect people psychologically and said it was helpful<br>that MP is on the group.  | 01 |
| 3 | <ul> <li>Terms of Reference (Dr NH)</li> <li>AB said the main point he has to make is that the Review is in a reasonably good place. Everyone in the Group was happy with what was covered in the Terms of Reference. The Terms of Reference were discussed to include and make some amendments:</li> <li>Comment on Page 2- point of clarification – as evidence is collected should the Trust be asked to respond and can this be made more explicit. DrNH said this was more of a process and she suggested putting in an addition to the graph at the end. As there will be check-up points . This is the responsibility for the Trust to do as a response to the Review. The Trust and the Community will be given draft reports so the organisation will be aware of what is going on.</li> <li>NH said in this process, there needs to be some level of awareness as this may lead to how some of the processes may have been created. People should not feel like there is no space or place for them to want to share.</li> <li>AS wanted clarification on whether there will be points in the process at which the Reviewer goes back to the Community Advisory Group when writing the reports. NH said this has been missed in the past when previous Reviews have been done as the community has not been involved in the process. NH said we need a community oversight at all points. He said that the questions/request should be</li> </ul> |    |

Christine Okiya, Secretary to the Community Advisory Group to the Review – Institutional Racism. 26 September 2018 (Minutes 01).

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| <ul> <li>Mediums set out in the community</li> <li>Physical promotion as not all the people we want to link with use social media.</li> </ul> |    |
|---|----|
| DrNH to draft a text through this Group to publicise the Review   | 06 |
| . forward   | 00 |
| <ul> <li>Engagement</li> <li>We should talk to people in the society and capture their experiences.</li> </ul>                                |    |
| DrNH said this can be done through community events such as the   |    |
| 'Black History Month'. If it is contextualised properly this will help to   |    |
| promote the Review. If it seen as a learning and understanding aspect   |    |
| for the community, then this may encourage people to participate.   |    |
| <ul> <li>NH said it should be made clear what the Review entails, despite some<br/>people being uncomfortable.</li> </ul>                     |    |
| AB requested that as CO is the main contact person, the Group need an email for   |    |
| CO. DrNH said this is being sorted with Tutu foundation   |    |
| Proposals for the launch to be put to the group within the next two weeks.  | 07 |
| Accessibility   |    |
| - Members of the Group discussed how to get to the community. It was  |    |
| agreed this could be done through community venues.   |    |
| <ul> <li>LW said we should be cautious of how we talk to people in the</li> </ul>   |    |
| community regarding the Review who may have mental health issues as   |    |
| this can infuse other issues which happened in the past. DrNH said she  |    |
| would check with MP before going out to the community to ensure the   |    |
| <ul> <li>community have access to any support it may need.</li> <li>Venues</li> </ul>   |    |
| <ul> <li>Suggested venues include; Westway Trust, Acklam Village, The</li> </ul>  |    |
| Tabernacle, Kensington and Chelsea Social Council, Venture Centre.  |    |
| - AR raised the issue of whether we need to invite people in order to   |    |
| launch the Review.  |    |
| NH volunteered to check what space is available to facilitate such an event. The  |    |
| Group agreed that 18 October (within the Black History Month) would be a good   | 08 |
| day for the launch.   |    |
| <ul> <li>DrNH to get the papers to the group by 2 Ostehes and has secured.</li> </ul>   |    |
| <ul> <li>DrNH to get the papers to the group by 3 October and has requested<br/>these are returned to her by 05 October.</li> </ul>           |    |
| these are retained to her by 05 October.  |    |

5 Christine Okiya, Secretary to the Community Advisory Group to the Review – Institutional Racism. 26 September 2018 ( Minutes 01).

#### Annex 2

#### Minutes of the Community Advisory Group to the Review Meeting (01), Wednesday 26 September 2018, 14.00-16.00, Westway Trust, 1 Thorpe Close, London W10 5XL

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| 6 |  |    |
|---|--|----|
| 5 | Independent Observer (AB and NH)<br>DrNH suggested that there should be an independent Observer at meetings of the<br>Group for purposes of transparency. The Group will have a different person at each<br>meeting. The Independent Observer will be able to comment on the process and<br>give feedback either orally or through email.  |    |
|   | The Group is in favour of having an Independent Observer in terms of transparency<br>in the process. It was agreed that it is a good idea to rotate the independent<br>observer and this will be put out when the Review is published. The Independent<br>Observer should know that they will have to observe confidentiality and in addition<br>are bound by the Chatham house rules. The Group agreed to invite Rev Steve<br>Duvall for the second meeting of the Group. |    |
|   | DrNH said she would get in touch with Rev Steve Duvall to secure his involvement as the independent observer to the 2nd meeting of the group.  |    |
|   | AS asked about the timings of the Review. DrNH suggested the Review can be launched during the black history month the proposed timings were discussed and agreed as below:  | 09 |
|   | It was agreed that the Review would be launched on the 18 October 2018 @ 7pm.<br><b>Public call of evidence</b> – Monday 22 October – 03/12/18 opening of the portal 6<br>weeks 3/12,<br><b>Interview stage</b> – 7/01/2019 – 21/02/19 dependent on the number of pieces of<br>evidence received.<br>CO is not available for the second meeting, however the meeting will be recorded<br>and she will do the write up.   |    |
| 6 | Dates and Venues for future meetings   |    |
|   | <ul> <li>The dates and venues below have been agreed today:</li> <li>Friday 12th October 2018 9.00am-10.30 Westway Trust</li> <li>Thursday 13th December 2018 18.00 - 20.00 Kensington and Chelsea Social Council</li> <li>Monday 25th February 2018 15.00-17.00 The Tabernacle</li> </ul>   |    |
| 7 | Any Other Business<br>CO checked with the group if they were content with actions allocated to them.<br>She also checked that they were happy with the template she intends to use for<br>the minutes which include the co-chairs signing off the note of the minutes.<br>DrNH – the minutes will be put on the portal   |    |

The meeting was closed at 4pm.

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Minutes of the Community Advisory Group to the Review Meeting (01), Wednesday 26 September 2018, 14.00-16.00, Westway Trust, 1 Thorpe Close, London W10 5XL

Alestersless Notes HAIGONES Al Row Print Name: A.J. BROWN Signed Chairs Date

Part B

#### Action Points

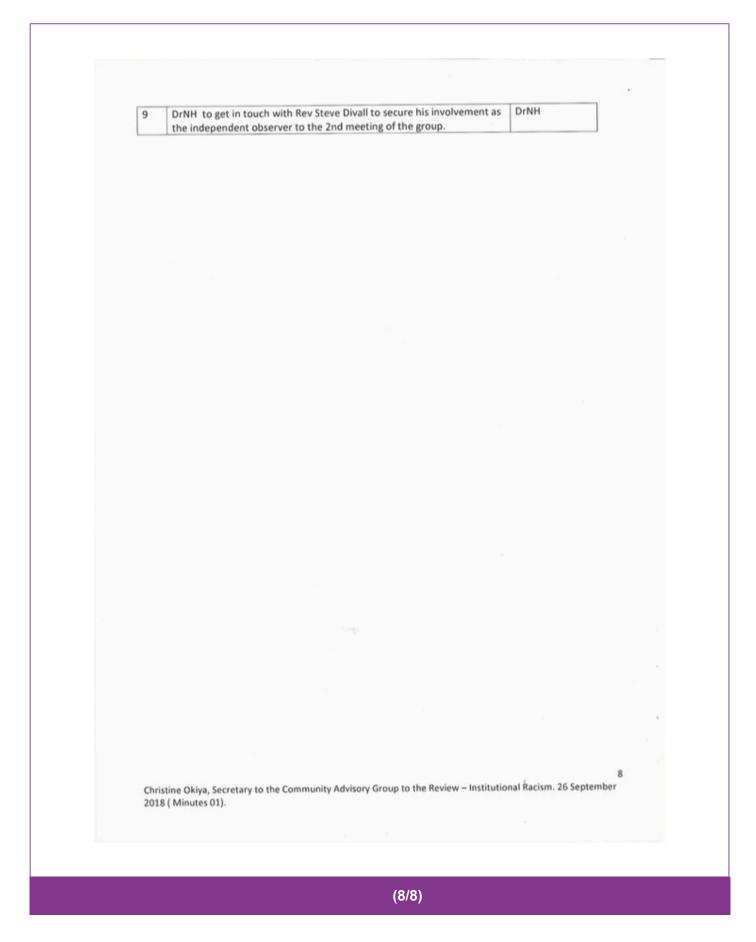
Action points arising from the Community Advisory Group to the Review Meeting (01), Meeting on 26<sup>th</sup> September 2018

| No: | Action   | By   |
|-----|--|------|
| 1   | A mechanism to support staff during and after the Review be set up   | AR   |
| 2   | Terms of Reference and the graph showing the Review process is to be<br>amended as discussed in the meeting  | DrNH |
| 3   | The Group agreed that NH would put some lines together in reference<br>to amending the definition of Institutional racism.   | NH   |
| 4   | The suggestion to amend the definition of Institutional Racism to be put to the Review Advisory Board to the Review on 27/09/18.   | DrNH |
| 5   | The Community Advisory Group to meet with the Review Advisory<br>Board in the second half of October. This proposal to be put to the<br>Advisory Board                         | DrNH |
| 6   | A draft to be written and sent to the Group for approval   | DrNH |
| 7   | Proposals for the launch to be put to the group within the next two weeks.   | All  |
| 8   | The Group to check what space is available to facilitate the launch. The Group agreed that 18 October 7pm (within the Black History Month) would be a good day for the launch. | NH   |

Christine Okiya, Secretary to the Community Advisory Group to the Review – Institutional Racism. 26 September 2018 (Minutes 01).

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#### Annex 2





| Minutes<br>09.00-10.        | of the Community Advisory Group to the Rev<br>30, Westway Trust, 1 Thorp Close, London S   | view Meeting (02), Friday12 October 20  | 18,           |
|-----------------------------|--|---|---------------|
| Attende                     | es:  |   |               |
| Niles Ha                    | ilstones (NH) – Chair for the meeting today.   | Chair: One Voice Community Collecti<br>Westway23 (Co – Chair for Commun<br>Advisory Group). |               |
| Alan Bro                    | wn (AB)  | Westway Trust Chairman ( Co-Chair f<br>Community Advisory Group)                            | or            |
| Alex Rus                    | sell (AR)  | Joint CEO Westway Trust   |               |
| Angela S                    | pence (AS)   | Westway Trust Board – Lead for Inclu<br>(Trustee)   | usion         |
| Bevan Pe                    | owell (BP)   | Inclusion Advisor to Westway Trust  |               |
| Malcolm                     | Phillips (MP)  | Area Manager Hestia (CAG Member)  |               |
| Apologie                    | 15:  |   |               |
| Miss Lee                    | Woolford-Chivers MBE (LW)  | Community Advisory Group Member   | (CAG)         |
| Sakinah                     | Touzani <b>(ST)</b>  | Westway Trust – Adult and Commun<br>Learning Manager  | ity           |
| In attend<br>AGENDA<br>ITEM | ance: Dr Habashi (DrH)– Head of the Re<br>Rev Steve Divall – Independent O<br>MINUT  | Observer  | ACTION<br>NO: |
| 1                           | Walcome and Analysis (AB)  |   |               |
| 1                           | Welcome and Apologies (AB)<br>The Chair (NH) welcomed members to the m<br>Divall as the independent observer. NH said<br>why the CAG was taking place. NH informed | that SD had an understanding as to  |               |



|   | Group. NH asked SD if he had any questions. SD said he did not have any questions                               |    |  |
|---|---|----|--|
|   | as DrH had taken him through the process.   |    |  |
|   |   |    |  |
|   | NH said he wanted to add to the agenda a minute silence for members to observe                                  |    |  |
|   | and remember those who have gone before us. A minute of silence was observed.                                   |    |  |
|   | NH talked about the relevance of the issue being discussed, the importance of                                   |    |  |
|   | October (Black History month) and the drive towards a push for inclusion and                                    |    |  |
|   | diversity. NH said there was a range of issues taking place with regard to race in the                          |    |  |
|   | wider UK context, which made the work more relevant and the impetus for the                                     |    |  |
|   | Group to fully address the issues at hand. NH asked AB if he had anything to add to                             |    |  |
|   | what he had said AB responded that he did not.  |    |  |
| 2 | Minutes of the last meeting.  |    |  |
|   | The Course of the second se |    |  |
|   | The Group went through the minutes of the last meeting.   |    |  |
|   | <ul> <li>All actions were completed. CO made the changes as requested.</li> </ul>                               |    |  |
|   | <ul> <li>The Chairs to sign a clean copy of the minutes</li> </ul>  |    |  |
|   | <ul> <li>No more changes and minutes of the 26 September 2018 were agreed by<br/>the Group.</li> </ul>          |    |  |
|   | Actions points from the last meeting  |    |  |
|   | 01 - AR has emailed MP regarding mechanism to support staff during and after the                                |    |  |
|   | review and there should be something circulated early next week   |    |  |
|   | 02 – DrH amended the TOR and the diagram illustrating the Review process  |    |  |
|   | 03 & 04 – 03 & 04 – DrH contacted the Review Advisory Board regarding the                                       |    |  |
|   | definition of Institutional Racism - the Board suggested that the definition cannot                             |    |  |
|   | be changed as the Review adopted the definition of Institutional racism as outlined                             |    |  |
|   | in the Macpherson Inquiry. The Board suggested that if necessary the definition                                 |    |  |
|   | could be changed after the Review. NH indicated that he discussed the issue of the                              |    |  |
|   | definition with DrH and is happy with the approach. NH highlighted that he wanted                               |    |  |
|   | the inclusion of lines from Haile Selassie's 1963 address to the United Nations and                             |    |  |
|   | the United Nations Proclamation of the International Decade for People of African                               |    |  |
|   | Descent to be added /referred to in the review Terms of Reference. AB highlighted                               |    |  |
|   | that the United Nations Sustainable Development Goals to be referred to also.                                   |    |  |
|   | DrH to action these tasks and put the documents on the portal for reference.                                    |    |  |
|   | Action:   |    |  |
|   | DrH to put these documents on the portal for reference  | 01 |  |
|   | 05 - The community advisory Group will be meeting with Advisory Board to the                                    |    |  |
|   | Review on 30 October 2018 @ 3.45 and lunch is organised. The Community  |    |  |
|   | Advisory Group has been advised of the time and venue by email.   |    |  |
|   | 06 – A draft of the publicity to the review was done by DrH and has been sent to                                |    |  |
|   | the Group for approval.   |    |  |
|   | 07 – Proposals of the launch has been sent to the Group.  |    |  |
|   | 08 - NH has completed this task of exploring availability of space for the 18                                   |    |  |
|   | October for the launch  |    |  |



|   | 09 – DrH has contacted Rev. Steve Divall to secure his involvement as an independent observer. |  |  |
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| 3 | The Review (AB and NH)   |  |
|---|--|--|
|   | Press Notice   |  |
|   | DrH stated that the Group has been sent a copy of the press notice and changes were as received from AR and AB.  |  |
|   | AR said she had additional points to make, which she read out for DrH. AR pointed<br>out that the current edition focuses on services, which is just one of the things the<br>Trust does but it is necessary for the press notice to say that the Trust <i>also gives</i><br><i>out funding and grants and deals with wider issues of use of the land</i> . AR suggested<br>that the press notice should include; <i>funding and opportunities to utilise the land</i> ,<br><i>benefit from the land which is essential to meeting the needs of local people, to</i><br><i>enable all people leaving locally to thrive</i> . NH suggested adding <i>"provide access to</i><br><i>services, funding, opportunities</i> . AB suggested that these suggestions should be<br>emailed to DrH for her to include in the press notice. AR also said the press should<br>include that the <i>"Trust would like to become a leading partner with the</i><br><i>community"</i> . DrH will make all suggested changes to reflect the conversation and<br>share it with the Group again. |  |
|   | Action:  |  |
|   | DrH will make all suggested changes to the press notice to reflect the conversation 02 and share it with the Group again.  |  |
|   | <ul> <li>MP pointed out that there are no contact details on the document. DrH said<br/>the contact will be via the Trust as the Trust is dealing with the press. AB<br/>wanted to check the title whether it should be "from the trust" or "at the<br/>trust". It was agreed it should be "at the Trust".</li> </ul>  |  |
|   | <ul> <li>AR asked whether everybody was happy with AB's quote. All agreed that it was a good quote.</li> </ul>   |  |
|   | <ul> <li>The press notice will go on the Westway Trust website and Mat Bradley will<br/>be the contact for social media.</li> </ul>  |  |
|   | <ul> <li>NH requested that the press notice says the "important role members of<br/>the community have played far".</li> </ul>   |  |
|   | <ul> <li>AR asked if the document should say explicitly the African Caribbean society.</li> </ul>  |  |
|   | <ul> <li>The Group agreed that it should be about the whole community and not<br/>just one section of the community as naming a particular section would be<br/>limiting.</li> </ul>   |  |
|   | <ul> <li>AS wanted to know if we are still aiming for the same time line. DrH said<br/>this is still the aim.</li> </ul>   |  |



| Independent Observer   |    | 1 |
|--|----|---|
| <ul> <li>DrH reported that as directed by the CAG, she contacted SD to establish whether he was willing to be the first Independent Adviser to the Group. The offer was accepted and the ToR and role profile drafted and sent out.</li> <li>DrH wanted to know how we can take the role of the Independent</li> </ul>   |    |   |
| Observer forward. The Group agreed that the first one will be selected and<br>the role will be advertised at the launch and put on the portal so that<br>interested people can apply by email to Christine and they will be picked on<br>a first come first serve basis  |    |   |
| <ul> <li>AB suggested that if it is agreed round the table, then everyone at the table<br/>should put a couple of names forward.</li> </ul>  |    |   |
| <ul> <li>As Toby is an obvious person, the Group suggested Toby is invited to the<br/>next meeting because as it stands he already has 4 votes.</li> </ul>   |    |   |
| Action   |    |   |
| Each member of the Group should put forward two each of people who they feel should be Independent Observers.  | 03 |   |
| Action   |    |   |
| DrH to speak to Toby and invite him to the next meeting of December and email him TOR and job profile for the Independent Observer.  | 04 |   |
| Narrative  |    |   |
| <ul> <li>DrH said she had a written a narrative which is a big document that one can pull information from whenever needed. DrH would like to make final amendments so the narrative can go on the website. All changes from today's meeting will be reflected in the narrative.</li> </ul>  |    |   |
| <ul> <li>DrH said one thing is that timescales will be affected by the number of<br/>people who will submit evidence and request interviews. We will not know<br/>what the timescales are as these will be impacted by the number of<br/>submissions and interviews.</li> </ul>  |    |   |
| <ul> <li>The issue of including people's names in the narrative was brought up. AB<br/>said he is concerned that some of the people whose names are raised in the<br/>document are unable to defend themselves. DrH said these names are on<br/>the Trust's website so these names can be found when one accesses the<br/>website. The Group acknowledged that this is something to look at, but<br/>agreed that these names will keep coming up especially as the review<br/>progresses as these names are in the public domain.</li> </ul> |    |   |

