

**Non-Exempt Minutes of the Annual Meeting of  
Shropshire and Wrekin Fire and Rescue Authority  
held in the Stiperstones Room, Telford Central Fire Station  
on Wednesday, 25 June 2025, at 2.00 pm**

## **Present**

### **Members**

Councillors Blundell, Clayton, Coleman, Evans, Fejfer, Handley, Hannington, Husemann, Kerr, Mehta, Minnery, Overton, Radford, Waite and Walmsley

### **Officers**

Simon Hardiman	Chief Fire Officer	CFO
Sam Burton	Assistant Chief Fire Officer (Service Delivery)	ACFO (SD)
Anthea Lowe	Clerk and Monitoring Officer	Clerk
Richard Phillips	Deputy Clerk and Monitoring Officer	Deputy Clerk
Joanne Coadey	Head of Finance	HoF
Germaine Worker	Head of Human Resources and Administration	HHRA
Lynn Ince	Executive Support Supervisor	ESS
Aleksandra Zydek	Executive Support Officer	ESO

### **Moment of Reflection**

The meeting began with a moment of reflection in remembrance of the two firefighters from Oxfordshire Fire and Rescue Service who lost their lives during an operational incident in May 2025.

## **Annual Meeting Business**

### **1 Election of Chair**

It was proposed by Councillor Evans and seconded by Councillor Overton that Councillor Minnery be elected Chair of the Fire Authority to hold office until immediately after the election of Chair at the next Annual Meeting.

There being no other nominations, Councillor Minnery was duly appointed as Chair

Councillor Minnery took the Chair and commented that whilst he had not expected to be re-elected as Chair, it had come about because of significant changes in the political make-up of Shropshire Council.

### **2 Appointment of Vice-Chair**

It was proposed by Councillor Minnery and seconded by Councillor Blundell that Councillor Overton be appointed Vice-Chair of the Fire Authority to hold office until immediately after the appointment of Vice-Chair at the next Annual Meeting.

There being no other nominations, Councillor Overton was duly appointed as Vice-Chair.

### **3 Apologies for Absence**

Karen Gowreesunker, Assistant Chief Fire Officer (Service Support)  
James Walton, Treasurer)

### **4 Vote of Thanks and Welcome**

The Fire gave a vote of thanks for Councillors Roy Aldcroft, Garry Burchett, Nigel Hartin, Nick Hignett, Christian Lea, Kevin Parady, John Price and Paul Wynn from Shropshire Council and Councillors Graham Cook and Paul Davis from Telford & Wrekin Council, who all left the Authority May 2025.

The Fire Authority welcomed 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, who all joined the Authority in May 2025 to their first meeting.

### **5 Disclosable Pecuniary Interests**

Councillor Overton asked for advice regarding the matter at Agenda Item 20 which relates to the Statutory Officer Requirements for the Authority. This includes the provision of the Clerk and Monitoring Officer function by Telford & Wrekin Council and Councillor Overton queried if this caused a conflict for Telford & Wrekin members of the Fire Authority.

The Clerk responded that was a good point to raise but as the members concerned are here as part of the decision-makers for the Fire Authority, they should consider the issue with their Fire Authority hats on.

### **6 Constitutional Reports**

#### **6a Committee Composition and Allocation of Seats to Political Groups**

This report asked the Fire Authority to agree both the composition of its Committees and the allocations of seats on its Committees to political groups.

**Resolved** that the Fire Authority agree its Committee Composition and the allocation of seats to political groups as proposed in the Appendix to the report.

## **6b Fire Authority Terms of Reference and Committee Constitutions**

This report requested approval of the Terms of Reference for the Fire Authority and also asked the Fire Authority to agree the constitutions of its Committees.

**Resolved** that the Fire Authority

- a) Note the report;
- b) Agree the Terms of Reference for the Fire Authority, as set out in Appendix A to the report; and
- c) Agree the constitutions of its committees, as set out in Appendix B to the report.

## **6c Review of Member Role Descriptions**

This report asked the Fire Authority to review and agree its Member Role Descriptions.

**Resolved** that the Fire Authority

- a) Note the report;
- b) Agree the proposed amendments to the Member Allowances that are referenced in the Role Descriptions; and
- c) Having reviewed the Role Descriptions as appended to the report, do not consider any further amendments to be necessary.

