



Shropshire and Wrekin Fire and Rescue Authority Chair's Report of the Annual Meeting held on 25 June 2025

Election of Chair and Appointment of Vice-Chair

The Fire Authority has elected Councillor David Minnery as its Chair and appointed Councillor Richard Overton as its Vice-Chair until June 2025.

Vote of Thanks and Welcome

A vote of thanks was given to the following councillors who left the Fire Authority in May 2025: Roy Aldcroft, Garry Burchett, Nigel Hartin, Nick Hignett, Christian Lea, Kevin Pardy, John Price and Paul Wynn from Shropshire Council; and Graham Cook and Paul Davis from Telford & Wrekin Council.

Councillors Thomas Clayton Susan Coleman, Adam Fejfer, Peter Husemann, Duncan Kerr, Rosie Radford, Beverley Waite and Sam Walmsley from Shropshire Council and Councillors Zona Hannington and Raj Mehta from Telford & Wrekin Council were welcomed to the Fire Authority.

Committee Composition and Allocation of Seats to Political Groups

The Fire Authority has agreed the number of seats on its Committees and the allocations of those seats to political groups.

Fire Authority Terms of Reference and Committee Constitutions

The Fire Authority has agreed Terms of Reference for both the Fire Authority and its Committees.

Review of Member Role Descriptions

The Fire Authority has reviewed the role descriptions for appointments held by Members and agreed necessary changes including the updating of the Member Allowances that are stated in those documents.

Committee Membership and Election of Committee Chairs and Vice Chairs

The Fire Authority has agreed the appointment of Members to serve on its Committees.

Councillor Roger Evans was elected Chair of the Strategy and Resources Committee, and Councillor Adam Fejfer was elected Vice Chair of that Committee.

Councillor Stephen Handley was elected Chair of the Standards, Audit and Performance Committee, and Councillor Susan Coleman was elected Vice Chair of that Committee.

Strategic Planning Process 2025/26

The Fire Authority agreed its Strategic Planning Process Timetable 2026/27. This will align service, financial and improvement planning to culminate in the creation and publication of the 2026/27 Budget; the 2026/27 Annual Plan; the Service Plan 2025-2028; and the Medium-Term Financial Plan 2025-28.

Corporate Risk Management Annual Report 2024/25

The Fire Authority has received an annual report on corporate risk management work during the last 12 months.

There are currently twelve risks on the Service's Corporate Risk Register, including five new risks added during this reporting year.

Following a review of the Service's approach to the recording and management of corporate risk, a new approach to risk management has been approved whereby the reporting process for the Authority will be aligned to new corporate risks. Other changes include the removing the Service's Risk Management Group and realigning risk reporting to other forums.

Appointment of Deputy Chief Fire Officer

The Fire Authority ratified the recommendation of its Brigade Managers Employment Panel that Mrs Samantha Burton be appointed to the post of Deputy Chief Fire Officer



David Minnery
Chair, Shropshire and Wrekin Fire and Rescue Authority
June 2025

Shropshire and Wrekin Fire and Rescue Authority Chair's Report of the Extraordinary Meeting held on 23 July 2025

Governance Arrangements for the Fire Authority

The Fire Authority has considered and agreed the following amendments to its governance arrangements, with agreed changes taking place with effect from 1 October 2025:

The size of the Fire Authority membership will revert from 15 to the former total of 17 Members. The size of the Fire Authority must be proportionate to the elector population in both its constituent authorities. The increased number of members allows for a more accurate representation that better reflects the population split between the two constituent authorities. The increased membership will also improve the resilience of the Fire Authority, ensuring that there are sufficient members to sit on each Committee and that there is a proper division of responsibilities amongst the Authority's membership.

The Fire Authority's Committee Structure will be re-organised, as set out within the report, including the creation of a dedicated Performance and Scrutiny Committee. It was clear from the Governance Review that was undertaken at the start of the year that there was an overwhelming desire from Members to have a permanent scrutiny function within the committee structure. As there are clear synergies between performance and scrutiny functions, it seemed natural to move the performance monitoring function from the Standards, Audit and Performance Committee to the Scrutiny Committee

The Terms of Reference for each of the Committees that the Fire Authority would like to progress have been agreed. There will now be three distinct committees: Strategy & Resources, Audit & Standards, and Performance and Scrutiny, which will each have their own area of oversight

Authority has been delegated to the Monitoring Officer to commence recruitment of two independent persons to sit on the Performance & Scrutiny Committee. It is anticipated that such independent members will likely be experienced in business, enterprise or the blue light sector. Initial appointment of suitable candidates will be for a four-year term.

To ensure that suitable candidates are attracted to the independent person roles, the Fire Authority has approved the payment of a small co-optee allowance in the sum of £500 per annum to each of the Independent Persons appointed to the Performance & Scrutiny Committee.

The Fire Authority noted that Officers will review all working arrangements between the Fire Authority and the Unions and Representative Bodies prior to bringing a future paper to the Fire Authority with recommendations for approval. This is a response to the clear indication from the Fire Authority and its Members that they see building constructive relationships with the unions and representative bodies as a critical element of Fire Authority governance in the future

Committee and Fire Authority Appointments

The Fire Authority has appointed Councillor David Minnery as its representative on the Local Government Association's Fire Services Committee.

The Fire Authority appointed Councillor Raj Mehta and Councillor Rosie Radford as its Equality and Diversity Member Champions.

Councillor Duncan Kerr was appointed to the Fire Authority's Audit and Risk Member Champion role.

Councillor David Minnery was appointed as the Fire Authority's Improvement Member Champion.



David Minnery
Chair, Shropshire and Wrekin Fire and Rescue Authority
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Background Papers

Agenda and Papers for the Annual Meeting of Shropshire and Wrekin Fire and Rescue Authority held on 25 June 2025

Agenda and Papers for the Extraordinary Meeting of Shropshire and Wrekin Fire and Rescue Authority held on 23 July 2025

The agendas and reports (apart from exempt or confidential items) for all Fire Authority and Committee meetings are on the Service's website:

<http://www.shropshirefire.gov.uk>

To access reports, go to the Fire Service's website and follow the steps below.

- Click on 'About Us' in the red bar at the top of the page
- Click on 'Fire and Rescue Authority'
- Click on 'Meetings' in the list on the right-hand side of the screen
- Click on the appropriate meeting date and the various reports and appendices will be listed

If you have any difficulty with the website, please contact Lynn Ince, Executive Support Supervisor, on 01743 260225.