



Slindon Parish Council Protocol in The Event of The Death of a Senior National Figure

This protocol provides guidance to councillors, the clerk and those within the parish of Slindon on marking the death of a senior national figure. It is based on a template issued by the National Association of Civic Officers (NACO).

All parts of this protocol apply on the death of the Sovereign (and those sections around the Accession Proclamation arise only on the Monarch's death). Beyond that, implementation of the Protocol is a matter to be decided locally.

The day of the death of the Sovereign will be known as D-Day, then D+1, D+2 etc. through the ten days of national Mourning. The state funeral will be held on D+10 except where this falls on a Sunday when it will be D+11.

The day of the State Funeral will be a Public Holiday unless D+10 falls on a Saturday.

Announcement

Plans to mark a death should be implemented only when a formal announcement has been made. So, for instance, if news agencies are saying that "*reports are coming in of the death of ...*" it must be treated with caution. If possible, wait for a more definite announcement (perhaps along the lines that "*it has been announced by Buckingham Palace / Downing Street that...*")

Flag flying

Flying of flags at half-mast across the Parish will be appropriate.

- On receiving the formal announcement by Buckingham Palace or Downing Street of the Death of a senior national figure via the Lord Lieutenant of West Sussex Office (known as Day D), the Chairman authorises the Union Flag to be flown at half-mast immediately and until 08:00hrs on the morning following the Funeral (D+10* for the Sovereign and D+8 for other senior members of the Royal family).
* except if this date falls on a Sunday when the funeral will be on D+11.
- In the case of the death of the Sovereign, the day following the death will be Proclamation Day (the day when the new Sovereign is proclaimed). On Proclamation Day any flag will, at the start of the day, be flying at half-mast. Any flag will then be flown at Mast-head from 11:00hrs on D+1 to coincide with the reading of the Principal Proclamation and until 13:00hrs the following day (D+2).
- Should it happen that between the day of death and the Funeral the Flag Policy dictates that a flag should be flown e.g. Merchant Navy Day, Commonwealth Day, etc., those days will pass un-marked and the Union Flag will continue to fly at half-mast as a symbol of National mourning.

Book of Condolence

- A Book of Condolence will be opened in St Mary's Church, Slindon on the first working day after the death, and available for signing from that day between the hours 9 a.m. and 6 p.m.
- Books of Condolence will also be opened at the Arun Civic Centre, Littlehampton and the Town Hall in Bognor Regis.
- Press announcements and items published on the website should include the official statement from Buckingham Palace and one from the Chairman of the Parish Council and provide a link to the Buckingham Palace e-book of Condolence (www.royal.gov.uk).
- Books of Condolence will be closed at the end of the day following the day of the Funeral.

Letters of Condolence

- The day after the State Funeral a letter of Condolence will be sent from the Council to the new Sovereign's Private Secretary (in the case of the Sovereign's death) and the Private Secretary of the deceased (for other senior members of the Royal Family) asking that condolences be passed to the next of kin and other members of the family.
- In each case one 'official' letter of condolence will be sent on behalf of the Parish Council by the Parish Clerk

Cancellation/postponement of Existing Planned Events

- The Clerk of the Council will cancel / postpone all engagements and events in conjunction with the Chairman of the Council.
- The Clerk of the Council to cancel / postpone all Council / Committee / Sub-Committee / Working Party Meetings.

Proclamation Day

- Proclamation Day is set to be the day following the death of the Sovereign (Day of Death plus 1).
- Wording of the Proclamation will be found on Buckingham Palace website (www.royal.gov.uk) and the Privy Council website (www.privy-council.gov.uk). The High Sheriff (Lord Lieutenant's Office) will also have a copy.
- Proclamation – The National Proclamations will be read in London (St James Places and the Royal Exchange), Edinburgh, Belfast and Cardiff, along with County Proclamations read normally by High Sheriffs. Flags for Proclamation reading must be at full mast.