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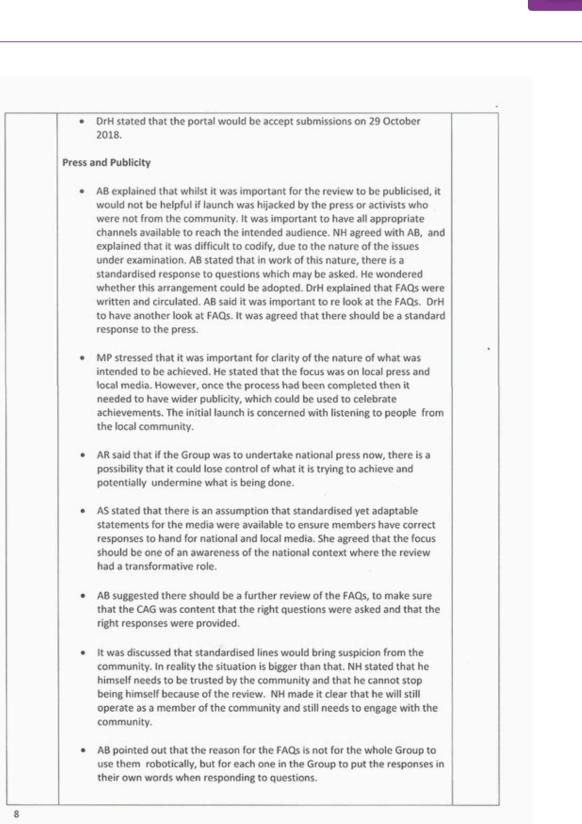


|   | <ul> <li>It was suggested that we could ask individuals who are around how they feel about their names being included in the review or otherwise the names will have to be redacted, or abbreviated, though we know that the review will be specific. AS said, there is a difference when we are recording what was said in a public meeting as opposed to saying we are investigating someone.</li> </ul> |    |
|---|--|----|
|   | <ul> <li>MP asked if there is any benefit of including names in the narrative and said<br/>he is happy for the narrative to be redacted. MP suggested that in the<br/>narrative all names are redacted while in the review specific references can<br/>be made.</li> </ul>   |    |
|   | <ul> <li>NH asked the Group to make a decision if they want to be specific in the<br/>narrative.</li> </ul>  |    |
|   | <ul> <li>DrH will provide options from which the Group will pick the best option<br/>taking into account transparency and accountability. She will get the revised<br/>narrative out to the Group tomorrow.</li> </ul>   |    |
|   | <ul> <li>NH said the Group should invite the community to share their experiences<br/>and perceptions. AR reminded the Group that this was agreed after the last<br/>meeting. This was sent through email.</li> </ul>  |    |
|   | The Group had no further questions   |    |
|   | Action<br>DrH is going to write the narrative with options and present it to the   |    |
|   | Group. Action  | 05 |
|   | DrH will insert experiences and perceptions in the document. DrH will reset the document and send it back to the Group.  | 06 |
|   | Community Flyer  |    |
| - | The Group were unable to discuss the community flyer till the narrative has<br>been concluded.   |    |
|   |  |    |
|   |  |    |
|   |  |    |

(6/11)



| 4 | The Review Launch (AR NH DrH)   |   |
|---|---|---|
|   | Launch Content  |   |
|   |   |   |
|   | NH said the Group definitely needed to look at the date for the launch  |   |
|   | AB said that it was important for the Group to discuss the launch date.   |   |
|   | Whilst there was a tentative date, he questioned whether it could be  |   |
|   | achieved. NH explained that if the date were to be revised, consideration   |   |
|   | would need to be given as to the next suitable date to ensure momentum  |   |
|   | for the review was retained. He highlighted, that it is better to work<br>towards that date with less time and work harder, rather than to push it                    |   |
|   | back to a place where it would further delay the process.   |   |
|   |   |   |
|   | <ul> <li>MP said the launch could take place at the same time as the launch of the<br/>neutral Data widths Destally and the same time as the launch of the</li> </ul> |   |
|   | portal. DrH said the Portal is ready though not for submissions.  |   |
|   | <ul> <li>AR highlighted concern that people may not be given adequate time for the</li> </ul>   | 3 |
|   | launch. She stated that the launch could be undertaken on 18.10.18 whilst   |   |
|   | the launch event could be undertaken at a later date. She explained that  |   |
|   | the launch was about disseminating information on the website, whilst the<br>launch event was about providing people with information about the                       |   |
|   | review and process and encouraging people to participate in it. As such   |   |
|   | consideration should be given to providing more lead in time for the launch   |   |
|   | event.  |   |
|   | <ul> <li>MP said that in a sense the Group is working to a future where there is</li> </ul>   |   |
|   | transformation and access and should therefore not look at this in isolation  |   |
|   | to the review of institutional racism.  |   |
|   | BP further said that the Group is working to a Trust which is able to be the  |   |
|   | best community partner it can be. Part of this is about rebuilding the trust,   |   |
|   | confidence of the community and ensuring that its legitimacy is not<br>questionable.  |   |
|   | questionable.   |   |
|   | <ul> <li>The Group agreed that the launch and launch event should be kept 'tight'. If</li> </ul>  |   |
|   | necessary it should be delayed by a week. MP said the Review is the key to<br>a healing process – If this is done in the Black History month, the Group               |   |
|   | needs to give itself time to let this sink in. Time should be given to make this  |   |
|   | happen.   |   |
|   | AB questioned whether if the Group went with the date of the 18 October   |   |
|   | 2018 whether a significant number would attend.   |   |
|   |   |   |
|   | The Group discussed and agreed the 29 October 2018 as a possible date for   |   |
|   | the formal launch. NH said it will be good to do something in the<br>community telling them what we are doing – 'a soft launch' – a community                         |   |
|   | gathering.  |   |

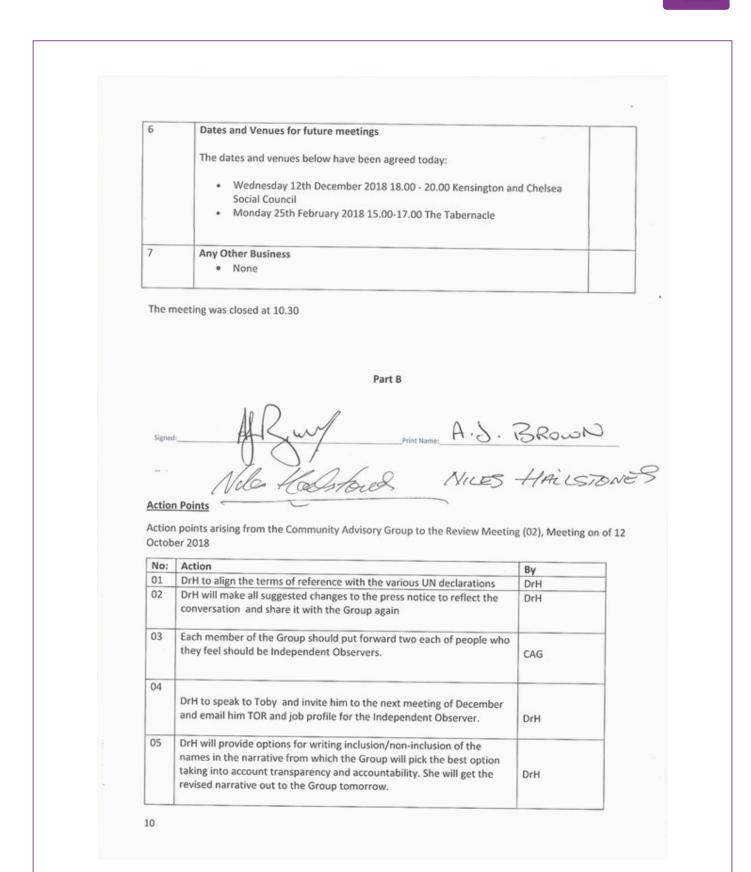




| Action       • The whole Group to have another look at the FAQs to ensure they have enough questions and correct responses. Send any additional FAQs to DrH.       • DrH asked what members thought was the vision statement of the review. NH said this was a challenge as this work had never been undertaken before. As stated that the information in the press notice and part of the discussion articulated by BP was part of the vision statement.       • O7         • Dates for the launch:       • Community gathering 18 October 2018 – casual just for the community - Full launch 29 October       • NH informed members that he would be taking part in the radio conversation with Piers. AB welcomed this and said it was a positive element of publicity for the review. The Group agreed that NH should highlight the review launch and dates. Invitations for the launch. will be sent out by the Trust.       08         5       The Secure Portal (AB and NH)       08         5       The Secure Portal (AB and NH)       The secure portal which is ready for public view can be accessed at https://www.tuifoundationak.org/thereview. All documents developed as part of the review will be uplaaded onto the portal. To ensure that the submission process. It is all will be used accessed at this could exclude people form the submission process. It is all will be used accessed at this could exclude people form the submission process. It is all will be used and there will be uplaaded to the the points. The order of public view can be accessed at this could exclude people form the submission process. It is all he would be able to provide extra support to those who wanted to submit evidence, yet did not have google accounts. The submission process. It is all he would be able to provide extra support to those who wanted to submit evidence, yet did not have go |   |  |    |  |
|---|---|--|----|--|
| conversation with Piers. AB welcomed this and said it was a positive element of publicity for the review. The Group agreed that NH should highlight the review launch and dates. Invitations for the launch will be sent out by the Trust.         Invitations       Action       AR and Gary to speak to DrH about content of the invitations. If there is anything else that comes up should be sent by email to the Group members.       08         5       The Secure Portal (AB and NH)       08         The secure portal which is ready for public view can be accessed at https://www.tutufoundationuk.org/the-review. All documents developed as part of the review will be uploaded onto the portal. To ensure that the submission process is secure individuals, will need to upload their submission via a google email account.         The Group understood the rationale for the Gmail account, however, they accepted that this could exclude people from the submission process. NH said he would be able to provide extra support to those who wanted to submit evidence, yet did not have google accounts. He said that as a community organisation, the community cang othrough the Village and they will put it through the Portal. The community event is a good start for how this can be done. The portal will be up and running on the 29 October 2018.  |   | <ul> <li>The whole Group to have another look at the FAQs to ensure they have enough questions and correct responses. Send any additional FAQs to DrH.</li> <li>DrH asked what members thought was the vision statement of the review. NH said this was a challenge as this work had never been undertaken before. AS stated that the information in the press notice and part of the discussion articulated by BP was part of the vision statement.</li> <li>Dates for the launch:         <ul> <li>Community gathering 18 October 2018 – casual just for the community</li> </ul> </li> </ul>  | 07 |  |
| The secure portal which is ready for public view can be accessed at<br>https://www.tutufoundationuk.org/the-review. All documents developed as part<br>of the review will be uploaded onto the portal. To ensure that the submission<br>process is secure individuals, will need to upload their submission via a google<br>email account.<br>The Group understood the rationale for the Gmail account, however, they<br>accepted that this could exclude people from the submission process. NH said he<br>would be able to provide extra support to those who wanted to submit evidence,<br>yet did not have google accounts. He said that as a community organisation, the<br>community can go through the Village and they will put it through the Portal. The<br>community event is a good start for how this can be done. The portal will be up<br>and running on the 29 October 2018.  |   | <ul> <li>conversation with Piers. AB welcomed this and said it was a positive element of publicity for the review. The Group agreed that NH should highlight the review launch and dates. Invitations for the launch will be sent out by the Trust.</li> <li>Invitations</li> <li>Action</li> <li>AR and Gary to speak to DrH about content of the invitations. If there is anything</li> </ul>  | 08 |  |
|   | 5 | The secure portal which is ready for public view can be accessed at <a href="https://www.tutufoundationuk.org/the-review">https://www.tutufoundationuk.org/the-review</a> . All documents developed as part of the review will be uploaded onto the portal. To ensure that the submission process is secure individuals, will need to upload their submission via a google email account. The Group understood the rationale for the Gmail account, however, they accepted that this could exclude people from the submission process. NH said he would be able to provide extra support to those who wanted to submit evidence, yet did not have google accounts. He said that as a community organisation, the community can go through the Village and they will put it through the Portal. The community event is a good start for how this can be done. The portal will be up |    |  |

#### Minutes of the Community Advisory Group to the Review Meeting (02),

Friday 12 October 2018, 09.00-10.30, Westway Trust, 1 Thorpe Close, London W10 5XL





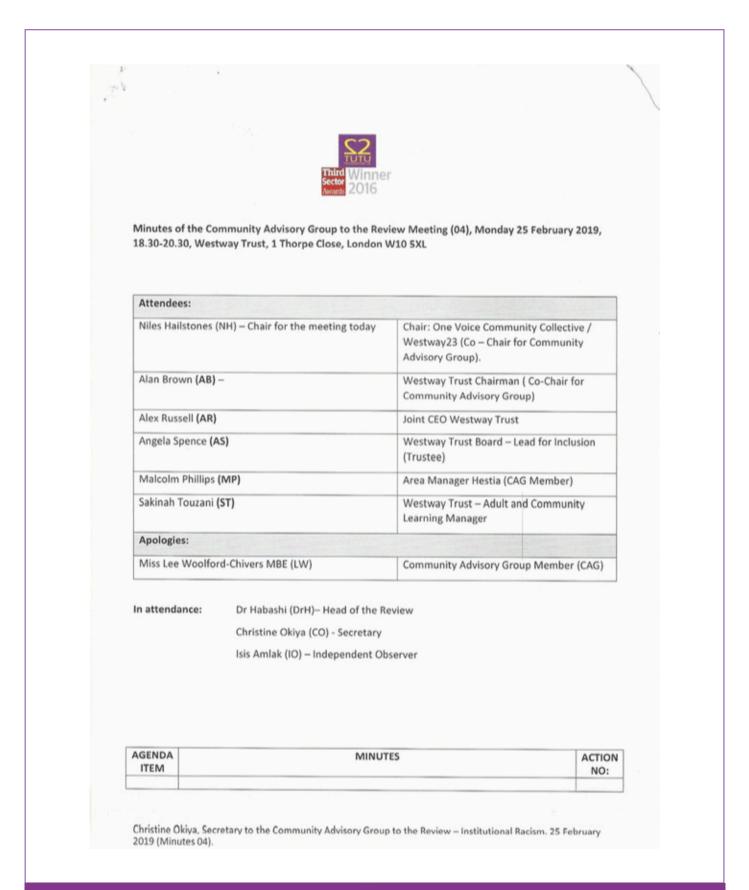
Minutes of the Community Advisory Group to the Review Meeting (02), Friday 12 October 2018, 09.00-10.30, Westway Trust, 1 Thorpe Close, London W10 5XL

| 06 | DrH will insert experiences and perceptions in the document. DrH will reset the document and send it back to the Group. The Group had no further questions | DrH           |  |
|----|--|---------------|--|
| 07 | The whole Group to have another look at the FAQs to ensure they have<br>enough questions and correct responses. Send any additional FAQs to<br>DrH.        | CAG           |  |
| 08 | AR and Gary to speak to DrH about content of the invitations. If there is anything else that comes up should be sent by email to the Group                 | DrH, AR, Gary |  |

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#### Minutes of the Community Advisory Group to the Review Meeting (04),

Monday 25 February 2019, 18:30-20:30 Westway Trust, 1 Thorpe Close, London W10 5XL





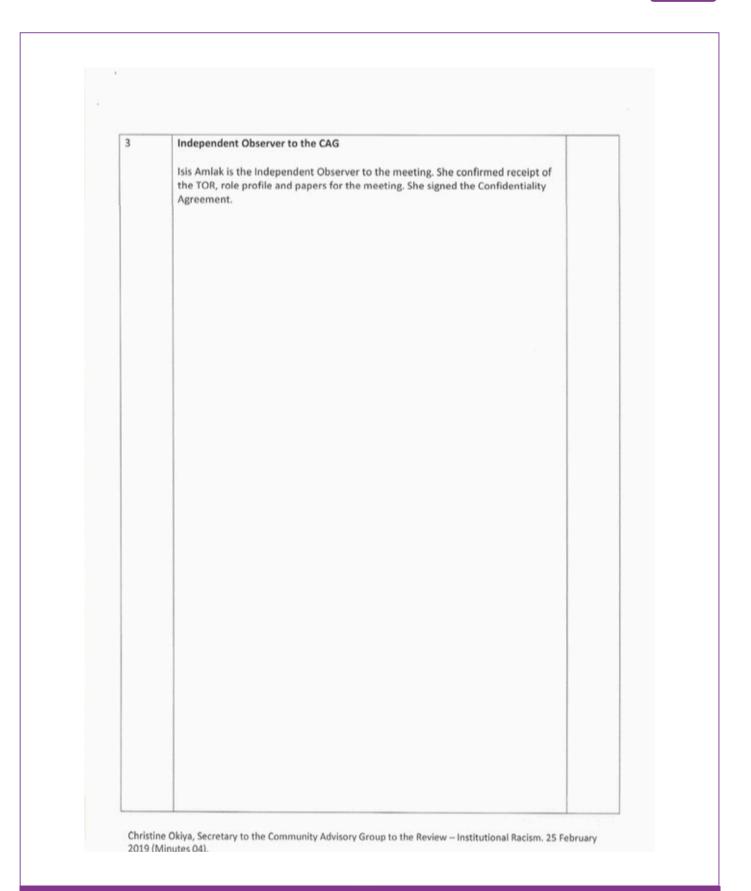
Minutes of the Community Advisory Group to the Review Meeting (04), Monday 25 February 2019, 18:30-20:30 Westway Trust, 1 Thorpe Close, London W10 5XL

| 1 | Welcome and Apologies (NH)<br>The Chair (NH) welcomed members and Isis Amlak (Independent Observer) to the<br>meeting. NH informed IO that the Group will ask for her thoughts on the meeting  |  |
|---|--|--|
|   | at the end.<br>NH stated that as per the Group's tradition that a minutes silence be observed.   |  |
| 2 | <ul> <li>Minutes of the last meeting.</li> <li>The Group went through the minutes of the last meeting.</li> <li>All actions were completed. ST requested that the minutes did not reflect the discussion and that she did not suggest that a communications plan should be written. She suggested that it was probably Alex. Alex stated that she was content to 'own' the statement.</li> <li>No other matters arising</li> </ul> |  |
|   | Action:  |  |

Christine Okiya, Secretary to the Community Advisory Group to the Review – Institutional Racism. 25 February 2019 (Minutes 04).

