



**Title of meeting:** Cabinet Meeting

**Date of meeting:** 8 July 2016

**Subject:** Protocol for the Death of a Senior National Figure

**Report by:** Director of Culture & City Development

**Wards affected:** None

**Key decision:** No

**Full Council decision:** No

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## **1. Purpose of the Report**

For Members to consider adoption of the proposed protocol which outlines the details for the series of actions which will be required of the local authority in the event of the death of a senior national figure.

## **2. Recommendations**

- 2.1 That the Protocol be adopted to be used in the circumstances of the death of a senior national or significant local figure.
- 2.2 That Members request an annual review of the protocol by officers to ensure that it is kept up to date, relevant and correct within relevant legislation and heraldic rules.

## **3. Background**

- 3.1 Through a review of current policies it has become apparent that the Council does not have a strategic document to advise and guide the actions required of a local authority in the context of the death of a senior national figure e.g. senior member of the Royal family or other significant person.
- 3.2 Traditionally whilst the Events Team have co-ordinated a range of 'civic' events, including activities such commemorative activities and have used previous events as the event models it is a considerable time since the death of a senior national figure and therefore the protocols are in need of significant updating and refreshing to reflect aspects such as social media and the requirement for faster communications.

- 3.3 The proposed protocol has been written with input from a number of key services including the Lord Mayors Office and Corporate Communications to ensure that the Council's own policies are referenced.
- 3.4 Additionally advice has been sought from the Lord Lieutenant's office and other large councils to seek best practice and inform the protocol to ensure that the correct procedures are outlined.
- 3.5 The protocol outlines the key responsibilities and requirements of the office of the Lord Mayor of Portsmouth, the Leader of the Council and other roles within the Council and gives very specific instructions in the circumstances on the instance of the death of the Sovereign.
- 3.6 We have attempted to incorporate the wide range of actions which will need to be considered when such a death does occur but will continue to review the document to ensure that it is as up to date as possible.

#### **4. Reasons for recommendations**

- 4.1 Whilst it has been a delight to see senior national figures in such robust health during the recent celebrations for the Queen's 90<sup>th</sup> birthday and being mindful of the apparent longevity of such individuals, we are aware that the council needs to ensure it is prepared for all eventualities in the hope that it will be some considerable time before it has to implement the protocol.
- 4.2 The adoption of such a protocol to provide a framework for key decisions and actions in dealing with an event of such significance has been further highlighted with the recent tragic circumstances of the death of Jo Cox MP for Batley and Spen in West Yorkshire and it is essential to ensure the Council is able to accurately and respectfully respond to such instances.

#### **5. Equality impact assessment (EIA)**

- 5.1 An Equality Impact Assessment is not required as this is not a change to policy or service delivery.

#### **6. Head of Finance's comments**

- 6.1 There is no budget set aside for any expenditure required as a result of the death of a senior national figure. However, many of the items required, as set out in the report and appendices have been purchased previously and available should the need arise. If additional expenditure is required as a result of the death of a senior national figure then funding will be identified from either portfolio underspend reserves or from the corporate contingency fund as appropriate

#### **7 Legal Comments**

- 7.1 There are no legal implications to the policy and protocol outlined within this report.

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Signed by:  
**Stephen Baily**  
**Director Culture & City Development**

**Appendices: Appendix A**

**Portsmouth City Council Protocol for marking the death of a senior national figure**

**Background list of documents: Section 100D of the Local Government Act 1972**

The following documents disclose facts or matters, which have been relied upon to a material extent by the author in preparing this report:

<b>Title of document</b>	<b>Location</b>