

**Minutes of the Annual Meeting of
Shropshire and Wrekin Fire and Rescue Authority
held in the Oak Room, Headquarters Shrewsbury
on Wednesday, 24 June 2026, at 1.30 pm**

Present

Members

Councillors Bentley (from 1.35 pm), Blundell, Callear, Clayton, Coleman (Vice Chair), Fejfer, Handley, Hannington, Husemann, Kerr, Minnery (till 1.40 pm), Mosley, Overton (Chair), Radford, Waite and Walmsley

Officers

Simon Hardiman	Chief Fire Officer	CFO
Mark Price	Assistant Chief Fire Officer (Service Delivery)	ACFO (SD)
Anthea Lowe	Clerk and Monitoring Officer	Clerk
Richard Phillips	Deputy Clerk and Monitoring Officer	Deputy Clerk
Jacqui Dungey	Section 151 Officer	S151 Officer
Joanne Coadey	Head of Finance	HoF
Lynn Ince	Executive Support Team Leader	ESTL
Aleksandra Zydek	Executive Support Officer	ESO

Annual Meeting Business

1 Election of Chair

It was proposed by Councillor Callear and seconded by Councillor Handley that Councillor Overton 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, and on a vote with Councillor Minnery abstaining, Councillor Overton was duly appointed as Chair

Councillor Overton took the Chair at this point

1.30 pm The meeting adjourned at this point

1.40 pm The meeting reconvened at this point.
Councillor Minnery left the meeting at this point
Councillor Bentley joined the meeting at this point

2 Appointment of Vice-Chair

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

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

A vote was taken on the two nominations with the majority being in favour of Councillor Coleman.

Councillor Coleman was duly appointed as Vice-Chair.

3 Apologies for Absence

Councillor Evans
Marc Millward, Assistant Chief Fire Officer (Corporate Services)

4 Vote of Thanks and Welcome

The Fire gave a vote of thanks to Councillor Raj Mehta, from Telford & Wrekin Council, who left the Fire Authority in May 2026.

The Fire Authority gave a vote of thanks to Councillor David Minnery for his work as Chair of the Fire Authority.

The Fire Authority welcomed Councillor Eileen Callear from Telford & Wrekin Council to her first meeting.

5 Disclosable Pecuniary Interests

None

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 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 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;

6d 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.

Audit and Standards Committee

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

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

Performance and Scrutiny Committee

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

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

6e Meeting Dates 2026/27

The Fire Authority considered the schedule of proposed dates for Fire Authority and Committee meetings for the 2026/27 Municipal Year.

Resolved that the planned Fire Authority and Committee meeting dates and times for the remainder of 2026 be kept as planned and the Fire Authority and Committee meeting dates and times for 2027 meetings be reviewed and brought back to the Fire Authority for ratification

6f Review of Standing Orders and Scheme of Delegation to Officers

This report reviewed the Fire Authority's Standing Orders for the Regulation of Proceedings and Business, Financial Regulations, Standing Orders relating to Contracts and the Scheme of Delegation to Officers, and asked Members to agree any proposed amendments.

Resolved that the Fire Authority

- a) Ratify the proposed amendments to Financial Regulations; and The Scheme of Delegation to Officers; and
- b) Noted that the following documents will be reviewed by Officers and any proposed amendments brought to a future meeting of the Fire Authority for consideration and ratification: Standing Orders for Proceedings and Business; and Standing Orders relating to Contracts

Ordinary Business

7 Fire Authority Minutes – 17 February 2026

Members advised that there seemed to be a digit missing from the Shropshire Council precept amount stated on page 4 of the minutes. The HoF confirmed that this figure should be 15,163,311, rather than the 15,16,311 quoted in the minutes.

Resolved that the minutes of the Fire Authority meeting, held on 17 February 2026, be agreed, and signed by the Chair as a correct record.

8 Committee Recommendations

The Fire Authority considered and approved the recommendations in the following item from the Audit and Standards Committee on 22 April 2026, which required ratification by the Fire Authority.