## **6d Committee Membership and Appointments**

This report asked the Fire Authority to confirm appointments to its committees; to appoint its representative on the Local Government Association Fire Services Commission; and to appoint its Member Champions.

**Resolved** that the Fire Authority:

- a) Agree the appointment of Members to serve on committees as set out in the Appendix to the report;
- b) Confirm the delegation to the Monitoring Officer as detailed in paragraph 5 of the report;

***The following recommendations were deferred to the Extraordinary Fire Authority meeting on 23 July 2025:***

- c) *Appoint its representative on the Local Government Association Fire Services Commission;*
- d) *Appoint an Equality and Diversity Member Champion; and*
- e) *Appoint a Risk Management and Audit Member Champion.*

## **6e Election of Committee Chairs and Vice-Chairs**

### **Strategy and Resources Committee**

Councillor Evans was elected Chair to hold office until immediately after the election of Chair at the next Annual Meeting.

Councillor Fejfer was elected Vice Chair to hold office until immediately after the election of Vice Chair at the next Annual Meeting.

### **Standards, Audit and Performance**

Councillor Handley was elected Chair to hold office until immediately after the election of Chair at the next Annual Meeting.

Councillor Coleman was elected Vice Chair to hold office until immediately after the election of Vice Chair at the next Annual Meeting.

**The Annual Meeting business was adjourned at this point for continuation at the Extraordinary Fire Authority meeting scheduled for 23 July 2025.**

## **Ordinary Business**

### **7 Non-Exempt Fire Authority Minutes**

#### **7a Fire Authority 11 February 2025**

**Resolved** that the non-exempt minutes of the Fire Authority meeting, held on 11 February 2025, be agreed, and signed by the Chair as a correct record.

#### **7b Extraordinary Fire Authority 17 April 2025**

**Resolved**, with abstention from Councillors Blundell and Hignett, that the non-exempt minutes of the Extraordinary Fire Authority meeting, held on 17 April 2025, be agreed, and signed by the Chair as a correct record.

#### **7c Strategy and Resources Committee 20 March 2025**

**Resolved** that the Fire Authority note the non-exempt minutes of the Strategy and Resource Committee meeting, held on 20 March 2025.

#### **7d Extraordinary Standards, Audit and Performance Committee 25 February 2025**

**Resolved** that the Fire Authority note the non-exempt minutes of the Standards, Audit and Performance Committee meeting, held on 25 February 2025

## 7e Standards, Audit and Performance Committee 10 April 2025

**Resolved** that the non-exempt minutes of the Standards, Audit and Performance Committee, held on 10 April 2025, be noted and the Committee's recommendations, as set out below, be approved.

### Item 6 – Draft Code of Corporate Governance 2024/25

**Resolved** that the Fire Authority agree the Committee's recommendation to formally adopt the Code of Corporate Governance 2024/25.

### Item 9 – Review of Anti-Fraud, Bribery and Corruption Strategy

**Resolved** that the Fire Authority approve the Committee's recommendation to re-affirm the Anti-Fraud, Bribery and Corruption Strategy.

## 8 Review of Scheme of Delegation to Officers

This report reviewed the Scheme of Delegation to Officers (the Scheme) and asked Members to consider and decide upon the amendments proposed. The CFO presented the report and outlined that the purpose of the Scheme of Delegation to Officers is to ensure efficient, effective, and good governance by providing clear guidance on the responsibilities of Officers.

Councillor Evans commented that the Scheme contained no reference to notifying the Chair and/or Vice Chair etc of issues. The Clerk said as a matter of course the Chair and/or the Vice-Chair would be notified of issues as they arise but in cases of urgency this may not always be possible.

Councillor Evans feels this should be covered in the Scheme of Delegation. The Clerk responded that writing this into the Delegations would put the Fire Authority in a difficult position regarding the resolution of conflict. Councillor Evans suggested that the wording of *normally* or *ordinarily* could be used. The Clerk said that it is a matter of legal opinion, and she hopes that Fire Authority Members would have trust in Officers to follow the process as required. The Chair said he had sympathy with Councillor Evans issue as trust is being put in the Chair and/or the Vice-Chair to assess if the Fire Authority need to know.

As a compromise, Councillor Kerr suggested that the wording *in exceptional circumstances* could be used. Councillor Coleman asked if this discussion relates to operational matters. The CFO explained that it does not as the day-to-day running of the Fire Service is delegated to the CFO. The Clerk responded that point 1 of the Scheme of Delegations references informing Members. There is also the issue of the definition of *exceptional circumstances*.