#### Annex 2

Minutes of the Community Advisory Group to the Review Meeting (04), Monday 25 February 2019, 18:30-20:30 Westway Trust, 1 Thorpe Close, London W10 5XL



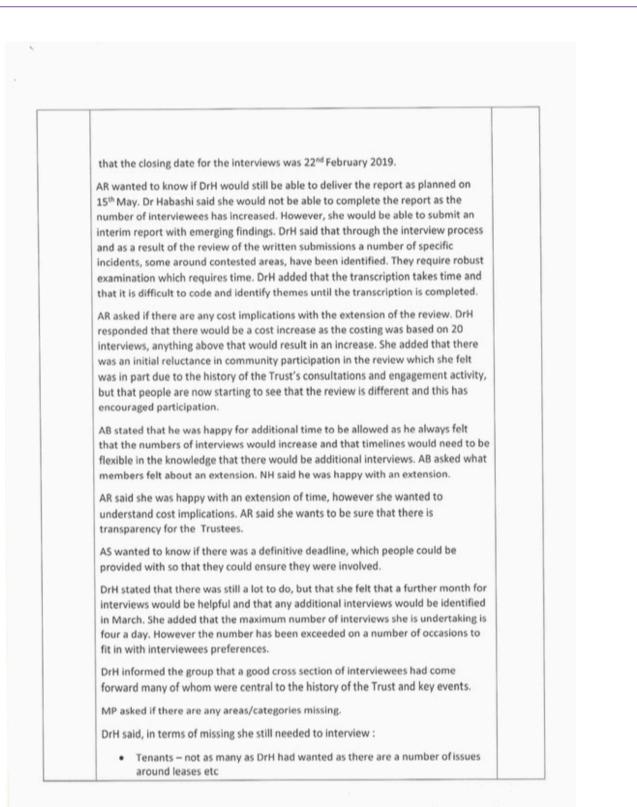


Minutes of the Community Advisory Group to the Review Meeting (04), Monday 25 February 2019, 18:30-20:30 Westway Trust, 1 Thorpe Close, London W10 5XL

| 4 | Review Update   |
|---|---|
|   | Dr Habashi spoke to the "update report" (circulated to members). This provided an overview of the work of the Review team to date with the focus on written submissions and interviews only.  |
|   | DrH highlighted that at the last meeting, the group discussed the issues and<br>challenges around public participation in the review (submissions and interviews).<br>The group directed that community engagement activity be undertaken. This has<br>been undertaken and has been successful and increased the number of interviews<br>and the levels of supplementary evidence submitted.  |
|   | DrH then gave an update on current status.  |
|   | Submissions:  |
|   | Dr Habashi reported that the team have received 10 written submissions to the<br>Review via the portal. She added that she was content with the submissions due to<br>their comprehensiveness in that they addressed the issues set out in the call for<br>evidence.  |
|   | Interviews:   |
|   | DrH reported that to date, the team has had 54 interviews scheduled, of which 53<br>are face to face interviews, and 1 telephone interview. She said that as of 22<br>February 2019, 40 interviews have been completed. She reported that all<br>interviews are audio recorded and transcribed and that interviewees will be<br>provided with their transcript within two/three months after the interview process.<br>She added that all transcripts and audio recordings are stored on the secure portal<br>for the access of only the Review Team. The majority of interviews are taking place<br>in the agreed venues as per the direction of CAG. However, Bay 56 has been<br>deemed unsuitable for the interviews, due to the cold weather. |
|   | The Review Team has received 7 requests for interviews to be undertaken out of North Kensington. All of the requests have been accommodated, of those requests one individual requested disability access parking which was accommodated.   |
|   | Interviewees have been grouped into 7 categories:   |
|   | <ul> <li>Trustees Past/Present (7)</li> <li>Westway Past/Present (12)</li> <li>Stakeholders (7)</li> <li>Community Representatives (19)</li> <li>Member Organisation (4)</li> <li>Tenant and Miscellaneous (2)</li> </ul>   |
|   | DrH requested an extension on the timeframe for interviews from the Group. This was due to the fact that it was likely that the number of interviewees would exceed 60 and  |

2019 (Minutes 04).

Minutes of the Community Advisory Group to the Review Meeting (04), Monday 25 February 2019, 18:30-20:30 Westway Trust, 1 Thorpe Close, London W10 5XL

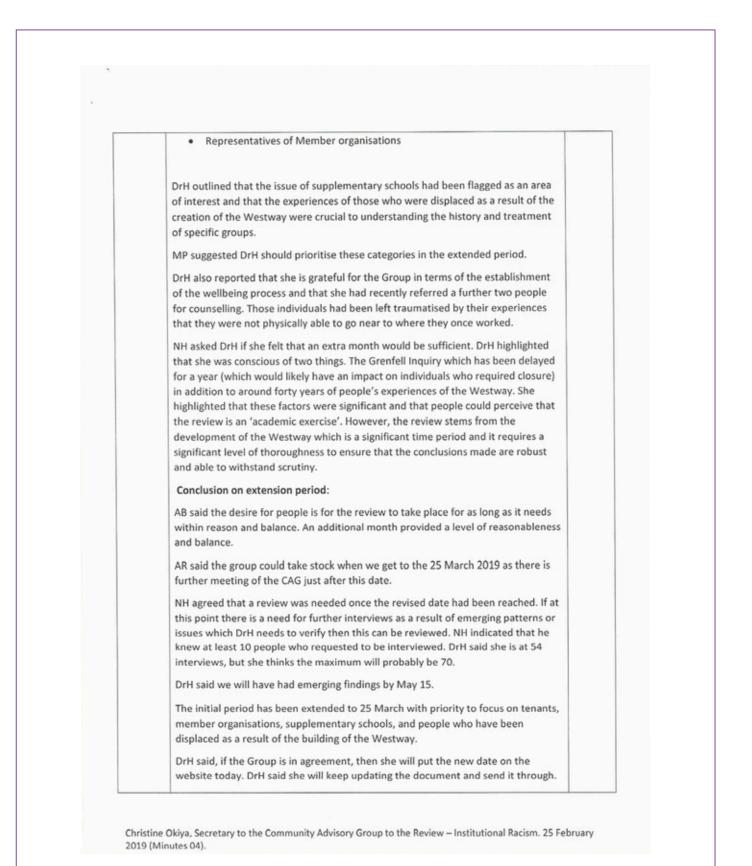


Christine Okiya, Secretary to the Community Advisory Group to the Review – Institutional Racism. 25 February





Minutes of the Community Advisory Group to the Review Meeting (04), Monday 25 February 2019, 18:30-20:30 Westway Trust, 1 Thorpe Close, London W10 5XL



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Minutes of the Community Advisory Group to the Review Meeting (04), Monday 25 February 2019, 18:30-20:30 Westway Trust, 1 Thorpe Close, London W10 5XL



| X |   |    |
|---|---|----|
|   | AR asked if we are putting this up publicly. DrH stated that the document had been<br>uploaded as it was requested by a member of the community who requested an<br>update about the review. The document was also made available at the AGM.   |    |
|   | MP asked whether the document was being made public. DrH said a member of<br>the public had asked where we were with the review and so something was sent<br>out. AB said while we have to be as transparent as possible, we also have to<br>respect the process. MP said one of the side effects was that when AS uploaded<br>the report on her organisation's website, there was an influx of people demanding<br>counselling. The Group agreed that all updates should come through the Group<br>and that information on counselling would be sent separately to the Group.    |    |
|   | IO asked if the process was just adopting qualitative methods such as the interviews. DrH said that both qualitative and quantitative methods were being utilised; analysis of data in the area of staff and trustee recruitment, and turnover, awarding of funding and tenancies. IO suggested that it would be beneficial to 'capture numbers'. She added that if this was done, then it should be done properly and not on tight timeframes.   |    |
|   | IO suggested the material should be supplemented with quantitative material especially if time is running out, other people can be captured through the use of surveys as well. DrH said her understanding when talking to people was that there was a preference for the oral tradition of engaging with the process. DrH added that she felt she had obtained a richness of information across a large period of time with different interest groups. DrH stated that whilst she felt IO's point was a valid one, she did not feel that a survey would add much to the process. |    |
|   | Action:   |    |
|   | The Group to review whether the timeframe for interviews should be extended beyond 25 March 2019.   | 02 |
|   | DrH will do regular monthly updates which will be sent to the Group.<br>(DrH left after presenting this item)   | 03 |
| 5 | Changes to the CAG membership (NH, MP) – See DrH statement at the end of this item.   |    |
|   | NH gave background as to why DrH and BP were no longer going to be members of the Community Advisory Group.   |    |
|   | NH said he and MP went to a meeting after his return from the Gambia. The meeting was to discuss Bay 56, where NH expressed his concern about the disparity of what was going on. At the meeting, he explained that whilst the review was ongoing (NH) could still be arrested (without a lease). On the basis of that  |    |

Christine Okiya, Secretary to the Community Advisory Group to the Review – Institutional Racism. 25 February 2019 (Minutes 04).

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Minutes of the Community Advisory Group to the Review Meeting (04), Monday 25 February 2019, 18:30-20:30 Westway Trust, 1 Thorpe Close, London W10 5XL

| said the note and its contents was sent out by DrH as a result of the discussion<br>h those present at the meeting. AR said she did not send out the email but   |  |
|--|--|
| ieves DrH may have 'jumped the gun a bit'.   |  |
| occupying Bay 56. The conversation was about what is happening in Bay 56 and<br>o to acknowledge the great work that has been done there. The conversation<br>s about the current situation of Bay 56 and NH does not know how it became a   |  |
| d when he heard the agenda of what it was going to be, MP excused himself as<br>on as he realised it was not a CAG meeting. MP then expressed his concerns to  |  |
| ey are not being paid for what is going on. The situation is part of the disparity of  |  |
| embership. NH said in terms of the CAG meetings, DrH will introduce her agenda<br>ms and then leave the meeting. She does not have to be involved with the rest<br>the meeting. NH said CAG have to keep its focus on this review and not on what  |  |
| tween Bay 56 and the Trust. NH said he had received some wording from AR,<br>d they will have a conversation to discuss further. NH explained that, when AR<br>id she was going to create a strawman he didn't think AR meant it literally. This<br>as said in reference to the email AR sent him about the wording on a joint vision<br>r the cultural space at Acklam. NH said in that email, there is not a single practical<br>lution to the situation in Bay 56. AR explained how she understood the<br>nversation to be; that her (AR) and NH had agreed a broad vision of how the |  |
|  | <ul> <li>I said that the situation illustrated a lack of guidelines /impartiality. It came over if an agreement had been made. If an agreement did exist, NH would no longer occupying Bay 56. The conversation was about what is happening in Bay 56 and o to acknowledge the great work that has been done there. The conversation is about the current situation of Bay 56 and NH does not know how it became a G issue.</li> <li>A said he was invited to come to a meeting which he thought was a CAG meeting, d when he heard the agenda of what it was going to be, MP excused himself as on as he realised it was not a CAG meeting. MP then expressed his concerns to H about partiality and keeping things separate.</li> <li>A said he wanted to make clear that they (NH) are illegal occupants of Bay 56 and ey are not being paid for what is going on. The situation is part of the disparity of that is going on and what the conversation was about.</li> <li>A went on to explain that this is the basis on the decision to change to embership. NH said in terms of the CAG meetings, DrH will introduce her agenda ms and then leave the meeting. She does not have to be involved with the rest the meeting. NH said CAG have to keep its focus on this review and not on what ay happen in Bay 56.</li> <li>A said, as far as he is concerned, what was discussed was an issue directly tween Bay 56 and the Trust. NH said he had received some wording from AR, d they will have a conversation to discuss further. NH explained that, when AR id she was going to create a strawman he didn't think AR meant it literally. This as said in reference to the email AR sent him about the wording on a joint vision r the cultural space at Acklam. NH said in that email, there is not a single practical lution to the situation in Bay 56. AR explained how she understood the niversation to be; that her (AR) and NH had agreed a broad vision of how the ace might evolve from what it is now to, fully formed functioning set of spaces. As said she wrote up what she understood the vision the</li></ul> |

Christine Okiya, Secretary to the Community Advisory Group to the Review – Institutional Racism. 25 February 2019 (Minutes 04).

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Minutes of the Community Advisory Group to the Review Meeting (04), Monday 25 February 2019, 18:30-20:30 Westway Trust, 1 Thorpe Close, London W10 5XL



Christine Okiya, Secretary to the Community Advisory Group to the Review – Institutional Racism. 25 February 2019 (Minutes 04).





Minutes of the Community Advisory Group to the Review Meeting (04), Monday 25 February 2019, 18:30-20:30 Westway Trust, 1 Thorpe Close, London W10 5XL

DrH statement in reference to this item

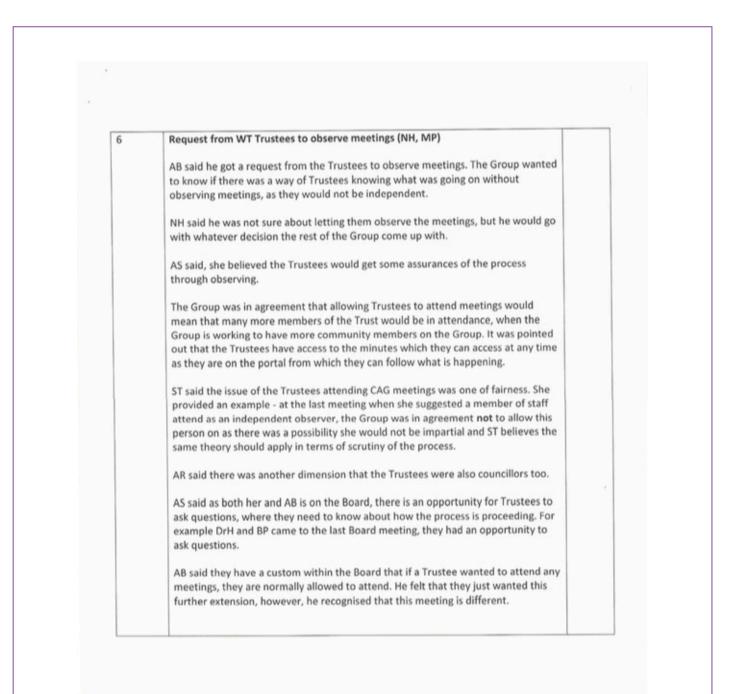
"On review of the minutes of the last meeting in relation to the meeting regarding Bay 56. There were a number of misunderstandings which I would like to clarify. Bevan Powell and I were asked to pull together this meeting, which we did. As a result of the meeting, I was asked by those present at the meeting to take a note of the discussion and disseminate it to the CAG, which I did.

As a result of this misunderstanding, Bevan and I agreed that we would no longer attend meetings of the CAG and that I would just present my reports and vacate the meeting. We have complied fully with the express wishes of the CAG. This has been done so that we cannot inadvertently influence or interfere with the process/decision making which is quite rightly the role of the Trust and the Community."

Christine Okiya, Secretary to the Community Advisory Group to the Review – Institutional Racism. 25 February 2019 (Minutes 04).

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#### Minutes of the Community Advisory Group to the Review Meeting (04), Monday 25 February 2019, 18:30-20:30 Westway Trust, 1 Thorpe Close, London W10 5XL



Christine Okiya, Secretary to the Community Advisory Group to the Review – Institutional Racism. 25 February 2019 (Minutes 04).





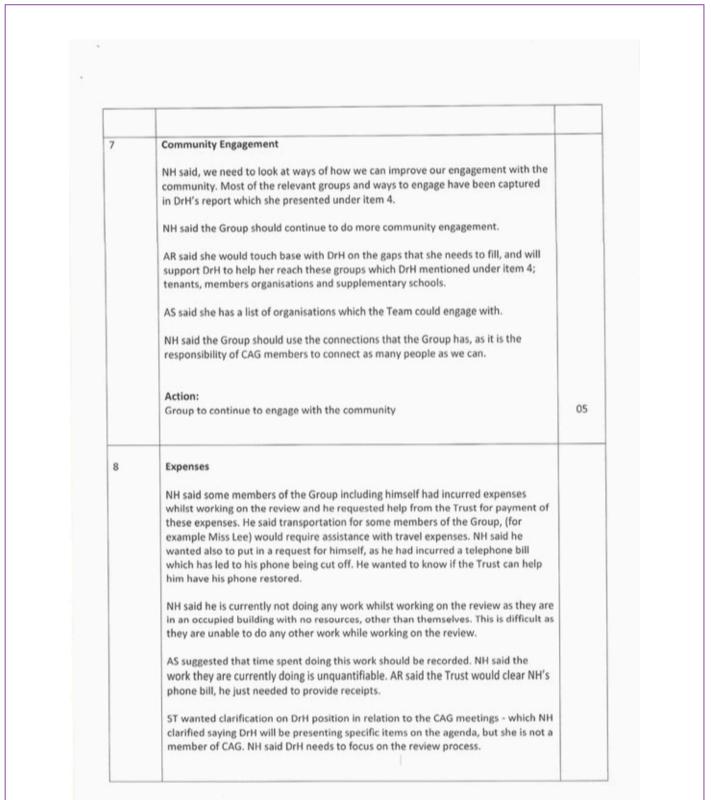
Minutes of the Community Advisory Group to the Review Meeting (04), Monday 25 February 2019, 18:30-20:30 Westway Trust, 1 Thorpe Close, London W10 5XL

| AB wanted to know if there is any reason why they cannot have access to the                   |  |
|---|--|
| minutes. The Group was reminded that the minutes are on the portal, and all are               |  |
| welcome to view.<br>MP suggested it would not be a problem if Trustees were invited to attend |  |
| meetings but not as Independent Observers, but if they wanted to talk about how               |  |
| the review was going. This could be an agenda item.   |  |
| NH said, as we already had a similar conversation in the last meeting, the Group is           |  |
| in agreement not to have Trustees attend as Independent Observers. However, it                |  |
| did not mean that the decision can't be changed in the future.                                |  |
| In conclusion on the point of Trustees attendance at the CAG:                                 |  |
|   |  |
| The Group was in agreement that Trustees should not attend as Independent                     |  |
| Observers, but can come to CAG meetings to meet the Group and ask questions<br>etc.           |  |
| Sa kiter  |  |
| Trustees should be made aware that they can access minutes                                    |  |
| AB to give feedback at the Board meetings – this could be a regular item on the               |  |
| Board's agenda.   |  |
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Christine Okiya, Secretary to the Community Advisory Group to the Review – Institutional Racism. 25 February 2019 (Minutes 04).





Minutes of the Community Advisory Group to the Review Meeting (04), Monday 25 February 2019, 18:30-20:30 Westway Trust, 1 Thorpe Close, London W10 5XL

|   | AR wanted to know if DrH should be in the room when the trustees come to the meetings. This would depend if DrH is presenting.  |    |
|---|---|----|
|   | Action  |    |
|   | AR to pay NH telephone bill as soon as he present the receipts for the phone bill   | 06 |
| 9 | Observations of the Independent Observer to the Review<br>IO gave an overview of points from her observation of the meeting;<br>She welcomed the fact that work was being done and there is a process in place. |    |
|   | IO said it is imperative that the work is done properly, so if there is a need to extend perimeters in time and/or budget, then they should be extended.  |    |
|   | IO said, there is a need for people to feel confident, therefore we need to be guided by the process.   |    |
|   | There should be transparency in the process, where people feel engaged so that there is no question in future.  |    |
|   | IO said she agrees with the decision not to have Trustees at the CAG meetings as independent observers.   |    |
|   | IO said she also agrees with recruitment of more members to the Group. She said this review is a road to reparation.  |    |
| 7 | Any Other Business  |    |
|   | ST wanted to know the next Independent Observer – she was informed that it is Emzee but Emzee is yet to confirm. The Group requested that CO should circulate the suggested names to the Group.                 |    |
|   | <ul> <li>AR asked about agenda items for meetings – it was agreed agenda items<br/>will be sent to the Chairs and the secretary.</li> </ul>   |    |
|   | The next meeting is:  |    |
|   | <ul> <li>Wednesday 27th March 2019, 16.00 - 18.00 @ Westway Trust,<br/>Downstairs Conference Room, Westway Trust, 1 Thorpe Close, London<br/>W10 5XL</li> </ul>   |    |
|   | Action:   |    |
|   | CO to circulate suggested names of Independent observers.   | 07 |
|   | Agenda items for the next meeting to be sent to AB, NH and CO   | 08 |

Christine Okiya, Secretary to the Community Advisory Group to the Review – Institutional Racism. 25 February 2019 (Minutes 04).

