



## Lancing Parish Council

### Death of Senior Figures and Flag Flying Protocol

Document Control		
Version Number	V1	
Adopted on	14-11-2018	Item 33.1ii
Review Date	2020	

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Please note that alternative formats of this document may be available upon request.

## **1.0 INTRODUCTION**

- 1.1 This protocol sets out the action to be taken in the event of the death of the following persons:
- a) HM The Queen
  - b) HRH The Duke of Edinburgh
  - c) HRH The Prince of Wales
  - d) HRH The Duchess of Cornwall
  - e) HRH The Duke of Cambridge
  - f) HRH The Duchess of Cambridge
  - g) HRH Prince George of Cambridge
  - h) HRH Princess Charlotte of Cambridge
  - i) HRH Prince Louis of Cambridge
  - j) HRH The Duke of Sussex
  - k) HRH The Duchess of Sussex
  - l) HRH The Duke of York
  - m) HRH The Princess Royal
  - n) HRH The Earl of Wessex
  - o) HRH The Countess of Wessex
  - p) The Prime Minister
  - q) The Member of Parliament for Shoreham and East Worthing
  - r) A serving member of Lancing Parish Council
- 1.2 This protocol will be kept under review and the list updated annually in May.
- 1.3 Plans will only be implemented following an official announcement. Upon notification of an official announcement, the Clerk will advise all members that the protocol is to be implemented.

## **2.0 FLAG FLYING**

- 2.1 Upon receiving notification of the death of a senior figure (as listed above), the Parish Clerk will instruct that the flag at the Parish Hall be lowered to half-mast.
- 2.2 For any other prominent figures or local holder of high office, the flag should fly at half-mast only on the day of death and the day of the funeral.
- 2.3 In the event of a local or national disaster, the Parish Clerk, after deliberation with the Chair of the Council, will instruct that the flag at the Parish Hall be lowered to half-mast if deemed appropriate.
- 2.4 Flags should be flown at half-mast on the following occasions:
- a. From the announcement of the death until the funeral of the Sovereign, except on Proclamation Day when flags are flown at full-mast following the proclamation.
  - b. From the announcement of the death until the funeral of a member of the Royal Family styled 'Royal Highness', subject to special commands from the Sovereign in each case.
  - c. On the day of the announcement of the death and on the day of the funeral of other members of the Royal Family, subject to special commands from the Sovereign in each case.
  - d. The funerals of foreign Rulers, subject to special commands from the Sovereign in each case.

- e. The funerals of Prime Ministers and ex-Prime Ministers of the United Kingdom, subject to special commands from the Sovereign in each case.
  - f. The funerals of First Ministers and ex-First Ministers of Scotland, Wales and Northern Ireland, subject to special commands from the Sovereign in each case. Unless otherwise commanded by the Sovereign, this only applies to flags in their respective countries.
  - g. Any other occasions where the Sovereign has given a special command.
- 2.5 Full details for on the correct way to fly flags at half-mast is given on the website of the Flag Institute - [www.flaginstitute.org](http://www.flaginstitute.org) It is important that the guidance given by the Flag Institute is strictly adhered to.
- 2.6 Half-mast means the flag is flown two-thirds of the way up the flagpole, with at least the height of the flag between the top of the flag and the top of the flagpole. Flags cannot be flown at half-mast on poles that are more than 45° from the vertical, but a mourning cravat can be used instead (see below).
- 2.7 When a flag is to be flown at half-mast, it should first be raised all the way to the top of the mast, allowed to remain there for a second and then be lowered to the half-mast position. When it is being lowered from half-mast, it should again be raised to the top of the mast for a second before being fully lowered.

### **3.0 THE DEATH OF THE SOVEREIGN AND MEMBERS OF THE ROYAL FAMILY**

#### **3.1 Book of Condolence and Marking a Silence**

- 3.1.1 On the day following the announcement of the death of the Sovereign, The Duke of Edinburgh, The Prince of Wales or The Duchess of Cornwall, a Book of Condolence will be opened at the Parish Hall. In the event of another member of the Royal Family or notable person, the Parish Clerk in discussion with the Chair, will judge public feeling as to whether a book of condolence should be opened locally.
- 3.1.2 The Book of Condolence will be available Monday-Friday, 9:00am-4.00pm and will remain until the close of the council offices on the day following the funeral. When a Condolence book has been closed, it will be bound and retained with the Councils official archives.
- 3.1.3 Where the death of a senior member of the Royal Family is to be marked by a silence, an announcement will be made by Buckingham Palace. The Chair of the Council will lead a public silence outside of the Parish Hall with Parish Councillors. The Clerk will be responsible regarding arrangements for any media access.
- 3.1.4 The Chair of the Council will issue a statement via the Clerk expressing the sadness of the Council and community of Lancing at the news of the death. The statement will also appear on the home page of the website. The statement will confirm that the flag is to be flown at half-mast and will give details of the Book of Condolence. The public observing of the silence will also be cited.

#### **3.2 Civic Engagements and Dress Code**

- 3.2.1 The Clerk, in conjunction with the Chair of the Council, will review the programme of engagements undertaken by the Council to ensure it is appropriate in a time of national mourning and that it sits comfortably with the national mood.
- 3.2.2 During the official mourning period, black ties should be worn when representing the Council.

- 3.2.3 Members and Senior Officers when on official duty should wear dark coloured clothing, at a minimum for the first day after the announcement, Proclamation Day, for any official minutes silence and on the day of the funeral.

#### **4.0 THE DEATH OF THE PRIME MINISTER OR MEMBER OF PARLIAMENT FOR SHOREHAM AND EAST WORTHING**

- 4.1 The flag at Lancing Parish Hall will fly at half-mast on the day of the announcement of the death. On subsequent days the usual local arrangements will resume until the day of the funeral when the flag will again fly at half-mast.
- 4.2 The Chair of the Council will issue a statement via the Clerk expressing the sadness of the Council and community of Lancing at the news of the death. The statement will also appear on the home page of the website. The statement will confirm that the flag is to be flown at half-mast.
- 4.3 The Clerk, in conjunction with the Chair of the Council, will review the programme of engagements undertaken by the Council to ensure it is appropriate in a time of national mourning and that it sits comfortably with the national mood.
- 4.4 Members and Senior Officers when on official duty should wear dark coloured clothing, for the first day after the announcement, for any official minutes' silence and on the day of the funeral.

#### **5.0 THE DEATH OF A SERVING MEMBER OF LANCING PARISH COUNCIL**

- 5.1 The flag at Lancing Parish Hall will fly at half-mast on the day of the announcement of the death. On subsequent days the usual local arrangements will resume until the day of the funeral when the flag will again fly at half-mast.
- 5.2 The Clerk will inform all members of the Council via email (or telephone) and a message posted on social media.
- 5.3 The Casual Vacancy will be advertised the day after the funeral.
- 5.4 A minutes silence will take place at the subsequent meeting of the council or committee.
- 5.5 The members' family will be offered a room at the Parish Hall free of charge for any refreshments following a service (subject to availability).