Councillor Clayton suggested that an assessment could be developed for officers to complete when deciding if the wider Fire Authority should be informed of an issue. The Clerk did not like this idea and commented that there should be an element of trust in officers to make decisions as and when required. Councillor Evans clarified that he was not suggesting anything that would delay decisions being made.

The Clerk asked for clarity regarding what extra wording is needed in the Scheme of Delegation. Councillor Evans said he was only suggesting that the Chair should be informed. Councillor Mehta stated that there should be an element of trust in officers. Councillor Waite agreed and stated that by putting trust in qualified officers, Members are trusting that they will not keep things from the Authority.

**Resolved** that the Fire Authority approve the proposed changes to The Scheme of Delegation to Officers, as set out in the Appendix to the report.

## **9 Financial Performance to March 2025**

This report provided information on the financial performance of the Service, and sought approval for action, where necessary.

The HoF presented this report and explained that financial performance is reported to Strategy and Resources Committee four times a year with the report for the final quarter being presented to full Fire Authority. The table on page 2 of the report sets out the Authority's financial position at the end of Quarter 4 with a total spend of £28,667m which is 98% of the total budget of £29,178m.

The HoF then talked through the budget variances that are set out in the table on page 3 of the report.

Councillor Walmsley asked what Airwave, which is referred to on page 4 of the report, is. The CFO explained that it is a national radio transmission system which is installed on all emergency service vehicles to enable communications between blue light services. Councillor Handley asked what the Service is paying for in relation to Airwave. The CFO explained that the Service has to pay for each transmission that it makes via Airwave. This has led to the Service having to change its approach to Airwave usage due to the actual cost of it. The ACFO (SD) explained that the Emergency Services Network (ESN) Project has been re-invigorated, and this combined with the Service's Command & Control (C&C) Project should reduce these costs.

Councillor Mehta left the meeting at this point (2.55 pm)

The HoF explained that the virements detailed on page 5 of the report are those that have been approved in the last quarter of the financial year using the powers that are delegated to the CFO, Treasurer, and the HoF.

Page 6 of the report sets out the position of the Fire Authority's Reserves which currently total £14,932m. The largest reserve is currently the Major Projects, but it is forecast that this will deplete over coming years.

The HoF informed the Fire Authority that it continues to operate within the prudential indicators as set out on page 6 of the report.

Councillor Mehta returned to the meeting at this point (3.00 pm)

Councillor Clayton asked if the £216k that has been returned to the Authority as its share of the credit from the issues with Motorola would be used for any specific ICT projects. The CFO explained that Years 2 and 3 of the Plan will concentrate on systems. The HoF added that the ICT Reserve will be used to fund capital projects and investing into systems.

The Chair thanked the Finance Team and Officers for their work throughout the year and reminded Members not to vote on this item if they had not been in the room for the full discussion. Councillor Mehta therefore abstained from voting.

**Resolved** that the Fire Authority

- a) Note the position of the revenue budget;
- b) Approve virements to the revenue budget, where requested; and
- c) Note performance against prudential indicators to date in 2024/25

## **10 Telford Central Fire Station Redevelopment – Financial Review as at 31 March 2025**

This report advised Members on the current position with the capital scheme for Telford Central Fire Station's redevelopment and confirmed the funding strategy for the project. The report also sought approval for further spend which did not form part of the original funding for the scheme.

The HoF presented this report and explained that in February 2021, the Fire Authority approved a capital scheme for the redevelopment of Telford Central Fire Station, with an expected completion date in August 2022. A report from Entrust, the project managers appointed to manage the project, gave a total anticipated spend of £10,171m compared to the authorised budget of £12.0m. This figure did not include any costs associated with any risks not specifically identified; the relocation of Fire Control and any related ICT costs; the provision of additional loose furniture / fittings in the temporary or permanent accommodation; and the renewal of classroom-based training equipment. The Fire Authority recognised these potential additional costs and maintained the proposed £12.0m budget.

As the project progressed various issues arose which had financial and time implications on the project. This led to the Fire Authority approving an increase of £4.0m to the overall project budget in October 2023. The debt charges associated with the increased budget were contained within the revenue budget due to delays in the project and further contributions to reserves. Capital expenditure on the Telford Central redevelopment began in 2018/19 and was completed in 2024/25 with a total spend of £14,186m, leaving a retention of £192,600 outstanding.

