



# TANKERSLEY PARISH COUNCIL

## **Operation London Bridge: Protocol for Marking the Death of a Senior National Figure**

This protocol has been cascaded down to local authorities through Nalc, SLCC, Local Council Associations, the Lord Lieutenants and the National Association of Civic Officers, to ensure local plans are in place. Guidance from these organisations/dignitaries forms the basis of local plans

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

- H.M. The Queen
- H.R.H. The Prince of Wales
- H.R.H. The Duchess of Cornwall
- H.R.H. The Duke of Cambridge
- H.R.H. The Duchess of Cambridge
- H.R.H. The Princess Royal
- H.R.H. The Earl of Wessex
- H.R.H. The Countess of Wessex

It may also be implemented in the event of the death of The Prime Minister.

### **Objectives of the Plan**

- To ensure that formal protocols are observed throughout the period from formal announcement to stand down after the state funeral.
- To provide the public with outlets for demonstration of grief and sympathy in a manner that observes formal protocols and maintains respectful conduct.
- To provide accurate and timely information to the public and external partners.
- Prevent disruption

**PART 1: Implementation of the Protocol on hearing of the Death of a Senior National Figure which includes the Sovereign**

Action Required	Authorised by	Other notes
Tankersley Parish Council will implement this Protocol on the formal announcement of the death of any one of those persons named on page 1 of this Protocol. (D Day)	Implementation will be authorised by the Parish Council Chair and in their absence the Vice Chair in conjunction with the Clerk as the Parish Council's Proper Officer.	Once there is official confirmation that there has been a death the following announcement will be made by the Chair on the Parish Council website, Parish Council Notice Boards and via social media to say: "It has been announced by Buckingham Palace that .....".
On receipt of the formal announcement of death of any of those persons named on page 1 of this Protocol the Clerk will advise the Chair and Vice Chair and all Councillors	Implementation will be authorised by the Clerk of the Council	

**Part 2: Issuing a Press Statement**

Action Required	Authorised by	Other notes
<p>On receipt of the formal announcement of death of any of those persons named on page 1 of this Protocol, the Chair will issue a statement expressing the sadness of the Parish Council and people of Tankersley at the news of the death of ..... The statement will also appear on the Parish Council website, Parish Council Notice Boards and via social media.</p> <p>The statement will confirm that flags are to be flown at half-mast and will give details of the Book of Condolence. It will also mention any arrangements for an e-Book of Condolence and the reading of the Proclamation.</p>		<p>Draft announcements are shown in Annex 1 to this Protocol.</p> <p>Upon the death of the Sovereign the only other news posted on the front page of the website will be to provide information about the flags flying at half mast and arrangements for signing books of condolence, the placing of flowers and details of any church services to remember the Sovereign.</p>

**Part 3: Flag Flying**

Action Required	Authorised by	Other notes
<p>The Parish Council does not have any flag posts</p> <p>Action regarding flags will be taken by organisations in the parish responsible for flagposts.</p> <p><b>On the death of the Sovereign:</b> Flags will fly at half mast as soon as practicable after the announcement from Buckingham Palace.</p> <p>On Proclamation Day (D+1) (the day following the death of the Sovereign, the new Sovereign will be proclaimed) flags will - <b>at 11.00 - be raised to full mast</b> and flown throughout the day at full mast.</p> <p>On the day following Proclamation Day (D+2) flags will be <b>returned to half-mast at 13.00.</b></p> <p>On Subsequent Days: Following the death of the Sovereign or other members of the Royal Family identified in the list on page 1, flags will continue to be flown at half-mast until <b>08.00 on the day following the funeral.</b></p> <p>For all others identified in the list on page 1, flags will fly at half-mast on the day of the announcement of the death.</p> <p>On subsequent days the usual local arrangements will resume (see note opposite) until the day of the funeral when they will again fly at half-mast.</p>	<p>Relevant organisation</p>	<p>The full state funeral in Westminster Abbey of the Sovereign will take place 10 days after the day of death (D10), unless D10 falls on a Sunday, then the funeral will be held on the D11 Monday.</p> <p>For other senior members of the Royal Family the number of days will be fewer.</p> <p>The phrase "Usual local arrangements" should be read as meaning that where a flag is usually flown it can, on the day following the funeral, again be flown at full mast. If no flag is usually flown, the flag can be taken down.</p>

**Part 4: Books of Condolence**

<b>Action Required</b>	<b>Authorised by</b>	<b>Other notes</b>
<p>On the day following the announcement of the death of the Sovereign, The Prince of Wales or The Duchess of Cornwall, the Parish Council will publicise arrangements for signing Books of Condolence.</p> <p>Local consideration will be given to the opening of a Book of Condolence for other members of the Royal Family not mentioned on page 1 and the death of any another significant person.</p>	The Relevant Organisation.	
<p>The Chair will issue a statement expressing the sadness of the Council and people of Tankersley at the news of the death of .....</p> <p>The statement will also appear on the Parish Council website, the Parish Council Noticeboards and on its social media accounts.</p> <p>The statement will confirm that flags are to be flown at half-mast and will give details of the location of the Book of Condolence. In the case of the death of the Sovereign or a member of the Royal Family it will also mention any arrangements for an e- Book of Condolence on the Royal website.</p>	Statement to be prepared and issued by the Parish Council.	Guidance on the content of the statement is set out in Annex 1.
<p>When the Book of Condolence has been closed the Relevant Organisations will decide the arrangements for binding and where the final bound version is to be lodged.</p>		
<p>The Parish Council will publicise any area designated in the parish for laying flowers.</p>		

