



Ministry of Housing,
Communities &
Local Government

Ways of Working Brief

PROCUREMENT OF AN ARTS CONSULTANT FOR A WINDRUSH MONUMENT

Reference Number: CPD/004/120/139

MHCLG officials will manage the process for reporting on this project to Baroness Benjamin and the Windrush Commemoration Committee (WCC), as well as to Ministers and No. 10. In order to do this, Network Rail and all suppliers (the public arts consultant, artist, architect, construction consultant and legacy programme coordinator) will be required to report into MHCLG on a routine basis.

Representatives from Network Rail are expected to attend all WCC meetings in their capacity as ad-hoc committee members. Network Rail officials will also meet with MHCLG on a monthly basis.

All suppliers will also be invited to attend WCC meetings, where relevant, for the duration of their contract. Suppliers will be expected to bring updates on their work, cleared with MHCLG prior to the meeting.

The Public Arts Consultant is expected to support MHCLG and the WCC to select an artist to design the monument. Whilst this process is ongoing, MHCLG will procure a Construction Consultant. An up-and-coming architect from a diverse background is expected to be selected after the artist. Although the artist is expected to be able to work flexibly, they will be consulted on the architect selected in order to ease ways of working together.

Once the artist and architect have been selected, their primary point of contact will be with the construction consultant, which will report into MHCLG. All three are expected to collaborate in order to develop and produce the Windrush Monument and plinth to be installed at London Waterloo station.

The above arrangements are subject to change and will be agreed at the introduction meeting with each supplier.

| Organisation/key stakeholder | Reporting relationship to others (with suggested frequency) |
|---|--|
| MHCLG | <ul style="list-style-type: none"> - Reports into Baroness Floella Benjamin, Chair of the WCC (at least monthly) - Convenes and reports into bi-monthly meetings of the WCC - Officials report to MHCLG ministers and No. 10 - Receives advice from cross-government working group |
| Network Rail | <ul style="list-style-type: none"> - Meets monthly with MHCLG - Attends bi-monthly WCC meetings |
| Public arts consultant (during contract) | <ul style="list-style-type: none"> - Weekly meetings with MHCLG - Presents at WCC meetings on an ad-hoc basis |
| Artist and architect (following selection) | <ul style="list-style-type: none"> - Close collaborative relationship with construction consultant, meeting at least weekly - Presents at WCC meetings on an ad-hoc basis |
| Construction consultant (during contract) | <ul style="list-style-type: none"> - Weekly meetings with MHCLG - Presents at WCC meetings on an ad-hoc basis |
| Legacy programme co-ordinator (during contract) | <ul style="list-style-type: none"> - Monthly meetings with MHCLG - Presents at WCC meetings on an ad-hoc basis |
| Baroness Floella Benjamin | <ul style="list-style-type: none"> - Close working relationship with MHCLG ministers and No. 10 |
| WCC (until completion) | <ul style="list-style-type: none"> - Meets bi-monthly and chaired by Baroness Floella Benjamin |