

PORTSMOUTH CITY 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:

H.M. The Queen
H.R.H. The Duke of Edinburgh
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. Prince George of Cambridge
H.R.H. Princess Charlotte of Cambridge
H.R.H. Prince Henry (Harry) of Wales
H.R.H. The Duke of York
H.R.H. The Earl of Wessex
H.R.H. The Princess Royal
H.R.H. The Countess of Wessex

- The Prime Minister
- The Members of Parliament for the constituencies of which the City of Portsmouth 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 **Annexe 5**

This protocol was agreed by the Chief Executive on 8th July 2016

This protocol was ratified the Leader of the Council on 8th July 2016

It is due for review not later than September 2017

PART 1 Implementation of the Protocol on hearing of the death

Action required	Authorised by	Other Notes
Portsmouth City 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.	Implementation will be authorised by the Chief Executive or Assistant Chief Executive for implementation by Claire Looney, Partnership & Commissioning Manager.	<p>The implementing officer will arrange for flags to be lowered immediately and books of condolence to be opened on the next working day.</p> <p>Protocol should be implemented in conjunction with the notes at Annexe 6.</p> <p>Additional information can be found at www.royal.gov.uk and www.privy-council.org.uk</p>

PART 2 Flag flying

Action required	Implemented by	Other Notes
<p>Immediately at the request of the implementing officer, flags will be lowered to half-mast.</p> <p>If the mourning event is not a Royal death, a decision will need to be made on whether and where flags should be at half-mast, responding appropriately based on national advice.</p>	<p>At The Civic Offices and Guildhall by Facilities Management.</p> <p>At Southsea Castle by the duty manager.</p> <p>At the D-Day museum by the duty manager.</p> <p><i>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.</i></p>	<p>See the note in Annexe 1 to this protocol, setting out the correct procedure for flying a flag at half-mast.</p> <p>(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> <p>If the death falls on St. George's Day or the period of mourning includes St. George's Day, the flag of the Patron Saint should be replaced by the Union Flag at half-mast.</p>
<p>Applicable only following the death of the Sovereign:</p> <p>On Proclamation Day (D+1) (the day following</p>	<p>At The Civic Offices and Guildhall by Facilities Management.</p>	

<p>the death of the Sovereign, when the new Sovereign is proclaimed) flags will - at 11.00hrs - 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 flying at half-mast.</p>	<p>At Southsea Castle by the duty manager.</p> <p>At the D-Day museum by the duty manager.</p>	
<p>On Subsequent Days:</p> <p>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 half-mast until 08.00hrs on the day following the funeral.</p> <p>For all others identified in the list on page 1, flags in the City of Portsmouth 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>At The Civic Offices and Guildhall by Facilities Management.</p> <p>At Southsea Castle by the duty manager.</p> <p>At the D-Day museum by the duty manager.</p>	<p>The funeral of the Sovereign will take place 10 days after the day of death. For other senior members of the Royal Family the number of days will be fewer, usually 8 days after the day of death.</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>

PART 3 Books of Condolence

Action required	Implemented by	Other Notes
<p>On the day following the announcement of the death of the Sovereign or a member of the Royal family named on page 1, a Book of Condolence will be opened at:</p> <ul style="list-style-type: none"> - The Guildhall - Southsea Library - Cosham Library - Baffins Library - North End Library 	<p>The Guildhall – The Partnership and Commissioning Manager, The Lord Mayor’s office and the Duty Manager of the Guildhall.</p> <p>Libraries – The Partnership and Commissioning Manager and the Library Service Manager</p>	<p>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 (Director of Culture & City Development) on whether or not they should be permanently excluded.</p>

<p>Books of Condolence will be open:</p> <p>Guildhall – from the day following the funeral.</p> <p>Libraries – during usual Library opening hours and will remain open until the library closes on the day following the funeral.</p> <p>A table and chair will be positioned in each venue. Books of Condolence (loose-leaf black folders) and a supply of black edged paper will be supplied as will table cloths and framed photographs of the relevant person which will also be supplied from the stock held by the Lord Mayor's Team.</p> <p>In the event of the death of any other significant figure stated on page 1 or in the event of a major incident affecting the City or people from the City books of condolence will be opened at:</p> <ul style="list-style-type: none"> - The Guildhall - Cosham Library - Depending on the scale of the public's reaction, at additional libraries across the City 	<p>The Partnership and Commissioning Manager will ensure that a stock of items are held in the Lord Mayor's Office:</p> <ul style="list-style-type: none"> - A minimum of 5 loose-leaf black folders - a supply of parchment paper (ideally black edged) - A minimum of 5 white table cloths - A minimum of 5 framed photographs of members of the Royal Family - A supply of good quality pens 	<p>The Guildhall is likely to be the central focus for the City and will therefore see the largest number of members of the public seeking to write in the Book of Condolence.</p> <ul style="list-style-type: none"> - It is recommended that a queuing system is implemented and managed by security officers - Barriers may need to be procured to help manage a queuing system - Chairs should be made available for those who cannot stand for long periods of time - Depending on the weather, bottles of water may need to be made available - If wet weather, a queuing in system inside the Guildhall should be implemented if possible - A separate entrance may need to be opened and managed to ensure access through the main entrance is maintained - A suitable floral display should be procured and placed on the table <p>Downloadable images available from www.royal.gov.uk</p>
<p>The Lord Mayor, as First Citizen of Portsmouth, will</p>	<p>Statement to be issued by PCC Communications</p>	<p>Guidance on the content of the statement is set out</p>