<b>Part 5: Portraits</b>		
<b>Action Required</b>	<b>Authorised by</b>	<b>Other notes</b>
<p>The Parish Council does not have any portraits.</p> <p>Portraits should have a black ribbon placed diagonally across one top corner.</p> <p>Any existing portraits in meeting rooms etc. should remain in situ with the black ribbon for one month, being the period of Royal Mourning.</p> <p>After this time the portrait of the new Sovereign should be put in place, with an alternative position for the former</p>	<p>Relevant Organisations.</p>	<p>A supply of black ribbon to be available.</p>
<b>Part 6: Events during the period of Mourning</b>		
<b>Action Required</b>	<b>Authorised by</b>	<b>Other notes</b>
<p>Some events during this period may be cancelled to ensure it is appropriate in a time of national mourning and that it sits comfortably with the national mood.</p>	<p>This decision will be taken by the Clerk in consultation with Councillors and any partner organisations.</p> <p>It might be appropriate that some of the events begin with a period of silence.</p>	<p>Consideration will also be given to working with the Churches to arrange some sort of Service on the eve of the funeral.</p> <p>Bonfire and Fireworks events will need to be considered for re-scheduling or cancellation.</p> <p>Christmas activities, carol services, light switch on's etc – these will need to be considered for rescheduling or cancellation.</p> <p>Consideration will be given as to how Council meetings are conducted at this time.</p>
<b>Part 7: Proclamation Day</b>		
<b>Action Required</b>	<b>Authorised by</b>	<b>Other notes</b>
<p>On the death of the Sovereign the Proclamation will be publicised on the Parish Council website, Notice Boards and social media pages.</p> <p>The Parish Council will operate in "mourning" mode. This will be the same process (without the Proclamation) for any other senior member of the Royal Family as listed on page 1.</p>	<p>The Clerk</p>	<p>The National Proclamations will be read in London (St. James's Palace and the Royal Exchange), Edinburgh, Belfast and Cardiff, at 11am [or 2pm if a Sunday]. It is then 'cascaded' across the UK with County Proclamations read normally by the High Sheriff.</p>

**Part 8: Dress Code**

<b>Action Required</b>	<b>Authorised by</b>	<b>Other notes</b>
<p>All male Members of the Council to wear black ties/armbands when on official Council business.</p> <p>Female members of the Council and the Clerk will wear black armbands when on official council business.</p>	<p>Clerk</p>	<p>Consideration will be given as to how Council meetings are conducted at this time. To be agreed by the Chairman in consultation with the Clerk.</p> <p>Members to wear black / Ties/armbands for meetings. It might be that some events during this period are cancelled and this decision will be taken by the Clerk as the Proper Officer in consultation with the Chair and Partner Organisations.</p> <p>It might be appropriate that some of the events attended begin with a period of silence</p>

**Part 9: Marking a Silence**

<b>Action Required</b>	<b>Authorised by</b>	<b>Other notes</b>
<p>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.</p> <p>In the event that the announcement occurs during any gathering of the Council members, the Chair of that meeting will lead a period of Silence.</p>		

**Part 10: Letter of Condolence**

<b>Action Required</b>	<b>Authorised by</b>	<b>Other notes</b>
<p>As soon as practical, a letter of condolence will be drafted and sent by the Chair of Council.</p>	<p>Approval prior to dispatch from the Clerk after consultation with the Council.</p>	<p>A copy will be made available on the Parish Council website, Notice Boards and Social Media.</p>

**Part 11: Public Holiday**

<b>Action Required</b>	<b>Authorised by</b>	<b>Other notes</b>
<p>The day of the State Funeral will be a Public Holiday, unless D10 falls on a Saturday.</p>		<p>Be prepared for implications re the workings of the Council</p>

## ANNEX 1

Statement to be issued by the Chair on the announcement of the death of a senior national figure or other prominent figure

### EXAMPLE STATEMENT

*“It has been announced by Buckingham Palace that .....has passed away. The Parish Council and the people of Tankersley are deeply saddened to hear the news of the death of .....*

*It is confirmed that the flags in the Parish will fly at half-mast and Books of Condolence will be opened in []. The Books of condolence will be accessible [] .....until ..... for those who wish to pay their respects.*

*An e-Book of Condolence is also available on .....*

*A designated area has been marked out in [] for those who wish to pay their respects by laying flowers.*

*Sincere condolences go to family members”.*

## ANNEX 2

Flying flags at half mast

Authoritative information on flag flying can be found on the website of the Department for Culture, Media and Sport.

Information is also carried on the website of the Flag Institute ([www.flaginstitute.org](http://www.flaginstitute.org)). but bear in mind that the Institute is not an official body and whilst its guidance can assist it does not carry the same weight as information from the Government.

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 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.

When a British national flag is at half-mast, other flags on the same stand of poles should also be at half-mast or should not be flown at all.