

CONFIDENTIAL

SOUTH DERBYSHIRE DISTRICT COUNCIL

Protocol for Marking the Death of a Senior National Figure or Local Holder of High Office

This protocol sets out the action to be taken in the event of the death of:-

List A: The Sovereign / Members of the Royal Family

- ◇ **HM The Queen** (*State Funeral*)
- ◇ **HRH The Duke of Edinburgh** (*Ceremonial Royal Funeral*)
- ◇ **HRH The Prince of Wales** (*Ceremonial Royal Funeral*)
- ◇ **HRH The Duchess of Cornwall** (*Non-Ceremonial Royal Funeral*)
- ◇ **HRH The Duke of Cambridge** (*Non-Ceremonial Royal Funeral*)
- ◇ **HRH The Duchess of Cambridge** (*Non-Ceremonial Royal Funeral*)
- ◇ **HRH Prince George of Cambridge** (*Non-Ceremonial Royal Funeral*)
- ◇ **HRH Princess Charlotte of Cambridge** (*Non-Ceremonial Royal Funeral*)
- ◇ **HRH Prince Henry (Harry) of Wales** (*Non-Ceremonial Royal Funeral*)
- ◇ **HRH The Duke of York** (*Non-Ceremonial Royal Funeral*)
- ◇ **HRH The Earl of Wessex** (*Non-Ceremonial Royal Funeral*)
- ◇ **HRH The Princess Royal** (*Non-Ceremonial Royal Funeral*)
- ◇ **HRH The Countess of Wessex** (*Non-Ceremonial Royal Funeral*)
- ◇ **HRH The Duke of Gloucester** (*Non-Ceremonial Royal Funeral*)
- ◇ **HRH The Duchess of Gloucester** (*Non-Ceremonial Royal Funeral*)
- ◇ **HRH The Duke of Kent** (*Non-Ceremonial Royal Funeral*)
- ◇ **HRH Prince Michael of Kent** (*Non-Ceremonial Royal Funeral*)
- ◇ **HRH Princess Michael of Kent** (*Non-Ceremonial Royal Funeral*)
- ◇ **HRH Princess Alexandra** (*Non-Ceremonial Royal Funeral*)

List B: Other Significant Individuals

- ◇ **The Prime Minister**
- ◇ **Any former Prime Minister**
- ◇ **The Member of Parliament for South Derbyshire**
- ◇ **A serving Chairman or Leader of the Council**
- ◇ **A serving Member of the Council**

Contact details for all those with responsibilities under this Protocol are listed at appendix 1

This Protocol has yet to be agreed by the Chief Executive and ratified by Members of the Council and should be updated as and when necessary.

1. IMPLEMENTATION OF THE PROTOCOL: FORMAL ANNOUNCEMENT & PERIOD OF MOURNING

Action Required	Authorised By (see Appendix 1 for contact details)	Other Notes
<p>This Protocol will be implemented and the period of national mourning will commence on the formal announcement by either Buckingham Palace or Downing Street (NOT A NEWS AGENCY) of the death of the Sovereign or anyone identified in List A and List B.</p> <p>Notification will come to South Derbyshire District Council from the Office of the Lieutenancy. This protocol must not be implemented as a result of a news bulletin</p>	<p>Implementation will be authorised by the Chief Executive (or insert alternative person responsible)</p>	<p>Communications Team to immediately notify All Councillors/ All Staff via email and to upload a statement from the Chairman of South Derbyshire District Council onto the Council's website (see Appendix 2)</p> <p>(insert name of person responsible) to immediately notify Parish Councils via email.</p>

2. FLAG FLYING – UNION FLAG / CROSS OF SAINT GEORGE

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. 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 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.



If the death falls on St. George's Day or the period of mourning includes St. George's Day then the flag of the Patron Saint (if you have one) should be replaced by the Union Flag at half-mast.



