

# Upper Rissington Parish Council

## Operation London Bridge: Protocol for Marking the Death of a Senior National Figure or Local Holder of High Office

This protocol has been cascaded down to local authorities 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 Duke of Sussex
- H.R.H. The Duke of York
- 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, the Member of Parliament for the local constituency or other dignitaries.

### 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.

<b>PART 1: Implementation of the Protocol on hearing of the Death of a Senior National Figure which includes the Sovereign</b>		
<b>Action Required</b>	<b>Authorised by</b>	<b>Other notes</b>
Upper Rissington Parish Council's mourning Protocol will be implemented 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 Chair of the Council and in their absence the Vice Chair of the Council in conjunction with the Clerk as the Proper Officer (and in their absence, any Deputy)	Once there is official confirmation that there has been a death the following announcement will be made by the Chair on the Village website, Parish Notice Board and via social media to say: "it has been announced by Buckingham Palace that ....."

		See Annex 1.
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 (and in their absence, the Deputy Clerk)	
<b>Part 2: Issuing a Press Statement</b>		
<b>Action Required</b>	<b>Authorised by</b>	<b>Other notes</b>
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 Council and people of Upper Rissington at the news of the death of ..... The statement will also appear on the Village website, Parish Notice Board and via social media. 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>Suitable draft announcements are shown in Annex 1 to this Protocol.</p> <p>Upon the death of the Sovereign all other news and information will be removed from the front page of the website.</p> <p>Upon the death of any other persons named on page 1 of this protocol the Parish Clerk will consider the appropriateness of other information on the front page of the website.</p>
<b>Part 3: Flag Flying</b>		
<b>Action Required</b>	<b>Authorised by</b>	<b>Other notes</b>
Immediately at the request of the Parish Clerk, all flags will be lowered to half-mast.		See Annex 2 to this protocol, setting out the correct procedure for flying a flag at half-mast.
Applicable only following the death of the Sovereign: On Proclamation Day (D+1) (the day following the death of the Sovereign, when the new Sovereign is proclaimed) flags will - at 11.00 - be raised to full mast and flown throughout the day at full mast. On the day following Proclamation Day (D+2) they will be returned to half-mast at 13.00.		
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 halfmast until 08.00 on the day		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>following the funeral. 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. 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>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>
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**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, a Book of Condolence will be opened in the Council Chambers.</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> <p>Monday to Friday until the day following the funeral. A tables and chairs will be positioned in the Council Chambers. The Book of Condolence (loose-leaf black folder) and a supply of black edged paper will be supplied by the Council as will a framed photograph of the relevant person (see Part 4: Portraits).</p>	<p>The Clerk under the direction of the Chair.</p>	<p>The Council Staff to ensure there is adequate paper available in the book. Pages that have been defaced or include offensive or other questionable comments should be quietly removed until such time as a decision can be taken at full Council on whether or not they should be permanently excluded. Council staff will ensure that a stock of items including loose-leaf black folders, a supply of paper, tablecloths and framed photographs of members of the Royal Family are held in the Council Office.</p>
<p>The Chair will issue a statement via the Council Office, expressing the sadness of the Council and people of the parish at the news of the death of ..... The statement will also appear on the home page of the Village website and on its social media accounts. The statement will confirm that flags are to be flown at half-mast and will</p>	<p>Statement to be prepared and issued by the Parish Office. Approval to be given by the Chair or in their absence the Vice Chair. The Parish Office to ensure a copy of the statement appears on the home page of the Village website and is posted on social media.</p>	<p>Guidance on the content of the statement is set out in Annex 1.</p>

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.		
When the Book of Condolence has been closed the Clerk as Proper Officer will discuss with the Chair arrangements for binding and where the final bound version is to be lodged.		
A designated area will be marked out in the village for those who wish to pay their respects by laying flowers		
<b>Part 5: Portraits</b>		
<b>Action Required</b>	<b>Authorised by</b>	<b>Other notes</b>
Portraits should have a black ribbon placed diagonally across one top corner.  Any existing portraits in meeting rooms etc. should remain in situ with the black ribbon for one month, being the period of Royal Mourning. After this time the portrait of the new Sovereign should be put in place, with an alternative position for the former Sovereign's portrait found.	The Clerk.	A supply of black ribbon to be made available from the Parish Office.  The Parish Office to ensure the portrait of the new Sovereign to be available.
<b>Part 6: Events during the period of Mourning</b>		
<b>Action Required</b>	<b>Authorised by</b>	<b>Other notes</b>
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.	This decision will be taken by the Clerk in consultation with the Chair.  It might be appropriate that some of the events begin with a period of silence.	Consideration will also be given to working with local faith groups to arrange some sort of Service on the eve of the funeral.  Christmas activities, carol services, light switch on's etc – these will need to be considered for rescheduling or cancellation.  Consideration will be given as to how Council meetings are conducted at this time.
<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 Village website, Notice Board and social media pages.</p> <p>The Parish Council's 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 High Sheriff.</p>
<p><b>Part 8: Dress Code</b></p>		
<p><b>Action Required</b></p>	<p><b>Authorised by</b></p>	<p><b>Other notes</b></p>
<p>All male Members of the Council and Senior Officers to wear black ties/armbands when on official Council business. Black mourning rosettes to be worn by female Members, the Clerk and senior officers.</p>	<p>Council staff</p> <p>The office has a supply of black rosettes and armbands</p>	<p>Consideration will be given as to how Council meetings are conducted at this time. To be agreed by the Chairman and in consultation with the Clerk.</p> <p>Members to wear black rosettes/ Ties/armbands for meetings.</p>
<p><b>Part 9: Marking a Silence</b></p>		
<p><b>Action Required</b></p>	<p><b>Authorised by</b></p>	<p><b>Other notes</b></p>
<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 incumbent Chair of that meeting will lead a period of Silence.</p>		
<p><b>Part 10: Letter of Condolence</b></p>		
<p><b>Action Required</b></p>	<p><b>Authorised by</b></p>	<p><b>Other notes</b></p>
<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>The Clerk to source address for issue.</p>	<p>A copy will be made available on the Village website, Notice Boards and Social Media.</p>
<p><b>Part 11: Public Holiday</b></p>		
<p><b>Action Required</b></p>	<p><b>Authorised by</b></p>	<p><b>Other notes</b></p>
<p>The day of the State Funeral will be a Public Holiday, unless D10 falls on a Saturday.</p>	<p>Parish Clerk to advise staff</p>	<p>Be prepared for implications re the workings of the Council and if extra pay will be incurred.</p>

## **ANNEX 1**

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

The statement should begin with a suitable expression of the sadness of the Parish Council on hearing the announcement. It might go on to state that flags will be flown at half-mast. If it is an occasion when Books of Condolence will be opened, then reference could be made to that.

If in doubt, do not rush out a statement which commits the Parish Council to action before that action has been discussed and has the necessary agreement from the Parish Council.

### **EXAMPLE STATEMENT**

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

It is confirmed that the flags on Council sites are being flown at half-mast and a Book of Condolence has been opened at the Village Hall and will be accessible Monday to Friday .....until ..... for those who wish to pay their respects.

An e-Book of Condolence is also available on one website.....

A designated area has been marked out in the village 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.

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 the Flag Institute’s website for further details).

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.