As detailed on page 3 of the report, there are a number of areas that were not included in the initial project costings and that now need to be addressed:

ICT – replacement networking equipment is required to complete the ICT works on the site, the cost of this is £25,000.

Fire Control – the Telford Central redevelopment was designed with the long-term aim of incorporating Fire Control into the building, but no specific allocation was made for the equipping the Control suite until the C&C Project was more advanced. As this project is now progressing, work is underway to establish the requirements for a fully operational Control environment. The budget required to facilitate the move of Fire Control from Headquarters to Telford is estimated to be around £400,000.

Furniture and fittings – the full requirement of furniture, fittings and fixtures was not included in the original scheme which only provided for a basic provision of furniture. Therefore, further expenditure of around £48,000 is expected to fully complete the refurbishment.

Councillor Waite asked if the virtual reality training suite referred to in the report is the similar to the West Midlands Air Ambulance Service’s facility. The CFO responded that it is likely to be very similar and will be used to enable incident command training to be undertaken in a safe space. Officers will look to arrange a demonstration of the facilities for Fire Authority Members.

Councillor Handley asked what the advantages of moving Fire Control to Telford are. The CFO explained that when Shrewsbury Station and Headquarters were refurbished, there were plans underway to establish a regional fire control facility across the West Midlands area. Because of this, the fire control facilities at Shrewsbury were intended to be a temporary arrangement until the regional control centre was operational. However, the regional control centre project was cancelled, and the temporary facilities have remained in use, but their capability is lessening and moving Fire Control to Telford gives a key opportunity to combine functions in state of art facilities.

The ACFO (SD) added that the Fire Control move links with the Significant Incident Room / multi-agency room which provides integrated communications for significant incidents and the meeting room set-up mirrors that at Hindlip.

**Resolved** that the Fire Authority

- a) Note the current financial position of the redevelopment at Telford;
- b) Approve further expenditure from the remaining capital scheme; and
- c) Note the change in funding strategy for the redevelopment.

## 11 Strategic Planning Process Timetable 2026/27

This report outlined how the Service will continue to align service, financial and improvement planning, the result of which will culminate in the 2026/27 budget, the publication of the 2026/27 Annual Plan, the Service Plan 2025 – 2028, and the Medium-Term Financial Plan 2025-28.

The ACFO (SD) presented this report on behalf of the ACFO (SS) and explained that all the activities set out in the report link back to the Community Risk Management Plan (CRMP) for 2025/28 with the strategic planning process timetable acting as 'golden thread' to link the Service's Plans. An ongoing and flexible timetable for the strategic planning process has been developed and is attached at the Appendix to the report.

**Resolved** that the Fire Authority note the contents of the report and agree the timetable as set out in the Appendix to the report.

## **12 Corporate Risk Management Annual Report 2024/25**

This report informed Members of the corporate risk management work that has been undertaken during the previous twelve months.

The ongoing management of the Service's corporate risk is the responsibility of the Performance & Risk Group and the Risk Management Group with the Standards, Audit and Performance (SAP) Committee receiving regular corporate risk management reports and the Fire Authority receiving a summary report at least annually.

A review of the Service's approach to the recording, management, and reporting of corporate risk is currently being undertaken. This is in response to the Service's HMICFRS Inspection Report which identified corporate risk management to be ineffective as part of the Best Use of Resources Cause of Concern item. A new approach to corporate risk management is being developed and a report on this will be presented to the SAP Committee in July 2025.

Section 5 of the report sets out the events and activities that have informed the Service's corporate risk management over the 12 months from June 2024 to June 2025. There are currently twelve risks on the Corporate Risk Register with five new risks added during the reporting year.

**Resolved** that the Fire Authority note the report.

## **13 Shropshire Fire and Rescue Service Restructure**

This report was presented following approval of funds by the Fire Authority in February 2025, to conduct a review of the Service structure and allocate necessary funds to implement an effective operating model to support delivery of services into the future.

The Service Management Team (SMT) has undertaken the review, and the findings and actions are contained within this report. The purpose of presenting this information to the Fire Authority is to ensure Members are sighted and aware of spend within the Service and furnished with information to provide effective oversight and scrutiny.