2a. Flag Flying – Death of the Sovereign/ Member of the Royal Family (List A)

Action Required	Implemented By (see Appendix 1 for contact details)	Other Notes
<p>Day of death (D Day) Immediately following the formal announcement of death, the flag at Civic Offices should be flown at half-mast until 08:00 on the morning following the Funeral. This applies to all flags in the vicinity. (An exception applies in relation to the death of the Sovereign - see 2b)</p>	<p><i>Insert name of person to be responsible for raising the flag</i></p>	<p>The funeral of the Sovereign will take place 10 days after death. The funeral of other Members of the Royal Family and those identified in List B will take place within a shorter period of time. A Royal funeral will not take place on a Sunday.</p>

Proclamation Day D+1).

2b. Flag Flying – Proclamation Day : The following is ONLY applicable upon the Death of the Sovereign

Action Required	Implemented By (see Appendix 1 for contact details)	Other Notes
<p>Proclamation Day (D+1) The day following the death of the Sovereign a proclamation will be made from St James Palace at 11:00hrs announcing the new Sovereign. Flags will be flown at full mast from 11:00hrs until 13:00hrs on the following day (D+2) when flags will be returned to half-mast. This will coincide with the reading of the Principal Proclamation in Derbyshire at County Hall in Matlock, following which the Proclamation will be read in Derby City at 13:30hrs (see Section 4).</p> <p>Flags will then remain at half-mast from 13:00hrs on D+2 until 08:00hrs on the morning following the Funeral.</p>	<p><i>Insert name of person to be responsible for raising and lowering the flag</i></p>	<p>None</p>

2c. Flag Flying – Death of the Prime Minister or Local Holder of Office (List B)

Action Required	Implemented By (see Appendix 1 for contact details)	Other Notes
<p>Flags may be flown at half-mast on the day of the announcement of the death but on subsequent days the usual local arrangements can resume until the day of the funeral, i.e. where a flag is usually flown it can be flown at half-mast or if a flag is not usually flown then it can be taken down until the day of the funeral when it should again be flown at half-mast. At 08:00hrs on the morning following the funeral flags can either be flown at full mast or taken down.</p>	<p>As it is not usual for South Derbyshire District Council to always fly a flag, the Chief Executive will issue an instruction to <i>(insert name of person responsible)</i> following consultation with the Leader of the Council.</p>	<p>None</p>

3. BOOK OF CONDOLENCE/ ONLINE BOOK OF CONDOLENCE/ LETTER OF CONDOLENCE & LOCAL ANNOUNCEMENT

On the first working day after the day of death of the Sovereign, HRH The Duke of Edinburgh or HRH The Prince of Wales, a Book of Condolence will be opened and hosted across South Derbyshire at (insert venues) from (insert appropriate time) to (insert appropriate time) Monday to Friday, and will remain open until (insert appropriate time) on the day following the funeral. All of the pages will be bound together into one document or, if there are too many pages, bound into two documents.

In relation to other members of the Royal Family identified in List A and those identified in List B, consideration will be given at the time of each death by the Chief Executive and Leader of the Council as to whether a Book of Condolence is to be opened.

The Book of Condolence will take the form of a black ring binder containing loose leaf backed card edged with a black border (hole punched) – this will enable pages to be re-ordered if necessary. When the Book of Condolence has closed, the loose leaf pages will be collated and tied with a black ribbon through the punched holes.

Pages that have been defaced or include offensive or other questionable comments will be quietly removed until such time as a decision can be taken by the Chief Executive as to whether or not they should be permanently excluded.

A Book of Condolence is essentially a record of the sentiments expressed by local people on the death of a national figure and will form part of the local archive to enable future generations to gain access in order to find out the way in which national events were marked in the area. It is not feasible for every Book of Condolence to form part of the Royal Archive. In any letter of condolence from the Chairman of South District Council, reference should be made to the Book of Condolence and its existence in the local archives which then ensures that when that letter goes into the Royal Archives it acts as an effective cross reference.

When the Book of Condolence has closed, the Chief Executive and Leader of the Council will decide where it is to be stored

With regard to an online Book of Condolence, the majority of Local Authorities within Derbyshire have taken the decision not to offer this due to the need to constantly monitor for offensive/ inappropriate comments but will, instead, publicise a link to the online Book of Condolence on the Royal Website www.royal.gov.uk.

