

Gather, review and analyse documentary evidence 31 July 2018 Gather, review and analyse archival documents pertaining to the North Kensington Amenities Trust, Westway Development Trust and Westway Trust. Sources; Westway Trust, National Archives and British Library, Kensington and Chelsea Community History Group. Review and analysis of submissions and documentary evidence submitted by members of the public through the secure portal.	£7,500
Interviews 21 January – 25 February 2019 Maximum 3 interviews a day (maximum duration 2 hours)	£2,000
Management and organisation of interviews, email/posting transcripts to review participants 25 January -25 February 2019 Transcription of interviews, including verification and coding	£5,250
Report writing 3 rd September 2018, 19 November, 21 January 2019, 12 March, 15 March 2019 Develop, sustain and provide secretariat function to the Community Advisory group to the Review 26 September, 12 October, 12 December, 25 February 2019, April, May, June 2019	£5,250
Weekly catch-up sessions with Chair of Community Advisory Board to the Review, Bevan Powell and Chief Executive during the lifetime of the project	£1,500
Governance Framework and documentation to support and underpin the review process Narrative, review participants pack, Q&A, terms of reference review advisory board, terms of reference community advisory group to the review, process for interviews, participant involvement in the review process, consent forms, scope of the review for submission process, press release. Development of documentation, guidance at the direction of the CAG / WT.	£2,250
Presentation of findings to Westway Trust and community (including preparation)	£750
Miscellaneous (Travel, subsistence)	£500
Secure Portal - develop and sustain a secure portal during the lifetime of the review	£2,112
Project Management	£3,750
Total	£30,862

Costs in Kind

Freeport Facility – acceptance and return of written submissions and documentary evidence by members to the review (up to 11kg)

Development and printing of flyers and information about the review (including processes and key contacts)

Review launch, catering, heating

Meeting room hire and refreshments for interviews and meetings of the Community Advisory group to the Review and Advisory Board to the Review

Cost of reasonable travel expenses for prospective interviewees, who, due to rehousing as a result of the Grenfell Fire, or displacement as a result of the building of the Westway, no longer live in the area.

Review dissemination, catering, dissemination of flyers, report and information