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Minutes of the Community Advisory Group to the Review Meeting (04), Monday 25 February 2019, 18:30-20:30 Westway Trust, 1 Thorpe Close, London W10 5XL

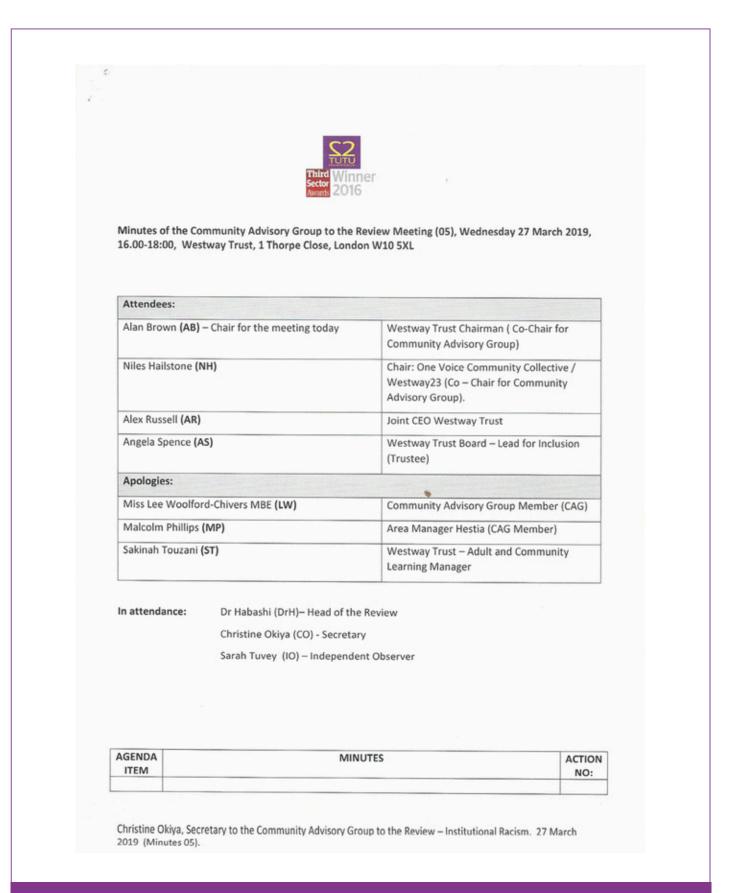
The meeting was closed at 07.45 pm. Part B Print Name: A.J. BROWN Signed Chairs Action Points Action points arising from the Community Advisory Group to the Review Meeting (03), Meeting on of 12 December 2018 No: Action By 01 CO CO to make a correction on item 9 - change ST to AR The Group to review whether the timeframe for interviews should be 02 CAG extended beyond 25 March 2019 03 DrH will do regular monthly updates which will be sent to the Group. DrH Suggested names of those to be considered to join CAG, will go to the 04 Group via email and a decision will be made before the next meeting. CAG 05 Group to continue to engage with the community CAG AR to pay NH's telephone bill as discussed in the meeting. 06 AR 07 CO to circulate suggested names of Independent observers CO 08 Agenda items for the next meeting to be sent to AB, NH and CO CAG

Christine Okiya, Secretary to the Community Advisory Group to the Review – Institutional Racism. 25 February 2019 (Minutes 04).

(15/15)



Minutes of the Community Advisory Group to the Review Meeting (05), Wednesday 27 March, 16.00-18.00, Westway Trust, 1 Thorpe Close, London W10 5XL



Minutes of the Community Advisory Group to the Review Meeting (05), Wednesday 27 March, 16.00-18.00, Westway Trust, 1 Thorpe Close, London W10 5XL



| 1       Welcome and Apologies (NH)         The Chair (AB) welcomed members and Sarah Tuvey (Independent Observer) to the meeting. AB informed IO that the Group will ask for her thoughts on the meeting at the end.         AB stated that as per the Group's tradition that a minutes silence be observed.         Attendees agreed that whilst the meeting would go ahead, as there was only one community representative present, decisions would be deferred to an occasion when more community representatives were in attendance.         2       Minutes of the last meeting.         • All actions were completed. DrH made a comment regarding item 5 of the minutes (lease of Bay 56). She stated that it was important that the contents of that discussion and the reason for the email to members of the CAG needed to be accurately reflected in the minutes. DrH said that she was tasked by those who attended the meeting to send out an email to |  |
|---|--|
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| minutes (lease of Bay 56). She stated that it was important that the contents of that discussion and the reason for the email to members of the CAG needed to be accurately reflected in the minutes. DrH said that she   |  |
|   |  |
| members of the CAG regarding the meeting and its contents, which is what she did.   |  |
| AB suggested DrH sends an email out to the Group, indicating what she wants to be reflected in the minutes.   |  |
| No other matters arising  |  |

Christine Okiya, Secretary to the Community Advisory Group to the Review – Institutional Racism. 27 March 2019 (Minutes 05).

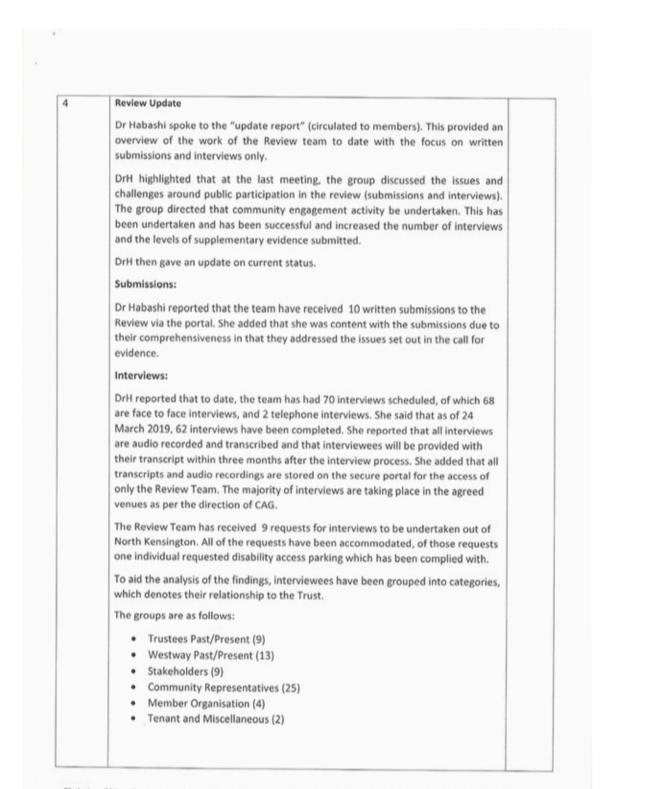




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| 3 | Independent Observer to the CAG  |  |
|---|--|--|
|   | Sarah Tuvey is the Independent Observer to the meeting. She confirmed receipt of the TOR, role profile and papers for the meeting. She signed the Confidentiality Agreement. |  |
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Christine Okiya, Secretary to the Community Advisory Group to the Review – Institutional Racism. 27 March 2019 (Minutes 05).

(4/12)



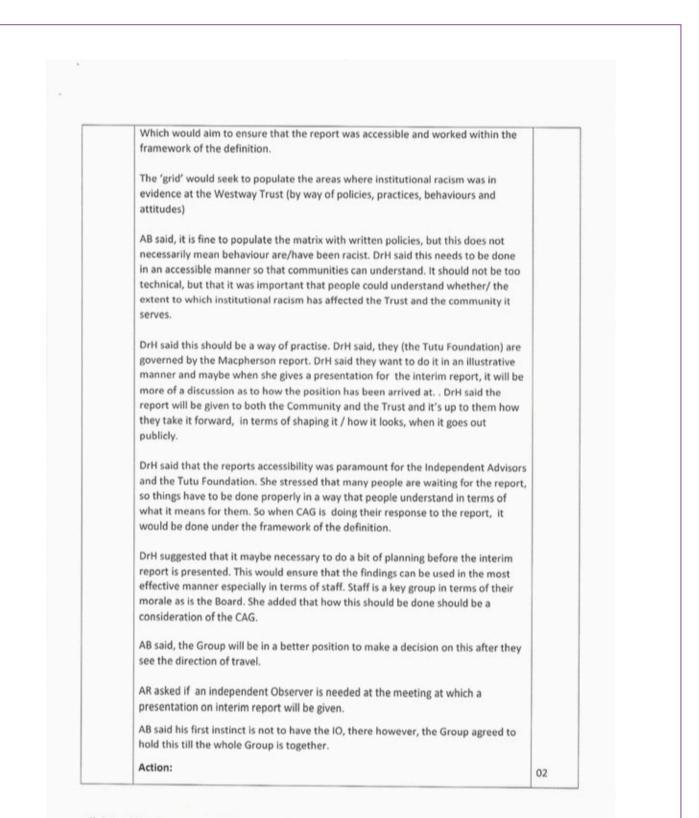
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|   | DrH said an extension on the timeframe for interviews is necessary but this is at              |
|---|--|
|   | the discretion of the Group. DrH said the need for an extension of the timeframe is            |
|   | due to the fact that there are certain people who need to be interviewed due to a              |
|   | number of issues having arisen from a number of interviews and the documentary                 |
|   | evidence/ submissions. This is so that a number of issues can be clarified. She                |
|   | outlined that a number of people have requested to be interviewed but that they                |
|   | have not confirmed dates as of yet. In relation to the issues identified, DrH said             |
|   | that she was unable to go into details at the moment.  |
|   | AB said, everybody who wants to be interviewed should be interviewed.                          |
|   | NH stated that he felt that they were 'almost there' with the process and that it              |
| 1 | was important that ,everything that needed to be dealt with is done. NH said it is             |
|   | therefore necessary to make another extension. He stressed that this should be                 |
|   | the final extension and that this would illustrate that the review is not a tick box exercise. |
|   | DrH outlined that she has identified and approached five 'significant' individuals for         |
|   | interview. She added that in the event that they refused to be interviewed that this           |
|   | would be noted in the report. It was stressed that names would not be used but                 |
|   | that the 'category' would.   |
|   | The Group agreed to another extension of a month from today which takes the                    |
|   | deadline to 27 April 2019.   |
|   | AS asked if this extension will impact on the interim findings and DrH said it will            |
|   | not.   |
|   | AR wanted to know if the interim report will be released without interviewing all              |
|   | the needed people. DrH said, the interim report will be released as the interim                |
|   | findings, would just be for the Group, it will be a first working draft.                       |
|   | On the issue of supplementary evidence, DrH said she has received over 4000                    |
|   | pages of supplementary evidence and is waiting for further supplementary                       |
|   | evidence from a number of interviewees and also from responses to information                  |
|   | requests from official sources. DrH said NH has also promised to provide some                  |
|   | supplementary evidence.  |
|   | DrH said there is an area that she has found in the supplementary evidence which               |
|   | she needs to review and this is taking a long time. Some of the information is quite           |
|   | old, going as far back as at least 2008. She said Martin Parker and Mark Lockhart              |
|   | have helped enormously in providing her with information.                                      |
|   | DrH outlined that at a meeting of the Review Advisory Board, they discussed and                |
|   | agreed that they would develop a matrix grid to examine 'institutional racism'.                |

Christine Okiya, Secretary to the Community Advisory Group to the Review – Institutional Racism. 27 March 2019 (Minutes 05).

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Christine Okiya, Secretary to the Community Advisory Group to the Review – Institutional Racism. 27 March 2019 (Minutes 05).



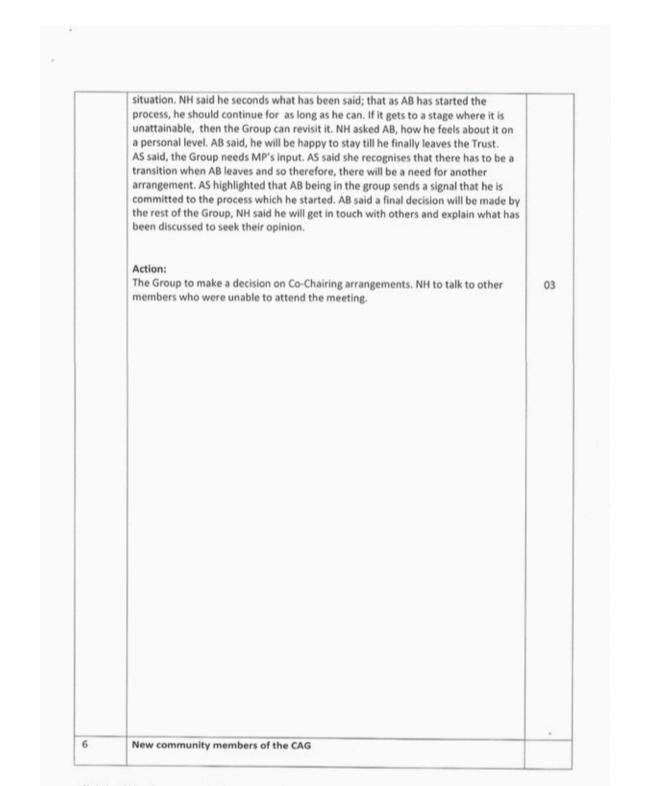


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|   |   | DrH will do regular monthly updates which will be sent to the Group.   |
|---|---|--|
|   |   | (DrH left after presenting this item)  |
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| 1 | 5 | Co-Chair arrangements  |
|   |   |  |
|   |   | AB said he believes this is on the agenda as he is stepping down at the end of May.  |
|   |   | He made it clear that he had already said to AR and Mark Lockhart that he would  |
|   |   | not look for another term beyond the current term which was previously going to<br>end on 30 September. He explained, that the Trust undertook a decision to             |
|   |   | conduct a 'big governance review,' the last one being five years ago and it just   |
|   |   | seemed right that whoever was going to succeed him should have the opportunity   |
|   |   | to participate in that review, so that seemed it sensible to bring his departure   |
|   |   | forward four months.   |
|   |   | AB said his resignation raised questions about the Co-Chairing arrangements. AB  |
|   |   | said he is very happy to be guided by the rest of the Group, but he has no strong  |
|   |   | feelings about this, he has previously thought maybe the thing to do is as long as   |
|   |   | he is the chair of the Trust, he should continue co- chairing with NH. If the Group  |
|   |   | thinks that's no longer appropriate, then that is fine by him. AB then asked AS's opinion.AS shared her opinion but pointed out that there is only NH present from       |
|   |   | the community, she asked NH how he feels about making a decision about this. AS  |
|   |   | said she felt that because AB has been part of the process and has built the co-   |
|   |   | chair relationship with NH, AB should try and see this through to a particular   |
|   |   | conclusion.  |
|   |   | AS said obviously AR is not going to be here for the whole of the second but the   |
|   |   | AS said, obviously AB is not going to be here for the whole of the process, but she<br>feels that for AB to 'drop off' now would cause some damage. She said that is how |
|   |   | she views the situation, but that it ought to be a conversation where NH has an  |
|   |   | input. AB said, as we are in shortage of members, whatever decision is made, it will   |
|   |   | have to go to the rest of the Group. AB then asked how NH feels about the  |

2019 (Minutes 05).

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Christine Okiya, Secretary to the Community Advisory Group to the Review – Institutional Racism. 27 March 2019 (Minutes 05).

(8/12)

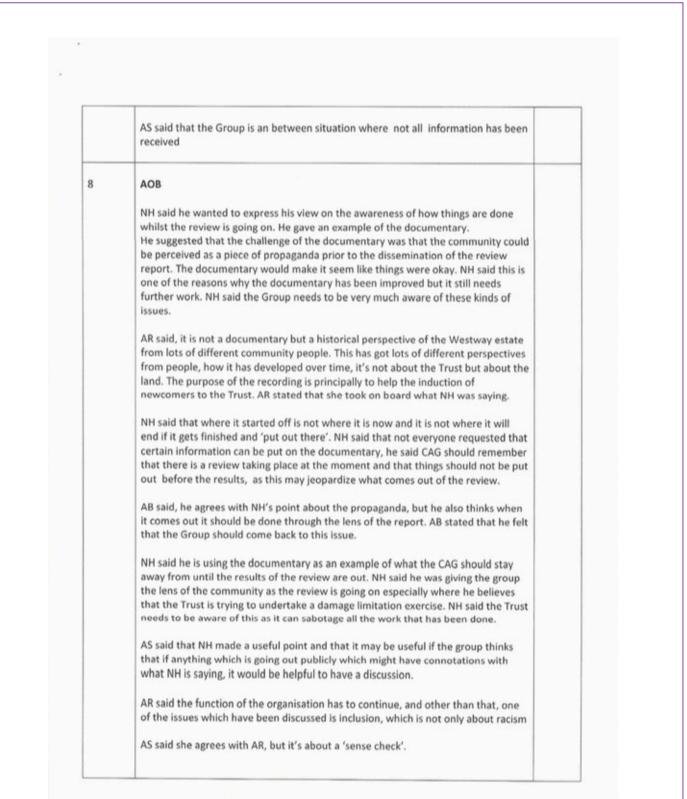


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|   | NH said they have spoken to a few people and explained the situation to them. He added that it was taking a bit longer as he had not been around to focus on the  |    |
|---|---|----|
|   | matter. However, he was now back and felt in a couple of weeks they would be<br>able to recruit new members within the next two weeks.  |    |
|   | AB suggested this is done via email and that the new members should be in place to attend the next CAG meeting.   |    |
|   | Names of those to be considered to join CAG, will go to the Group via email and a decision will be made before the next meeting.  |    |
|   | Action:   | 04 |
|   | NH to lead on recruiting new members to CAG<br>NH to circulate the names of those considered for membership of the CAG by<br>email.   |    |
| 7 | Observations of the Independent Observer to the Review  |    |
|   | AB welcomed the Independent Observer to give her comments.  |    |
|   | IO gave an overview of points from her observation of the meeting;  |    |
|   | IO said that her hope is that all the interviews and all the other stuff within the<br>Trust would become more transparent; the working of the Trust and other  |    |
|   | actions would be carried through. In the past, she has seen that what is discussed<br>in the meetings does not transpire. She said that her hope is that this process will<br>enable everything to be transparent.  |    |
|   | IO said she hopes people will have a better standing and understanding of how the<br>Trust works so that people get a lot from it and that there is more truth in it. She   |    |
|   | said at the moment people do not have much confidence in the Trust. She added<br>that she hoped that this situation would change as it would help everybody build a<br>stronger community for both the people that work in the Trust and the community.<br>Working together would have a massive value to the whole area, and hopefully<br>that can be achieved |    |
|   | AB said, he acknowledged right from the beginning that this work is just the beginning and that what is done after is critical. This is after the report.   |    |
|   | IO said sometimes, people can be thinking they are doing the best, but 'trying to offer someone butter who wants jam'. Hopefully something better comes of it all. IO said the meeting had been shorter than she expected.  |    |
|   | AR said this could be because the Group has been working on this together for a while, so they have got a formula going and have built up trust.  |    |
|   | AB said that the meeting has only half its members in attendance.   |    |

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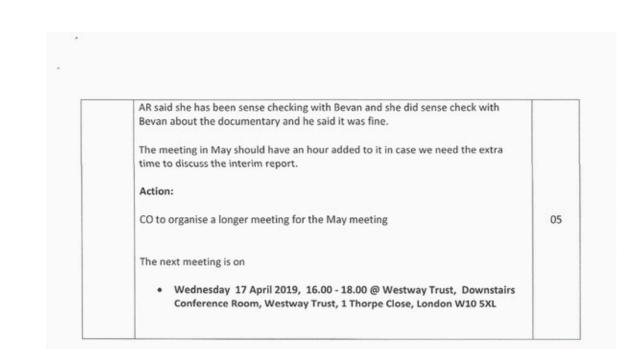


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The meeting was closed at 17.00 pm.