8a Code of Corporate Governance 2025/26

Councillor Coleman suggested that the second bullet point in Section 4 of the Code of Corporate Governance should read as "Operates in a lawful, open, inclusive, honest **and respectful** manner"

Councillor Coleman also referred to the fourth paragraph of Section 7 of the Code and queried the use of "Deputy Chair" rather than "Vice Chair" which is the terminology normally used in the Fire Authority.

Councillor Kerr commented that the draft Code reflects CIPFA and/or SOLACE wording and terminology and suggested that the Code would benefit from further review and consideration by the Audit and Standards Committee. The Clerk suggested that Fire Authority should approve the draft Code as attached at the Appendix to the report and refer then refer the Code back to the Committee for further consideration.

Resolved that the Fire Authority ratify the Committee's recommendation to choose Option 2 as the draft Code of Corporate Governance; formally adopt the Code, as attached at the Appendix to the report; and agree to refer the Code back to the Committee for further review and consideration.

9 Performance and Scrutiny Committee Chair's Report

This report provided a summary of the key matters considered by the Performance and Scrutiny Committee and highlighted issues for onward reporting and consideration by the Fire Authority.

Resolved that the Fire Authority

- a) Note the matters considered by the Performance and Scrutiny Committee;
- b) Endorse the continued use of live data and executive summary reporting to support scrutiny; and
- c) Having considered the issues identified in the report, agree that these issues do not require further direction, assurance or reporting.

10 Financial Performance to March 2026

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

The HoF presented this report and drew Members' attention to the table on page 2 of the report which summarises the total budget position for 2025/26. The table on page 3 of the report details the variances within the budget and the reasons for them and the HoF explained these to the meeting and advised that the areas of overspend had been balanced by the reported underspends.

Virements that have been approved using the powers delegated to the Chief Fire Officer, Treasurer and Head of Finance are set out in the table on page 4 of the report. The position of the Fire Authority's reserves, including previously approved transfers and the virements detailed in this report, but prior to year end movements, is shown in the table on page 5 of the report and the Treasurer informed Members that work is being undertaken on a review of the Reserves, which will inform a revised Reserves Strategy.

Councillor Coleman asked for further explanation of the Major Projects reserve. The HoF explained that this reserve was originally set up for the refurbishment of the Headquarters building, which was delivered at a cost of £3m. After this, the reserve was retained to cover the cost of the Telford Central refurbishment, appliances and ICT equipment.

Councillor Coleman then asked what the purpose of the Income Volatility reserve is. The HoF explained that this reserve is used to cover any shortfalls in business rates and council tax support. It was also utilised to address the effects of the Covid-19 pandemic. Councillor Coleman asked if this accounted for the reduction in investments. The HoF responded that this represents cash in the bank and this should increase as the Service starts to borrow.

Resolved that the Fire Authority

- a) Review the position of the revenue budget;
- b) Approve virements to the revenue budget, where requested; and
- c) Receive the position of the capital programme; and
- d) Receive the annual review of treasury activities for 2025/26.

11 Statement of Accounts 2025/26

This report set out the key revenue issues which have arisen from work on the Statement of Accounts 2025/26 and sought approval for use of the General Fund balance in 2026/27.

The HoF presented this report and explained that officers from the Finance Team are in the final stages of completing the Statement of Accounts by the deadline of 30 June. The External Audit Team, from Grant Thornton, will be in the service over the summer, with the aim of completing the audit by November 2026.

The General Fund balance at the end of 2025/26 is £69k, £55k of this will be slipped to 2026/27 leaving a balance of £14k available for distribution to reserves. There is, however, currently an £11k overspend which gives a negative balance.

Resolved that the Fire Authority

- a) Has reviewed the final position of the revenue budget and the General Fund balance in 2025/26; and
- b) Approve use of the General Fund balance in 2026/27.

12 Productivity and Efficiency Plan

This report presented the annual Fire and Rescue Authority's Productivity and Efficiency Plan.

The S151 Officer presented this report and advised that the focus is on workforce monitoring data for productivity is being worked on.

