



East Devon 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:

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
Archie Mountbatten-Windsor
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 Michael of Kent
Princess Alexandra

- The Prime Minister
- Any former Prime Minister
- The Members of Parliament for the constituencies of which the Borough of Imaginary forms a part
- A serving Mayor or Leader of the Council
- A serving member of the Council

Contact details for all those with responsibilities under this protocol are set out in an Appendix 6 to this protocol.

This protocol was agreed by the Chief Executive on 27 March 2019

This protocol was ratified the Chairman of the Council on 27 March 2019

It is due for its next annual review not later than April 2020.

IMMEDIATE Action upon the formal announcement of the death (D Day)

Action required	Authorised by	Other Notes
<p>East Devon District 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.</p> <p>1. On the death of Her Majesty the Queen implement actions covering D+1 – D+11 (as indicated below).</p> <p>2. On the death of The Duke of Edinburgh; The Prince of Wales; The Duchess of Cornwall; Duchess and Duke of Cambridge including Prince George, Princess Charlotte, Prince Louis, Duchess and Duke of Sussex implement actions covering D+1 – D+10 (as indicated below).</p> <p>3. On the death of all other members of the Royal Family, Prime Minister and Members of Parliament, implement as 2 above with the exception that the funeral will take place on D+8.</p>	<p>Implementation will be authorised by the Chief Executive or in his absence the Deputy Chief Executive or Strategic Lead.</p>	<p>There will be 12 days of action following the death of the Sovereign.</p> <p>D = Day of Death D+1 = National Proclamation Day D+2 = Local Proclamation day D+3 – D+11 = Action on subsequent days until the day after the funeral D+10 = State Funeral (for the Sovereign); Ceremonial Royal Funeral for Duke of Edinburgh and Prince of Wales; Non-Ceremonial Royal Funeral for other members of the Royal Family.</p>

Action required	Implemented by	Other Notes
<p>Flag flying Immediately at the request of the Chief Executive, Union Jack flags will be lowered to half mast.</p>	<p>At Blackdown House by the Facilities Officer on instruction from the Chief Executive or his nominated deputy.</p> <p>At Exmouth Town Hall, by the responsible officer.</p> <p>On Connaught Gardens (in consultation with Service Lead of Streetscene Team)</p>	<p>The Facilities Officer will ensure availability of Union Jack flags. Appendix 1 to this protocol sets out the correct procedure for flying a flag at half mast.</p> <p>(but note, whilst Blue Beach flags should be lowered to half mast, the red flag “warning to swimmers” should, when needing to be flown, never be set at half mast).</p>

	Along Sidmouth & Exmouth Esplanades Gardens (in consultation with Service Lead of Streetscene Team)	If the death falls on St. George's Day or the period of mourning includes St. George's Day (23 April 2019), the flag of the Patron Saint should be replaced by the Union Jack Flag at half mast.
<p>Events during the period of Mourning</p> <p>Review the programme of engagements undertaken by the Chairman and Leader of the Council to ensure it is appropriate in a time of national mourning and that it sits comfortably with the national mood.</p> <p>All formal Council Meetings due to be held on D+3 (day of local proclamation) to be cancelled.</p>	The Chairman in discussion with the Chief Executive and others, including the Communications Team.	If events are cancelled, indicate doing so as a mark of respect. If continuing the event should start with a minutes silence.
<p>Letter of Condolence</p> <p>As soon as practical, a letter of condolence will be drafted and circulated to the Chairman of the Council and the Chief Executive before dispatch.</p>	Chairman's PA	Template in Appendix 2
<p>Communications</p> <p>Activate website banner and photo which will include:</p> <p>Chairman's statement expressing the sadness of the Council and the people of East Devon at the news of the death.</p> <p>The statement should confirm</p>	<p>Communications Manager or Communications Officer in her absence.</p> <p>Statement to be issued by the Communications Team and to ensure a copy of the statement appears on the homepage of EDDC's website as well as other media outlets ie Facebook, Twitter etc. –</p>	<p>To be agreed with the Chief Executive and Chairman of the Council.</p> <p>Guidance on the content of the Statement is set out Appendix 3.</p>