### Action Points

Action points arising from the Community Advisory Group to the Review Meeting (03), Meeting on of 12 December 2018

| No: | Action   | By      |
|-----|--|---------|
| 01  | DrH to send a statement to the Group indicating what she wants reflected in the minutes. CO to make the necessary changes    | DrH, CO |
| 02  | DrH will do regular monthly updates which will be sent to the Group.   | DrH     |
| 03  | The Group to make a decision on Co-Chairing arrangements. NH to talk to other members who were unable to attend the meeting. | NH, CAG |
| 04  | NH to lead on recruiting new members to CAG  | NH      |

Christine Okiya, Secretary to the Community Advisory Group to the Review – Institutional Racism. 27 March 2019 (Minutes 05).

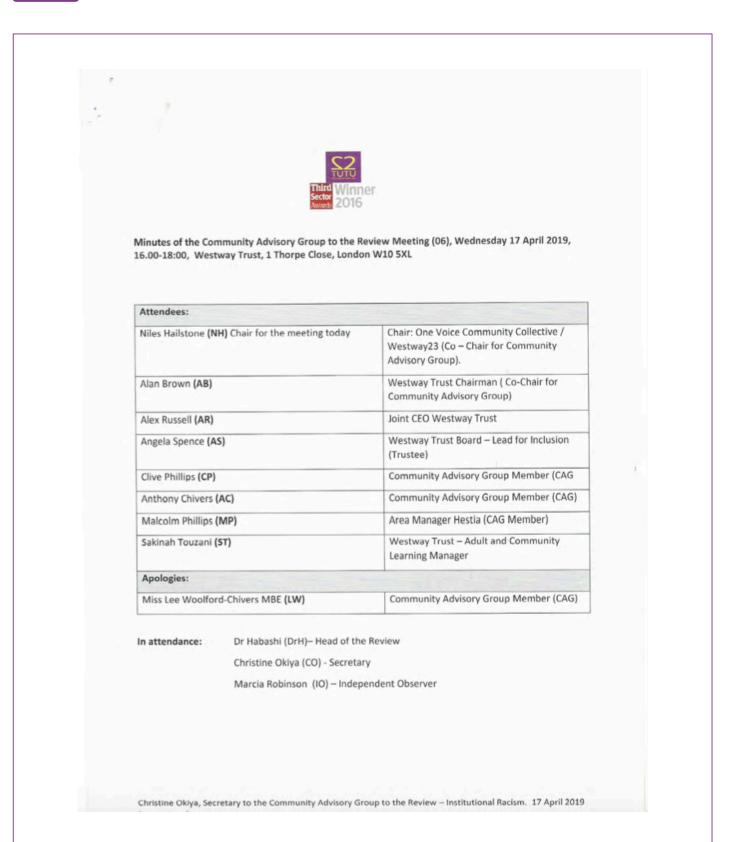
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| 05 CO to orga      | anise a longer mee  | eting for the Ma    | y meeting          | со                        |  |
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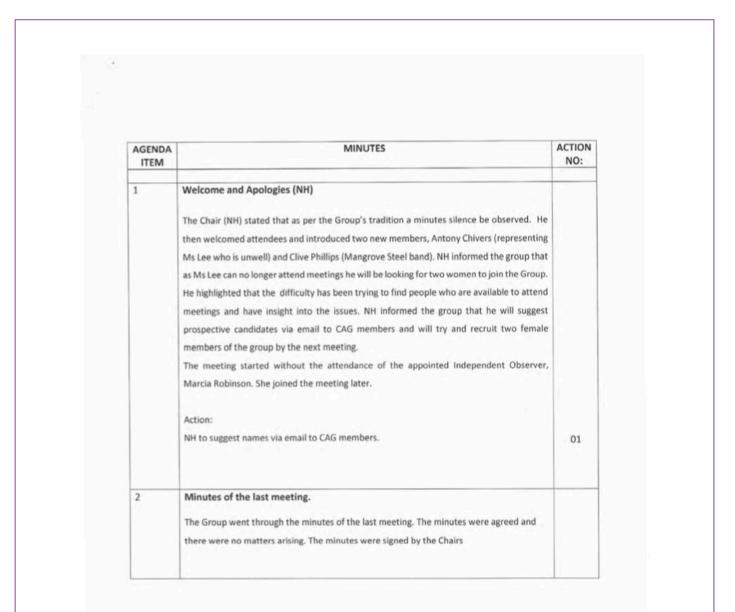


Minutes of the Community Advisory Group to the Review Meeting (06), Wednesday 17 April 2019, 16.00-18.00, Westway Trust, 1 Thorpe Close, London W10 5XL



(1/14)

Minutes of the Community Advisory Group to the Review Meeting (06), Wednesday 17 April 2019, 16.00-18.00, Westway Trust, 1 Thorpe Close, London W10 5XL



Christine Okiya, Secretary to the Community Advisory Group to the Review - Institutional Racism. 17 April 2019

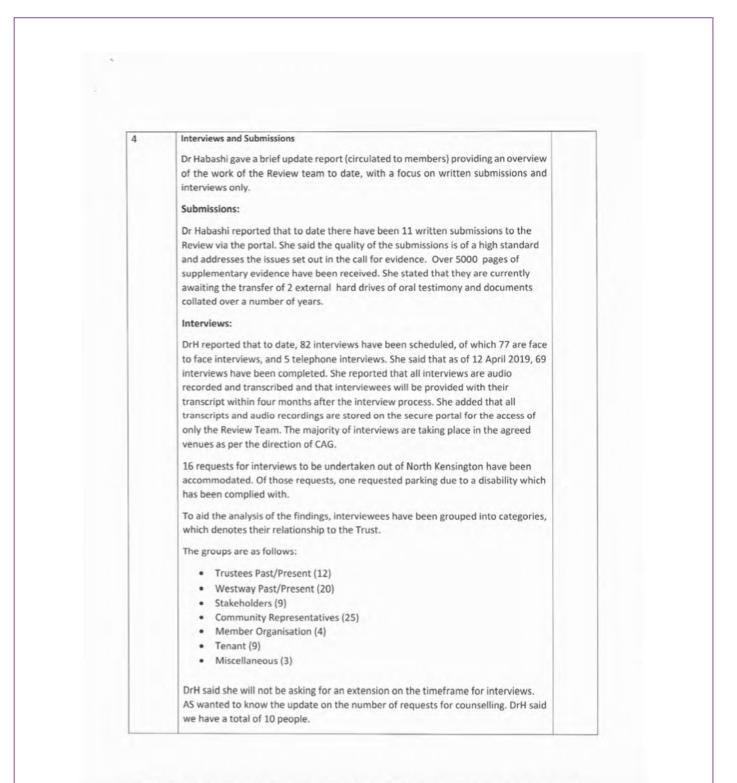
(2/14)



Minutes of the Community Advisory Group to the Review Meeting (06), Wednesday 17 April 2019, 16.00-18.00, Westway Trust, 1 Thorpe Close, London W10 5XL

| 3 | Independent Observer to the CAG   |  |
|---|---|--|
|   | Marcia Robinson is the Independent Observer to the meeting. She confirmed receipt of        |  |
|   | the TOR, role profile and papers for the meeting. She signed the Confidentiality Agreement. |  |
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| 5 | Expectations of the Review Report  |
|---|--|
|   | DrH gave an overview of how the emerging issues and the interim report will be presented. DrH speaking note which she read from to the CAG is presented in full, |
|   | "This review has adopted a very rigorous approach and process. This was designed   |
|   | to be inclusive and participatory; to engender the trust and confidence of the   |
|   | community in the Trust's commissioning of this important work.   |
|   | Through the development and the involvement of the CAC this has shown what is  |
|   | Through the development and the involvement of the CAG, this has shown what is   |
|   | possible, when there is a commitment to address longstanding issues such as<br>experiences and perceptions of racism.  |
|   | We are very grateful to the time and support of the Community and the Trust in the   |
|   | review. We believe that our current position, is as a result of a collaborative process  |
|   | between the community and the Trust which is underpinned by the importance of  |
|   | transforming an important part of the community- the Westway Trust.  |
|   | On the 22 <sup>nd</sup> May, we will submit to the CAG and the Trust the emerging findings into  |
|   | the review into institutional racism at the Westway Trust. This will comprise the  |
|   | Interim Report.  |
|   | This will <u>not</u> be a public facing report.  |
|   | It is merely a report for the attention of the CAG and the Westway Trust. As such it   |
|   | will be restricted and embargoed from public dissemination. This is to enable you  |
|   | to understand the emerging findings and indicative conclusions. We will  |
|   | disseminate to you hard and numbered copies only.  |
|   | The interim report will support the discussions on your response to and handling of  |
|   | the final report. We respectfully request, that you seriously consider both reports  |
|   | due to the nature of what it is, a Review into Institutional Racism.   |
|   | This will <u>not</u> be the final report.  |
|   | The final report will be completed 3 months after the Interim Report. This is due to   |
|   | the fact that we are still interviewing and still going through a significant amount   |
|   | of information, which is central to the review.  |
|   |  |
|   | What I will and can say, is what the interim report and the final report, will and will  |
|   | not be.  |
|   | The interim report and the final report, will not name names.  |

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| 0 | Charles and Dr Cole also attend this session with myself and Christine. This would         |    |
|---|--|----|
| n | need a half day set aside.   |    |
| 1 | t was agreed that the Interim report will be presented on 22 May, 15.30 – 18.30, venue     |    |
| у | yet to be confirmed. AR wanted to know if the Group will have a chance to read the         |    |
| r | report independently at the meeting, DrH confirmed everyone will have a chance to read     |    |
| t | the report and then she will take the Group through the report. MP said this could be a    |    |
| c | challenge dependent on the size of the report. DrH said the interim report will not be     |    |
| t | hat big as it is just the emerging findings.   |    |
|   | MP asked about the rationale for the interim report being presented outside the            |    |
|   | borough. DrH said, it is because of the integrity of the process and she also believes the |    |
|   | Group needs to be in a relaxed environment to read it.                                     |    |
| A | AB suggested and the group agreed that all mobile phones should be left outside the        |    |
|   | room during the meeting/presenting of the Interim Report.                                  |    |
| N | NH suggested that a date be set for early September  |    |
| A | Action:  |    |
|   | DrH and the Review Team to present the Interim Report to the Group on 22 May 2019          | 02 |
| 1 | The final report to be presented to the Group on Friday 6 September 2019, 10.00 -          |    |
| 1 | 14.00.   |    |
| I | DrH outlined that the Group will have 7 working days from the 6 September, to develop      |    |
| а | a response. AR said potentially CAG should be able to start on a response after receipt    |    |
| 0 | of the Interim Report as there will not be anything new in the final report. DrH outlined  |    |
| t | that the final report would be detailed, comprehensive and long, but that it would not     |    |
| p | provide information which is different from the interim report, it would be just be more   |    |
| d | detailed and utilise some of the evidence submitted. DrH said, in addition there will be   |    |
| a | an executive summary as well as an easy read version of the report. NH said the 7 day      |    |
| p | period is for CAG to consider their initial response, the community will respond in a way  |    |
| i | in which they see fit, in the same way that the Trust will respond.                        |    |
| S | ST asked how the response will be formulated and whether it will be a Westway Trust        |    |
| r | response and a community response. NH said the Trust will respond and the Community        |    |
|   | will respond independently in the interest of transparency. He articulated that the        |    |
|   | community response should not be influenced by the Trust and likewise the Trust's          |    |
|   | response should not be influenced by the community.  |    |

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|   | our connections and interdependence as fellow human beings in order to reconcile,  |
|---|--|
|   | emphasising what we have in common rather than our differences, working towards  |
|   | becoming more as one. NH emphasised that this is still an aspiration, he added that we   |
|   | are a long way away from Ubuntu.   |
|   | Drill cald that an important consideration for the Group is the implementation of the  |
|   | DrH said that an important consideration for the Group is the implementation of the<br>action plan. DrH said one thing she is conscious of is how the report and its |
|   | recommendations will be embedded and how the organisation will transform as a result   |
|   | of that.   |
|   | DrH stated that these were considerations for the meeting of May 22 and September 6.   |
|   | She added that as the final report will be a public report when it is published, the Group   |
|   | needs to consider how it responds to questions from the community. She stated that it  |
|   | would be good to have a conversation with them to explain why the report was written   |
|   | the way it is written (e.g. not naming names), and how the community and the Trust are   |
|   | going to go forward. NH said the work of the CAG will continue after the review has  |
|   | finished to ensure that any recommendations are implemented.   |
|   | ST suggested that, it was important for the group to have a conversation about what is   |
|   | meant by the concept of institutional racism.  |
|   | DrH said that the review is underpinned by the Macpherson definition of institutional  |
|   | racism and that the interim and final reports will unpick the concept and relate them to   |
|   | the findings. DrH informed the group that the review team are developing an effective  |
|   | framework by which people can better understand how this applies to the Trust. This can be discussed at the 22 May meeting.  |
|   | DrH left after presenting  |
|   | NH said the meeting will come back to consider the issue of Institutional racism later.  |
|   | He added that he felt it was going to be a very lengthy discussion and as such it was  |
|   | important to go through the agenda items and then move to any other business (AOB).  |
|   | NH made the comment that the framework of the review is around the Stephen   |
|   | Lawrence Inquiry definition of Institutional racism, which is within the terms of  |
|   | reference of the review.   |
| 6 | Conclusion of items from the last meeting  |
| 0 | conclusion of items from the last meeting  |

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|   | two female members who are available, willing and understand the issues involved.   |  |
|---|---|--|
|   | II. Independent Observer (IO)at the next CAG meeting (22 May 2019).<br>This was agreed that there will be no IO at this meeting   |  |
|   | The next item is supposed to be Institution Racism but this has been moved to AOB   |  |
| 7 | Communicating Interim and Final Report  |  |
|   | The group agreed that this item was covered under item 5<br>AS said communication of the final report should be put on the next agenda of the 25 June<br>2019.                            |  |
|   | MP said the report should go to the community first, before it goes to the press. MP wanted   |  |
|   | to know what the impact of the review process has been on staff, he wanted to know if AR<br>is feeling the repercussions and whether there is support in place to deal with this. AR said |  |
|   | there has been training, workshops and conversations with different groups such as the<br>Equality and Diversity group and different channels have been created. There were also          |  |
|   | regular updates. AR said Dr Habashi and Bevan Powell have attended a Board meeting to   |  |
|   | give an update on the process. AR thinks a second stage (workshop/training) is needed with<br>the staff as it's a tough environment in Westway Trust. AR said the wellness                |  |
| - | package has been updated.   |  |
| 8 | Observations of the Independent Observer  |  |
|   | NH asked Marcia for her comments on her observation of the process today and how she feels about it   |  |
|   | IO gave an overview of points from her observation of the meeting.  |  |
|   | IO said, she felt the chairing was good. The questions that she did hear were in relation to  |  |
|   | community voices as opposed to the investigation. She said that the right to reply was  |  |
|   | followed up and put in place. She advocated for an open door policy and said that in relation to recommendations made by the review report not everyone would agree on everything.        |  |
|   | She stressed that it must be made clear that this may be the case and that there should be  |  |
|   | a level of flexibility on the negotiations wherever possible. She added that policing of the  |  |
|   | recommendations would be welcomed though it would be hard.  |  |
|   | IO congratulated the Group on a job well done so far and said the feedback was great.   |  |

Christine Okiya, Secretary to the Community Advisory Group to the Review - Institutional Racism. 17 April 2019

(11/14)

Minutes of the Community Advisory Group to the Review Meeting (06), Wednesday 17 April 2019, 16.00-18.00, Westway Trust, 1 Thorpe Close, London W10 5XL







Minutes of the Community Advisory Group to the Review Meeting (06), Wednesday 17 April 2019, 16.00-18.00, Westway Trust, 1 Thorpe Close, London W10 5XL

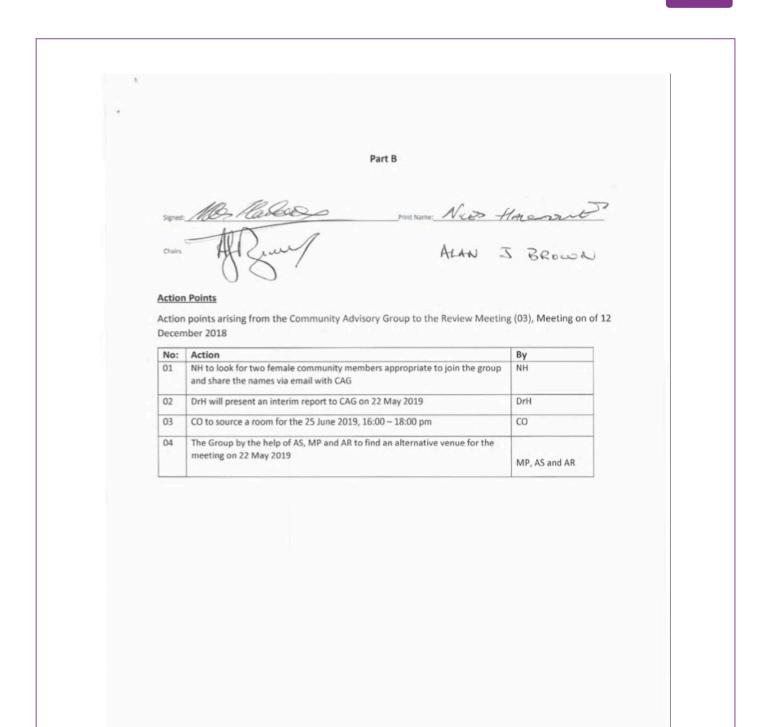
| framework around the discussions which have taken place. There is a difference in  |    |
|--|----|
| perception in terms of what institutional racism actually is and what it is connected to, NH   |    |
| said from his perspective it cannot be separated from history. It is not just an act that  |    |
| happens which is isolated from history or all the other aspects that surround us. At the   |    |
| centre of this, are notions of superiority. NH said these are things that the community is   |    |
| dealing with. At the centre of all this, is the system that has been developed. NH said this is  |    |
| a difficult conversation to have, and he is willing to look at this, not just look at the surface  |    |
| without tackling the real issue.   |    |
| MP stated that the Group is trying to resolve something which is really difficult. But that it   |    |
| was important for everyone to be on the same page, something about us revealing  |    |
| something to each other and there is something about us having a difficult conversation and  |    |
| getting real with this issue before dealing with the report which is going to be challenging.  |    |
| He suggested that the Group does something together as a group prior to the start of the   |    |
| meeting of the 22 <sup>nd</sup> .  |    |
| In addition, MP said there was something that occurred to him right at the start, the venue  |    |
| for the meeting on the 22 May. The Group were in agreement about having the next   |    |
| meeting at a neutral venue. The Group discussed OREMI, as an option and asked MP to  |    |
| check availability, if the venue was not available AR agreed to help with sourcing a venue for   |    |
| the meeting on the 22 May 2019.  |    |
| Action   |    |
| MP, AS and AR to find an alternative venue for the meeting on 22 May 2019  | 04 |
| The next meeting is on   |    |
| <ul> <li>Wednesday 22 May 2019, 15.30 - 18.30, Kensington and Chelsea Social<br/>Council, 111-117 Lancaster Road, London W 11 1QT</li> </ul> |    |

Christine Okiya, Secretary to the Community Advisory Group to the Review - Institutional Racism. 17 April 2019