3a. Setting up a Book of Condolence – The Sovereign / HRH The Duke of Edinburgh / HRH The Prince of Wales

Action Required	Implemented By (see Appendix 1 for contact details)	Other Notes
A table (covered with a black tablecloth) and chair to be positioned in an easily accessible, quiet area. For the Sovereign, HRH The Duke of Edinburgh and HRH The Prince of Wales, a framed photograph and vase of flowers (not	<i>(Insert name of person responsible)</i>	Regular monitoring by a representative of South Derbyshire District Council will be required to check for offensive/ inappropriate comments.

compulsory) may be placed with the Book of Condolence and a supply black pens		
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3b. Letter of Condolence - Chairman of South Derbyshire District Council

It is not necessary for the Chairman to write a letter of condolence on behalf of South Derbyshire District Council as HM Lord-Lieutenant of Derbyshire will officially write on behalf of the County. However, in the event that the Council wishes to send a letter of condolence then **no more than one** should be sent.

Action Required	Implemented By (see Appendix 1 for contact details)	Other Notes
If requested to do so by the Chairman of South Derbyshire District Council, a letter of condolence should be prepared ensuring that reference is made to the Book of Condolence.	<i>(insert name of person responsible)</i> to draft a suitably worded letter of condolence addressed to the relevant Private Secretary (see note below).	The signed letter (not an e-signature) should be sent to the relevant Private Secretary at Buckingham Palace, London, SW1A 1AA or the relevant Royal residency.

Please note: Upon the death of the Sovereign, the letter of condolence should be sent to the **Private Secretary of the new Sovereign** asking that condolences be passed to the new Sovereign. Upon the death of any other member of the Royal Family, the letter should be sent to the **Private Secretary of the deceased** asking that condolences be passed to the next of kin and other members of the Family.

3c. Press Statement by the Chairman of South District Derbyshire Council (see Appendix 2)

Action Required	Implemented By (see Appendix 1 for contact details)	Other Notes
The press statement should also appear on the homepage of South Derbyshire District Council's website and should express the sadness of the Council and its residents at the news of the death. The statement should refer to the flying of flags and include details of the locations of the Book of Condolence and hours of opening, together with a link to the online Book of Condolence on the Royal Website www.royal.gov.uk .	The press statement will be issued by the <i>Communications Team</i> who will also ensure that a copy of the statement appears on the home page of the District Council's website.	Please see Appendix 2 for Guidance on the content of the statement.

4. READING OF THE PROCLAMATION (D+1 & D+2)/ OBSERVANCE OF A 2 MINUTE SILENCE/ PUBLICITY/ DRESS CODE

D+1 Proclamation Day:

11:00hrs The Proclamation of the new Sovereign will be made at St. James's Palace (or **14:00hrs** if it's a Sunday)

12:00hrs (Monday – Saturday) the Proclamation will be read at the Royal Exchange in the City of London.

D+2:

12:00hrs The Proclamation will be read in Belfast, Cardiff and Edinburgh.

12:30hrs The Proclamation will be read by the High Sheriff at County Hall, Matlock

13:30hrs The Proclamation will be read by the High Sheriff at the Council House, Derby. HM Lord-Lieutenant may also be in attendance at both readings. A number of invited guests will be present and Local Authority Mayors/ Chairs and representatives of Town/ Parish Councils are free to attend either or both of the readings. Should the Chairman wish to attend either of these readings he will need to bear in mind the timings involved if he wishes to undertake a reading of the Proclamation at District level. Members of the public are also welcome to attend.

After 13:30hrs Following the County-level Proclamation the Chairman of South Derbyshire District Council may read the Proclamation within the District (*venue to be decided*) but this is **not compulsory**.

Alternatively, the Chairman may decide to forego the reading of the Proclamation and, instead, prefer to lay flowers in a designated area on the day of death in order to encourage members of the public to follow suit.