The ACFO (SD) presented this report and explained that there was a clear need for change within the Service as its structure had remained unchanged for a number of years. It is essential that the organisational structure is aligned to effectively deliver the objectives set out in the CRMP 2025-28 and the Service's strategic goals and priorities. HMICFRS feedback highlighted concerns regarding the Service's internal governance arrangements indicating that the current structure may not fully support effective decision-making and accountability.

The approach to, and the outcomes of, the structural review are set out in full in the report and the ACFO talked through these areas in detail, highlighting that the funding for implementation of the outcomes of the review has been planned to allow a flexible, agile approach to investment in roles. The ACFO also advised that the following roles have been successfully recruited into: Head of Resources, Head of Digital and Data, HR Manager, and Portfolio Management Officer. The recruitment of the Cultural HR Manager is currently in progress.

Councillor Evans raised that the paper was to note but it refers to the Fire Authority providing oversight and scrutiny. The CFO noted the issue.

**Resolved** that the Fire Authority note the report.

## **14 His Majesty's Inspectorate of Constabulary and Fire and Rescue Services Cause of Concern and Areas for Improvement Update**

This report provided an update on Shropshire Fire and Rescue Service's (SFRS) response to the 2024 His Majesty's Inspectorate of Constabulary and Fire and Rescue Services (HMICFRS) inspection, addressing a Cause of Concern (CoC) and 30 Areas for Improvement (AFIs). It outlined progress in governance, risk management, performance, digital strategy, and financial oversight.

The ACFO (SD) presented the report on behalf of the ACFO (SS) and explained that the CoC has five elements to it which identified weaknesses in strategic risk management, performance oversight and governance. The Service has established an action plan to address the five key areas of the CoC. Full details of progress to date are provided in the report but the summary of progress is as follows

### **CoC 1 – Governance and Risk Management**

This CoC three constituent areas and 22 objectives with completion scheduled for 1 March 2026. To date 13 of the 22 objectives are complete.

### **CoC 2 – Corporate Risk Management**

This CoC has one constituent area and 5 objectives with a completion date of 21 July 2026. To date three of the five objectives have been completed.

### **CoC 3 – Service Planning, Performance and Leadership Development**

This CoC has three constituent areas and 15 objectives with a completion date of 1 March 2026. Five of the 15 objectives are now complete.

### **CoC 4 – Digital and Data Strategy**

This CoC has four constituent areas and 14 objectives which are due for completion on 30 November 2028. Four out of these eight objectives are currently complete.

### **CoC 5 – Financial Governance and Statutory Oversight**

This CoC has two constituent areas and five objectives with a completion date of 1 April 2025. Four of these objectives are now complete.

In addition to the CoC, 30 AFIs were identified highlighting a requirement for enhanced resource management, strengthened financial oversight, and more effective governance processes. There was also an emphasis in the report on the importance of improving workplace culture, promoting diversity and inclusion, and ensuring robust performance management systems are in place across the Service.

As with the CoC, a comprehensive action plan has been developed to address the AFIs and implement a new strategic approach within the Service. Significant progress is being made on some of the AFIs, and the report gives details of some examples.

Whilst developing the AFI action plan, consideration was given to any risks that might affect the delivery of the activities set out in the action plans. The three key risks identified are the Service's capacity to deliver AFIs; interdependencies across AFIs; and skills and resources gaps in key areas, such as ICT. As the Service also needs to continue to deliver its business as usual at the same time as addressing the AFIs, the AFI action plan takes a phased approach to completion combined with prioritisation of AFIs to be completed.

The ACFO (SD) informed the Fire Authority that the HMICFRS will revisit the Service in week commencing 21 July 2025 to assess progress against the CoC. The findings of this visit will be reported to the Fire Authority in due course.

Councillor Overton queried how re-inspection will work when the completion dates range from June 2025 to 2028. The ACFO (SD) explained that it is important to go through the timelines as any improvements need to be implemented, embedded and evaluated. Councillor Overton said that the Authority needs to be mindful that not all the CoC objectives and AFIs will be completed. The ACFO (SD) agreed and advised that the need is to demonstrate that the Service is on the journey to improvement and is making progress on that journey.

The CFO has had conversations with the HMICFRS about the timelines, and he is enthused about the revisit. As mentioned, the need is to demonstrate

the weight of activity and the trajectory of progress during the revisit. The Service can evidence this and also has better contact with HMICFRS now.