(13/14)

# Minutes of the Community Advisory Group to the Review Meeting (06),

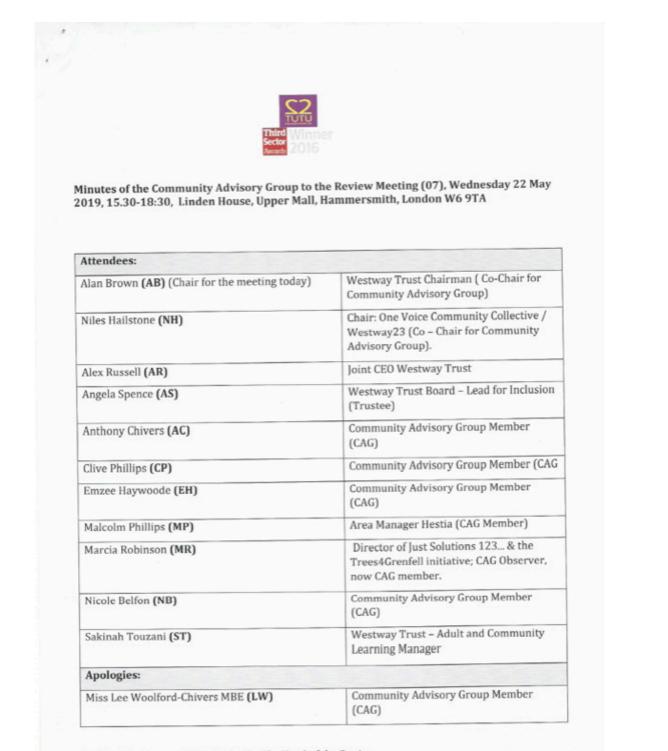
Wednesday 17 April 2019, 16.00-18.00, Westway Trust, 1 Thorpe Close, London W10 5XL







Minutes of the Community Advisory Group to the Review Meeting (07), Wednesday 22 May 2019, 15.30-18.30, Linden House, Upper Hall, Hammersmith, London, W6 9TA



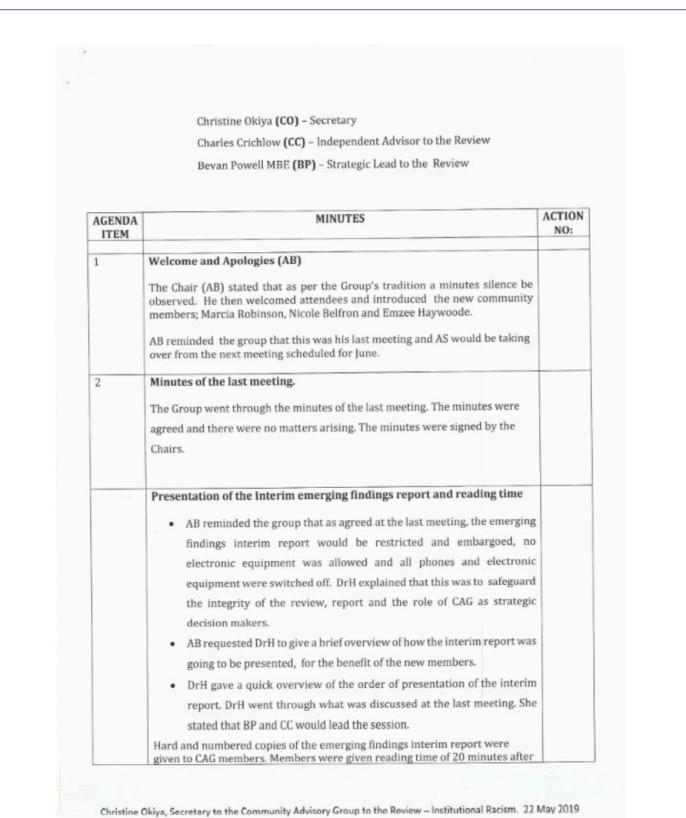
In attendance: Dr Habashi (DrH)- Head of the Review

Christine Okiya, Secretary to the Community Advisory Group to the Review – Institutional Racism. 22 May 2019 (Minutes 07).

#### Annex 2

Minutes of the Community Advisory Group to the Review Meeting (07),

Wednesday 22 May 2019, 15.30-18.30, Linden House, Upper Hall, Hammersmith, London, W6 9TA



(Minutes 07).





Minutes of the Community Advisory Group to the Review Meeting (07), Wednesday 22 May 2019, 15.30-18.30, Linden House, Upper Hall, Hammersmith, London, W6 9TA

| which the group group their reflections. At the end of the meeting conjes of   |  |
|--|--|
| which the group gave their reflections. At the end of the meeting, copies of the report were collected to avoid undermining the work being done. |  |
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Annex 2

Minutes of the Community Advisory Group to the Review Meeting (07), Wednesday 22 May 2019, 15.30-18.30, Linden House, Upper Hall, Hammersmith, London, W6 9TA



| 3*<br> |  |
|--------|--|
|        | D-G-stime  |
| 2      | <ul> <li>Reflections</li> <li>MP stated that it was important to acknowledge and appreciate the difficult nature of the issue and the purpose of the meeting. He added that this was an important responsibility for the community after the last 50 years and that the process was an opportunity for the Trust to 'put something back', as the community are not happy with what the Trust has done and so the community have worked with the Trust to repair things. He highlighted that the community should view the report as 'sacred' and together with the Trust, they should attempt to begin a process of reparation to allow both the Trust and the community to heal.</li> <li>NH stated that it is important that the history of the community is acknowledged, which is what he highlighted in 2015. He added that the report showed that he wasn't going mad and that it validated the concerns which have been raised over many years.</li> <li>AB congratulated DrH and her team for a well written report and said this gave confidence that the final report will be well written.</li> <li>AB asked a question about Table 1 and wanted to know whether the final report will include evidence.</li> <li>DrH responded that evidence from interviews, written submissions and documentary evidence will be included in the body of the final report.</li> <li>BP stated that it was important to recognise that the final report will not include everything. He added that the report and review process is very robust and that any challenge to its validity would stand up to public scrutiny.</li> <li>MR asked if documents referred to in the report, which covered most areas of work. He added that it would be easier if people were able to access the related documents in the report, which covered most areas of work. He added that it would be callenging for the Trust, however, he also recognised that it was important to the community moves forward'. He expressed that he found it difficult to put it in words how he felt. He acknowledged that it would be challenging for the T</li></ul> |

Christine Okiya, Secretary to the Community Advisory Group to the Review – Institutional Racism. 22 May 2019 (Minutes 07).



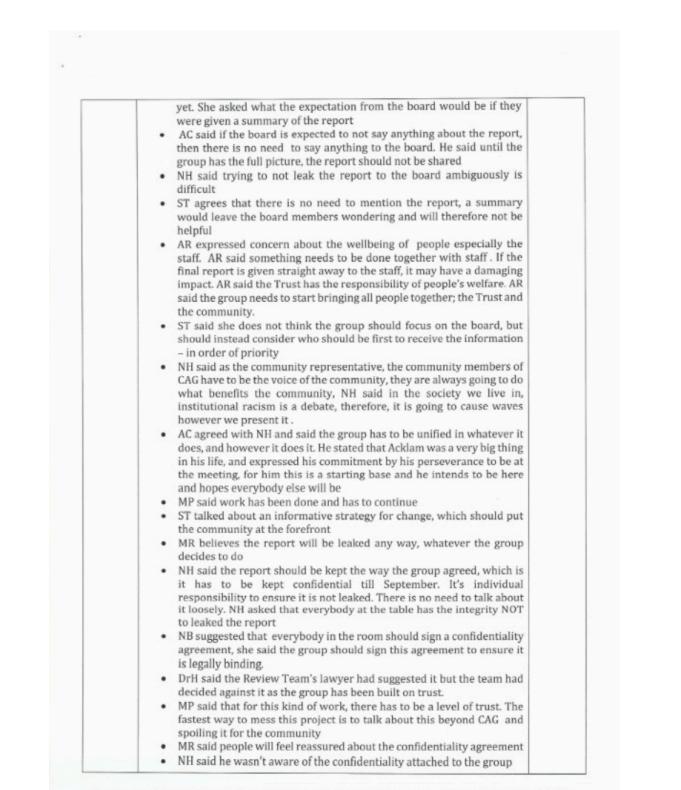


Minutes of the Community Advisory Group to the Review Meeting (07), Wednesday 22 May 2019, 15.30-18.30, Linden House, Upper Hall, Hammersmith, London, W6 9TA

| <ul> <li>NH stated that he was extremely happy that the TFUK undertook this<br/>work and that they understood how something like this should be<br/>done.</li> </ul>   |
|--|
| <ul> <li>AS said, in the conclusion of the interim report, the language of<br/>perception is not definitive, and also pointed out that on the timeline,<br/>there was a change in constitution in 2013. DrH said, in 2013, it was<br/>not a constitution review but a governance review. DrH said there is a<br/>reason for the use of the word perception.</li> </ul>                                       |
| <ul> <li>AR said she found the report very moving and she fully accepts what is<br/>covered in the report, AR acknowledged NH's contribution and<br/>everybody around him, without whom this work would not have<br/>happened. AR says she feels emotional about people who have had to<br/>suffer but she wonders how this report/information will be given to</li> </ul>                                   |
| <ul> <li>people who have been through this experience. AR said, she needs a bit of time to take the contents of the report in.</li> <li>AB agrees with AR about her concerns of communicating the report to</li> </ul>   |
| <ul> <li>the community and staff</li> <li>CP stated that as someone who has had issues with the Trust, he believes CAG should stick together otherwise having come this far, it will be a wasted project. CP said he realised this was racism from day one, and CP emphasised the need for the group to stick together and see this process through</li> </ul>   |
| <ul> <li>NH said they (CAG) will decide what happens with the group, and how<br/>things move forward.</li> </ul>   |
| <ul> <li>AB said, he agrees that CAG has to go on after the final report</li> <li>MR gave her commitment to the group</li> <li>MP said over many years, the community has got to a point where the</li> </ul>  |
| problems are publicly identified . He commended, the report, said it is<br>an amazing piece of work, he commented that he has concern with the<br>Macpherson definition. He said it was important that the report<br>acknowledges the willingness of the Trust for the review to take place.<br>He said the work starts here and commitment has to be redoubled. He<br>said, It's a pity that AB is leaving. |
| <ul> <li>AB said the governance review will, in thinking about the future<br/>recognise that the Trust should never make decisions in isolation, it<br/>should ensure the community is involved. CAG should be the right<br/>sounding board</li> </ul>   |
| <ul> <li>MR said the timeline in the table does not show the closing down of<br/>Acklam Adventure Playground which is a major event in this process</li> <li>DrH said the table will be much bigger in the final report and all this<br/>will be included</li> </ul>   |
| <ul> <li>BP said this interim report is to give an earlier indication of the direction of travel. He said for some people, it's not about the report but how the community moves forward collectively</li> </ul>   |
| <ul> <li>AB asked whether summary points of the interim report can be shared<br/>with the board or at least if a conversation about the report can take<br/>place</li> </ul>   |
| <ul> <li>AS said, this would be jumping the gun a bit, as CAG and the Trust need<br/>to look at it first and therefore, no information can be given to the board</li> </ul>  |

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#### Minutes of the Community Advisory Group to the Review Meeting (07), Wednesday 22 May 2019, 15.30-18.30, Linden House, Upper Hall, Hammersmith, London, W6 9TA



Christine Okiya, Secretary to the Community Advisory Group to the Review – Institutional Racism. 22 May 2019 (Minutes 07).

(6/10)



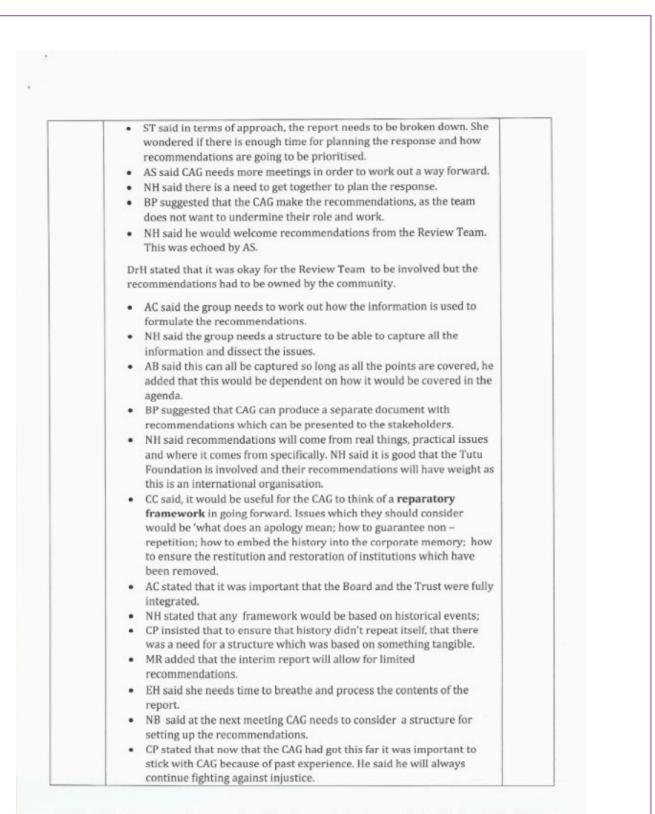
Minutes of the Community Advisory Group to the Review Meeting (07), Wednesday 22 May 2019, 15.30-18.30, Linden House, Upper Hall, Hammersmith, London, W6 9TA



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#### Annex 2

Minutes of the Community Advisory Group to the Review Meeting (07), Wednesday 22 May 2019, 15.30-18.30, Linden House, Upper Hall, Hammersmith, London, W6 9TA



Christine Okiya, Secretary to the Community Advisory Group to the Review – Institutional Racism. 22 May 2019 (Minutes 07).

(8/10)





Minutes of the Community Advisory Group to the Review Meeting (07), Wednesday 22 May 2019, 15.30-18.30, Linden House, Upper Hall, Hammersmith, London, W6 9TA

| · |  |
|---|--|
|   | <ul> <li>AR said it's a good report, CAG needs to reflect on how to take people with them, in addition, the Trust's role with the council also needs to be considered. AR stated that she would like the Review Team's views on this.</li> <li>NH said that there is a historical need to separate the two and what they represent.</li> <li>MP said the interim report was a positive reading and he is inspired by being involved in this work. He said he is fortunate finding himself in the reality we are living in. He said he is fortunate finding himself in the reality we are living in. He said he is fortunate finding himself in the reality we are living in. He said he is postature an optimist and having been there during the Stephen Lawrence inquiry, he said the willingness the Trust gave is very audible. He said this demonstrates a way the Trust and the community can be abeaon. MP said the group will need recommendations by the Review Team /TFUK. He added that the CAG needs to deal with the recommendations, without breaking them down until they are meaningless. The recommendations should be taken bit by bit and know that everybody they concern is important. This will be time consuming, but necessary.</li> <li>MR said she agrees with comments from everyone in the group, and that she felt that the CAG would need more time to deal with the recommendations.</li> <li>ST echoed what other members of the group said. She added that the report made her sad and emotional, but that the CAG is now at a stage where it's work is more substantial.</li> <li>AS said continuation of the CAG is important and that the group needs to consider how this will be achieved after the Review.</li> <li>AC said he was humbled by the responsibility which awaits him and the group and their work cannot be taken lightly.</li> <li>NH said that 2021 will be the 50<sup>th</sup> anniversary of the Trust and that it was important for the group to celebrate that milestone with a new model/paradigm. The Trust was the first of its kind in the UK and was a model for others</li></ul> |
|   | Please see Alan's official statement on the report;  |
|   | At the last Community Advisory Group meeting we received the interim<br>report from the Tutu Foundation. The report is confidential but clearly<br>indicates what we should expect in the final report due in September. I<br>was delighted with the professional nature of the report which gives me<br>confidence that the final report will be something that the Trust will be<br>able to work with in conjunction with the Community.   |

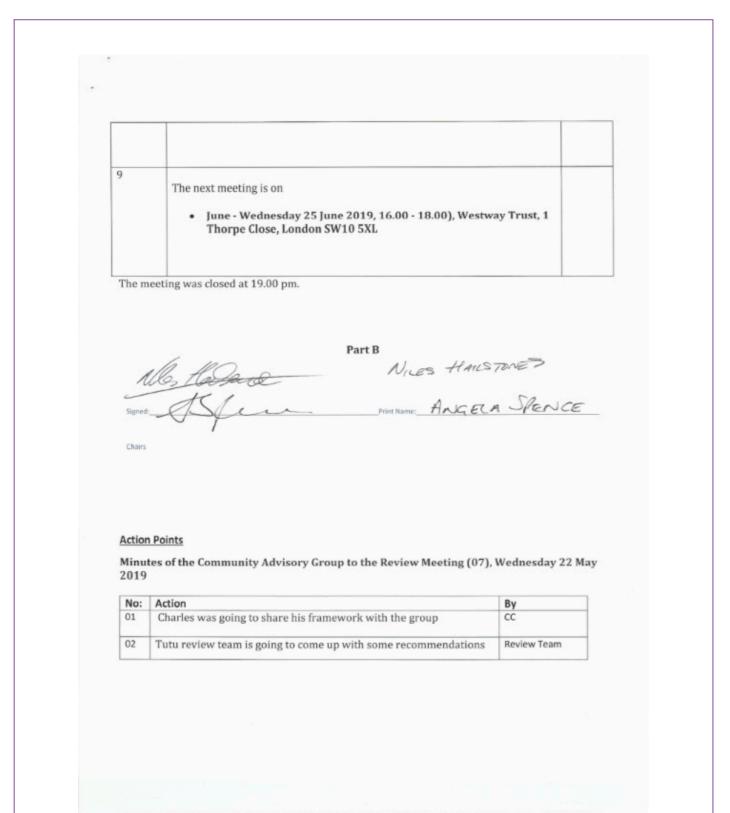
(9/10)

(Minutes 07).

#### Annex 2

#### Minutes of the Community Advisory Group to the Review Meeting (07),

Wednesday 22 May 2019, 15.30-18.30, Linden House, Upper Hall, Hammersmith, London, W6 9TA



Christine Okiya, Secretary to the Community Advisory Group to the Review – Institutional Racism. 22 May 2019 (Minutes 07).