The wording of the Proclamation will be available on the Buckingham Palace website (www.royal.gov.uk) and the Privy Council website (www.privy-council.org.uk).

4a. Publicity and the Local Police if a Local Reading of the Proclamation by the Chairman of South Derbyshire District is to take place

Action Required	Implemented By (see Appendix 1 for contact details)	Other Notes
Reading of the Proclamation to be publicised by way of a Press Release and notification on the District Council's website.	<i>(insert name of person responsible)</i> to notify the Communications Team, the Local Police and invited guests accordingly.	The Local Police to be notified in case they deem a presence to be necessary.

4b. Reading of the Proclamation by the Chairman South Derbyshire District Council - NOT COMPULSORY

Action Required	Implemented By (see Appendix 1 for contact details)	Other Notes
<p>After 13:30hrs on D+2 (day following Proclamation Day) the Chairman of South Derbyshire District Council may choose to read out the Proclamation at <i>(insert name & address of venue)</i></p>	<p><i>(insert name of person responsible)</i> to notify invited guests and to offer support at the event.</p>	<p>A PA system can be used if it is deemed necessary.</p> <p><i>Thought should be given to wording to be used prior to the reading of the Proclamation and inserted as an appendix into this document if deemed appropriate to do so.</i></p> <p>Please see Appendix 3 for guidance as to who should be invited to attend.</p>

4c. Marking a Silence

Action Required	Implemented By (see Appendix 1 for contact details)	Other Notes
<p>If an announcement is made by Buckingham Palace then a 2 Minute Silence will be observed at all of the Council's Premises at the designated time. The Chairman of South Derbyshire District Council may wish to lead the Silence in <i>(appropriate place to be identified)</i> – some thought will need to be given as to how the beginning and end of the Silence will be marked.</p>	<p><i>(insert name of person responsible)</i> to ensure that the Communications Team is provided with the relevant information for the website and to enable an All Councillors/ All Staff email to be sent out.</p>	<p>None.</p>
<p>Please Note</p> <p>On the death of the Sovereign there may also be a 2 Minute Silence at 11:00hrs on the day of the funeral (D+10). Where the death of another Member of the Royal Family is to be marked by a 2 Minute Silence on the day of the funeral then an announcement will be made by Buckingham Palace.</p>		

4e. Dress Code – Period of National Mourning

<p>When flags are a half mast it is appropriate for Civic Leaders and Senior Officers to wear dark coloured clothing together with a black tie or a</p>

black scarf or a black rosette or a black armband when carrying out official duties.

4f. Dress Code – Day of Death and Day of the Funeral

Gentlemen: Members/ Officers - A dark coloured lounge suit or a dark coloured jacket together with dark coloured trousers and a black tie.

Ladies: Members/ Officers - Dark coloured clothing or a black scarf or a black rosette.

Black armbands may be worn (not compulsory).

5. OFFICIAL CIVIC EVENTS DURING THE PERIOD OF MOURNING

Cancellation of Existing Planned Events From the day of the death until the day after the funeral, careful thought should be given to the type of events and activities which the Chairman of South Derbyshire District Council should host/ attend. Lunches, dinners, receptions, etc., may not fit with the mood of the nation and as a mark of respect may need to be cancelled or postponed. This is a local decision and one which needs to be reached with great sensitivity.

Public opinion can be volatile and change quickly, especially in emotional circumstances and there is a risk of public criticism if the decision to go ahead is seen to go against the grain.

Consideration should be given to all planned events that fall in the period between a death and the funeral and whether they should go ahead during a period when the country and the Commonwealth are in mourning.

Action Required	Implemented By (see Appendix 1 for contact details)	Other Notes
The Chairman of South Derbyshire District Council should review his/ her programme of forthcoming events. Consideration should be given to all planned events during the period of National mourning	The Chairman of South Derbyshire District Council, possibly in consultation with the Leader and Chief Executive. If it is deemed appropriate for an invitation to be declined then this will be undertaken by a member of the Chairman's Office staff. Event organiser in conjunction with Departments Heads and Chief Executive	None.