Councillor Coleman referred to the in-house career progression gateway and the initial test of potential being sourced to an outside company. A lot of work has been done on promotion processes with feedback from candidates being taken onboard. The CPG is also not applicable to non-uniformed employees. The cost is £800 per candidate; the level of CPGs increases for watch manager etc. The Service are currently trialling a readiness for promotion process with line managers and grandparent managers. The first trial for this process will be the upcoming area manager recruitment process.

Councillor Coleman referred to page 13 of the report which mentions asset management and refers to fitness hubs. The CFO explained that fitness standards are very important, as all operational firefighters must meet national fitness standards of a VO2 max of 14.3. The Service has been investing to support fitness with equipment and Associate Trainers. Fitness pods have been installed at stations where there is insufficient space to install fitness equipment inside the station building.

Councillor Coleman then asked what the Protection Uplift Grant is. The CFO explained that this is a grant that is given to every fire and rescue service based on the recommendations from the Grenfell Inquiry which recognised that Protection teams have been reduced and the grant must be used for Protection activities.

Resolved that the Fire Authority, having considered the 2025/26 – 2026/27 Productivity and Efficiency Plan, approve it for publication.

13 Community Risk Management Plan

This report provided an update regarding progress against the key delivery areas within the Community Risk Management Plan 2025-28, as attached at Appendix A to the report. Following an annual review of risk, there is a proposal to extend the Community Risk Management Plan for a further 24 months.

The CFO presented this report and advised that it provides an update on progress during the first 12 months of the Community Risk Management Plan (CRMP) 2025-28 and seeks approval for the proposed annual review process, the introduction of the Service Strategic Assessment of Risk, and a 24-month extension to the current CRMP lifecycle.

The CRMP identifies the key foreseeable fire and rescue related risks facing communities across Shropshire, Telford and Wrekin and sets out how the Service will prevent, protect against, respond to, and mitigate those risks. The current plan contains seven priorities including climate change, flood response, specialist rescue capability, stored energy systems, attendance standards, domestic dwelling fire prevention, and strategic aerial appliance provision.

During the first year of delivery, progress has been made particularly in relation to the challenges of climate change and expansion in Shrewsbury.

This includes arrangements with the Environment Agency to support operational resilience during periods of flooding and ongoing analysis of future response arrangements. Work is also underway to review key capabilities including aerial provision, water and flooding, confined space and rescue from height, wildfire, battery storage, and dwelling fire protection.

The annual review confirms that the seven existing CRMP priorities remain relevant. To strengthen future planning, the Service has developed a Strategic Assessment of Risk, supported by 23 unified station profiles. This will provide a clearer local risk picture, improve transparency, support training needs analysis, and help ensure operational resources are aligned to current and emerging community risk.

Members are asked to approve a 24-month extension to the CRMP, moving from a three-year to a five-year planning cycle. This would provide greater alignment with national practice, support medium-term financial planning, create capacity to deliver the agreed priorities, and allow the Service to consider emerging risks such as climate-related incidents, national resilience requirements, civil defence, and wider geopolitical risks.

There are no immediate financial implications arising from this report. If approved, the revised lifecycle will require projected capital spend and delivery plans to be realigned, with potential benefits in terms of smoothing future investment requirements and delaying borrowing and associated debt charges. The recommendations support public value, community safety, organisational assurance, workforce planning, and continued improvement against HMICFRS recommendations.

Councillor Coleman commented that 24 months was quite a long time and asked how it will be ensured that progress is made during this extended period. The CFO explained that the CRMP planning cycle begins about 18 – 24 months before the renewal date. The risks identified in the CRMP 2025-28 are still current but there are new emerging risks that need to be recognised.

The ACFO (SD) explained that work has now been undertaken to distil the CRMP 2025-28 into smaller projects. This has resulted in 33 projects being identified. 8 of these are quick wins such as wildfire training; 14 are important such as Prevention programmes; and 11 are transformational projects such as the county wide flooding model.

