

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 Duke of Kent
 Prince Michael of Kent
 Princess Alexandra

- The Prime Minister
- Any Former Prime Minister
- The Member of Parliament for South West Norfolk
- A serving Mayor
- A serving member of the town Council
- An Honorary Citizen of Swaffham

This protocol was agreed by Full Council on

PART 1 Implementation of the Protocol on hearing of the death

Action Required	Authorised by	Other Notes
Swaffham Town Council's mourning Protocol will be implemented on the formal announcement, by Buckingham Palace or Downing Street, of the death of any one of those persons named on page 1 of this Protocol.	Implementation will be authorised by the Town Clerk (or in their absence, by the Deputy Clerk)	All references to the flying of flags in this protocol shall refer to the Union Flag, flown at the Swaffham Town Council offices. Reference to the Town Hall, shall mean the frontage on to London Street i.e. the entrance to Swaffham Heritage (formerly Swaffham Museum)

PART 3 Book of Condolence

Action Required	Implemented by	Other Notes
<p>On the first working day following the announcement of the death of the Sovereign, the Duke of Edinburgh, the Prince of Wales or Duchess of Cornwall, a book of Condolence will be opened at the Swaffham Town Hall.</p> <p>The Book of Condolence will be open from 09.00hrs to 16.30hrs Monday to Friday. Subject to public demand, and the availability of supervision, the Book of Condolence may also be available outside of these hours.</p>	<p>Town Clerk</p>	<p>The Book of Condolence will be placed in a quiet place to afford those signing privacy and quiet reflection.</p> <p>The table to be covered with a suitable black cloth. A photocopy of the printed announcement and small floral arrangement to be placed on the table with the Book of Condolence and Pen.</p> <p>Town Clerk 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 on whether or not they should be permanently excluded.</p>
<p>Consideration will be given at the time of each death on whether a Book of Condolence should be opened for other members of the Royal Family.</p> <p>Books of Condolence will be closed at the end of the day following the day of the funeral. After which the book will be bound and kept in the Town Council's archives.</p>	<p>Town Clerk</p>	<p>The Town Clerk will ensure that a stock of items including loose-leaf black folders, a supply of black edged paper, table cloths and framed photographs of members of the Royal Family are held at the Town Hall.</p>
<p>The Town Mayor will issue a statement via the Town Hall offices, expressing the sadness of the Council and townsfolk of Swaffham at the news of the death of...</p> <p>The statement will also appear on the home page of Swaffham Town Council's website www.swaffhamtowncouncil.gov.uk</p> <p>The statement will confirm that flags are to be flown at half-mast and will give details 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> <p>On the death of any other significant person, the Town Clerk will discuss with the Town Mayor whether an e-Book of Condolence should be opened on the Town Council's own website.</p>	<p>Statement to be drawn up by the Town Clerk and Deputy Clerk</p> <p>Office Administrator to ensure a copy of the statement appears on the home page of the Council's website.</p>	<p>Guidance on the content of the statement is set out in Appendix 2</p>

PART 4 Events during the period of Mourning

Action Required	Implemented by	Other Notes
Review the programme of Civic engagements to be undertaken by the Town Mayor and Deputy Town Mayor to ensure it is appropriate in a time of national mourning and that it sits comfortably with the national mood.	The Town Mayor, Deputy Town Mayor, The Town Clerk and Deputy Town Clerk.	Confirm with third party organisations involved, of attendance or not, as appropriate. Consideration will also be given to working with 'Churches Together' to arrange a service on the eve of the funeral (see Part 2)
Review the schedule of Council meetings to ensure it is appropriate to proceed in a time of national mourning.	The Town Mayor, Deputy Town Mayor, The Town Clerk and Deputy Town Clerk.	Issue cancellation or postponement notices, and revised dates as appropriate.

PART 5 Proclamation Day

Action required	Implemented by	Other notes
<p>In the Town of Swaffham, the Proclamation will be read as follows:</p> <p>By the Town Mayor (or Town Crier) at 16.00hrs on the day following Proclamation Day at the front entrance to the Town Hall (in London Road).</p> <p>All those listed in appendix 3 to be invited to be present. Town Mayor and Deputy Town Mayor to wear Chains of office. Others in dark lounge suit / jacket and trousers. Black tie.</p> <p>Reading of the Proclamation to be publicised.</p>	<p>Works Manager to set up public address system.</p> <p>Notification of the reading of the Proclamation to be given by the Office administrator to those identified in Appendix 3.</p> <p>Town Clerk and Town Mayor to ensure that the public are informed by way of a press release and item on the Town Council's website/social media.</p>	<p>The wording of the Proclamation to be read out will be available from the Buckingham Palace website www.royal.gov.uk or the Privy Council website www.privycouncil.org.uk</p>
Arrangements to be made for crowd control, media access and liaison with local police and other agencies.	Town Clerk, Deputy Town Clerk and Works Manager	