<p>where the public can find the following information:</p> <p>Where the flags will be flown at half mast throughout the District and will give details of the locations of the Books of Condolence. In the case of the death of the Sovereign or member of the Royal Family it will also mention any arrangements for an e-Book of Condolence which will be found on the Royal Website. As well as the date, time and location of the reading out of the local Proclamation D+2 and the Minute Silence on D+10.</p> <p>Laying of Tributes: where they can be laid, what happens with them after D+10.</p> <p>On the death of any other significant person, the Chief Executive to decide whether an e-Book of Condolence should be opened on the homepage of EDDC's website</p> <p>Email out to all staff about any actions planned and expectations during the mourning period</p>	<p>include the following links:</p> <p>www.lordlieutenantofdevon.org.uk www.royal.gov.uk</p> <p>Chief Executive</p>	<p>EDDC will be providing Books of Condolence for the eight towns across East Devon;</p> <p>Axminster Budleigh Salterton Cranbrook Exmouth Honiton Ottery St Mary Seaton Sidmouth</p> <p>Suitable sites for flowers/tributes to be discussed with the Service Lead for Streetscene</p>
<p>Dress Code</p> <p>A stock of black arm bands will be available for use by the Chairman, Vice Chairman, Chief Executive, Deputy Chief Executive, Leader and deputy Leader, attending on Council Business following the death of a senior figure.</p> <p>On the death of the sovereign, the chains of office will not be worn by the Chairman or Vice Chairman.</p> <p>Armbands to be returned.</p>	<p>The stock to be issued and maintained in good order by Chairman's PA.</p>	<p>.</p> <p>The black arm bands to be held in the Finance Cupboard, Second Floor, North wing.</p> <p>A list of suppliers for armbands and other items is set out in an Appendix 5 for the use by Town & Parish Councils who wish to organise local events.</p>

<p>Marking a silence</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>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 East Devon District, when Silence is to be kept, the Chairman will lead a Public Silence at the front of Blackdown House.</p> <p>All those listed in Appendix 4 to be invited to be present. Councillors to wear dark clothing, black ties and/or similar appropriate attire.</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>Notification of the reading of the Proclamation to be given by the Chairman to those identified in Appendix 4.</p> <p>Communications team to ensure that the public are informed by way of social media posts, a press release and item on the Council's website</p> <p>Property Services</p>	
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NATIONAL PROCLAMATION DAY - The day following the death of the Sovereign (D+1)

Action required	Implemented by	Other Notes
Applicable only following the		

<p>death of the Sovereign:</p> <p>On Proclamation Day (D+1) (the day following the death of the Sovereign, when the new Sovereign is proclaimed) flags will - at 11.00am - 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.</p> <p>All other flags to be removed.</p>	<p>At Blackdown House by the Facilities Officer on instruction from the Chief Executive or his nominated deputy.</p> <p>At Exmouth Town Hall by the responsible officer.</p> <p>On Connaught Gardens by the Streetscene Team</p> <p>Along Sidmouth & Exmouth Esplanades by Streetscene Team</p>	
<p>Books of Condolence</p> <p>On the day following the announcement of the death of the Sovereign, The Duke of Edinburgh, The Prince of Wales or The Duchess of Cornwall, a Book of Condolence will be opened in the Reception area at Blackdown House in Honiton.</p> <p>Consideration will be given at the time of each death on whether Books of Condolence should be opened for other members of the Royal Family.</p> <p>On the death of the Sovereign or The Duke of Edinburgh a second Book of Condolence will be opened at the Town Hall in Exmouth.</p> <p>Books of Condolence will be open from 09.00 to 17.00 Monday to Friday and will remain open until 17.00 on the day following the funeral.</p> <p>A table and chair will be positioned in the reception area at Blackdown House. Books of</p>	<p>Chairman's PA to open the book of Condolence in the public reception area at Blackdown House, and arrange for a table with black cloth, a fitting photograph of the deceased to be displayed along with a floral tribute.</p> <p>Exmouth Town Council Clerk to open.</p> <p>Property Services or Facilities Officer under the guidance of the Chairman's</p>	<p>Chairman's PA 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 senior level (Chief Executive or Strategic Lead) on whether or not they should be permanently excluded.</p> <p>The Chairman's PA will ensure that a stock of items for EDDC, including loose-leaf black folders, a supply of black edged paper, table cloths and framed photographs of members of the Royal Family are held in the Finance Cupboard, Second Floor, North Wing.</p> <p>Items other than the Books of Condolence (provided by EDDC) are to be purchased by local Councils as required. See Appendix 5.</p>

Condolence (loose-leaf black folders) and a supply of black edged paper will be supplied by the Chairman's PA.	PA.	
When the Book of Condolence has been closed the Chairman's PA will discuss with the Chief Executive arrangements for binding and where the final bound version is to be lodged.		
Members of the Public may wish to leave a floral tribute to the deceased. A suitable area should be identified at an early stage.	Suitable sites to be discussed with the Service Lead for Streetscene for EDDC, such as the front of the building at Blackdown House. Exmouth Town Council will identify suitable sites in Exmouth.	