Resolved that the Fire Authority

- a) Note and support the progress within the first 12 months of the Community Risk Management Plan 2025-28;
- b) Approve the annual review process and the introduction of the Service Strategic Assessment of Risk; and
- c) Approve an extension of the current Community Risk Management Plan lifecycle by 24 months.

14 Corporate Risk Management Annual Report 2025/26

This report informed Members of the corporate risk management work that has been undertaken during the previous 12 months.

The CFO presented this report and advised that the June 2026 corporate risk register has been revised to show both inherent and residual risk, as requested by the Audit and Standards Committee. This improves transparency by showing the level of risk before controls are applied and the remaining level of risk after current mitigations are considered.

Compared with the position reported in April 2026, the June 2026 residual risk ratings show a reduction in several key areas. Staff Engagement has reduced from 15 to 9; Environment from 16 to 9; Health and Safety from 20 to 12; and Leadership and Culture from 15 to 9. Finance remains unchanged at 12; Political and Organisational Change remains unchanged at 9; and Cyber Security remains unchanged at 15. Data and Digital Capability has reduced from 20 to 16 but remains above tolerance. Three additional corporate risks have also been added to the June register – ICCS Stability and Reliability, Industrial Action, and Operational Training Facilities – each with a residual rating of 12. These have been separated from existing risks to improve visibility, assessment accuracy and management oversight.

Overall, the June 2026 position indicates that risk controls and mitigation activity are beginning to reduce residual risk in several priority areas. However, Cyber Security and Data and Digital Capability remain above tolerance and continue to require close oversight. The inclusion of inherent and residual risk scoring, together with the additional corporate risks, strengthens the Authority's ability to scrutinise the effectiveness of controls, understand the true risk exposure, and track progress against the Internal Audit improvement plan.

Resolved that the Fire Authority

- a) Consider and comment on the contents of the report; and
- b) Delegate agreement of the proposed changes to the Corporate Risk Management Policy to the Audit and Standards Committee.

15 Memorandum of Understanding for Special Observer Role

This report presented for formal approval and adoption a proposed Memorandum of Understanding (MoU) between Shropshire and Wrekin Fire and Rescue Authority and the recognised Employee Representative Bodies (ERBs), namely the Fire Brigades Union (FBU), Fire and Rescue Services Association (FRSA), Fire Leaders Association (FLA), and Unison. The proposed MoU establishes a clear and consistent framework for the attendance and participation of nominated ERB representatives at Fire Authority meetings in a Special Observer capacity.

The Clerk presented this report and advised that the MoU has been developed in response to the Representative Bodies requesting a more formal role on the Fire Authority. The MoU has been developed in collaboration with the Representative Bodies and the Performance and Scrutiny Committee have reviewed the document prior to it being brought to the Fire Authority for agreement and adoption. The Clerk emphasised that the MoU does not provide any voting rights to the Representative Bodies.

Resolved that the Fire Authority

- a) Approve and adopt the Memorandum of Understanding, attached at the Appendix to the report, setting out arrangements for Special Observer attendance by Employee Representative Bodies at Fire Authority meetings;
- b) Authorise the Clerk and Monitoring Officer to finalise the document for execution, including any minor drafting, formatting or administrative amendments that do not alter the substance of the agreement; and
- c) Note that the operation of the Memorandum of Understanding will be reviewed six months after commencement and annually thereafter.

16 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, and 3 of Schedule 12A to the Local Government Act 1972.

17 Review and Evaluation of Service Level Agreement for Monitoring Officer Services (Paragraphs 1, 2, and 3)

This report was provided to evidence evaluation of the revised Monitoring Officer Service Level Agreement (SLA), as attached at Appendix A to the report. It aims to provide a review of the current working arrangements and to identify benefits and any further areas of consideration.

Resolved that the Fire Authority

- a) Note and support the contents of the report;
- b) Do not consider that any further amendments or changes are required based on the contents of the report; and
- c) Approve continuation of the Service Level Agreement as a permanent agreement following review.

The meeting closed at 2.55 pm.

Chair.....

Date.....