Councillor Coleman said she is completely new to this but is surprised that processes such as skills gap analysis are not being undertaken all the time and does not understand why the CoC is needed to highlight areas that need to be addressed. The CFO responded that this is absolutely correct and used the example of ICT which is a department that is difficult to recruit to. The ICT Team has carried a number of vacancies for a long time and the Service struggles to compete against the private sector in terms of salary etc; it may therefore be that the Service needs to 'speculate to accumulate'. The HHRA added that these issues have been recognised, and the Service has moved to the Skills for the Information Age (SFIA) framework for grading ICT roles together with a move to benchmarking and increased pay to address this area.

Councillor Clayton referred to AFI 27 – Service should improve the way it collects equality data so it can better understand its workforce's demographics and needs – and asked what data was lacking and what the data collected is used for. The HHRA responded that there have been issues with historical data collection and the Service was aware of this issue before the HMICFRS Inspection. There was also an ICT issue related to data collection which has now been addressed.

The Service has an Equality, Diversity and Inclusion Steering Group which meets on a quarterly basis; membership of this Group includes SMT members and the Fire Authority's Equality and Diversity Member Champion. The Steering Group discusses a range of issues and guides the approach taken to equality and diversity across the Service.

**Resolved** that the Fire Authority note the report.

**Councillor Evans left the meeting at this point (4.00 pm)**

**The meeting adjourned for a short break at this point (4.05 pm -4.15 pm)**

## **15 Exclusion of Press and Public**

**Resolved** that the press and public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in paragraphs 1, 2, 3 and 4 of Schedule 12A to the Local Government Act 1972.

## **16 Exempt Fire Authority Minutes (Paragraphs 1, 2, and 3)**

**Resolved** that the exempt minutes of the Fire Authority meeting, held on 11 February 2025, be agreed, and signed by the Chair as a correct record.

## **17 Exempt Standards, Audit and Performance Committee Minutes (Paragraph 4)**

**Resolved** that the Fire Authority note the exempt minutes of the Standards, Audit and Performance Committee meeting, held on 10 April 2025.

**The order of the agenda was varied at this point to allow Agenda Item 18 to be considered immediately before Agenda Item 21**

## **19 Exempt Appendix to Corporate Risk Management Annual Report 2024/25 (Paragraphs 3 and 4)**

**Resolved** that the Fire Authority receive and note the exempt Appendix B to report 12 – Corporate Risk Management Annual Report 2024/25.

**The Clerk, Deputy Clerk, and the Head of Finance left the meeting at this point (4.35 pm) whilst the following item of business was considered.**

## **20 Statutory Officer Requirements (Paragraphs 1, 2, and 3)**

This report outlined proposals for consideration regarding the future provision of Statutory Officers of the Fire and Rescue Authority, paying attention to the roles of Monitoring Officer and Clerk, and also the Section 151 Officer / Treasurer.

**Resolved** that the Fire Authority

- a) Approve Option 3 – Strengthen the existing Service Level Agreement in respect of the Monitoring Officer / Clerk to the Authority role;
- b) Approve Option 3 – Create an established post in Service in respect of the Section 151 Officer / Treasurer role; and
- c) Approve the additional financial requirements associated with the chosen options for recommendations a) and b) from the proposal set out in the report at section 9.

**The Clerk, Deputy Clerk and the Head of Finance returned to the meeting at this point (4.45 pm)**

**The ACFO (SD) left the meeting at this point (4.45 pm) whilst the following items of business were considered.**

## **18 Exempt Brigade Managers Employment Panel Minutes (Paragraphs 1, 2, and 3)**

**Resolved** that the Fire Authority note the exempt minutes of the Brigade Managers Employment Panel meeting, held on 20 March 2025.

**21 Appointment of Deputy Chief Fire Officer  
(Paragraphs 1, 2, and 3)**

This report asked the Fire Authority to ratify the decision of its Brigade Managers' Employment Panel on the appointment of a new Deputy Chief Fire Officer.

**Resolved** that the Fire Authority ratify the recommendation of the Brigade Managers Employment Panel that Mrs Samantha Burton be appointed to the post of Deputy Chief Fire Officer, subject to the usual employment checks.

The meeting closed at 4.55 pm.

**Chair**.....

**Date**.....