Dress Code

- Up to and including the day of the Funeral and on days when public mourning is observed the Chairman of the Council, Councillors and the Clerk to wear black tie or black rosette/armband as appropriate when on council business.
- Mourning for the Monarch lasts 1 month. Mourning for the Duke of Edinburgh or the Prince of Wales last 9 days from day of death until the end of the day of the funeral.

Marking a Silence

- The death of a Senior National Figure may be marked by a National Two Minute Silence.
- On the death of the Sovereign or other senior member of the Royal Family there will be a Two Minute Silence at 11.00 hours on the day of the Funeral (D+10 for the Sovereign, D+8 for other senior members of the Royal Family).

Flowers

- Residents / visitors may wish to leave flowers without cellophane wrapping at St Mary's Church or at other suitable locations. The flowers will be moved to St Mary's Church or left in the location for a week after the Funeral. (Some flexibility on timing of removal to be given to weather conditions and decision to remove flowers to be done with great sensitivity).

Timings

- It is difficult to give definitive information on timings as it is almost impossible to anticipate every conceivable set of circumstances e.g. if the announcement of the death of the Sovereign or senior member of the Royal Family falls on a public holiday, Easter, Christmas, Remembrance Sunday, etc.
- It is only when the announcement comes through from the first reading of the Proclamation at St. James's Palace that it will be possible to take a view and establish local timings.

Parish Council Website

- Ghost pages to be prepared in the event of the death of the Sovereign or the Duke of Edinburgh and published on receipt of the formal announcement.
- The Chairman (as the figurehead of the Parish Council) will agree a form of words for a message, expressing sorrow at the news of the death, such as: "The Councillors and Clerk of Slindon Parish Council are deeply saddened at the news of the death of XXXXXXXXXXXX. Our thoughts are with the Royal Family at this time".
- The Home Page of the Council website will be over written with a black page carrying a portrait of Her Majesty the Queen and associated tabs below to the Council's "standard" Home Page and other tabs required during the period of mourning such as details of where the Public can sign the Book of Condolence etc.

Guidance

- In the event of any dispute to be resolved / decision to be taken that is not covered by this procedure, reference should be made by the Parish Clerk / Chairman of the Council to the latest available guidance from the National Association of Civic Officers (NACO).

**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:

- The Queen
- The Duke of Edinburgh
- The Prince of Wales
- The Duchess of Cornwall
- The Duke of Cambridge
- The Duchess of Cambridge
- Prince George
- Princess Charlotte
- Prince Louis
- The Duke of Sussex
- The Duchess of Sussex
- The Duke of York
- The Earl of Wessex
- The Princess Royal
- The Countess of Wessex
- The Duke of Gloucester
- The Duchess of Gloucester
- The Duke of Kent
- Prince Michael of Kent
- Princess Alexandra
- The Prime Minister
- Any former Prime Minister, such as Sir John Major.
- The Members of Parliament for the constituencies
- A serving Mayor or leader of the Council
- A serving member of the Council

FLYING FLAGS AT HALF-MAST

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

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.

List of possible suppliers

NACO does not formally endorse any of these companies but is aware that they supply the items listed.

Black arm bands can be purchased from:

Vanessa Treasure Designs,
43, Heaton Terrace,
Porthill,
Newcastle-under-Lyme, 01782 626829
Staffordshire, v.treasure@btconnect.com
ST5 8PA www.vanessa treasure.co.uk

Black mourning rosettes can be purchased from:

Toye, Kenning and Spencer

Black ties can be purchased from:

John Lewis, Marks & Spencer or other similar Department Stores.

Tablecloths can be purchased from:

John Lewis, Marks & Spencer or other similar Department Stores.

Framed photographs can be purchased from:

But remember to contact Mike O'Keefe before ordering so that you can get your NACO discount.

Mike O'Keefe (mike@royalimages.co.uk)
Custodian of the Official Royal Image Library of
H.M. The Queen and H.R.H. The Duke of Edinburgh.

Black edged paper hole-punched to fit in a loose-leaf binder can be purchased from:

Barnard and Westwood,
23 Pakenham Street, London, WC1X 0LB www.barnardandwestwood.com
This company can also bind the loose-leaf pages when the book is closed.