Local Proclamation Day – the day after the National Proclamation (D+2)

Action required	Implemented by	Other Notes
County Proclamation prior to local actions;		

<p>At 1300 hours the Lord Mayor, Chief Executive and the Leader of Devon County Council will attend County Hall, Bellair House where the High Sheriff will give the County Proclamation.</p> <p>In East Devon the Proclamation will be read as follows:</p> <p>By the Chairman at 4.00 p.m. on the day following National Proclamation Day (D+2) at the front of Blackdown House.</p> <p>All those listed in Appendix 4 to be invited to be present. Councillors to wear dark clothing, black ties and/or similar, appropriate attire.</p> <p>Reading of the Proclamation to be publicised.</p> <p>Arrangements to be made for crowd control, media access and liaison with local police, town centre manager and other agencies.</p>	<p>Property Services to make any arrangements as required.</p> <p>Notification of the reading of the Proclamation to be given by the Chief Executive to those identified in Appendix 4.</p> <p>The Communications team to ensure that the public are informed by way of social media, a press release and item on the Council's website</p> <p>Property Services</p>	
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On days following the Local Proclamation (D+3 – D+11)

Action required	Implemented by	Other Notes
At East Devon District Council, following the death of the Sovereign or other members of	At Blackdown House by the Facilities Officer on instruction from the Chief Executive or his	The funeral of the Sovereign will take place 10 days after the day of death (D+10). For other

<p>the Royal Family identified in the list on page 1, flags will continue to be flown at half mast until 08.00 on the day following the funeral (D+11).</p> <p>For all others identified in the list on page 1, flags in East Devon 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>nominated deputy.</p> <p>At Exmouth Town Hall by the responsible officer (unless building closed for refurbishment).</p> <p>On Connaught Gardens by the Streetscene Team</p> <p>Along Sidmouth & Exmouth Esplanades by Streetscene Team</p>	<p>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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The day of the State Funeral (D+10)

<p>9.00am: Announcement of 2 minutes silence to be announced for those who wish to show their respect</p> <p>11.00 am: 2 minutes silence.</p> <p>The Chairman will lead a Public Silence from the front of Blackdown House.</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>Announced by the Chairman or Chief Executive.</p> <p>Communications Team to ensure that the public are informed by way of a press release and item on the Council’s website</p> <p>Property Services</p>	
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The day following the State Funeral (D+11)

Action required	Authorised by	Other Notes
<p>From 8.00am, raise Union Jack Flag at Blackdown House in Honiton and at all locations around the District.</p>	<p>Implementation will be authorised by the Chief Executive or in his absence the Deputy Chief Executive</p>	<p>Notify the eight towns across East Devon to raise the flag or resume local arrangements.</p>

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APPENDIX 1

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) 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

Letter of Condolence

The Private Secretary to His Majesty the King
Buckingham Palace
London
SW1A 1AA

Dear Sir

It is with great sadness that I hear of the passing of Her Majesty Queen Elizabeth the Second, who was much loved and admired across the Country and the wider Commonwealth for her elegance and kindness to those she met in the course of her public duties. The Queen's dedication and contributions to the service of the Country was unflinching, and will be remembered by all.

On behalf of the people of the District of East Devon, I would ask, therefore, that you convey to His Majesty the King, (**Insert Name**), and the Kings family, our deepest condolences at this sad time.

Your humble and obedient servant

The Chairman of East Devon District Council
(Councillor **Insert Name**)

**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 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 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.

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

**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 Observance of a Two Minute Silence**

The Chairman and all Members of the Council

Honorary Aldermen

Senior Council officers

Police Commissioner

Fire Commander

The High Sheriff will have read the proclamation at County level but that does not prevent a Borough, District or Town Council from also inviting the High Sheriff 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.

List of possible suppliers

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.

Table cloths 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.