PART 6 Dress Code

Action Required	Implemented by	Other Notes
<p>Black ties and mourning rosettes to be worn by Councillors, and Senior Officers attending on Councillors, following the death of a senior figure.</p>	<p>A stock to be issued and maintained in good order by the Town Clerk, Deputy Town Clerk.</p>	<p>At the time of the annual review of this protocol consideration will be given to the number of items in stock, their condition and the need for cleaning, repair or replacement. A list of suppliers for these items is set out in Appendix 4.</p>
<p>On the death of the Sovereign, the Swaffham Town Chain of Office will not be worn by the Town Mayor or Deputy Mayor and instead badges of office will be worn on black neck ribbons.</p>	<p>Town Clerk, Deputy Town Clerk</p>	<p>The black ribbon for the neck ribbons to be held with the black ties and rosettes at the Town Hall.</p>

PART 7 Marking a Silence

Action required	Implemented by	Other Notes
<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>Consideration will be given at the time of each death on whether a Silence will be kept for other members of the Royal Family.</p>		
<p>In the Town of Swaffham, when Silence is to be kept, the Town Mayor will lead a Public Silence outside the front entrance to the Town Hall (in London Street).</p> <p>All those listed in Appendix 3 to be invited to be present. The Town Mayor and Deputy Mayor to wear Chains of Office. Others in dark lounge suit/ jacket and trousers. Black tie.</p> <p>The Public Observing of the Silence to be publicised.</p> <p>Arrangements to be made for crowd control, media access and liaison with local police and other agencies.</p>	<p>Works Manager to arrange access and setting up of public address system.</p> <p>Notification of the reading of the Proclamation to be given by the Office Administrator to those identified in Appendix 3.</p> <p>Town Clerk and Town Mayor to ensure that the public are informed by way of a press release and item on the Council's website and social media.</p> <p>Town Clerk, Deputy Town Clerk and Works Manager.</p>	

PART 8 Flowers

Action required	Implemented by	Other Notes
Flowers may be laid at the War Memorial or the Buttercross in the Town Centre.	Works Manager, Office Administrator.	Flowers to be cleared on the day after the funeral.

PART 9 Letters of Condolence

Action required	Implemented by	Other Notes
The day after the State Funeral, a letter of condolence will be sent from the Town Council to the new Sovereign's Private Secretary (in the case of the death of the Sovereign) and the Private Secretary of the deceased (for other members of the Royal Family).	Town Clerk to prepare letter to be signed by the Town Mayor.	Reference to the existence and location of the Book of Condolence should be made in the Letter of Condolence.

PART 10 Timings

Action Required	Implemented by	Other Notes
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. A timetable and full details will be published at the earliest opportunity.	Town Clerk, Deputy Town Clerk, Town Mayor and Deputy Town Mayor	It is difficult to give definitive information on timings as it is almost impossible to anticipate ever 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.

PART 11 Social Media and Websites

Action Required	Implemented by	Other Notes
Ghost pages already prepared in the event of a death of the Sovereign or the Duke of Edinburgh, to be published on receipt of the formal announcement	Office administrator, following sanction by the Town Clerk or Deputy Town Clerk	Social Media draft posts or guidance can be prepared offline and filed on the Council server.

Final Guidance / disputes

In the event of any dispute to be resolved / decision to be taken that is not covered by this protocol, reference should be made by the Town Clerk / town Mayor to the latest available guidance from the National Association of Civic Officers (NACO). At the time of writing the latest guidance available is 'Marking the Death of a senior National Figure – Fourth edition – Issued May 2018'.

APPENDIX 1

Flying the 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 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. Flags of foreign nations should not be flown, unless their country is also observing mourning.

APPENDIX 2

Statement to be issued by the Town Mayor 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 Authority 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.

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

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

DRAFT statement:

It is with great sadness that we learn of the passing of...

APPENDIX 3

Those who might be invited to be present at the Reading of the Proclamation on the accession of a new Sovereign and at the Public Observation of a Two Minute Silence.

The Mayor / Deputy Mayor and all Members of the Council

Council Officers

Past Mayors

Honorary Citizens

Lord Lieutenant

Norfolk Constabulary

Local Schools

Local Churches

The High Sheriff will have read the proclamation at County level but that does not prevent a District or Town Council from also inviting the High Sherriff to be present at a subsequent reading and that may be especially appropriate if the High Sheriff is a resident of the district or Town.

APPENDIX 4

List of possible suppliers

Black mourning rosettes can be purchased from:

Toye, Kenning and Spencer,
Russell Court Entrance C (basement), Coram Street, London, WC1N 1HA

Black Ties can be purchased from:

Department Stores

Table cloths can be purchased from:

Department Stores

Framed photographs can be purchased from:

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:

Shaw and Sons Ltd,
Shaway House, 21 Bourne Park, Bourne Road, Crayford, Kent, DA1 4BZ