# (10/10)



Minutes of the Community Advisory Group to the Review Meeting (08), Tuesday June 2019, 16.00-18.00, Westway Trust, 1 Thorpe Close, London, W10 5XL



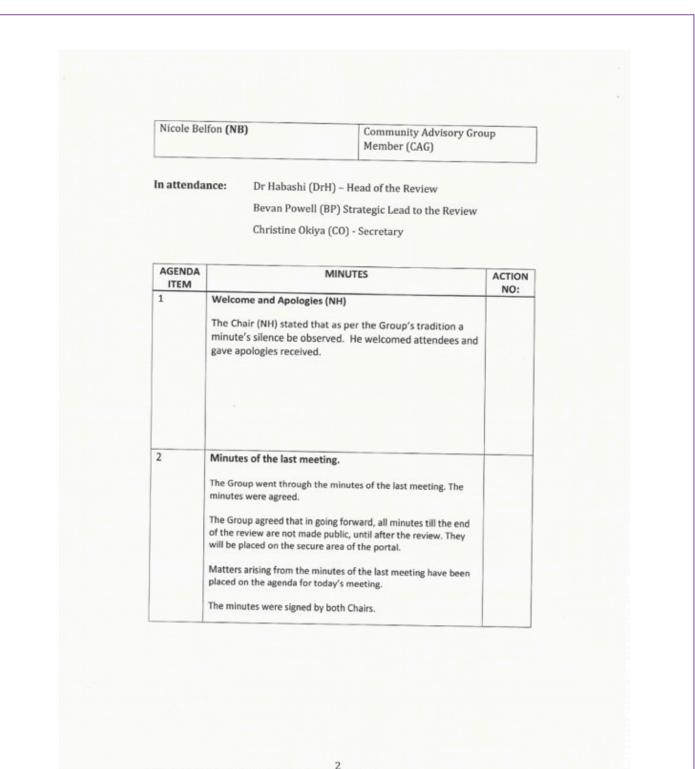
Minutes of the Community Advisory Group to the Review Meeting (08), Tuesday June 2019, 16.00-18:00, Westway Trust, 1 Thorpe Close, London W10 5XL

| Attendees:  |   |  |  |
|---|---|--|--|
| Niles Hailstone <b>(NH)</b> Chair for the meeting today | Chair: One Voice Community<br>Collective / Westway23 (Co – Chai<br>for Community Advisory Group).   |  |  |
| Angela Spence (AS)                                      | Westway Trust Acting Chairperson<br>(Co-Chair for Community Advisory<br>Group)                      |  |  |
| Alex Russell (AR)                                       | Joint CEO Westway Trust   |  |  |
| Anthony Chivers (AC)                                    | Community Advisory Group<br>Member (CAG   |  |  |
| Clive Phillips (CP)                                     | Community Advisory Group<br>Member (CAG)  |  |  |
| Emzee Haywoode (EH)                                     | Community Advisory Group<br>Member (CAG)  |  |  |
| Sakinah Touzani <b>(ST)</b>                             | Westway Trust – Adult and<br>Community Learning Manager   |  |  |
| Apologies:  |   |  |  |
| Charles Crichlow (CC)                                   | Independent Advisor to the Review   |  |  |
| Miss Lee Woolford-Chivers MBE (LW)                      | Community Advisory Group<br>Member (CAG)  |  |  |
| Malcolm Phillips (MP)                                   | Area Manager Hestia (CAG<br>Member)   |  |  |
| Marcia Robinson (MR)                                    | Director of Just Solutions<br>123&the Trees4Grenfell<br>initiative, CAG Observer, now CAG<br>member |  |  |

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Christine Okiya, Secretary to the Community Advisory Group to the Review -Institutional Racism, minutes (08), Tuesday 25 June 2019

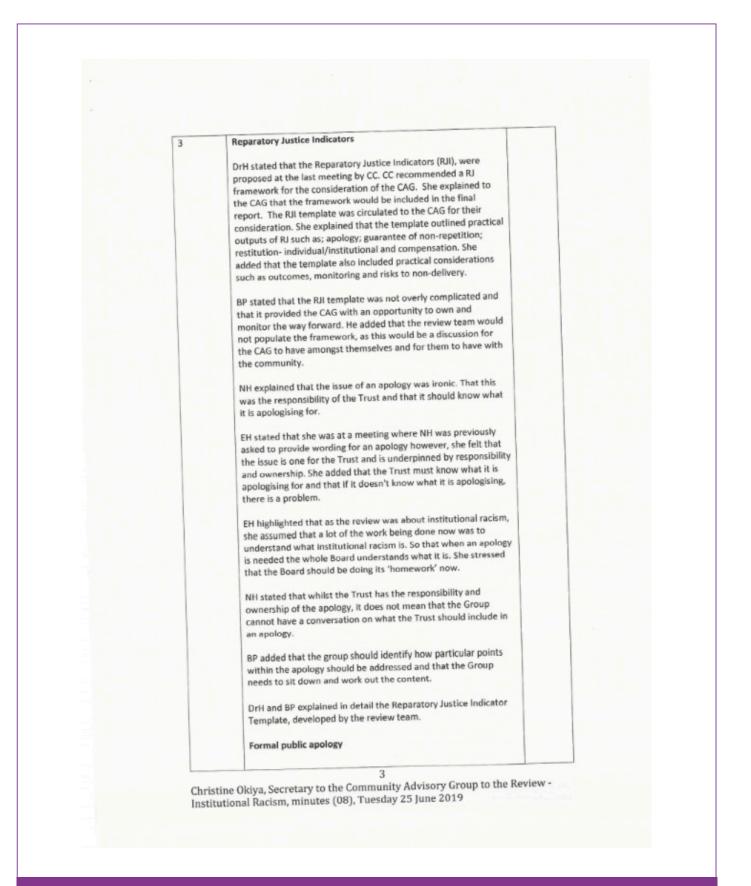
Minutes of the Community Advisory Group to the Review Meeting (08), Tuesday June 2019, 16.00-18.00, Westway Trust, 1 Thorpe Close, London, W10 5XL



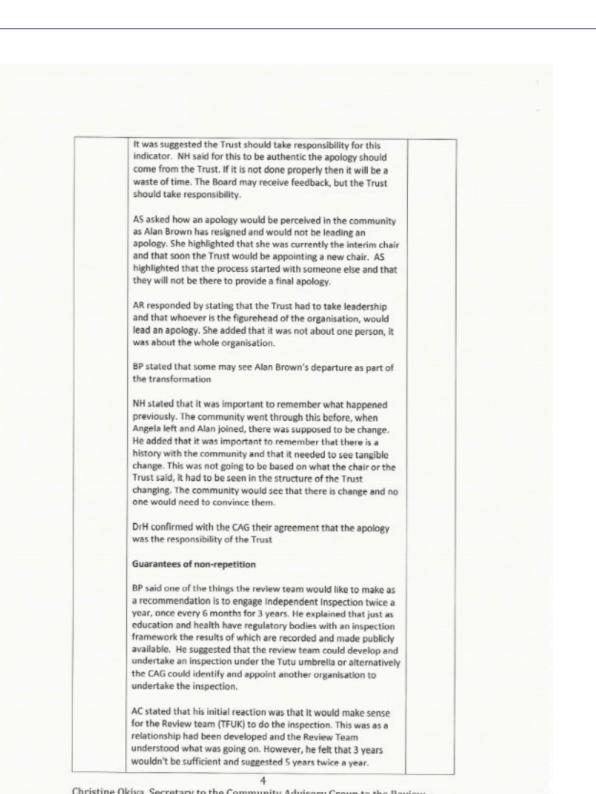
Christine Okiya, Secretary to the Community Advisory Group to the Review -Institutional Racism, minutes (08), Tuesday 25 June 2019

(2/13)





Minutes of the Community Advisory Group to the Review Meeting (08), Tuesday June 2019, 16.00-18.00, Westway Trust, 1 Thorpe Close, London, W10 5XL



Christine Okiya, Secretary to the Community Advisory Group to the Review -Institutional Racism, minutes (08), Tuesday 25 June 2019

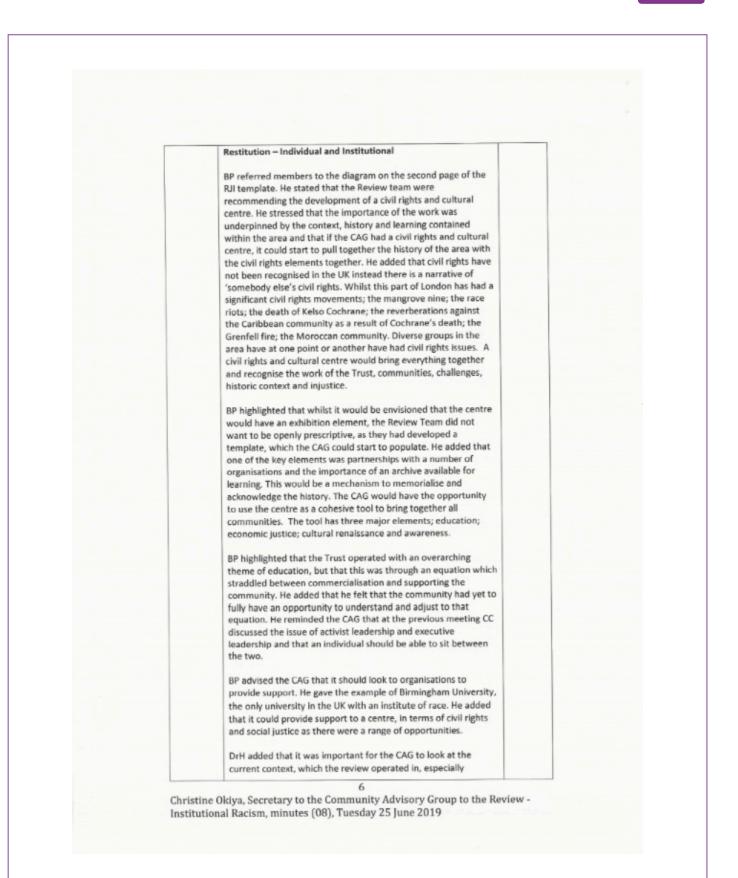
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Minutes of the Community Advisory Group to the Review Meeting (08), Tuesday June 2019, 16.00-18.00, Westway Trust, 1 Thorpe Close, London, W10 5XL



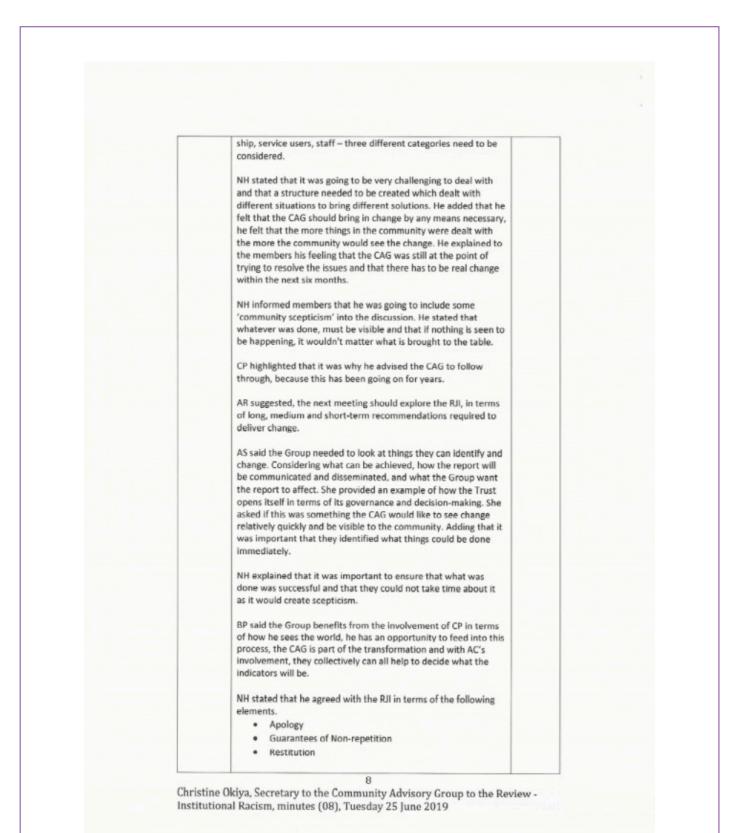
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Minutes of the Community Advisory Group to the Review Meeting (08), Tuesday June 2019, 16.00-18.00, Westway Trust, 1 Thorpe Close, London, W10 5XL

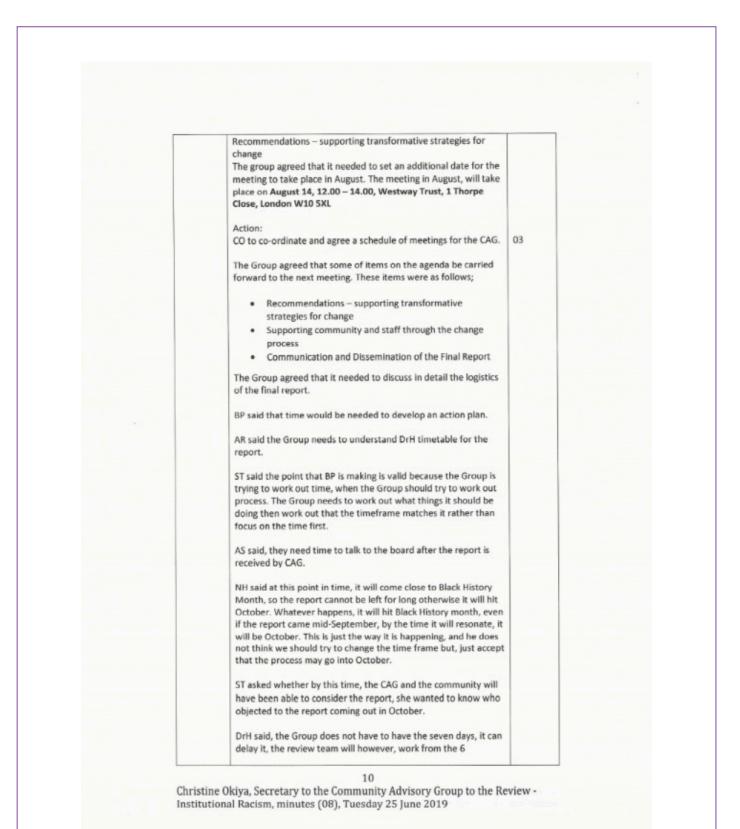


(8/13)



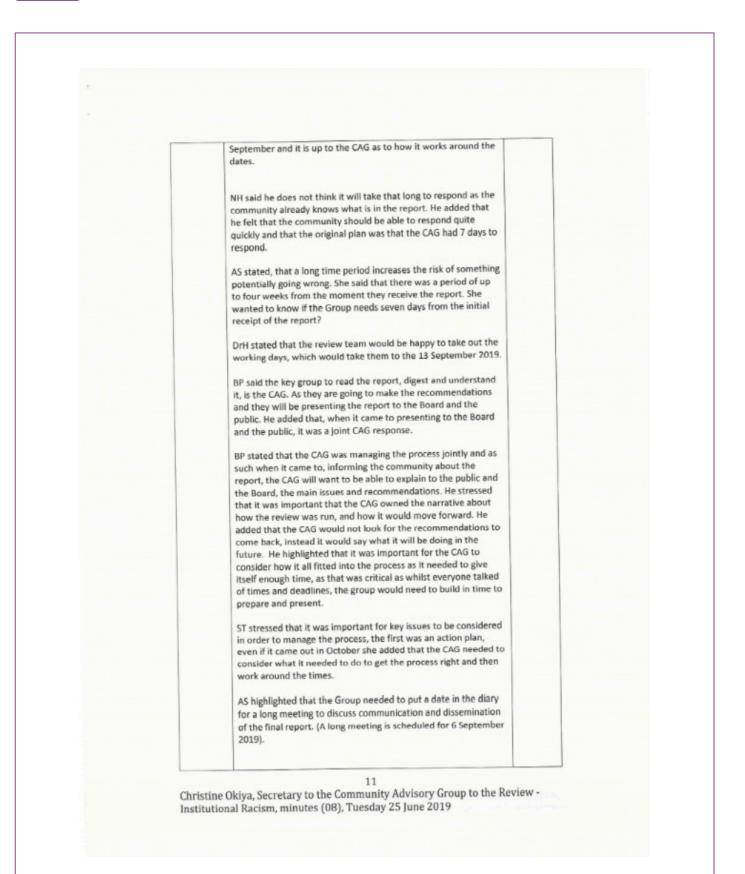
| Recommendations – supporting transformative strategies for   |    |
|--|----|
| change   |    |
| The group agreed that it needed to set an additional date for the  |    |
| meeting to take place in August. The meeting in August, will take  |    |
| place on August 14, 12.00 – 14.00, Westway Trust, 1 Thorpe   |    |
| Close, London W10 5XL  |    |
| Action:  |    |
| CO to co-ordinate and agree a schedule of meetings for the CAG.  | 03 |
|  |    |
| The Group agreed that some of items on the agenda be carried   |    |
| forward to the next meeting. These items were as follows;  |    |
| <ul> <li>Recommendations – supporting transformative</li> </ul>  |    |
| strategies for change  |    |
| <ul> <li>Supporting community and staff through the change</li> </ul>  |    |
| process  |    |
| <ul> <li>Communication and Dissemination of the Final Report</li> </ul>  |    |
| The Group agreed that it needed to discuss in detail the logistics   |    |
| of the final report.   |    |
|  |    |
| BP said that time would be needed to develop an action plan.   |    |
| AR said the Group needs to understand DrH timetable for the  |    |
| report.  |    |
| CT wild the evolution to DD is welling in wild because the Course in   |    |
| ST said the point that BP is making is valid because the Group is<br>trying to work out time, when the Group should try to work out    |    |
| process. The Group needs to work out what things it should be  |    |
| doing then work out that the timeframe matches it rather than  |    |
| focus on the time first.   |    |
| AS said, they need time to talk to the board after the report is   |    |
| received by CAG.   |    |
|  |    |
| NH said at this point in time, it will come close to Black History   |    |
| Month, so the report cannot be left for long otherwise it will hit   |    |
| October. Whatever happens, it will hit Black History month, even<br>if the report came mid-September, by the time it will resonate, it |    |
| will be October. This is just the way it is happening, and he does   |    |
| not think we should try to change the time frame but, just accept  |    |
| that the process may go into October.  |    |
| ST asked whether by this time, the CAG and the community will  |    |
| have been able to consider the report, she wanted to know who  |    |
| objected to the report coming out in October.  |    |
|  |    |
| DrH said, the Group does not have to have the seven days, it can<br>delay it, the review team will however, work from the 6            |    |
| delay it, the review team will however, work from the 6  |    |

Minutes of the Community Advisory Group to the Review Meeting (08), Tuesday June 2019, 16.00-18.00, Westway Trust, 1 Thorpe Close, London, W10 5XL



(10/13)





Minutes of the Community Advisory Group to the Review Meeting (08), Tuesday June 2019, 16.00-18.00, Westway Trust, 1 Thorpe Close, London, W10 5XL



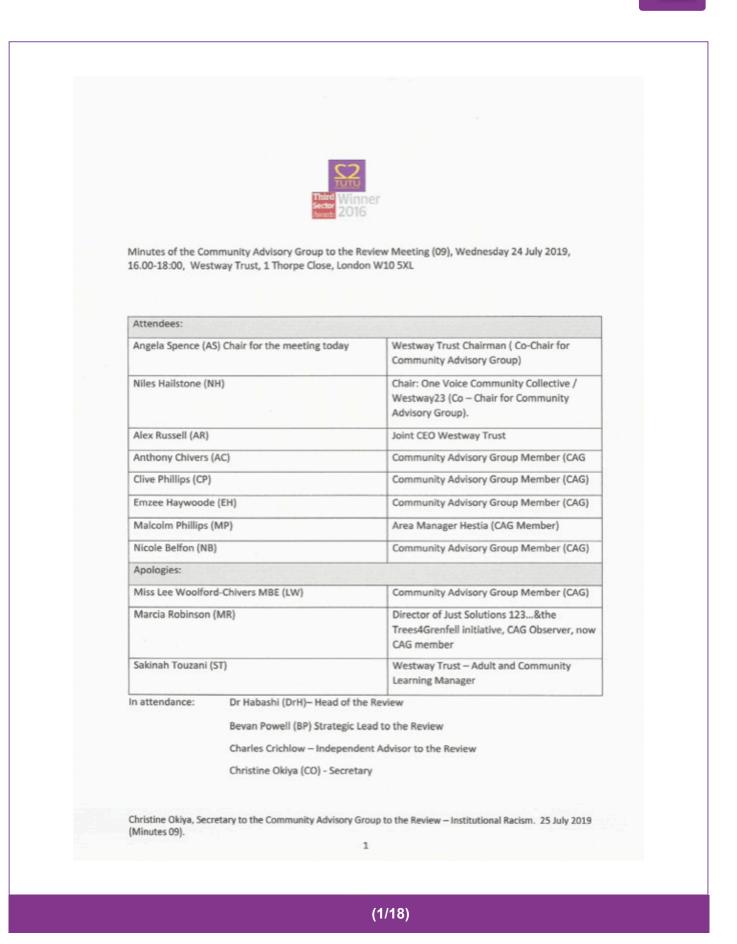
# (12/13)