6. ORGANISATION OF LOCAL EVENTS DURING THE PERIOD OF MOURNING/ THE LAYING OF FLOWERS

On the death of the Sovereign, large numbers of people will wish to pay their respects and to take part in events.

The reading of the Proclamation by the High Sheriff will stand as the first opportunity for people to gather, but the focus will inevitably fall on London. That pressure can be eased significantly if residents have opportunities close to home to come together and to take part in well-planned, properly advertised and appropriate events, i.e. a Church Service on the Eve of the Funeral.

Should any Church Service(s) be organised, they will provide a setting for residents to join together and attendance by representatives of South Derbyshire District Council will add to the sense of the community coming together.

6a. The Laying of Flowers by the Chairman of South Derbyshire District Council - NOT COMPULSORY

Action Required	Implemented By (see Appendix 1 for contact details)	Other Notes
The Chairman of South Derbyshire District Council may decide to lay flowers at <i>(venue to be decided)</i> following the official announcement of the death of the Sovereign, HRH The Duke of Edinburgh or HRH The Prince of Wales.	<i>(insert name of person responsible)</i> to arrange for a suitable bouquet to be procured.	The Communications Team to take a photograph to upload onto the District Council's website in order to encourage others to lay flowers in the same area.

6b. Potential Sites for the Laying of Flowers

Laying of Flowers - Action Required	Implemented By (see Appendix 1 for contact details)	Other Notes
<i>Sites for laying of flowers to be identified and listed here as appropriate</i>	<i>(insert names of persons responsible)</i> to inform appropriate departments/ services of requirements e.g. cleaning of sites	Flowers will be removed by <i>(insert name of department responsible)</i> <i>(insert number)</i> days after the Funeral has taken place.

Names and contact details of persons with responsibility within this protocol

(Further names, telephone numbers and email addresses of persons with responsibility to be added and updated regularly)

Position	Name	Telephone number	Email address
Chief Executive	[REDACTED]	[REDACTED]	[REDACTED]
Strategic Director (Service Delivery)	[REDACTED]	[REDACTED]	[REDACTED]
PA to Chief Executive	[REDACTED]	[REDACTED]	[REDACTED]
Chairman's Office	[REDACTED] [REDACTED]	[REDACTED] [REDACTED]	[REDACTED]

Suggested wording of a statement to be issued by the Chairman of South Derbyshire District Council on the announcement of the death of a Senior National Figure or Other Prominent Figure

(Free downloadable Press Association images of the Royal Family will be available at www.royal.gov.uk.)

The statement should begin with a suitable expression of the sadness of the District Council on hearing the announcement.

It might go on to state that flags will be flown at half-mast and for how long – Proclamation Day and flag flying should be explained.

Reference to the opening of a Book of Condolence and the locations should be included. Reference to an online Book of Condolence should also be included where applicable.

When a decision has been taken on the Chairman's programme of events and engagements it might be stated that events are being cancelled as a mark of respect or that they will begin with a period of silence.

Any statement must be discussed and have the necessary agreement from the Leader and the Chief Executive (*other officers to be identified as appropriate*).

Published statements should include the contact details of a relevant Officer who will be able to assist members of the public with any enquiries.

Those to be invited to be present at the reading of The Proclamation on the Accession of a new Sovereign and at the public observance of a two minute silence

(to be undertaken at the discretion of the Chairman of South Derbyshire District Council)

- ◇ Leader and Deputy Leader of the District Council
- ◇ All Members of the District Council
- ◇ Chief Executive of the District Council
- ◇ All Staff (subject to office cover)
- ◇ Parish Council / Parish Meeting representatives
- ◇ A representative of Derbyshire Police and Derbyshire Fire & Rescue.
- ◇ A representative of the Derbyshire Lieutenancy.

NOTE:

The Proclamation will be read at County Hall by the High Sheriff. The Lord Lieutenant may be present at that ceremony.

The Proclamation may be read by the Chairman of South Derbyshire District Council– if possible the Leader, the Deputy Leader and the Chief Executive should be present.