NH stated that the group needs to consider whether they are at a specific place, with specific issues which would in themselves produce the answers to what has already happened. He added that the group consider how things that have happened can be rectified so that they produce the things, which need to be done. He stressed that the solutions should come out of the history and that this was part of the direct agenda of dealing with what has happened. ST informed the group that she would be unable to attend the meeting of the 24 July, as she would be on holiday. However, she stated that she would either send in her written thoughts or give 04 them to AR, she would also try to dial in for the 24 July meeting. Action: ST to either send her thoughts for the next meeting to AR or send them to CO via email The next CAG Meeting is scheduled to take place on Wednesday 24 July, 16:00 - 18:00, Westway Trust, 1 Thorpe Close, London W10 5XL The meeting was closed at 18.00 pm. Part B fer por Action Points Action points arising from the Community Advisory Group to the Review Meeting (07), Meeting of 25 June 2019 By No: Action A copy of BP's submission to HASC to be sent to CAG members CO 01 To add rehabilitation and satisfaction to the RJI template Review 02 team CO 03 Send schedule of CAG meetings ST to either send her thoughts for the next meeting to AR or send 04 ST, AR,CO them to CO via email 13 Christine Okiya, Secretary to the Community Advisory Group to the Review -Institutional Racism, minutes (08), Tuesday 25 June 2019 (13/13)

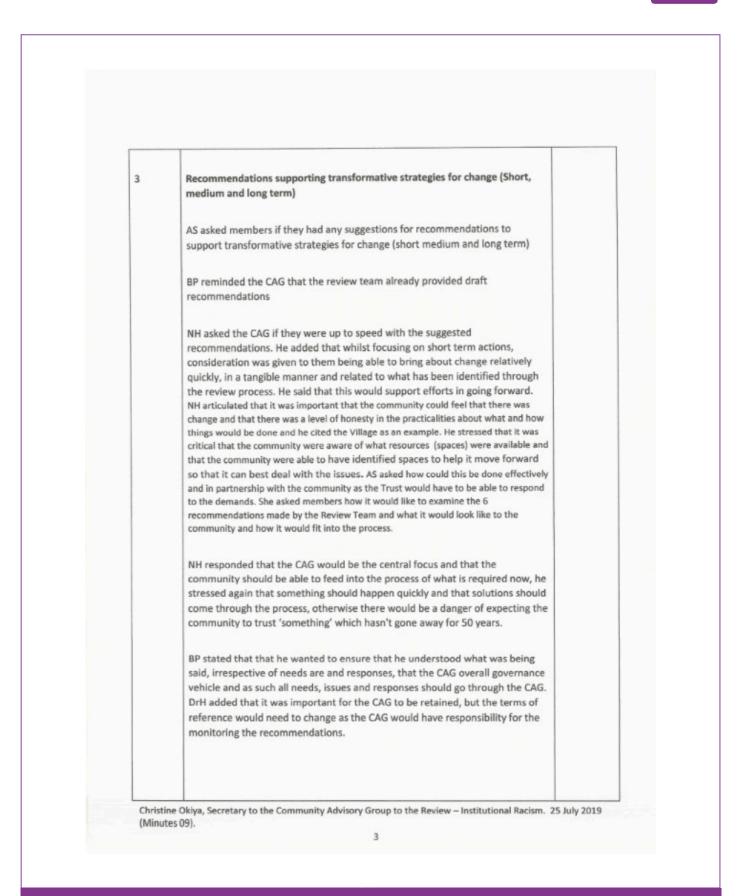
# Minutes of the Community Advisory Group to the Review Meeting (09),

Wednesday 24 July 2019, 16.00-18.00, Westway Trust, 1 Thorpe Close, London, W10 5XL





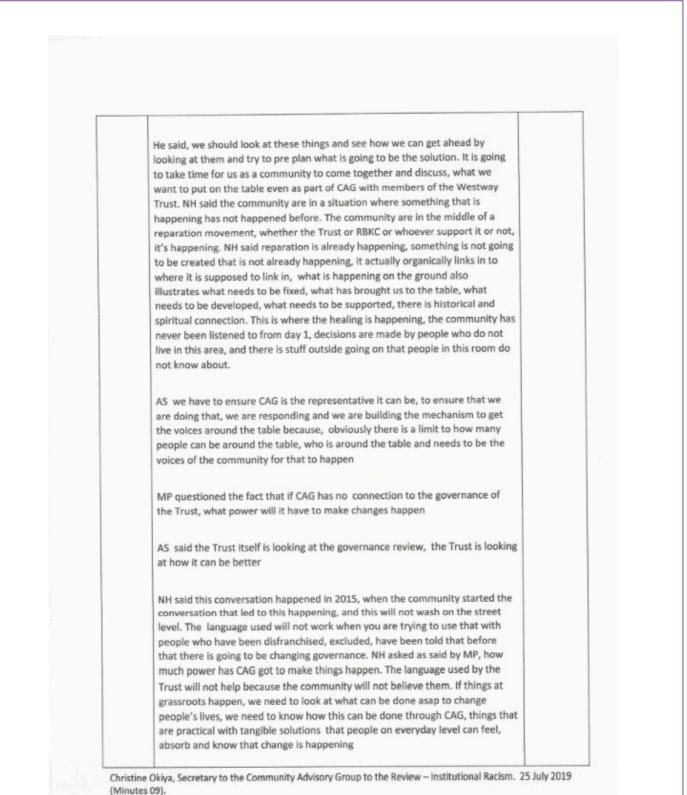
| AGENDA<br>ITEM | MINUTES   | ACTION<br>NO: |
|----------------|---|---------------|
| 1              | Welcome and Introductions (AS)  |               |
|                | The Chair (AS) invited the Group to observe minute's silence. AS welcomed attendees to the meeting  |               |
|                | AS informed those who were not present at the last meeting, that this meeting would focus on details in relation to the review recommendations. |               |
| 2              | Minutes of the last meeting and matters arising   |               |
|                | The minutes were reviewed and agreed by the Group.<br>All actions were completed  |               |
|                | Matters arising from the minutes are on the agenda for today.<br>The minutes were signed by the Chairs  |               |
|                |   |               |
|                |   |               |
|                |   |               |







Minutes of the Community Advisory Group to the Review Meeting (09), Wednesday 24 July 2019, 16.00-18.00, Westway Trust, 1 Thorpe Close, London, W10 5XL



(5/18)









| what the Trust is saying that it wants transformation, dealing with the   |  |
|---|--|
| community, then this is it. It is whether the Trust is determined to change or it   |  |
| is going to do lip service to it.   |  |
|   |  |
| AR said the governance has changed quite a lot in the last six months in terms  |  |
| of the composition now only 3 out of 15 who are involved in the governance,   |  |
| are not from the local area, and that has changed quite a lot, though there is  |  |
| more that can be done   |  |
| Eld and life and just about that though it is compating that has been deaply  |  |
| EH said, it's not just about that though, it is something that has been deeply<br>entrenched in a certain place that has to be looked into, and that is not going |  |
| to happen in terms of what is in place with the board at the moment. If we are  |  |
| talking about real transformation, then CAG needs something radical to  |  |
| actually happen.  |  |
|   |  |
| AR said she thinks all those around the table are all saying the same thing,  |  |
| creating an official route; a committee which has power and this could be the<br>CAG.   |  |
|   |  |
| NB said she understands what is being said about the responsibility, however,   |  |
| this doesn't take away a board operating with a community group. There is no  |  |
| legality involved in this.  |  |
|   |  |
| AS – we were hoping to have the community involved in what that would look<br>at the next steps but, ultimately the board is legally responsible for the          |  |
| organisation, it is about how do you create structures that enable the local  |  |
| people to be on the board, we got some of that, we need to look at what it  |  |
| looks like now and what it will look like in the future in terms of what we want  |  |
| to do.  |  |
|   |  |
| BP said in terms of evidence of models that already work, what is key to this,<br>is who is signing off the recommendations, this has to be made explicit, as to  |  |
| what the community wants and what the executive want, this  |  |
| recommendation of governance is key to way the board operates, and this is  |  |
| not coming from the review team but from CAG.   |  |
|   |  |
| NH said the community and the Trust do not want the same things at the  |  |
| moment, what the Trust wants is not what the community wants. CAG needs<br>to accept that and to realise that there needs to be some redevelopment to             |  |
| reach that point. The community does not want more representation, it wants   |  |
| and point the contrainty account mant more representation, it wants   |  |





AS said we have to acknowledge that there are some people who have left the board, because it's not the time for them to be here now, and the board that is in place, there is absolutely a recognition of what we are doing in terms of going out for a new chair, we completely recognise that change needs to happen, what we are conscious of is making sure when we talk about community we are talking about the north Kensington community and how inclusive we are of that, how inclusive the processes that we put in place to ensure this happens. NH wanted to know if the Trust itself supports the model of independence from the RBKC and the other bodies .He said he does not think that question could be answered at this meeting, he thinks AS needs to talk to other people, but he said he would like to ask the question that, regarding the notion that has been put forward of the community wanting the independence from other bodies, especially RBKC because that's definitely something that the community will be pushing for, because that is the thing that gave them control over the Trust form the beginning and from the story of what has happened RKBC have been very instrumental in installing their culture inside the Westway Trust and for us as the community, it is very important that that model can change and that can only be changed by becoming independent and no longer having influence in it - does the Trust support that independence or does it want to keep the relationship it currently has with RBKC. AS said the board has definitely had this conversation of the council at some point removing itself from the Trust, what hasn't been discussed is the as and when - the details, which she can't answer. AR said she supports the idea of independence and has been pushing for it for a long time. NH said the CAG the group is looking for independence, but does the Trust align with that or not because if it is not aligned, it is going to look like a farce. CC said that is precisely what he was saying earlier on, CAG needs to put stuff on paper before we cross the next bridge, one thing with bridges, it's best to cross it before you get to it. AR said, it would be helpful if the report would say it as well, it would make it so much easier to have a conversation Christine Okiya, Secretary to the Community Advisory Group to the Review - Institutional Racism. 25 July 2019 (Minutes 09). 10

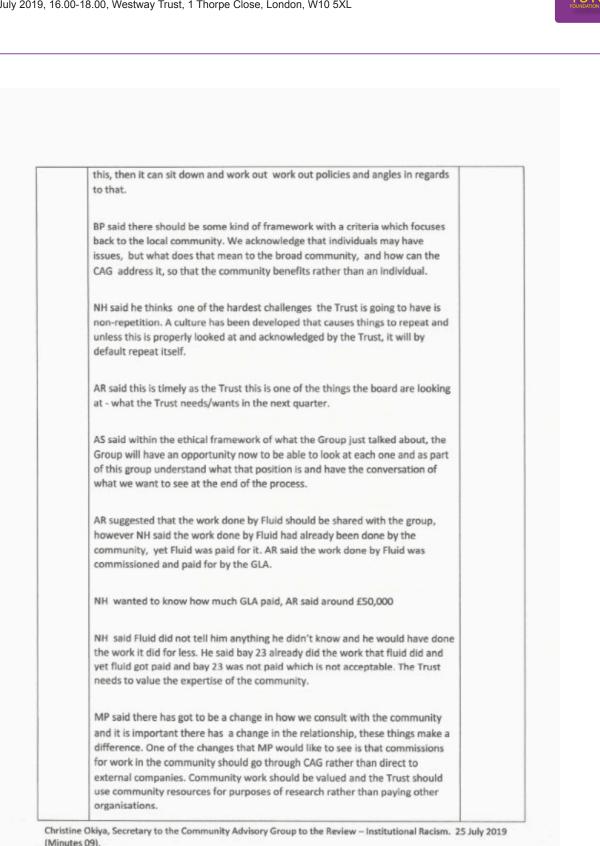




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NH said this is an example of the wrong decisions being made and the community has suffered as a result of this. He wanted to know what is going to happen when that lease runs out, whether it will come back to the community. AS said the point she was picking up was that CAG can look at these things in its entirety with the community, and through the CAG, take each one, establish what is going on, and decide what next. NH said, this brings up a number of big issues, for example how much land is actually left after what has happened. There the land or resources are actually left, because he knows a while ago, it was about 75 % was already in use and there were three places left to develop, Acklam, bay 20 and Acklam village, there is only one space left. The lease for Westbank is coming up, that is another space which can be used for reparations and repairing the damage that was done, in a very specific issue to the arts and culture and live music aspect of the area of what was going on. DrH reported that she has asked for a breakdown of commercial and community use of the area which she should have in the next few days, and that will go in the report. NH wanted to know what is going to be accessible when this lease becomes available, whether the people that were excluded from the community are going to be brought back to the table and have an input on what happens next, that the Trust is committed to repairing the damage that it did in the first place. AS asked if utilisation of the space for the wider community is this the second recommendation that CAG was suggesting. BP reminded the Group that they need to look at the big picture because sometimes we get lost in the detail. The Group needs to come together and think of how it starts to address the bigger issue relating to values and beliefs. AC suggested that there are a few things that could be done in regards to that, like random checks that would obviously impact upon whether or not the people with the lease can still stay in the property, what sort of business they have, etc. Once this has been established and CAG is saying it's going to tackle Christine Okiya, Secretary to the Community Advisory Group to the Review - Institutional Racism. 25 July 2019 (Minutes 09). 12

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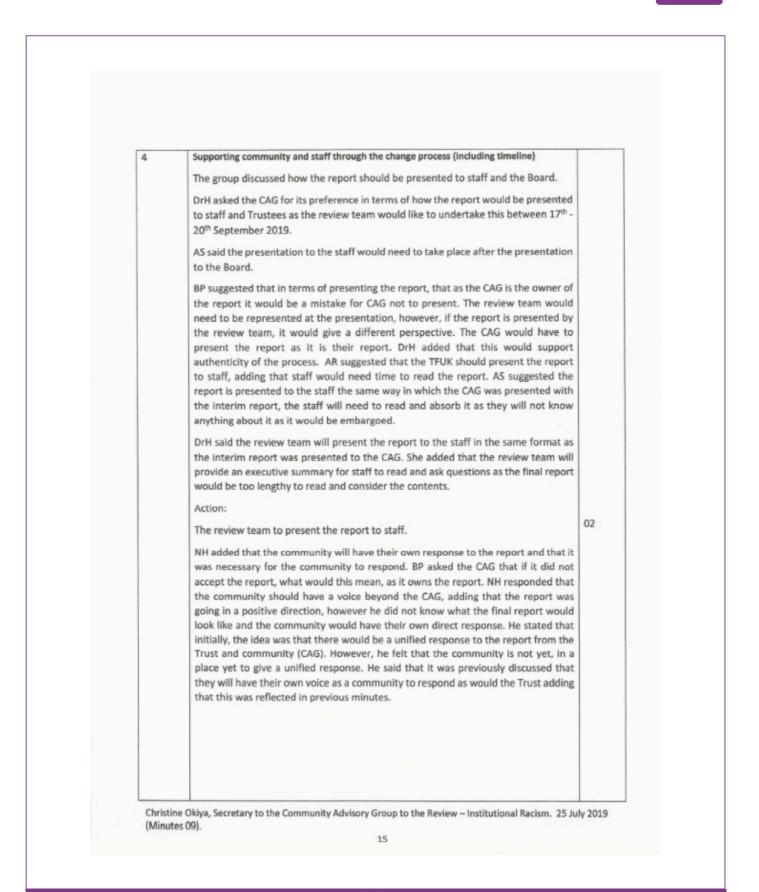
(13/18)



| CC said how charities and Trusts work with the local community and how the communities are not valued in monetary terms and yet when external firms do work, they get monetary rewards and this is fundamentally wrong. We need to look at how the Trust values its work with the local community -monetary-market services, recognising the value, looking at ethnic and gender pay gap – and cover this in the recommendation. As we go forward, the recommendation should be framed in this context . |  |
|--|--|
| The Trust needs to consider what they pay external firms and that's what they could pay the community(CAG) for better work as they know the community better.  |  |
| NH said CAG time needs to be valued, just as other people's time is valued, it should be paid consultancy fee.   |  |
| AC questioned that if moving forward, we are all going to be one entity, then<br>this will not happen as the wires of communication will be clear.   |  |
| Three draft recommendations proposed by the group:   |  |
| 1 – Independency of the Trust from the council   |  |
| 2- Utilisation of space by the wider community   |  |
| 3- Community to be recognised and valued for the valid contribution it can make as community researchers and to be rewarded in monetary form   |  |
| The three recommendations to be circulated to the group for members to<br>come back with agreed wording for the recommendations  |  |
| Action:  |  |
| The three recommendations to be circulated to the group for members to come back with agreed wording for the recommendations.  |  |
|  |  |

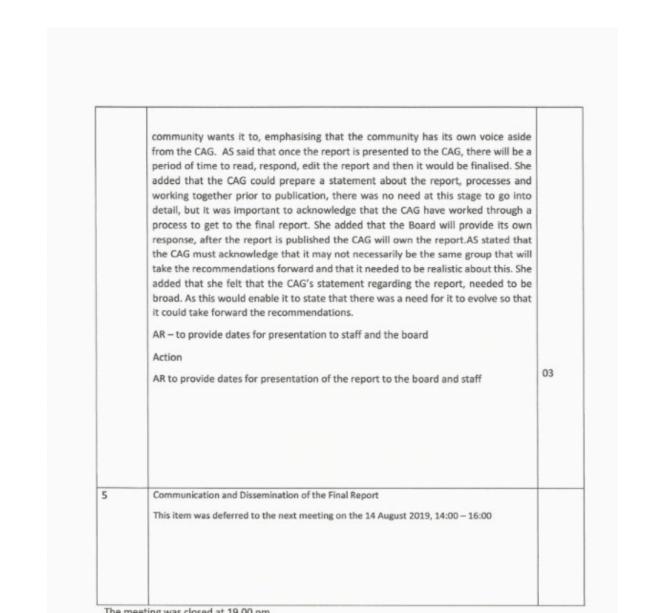
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The meeting was closed at 19.00 pm.

Christine Okiya, Secretary to the Community Advisory Group to the Review - Institutional Racism. 25 July 2019 (Minutes 09).

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(17/18)



Signed: Mile Martes Print Name: NILES HAUSTONES Chairs Action Points Action points arising from the Community Advisory Group to the Review Meeting (08), Meeting on of 25 July 2018 No: Action By 01 The three recommendations to be circulated to the group for members Review team to come back with agreed wording for the recommendations 02 The review team to present the report to the staff. DrH 03 AR to provide dates for presentation of the report to the board and staff AR Christine Oklya, Secretary to the Community Advisory Group to the Review - Institutional Racism. 25 July 2019 (Minutes 09). 18