<p>issue a statement via the PCC Communications Service on behalf of the Members and Citizens, expressing the sadness of the Council and people of the City of Portsmouth at the news of the death of</p> <p>A link to the statement will also appear on the home page of the PCC Website.</p> <p>The statement will confirm that flags are to be flown at half-mast and will give details of Books 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 another significant person, the Partnership and Commissioning Manager will discuss with the Chief Executive and Leader whether an e-Book of Condolence should be opened on the Council's own website.</p>	<p>Service.</p> <p>PCC web editor to ensure a link to the statement appears on the home page of the Council's website.</p> <p>PCC web editor to link to Buckingham Palace's e-Book of Condolence (www.royal.gov.uk).</p> <p>PCC Social Media feeds to link to statement on PCC's website.</p>	<p>in Annexe 2</p>
<p>When the Book of Condolence has been closed the Partnership and Commissioning Manager will discuss with the Director of Culture & City Development arrangements for binding and where the final bound version is to be lodged.</p>		

PART 4 - Events during the period of Mourning

Action required	Implemented by	Other Notes
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<p>To review the programme of engagements undertaken by the Lord Mayor to ensure it is appropriate in a time of national mourning and that it sits comfortably with the national mood.</p> <p>To review the programme of events across the City to ensure events are appropriate in a time of national mourning.</p> <p>To review content of programmes being shown on large screen in Guildhall Square. Ensure screen links to national coverage of events.</p>	<p>The Lord Mayor, Lord Mayor's Administrative Officer, Partnership and Commissioning Manager in discussion with the Chief Executive and Leader</p> <p>Partnership and Commissioning Manager and the Events Team</p> <p>Events Team: Heather Todd</p>	
<p>Consideration will also be given to working with local faith groups to arrange some form of Service on the eve of the funeral</p> <ul style="list-style-type: none"> - Format of service to be decided - Location and time of service to be decided - Order of Service to be produced if required - Invitations to be issued to relevant groups of people including those mentioned in Annexe 3 by the Events Team - Police to be informed - Press release to be issued - Details of service to be added to PCC website and events listing 	<p>Partnership and Commissioning Manager in discussion with heads of religious groups in the City, including:</p> <ul style="list-style-type: none"> - The Anglican Cathedral - The Catholic Cathedral - Portsmouth Free Church - Jewish Community - Muslim Community - Other faith groups 	<p>Suitable venue to be based on the public reaction to the death. Potential large venues may need to be considered e.g. The Guildhall, PFC stadium, Castle Field.</p> <p>Lord Mayor's Team to maintain up-to-date list of all key faith leaders in Portsmouth.</p>

<ul style="list-style-type: none"> - Black rosettes to be added to robes by Lord Mayor’s office - PA System, lectern, seating, barriers, security, first aid, etc. if external venue is chosen - Floral decorations procured (depending on venue chosen) - Parking and/or park and ride should be considered if large scale event is planned 		
<p>Consideration will also be given as to whether to show the funeral on the big screen in Guildhall Square.</p> <p>Logistics of this will need to be considered. If a formal event is to be arranged it should be noted that the day of the funeral for the Sovereign is likely to be a national day of mourning and contractors could be difficult to commission on this day (e.g. catering outlets, security, first aid, crowd barriers, etc).</p>	<p>Partnership and Commissioning Manager</p>	<p>Events Team to have potential list of suppliers in place for this who have already agreed to provide services to support the event.</p>

PART 5 - Proclamation Day in Portsmouth (D+2)

Action required	Implemented by	Other Notes
<p>In Portsmouth the Proclamation will be read as follows:</p> <p>By the Lord Mayor at 14:00hrs on the day following Proclamation Day – two days after the death of the sovereign - on</p>	<p>Notification of the reading of the Proclamation to be given by the Events Team to those identified in Annexe 3.</p> <p>Events Team to arrange:</p> <ul style="list-style-type: none"> - PA system - Pin and rope 	<p>All logistical arrangements will need to be put in place by 13:00hrs.</p>

<p>the steps of the Guildhall.</p> <p>All those listed in Annexe 3 to be invited to be present. Councillors to be robed. Others in dark lounge suit / jacket and trousers. Black tie.</p> <p>Reading of the Proclamation to be publicised.</p>	<ul style="list-style-type: none"> - Seating - Procession and places on Guildhall steps - Security - Crowd Control requirements - First Aid - Liaise with local Police - Arrange plan of steps – who will stand where including VIPS and Media <p>Lord Mayor’s Team to arrange for Members:</p> <ul style="list-style-type: none"> - Robes - Black rosettes <p>Partnership and Commissioning Manager to:</p> <ul style="list-style-type: none"> - Obtain wording of proclamation (See notes in Annexe 1) - Liaise with Communication Manager, web editor, Social Media officer to ensure event is publicised through appropriate methods including local media, website and social media as appropriate 	
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PART 6 - Dress Code

Action required	Implemented by	Other Notes
<p>A stock of black ties, mourning rosettes and black arm bands will be held in and available from the Lord Mayor’s Office for use by Councillors and senior officers attending on Proclamation Day as</p>	<p>The stock to be issued and maintained in good order by the Lord Mayor’s Team.</p> <p>Chief Executive and Leader with the Partnership and</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</p>

<p>well as during attendance at Civic and other Events during the period of mourning.</p>	<p>Commissioning Manager and Lord Mayor's Team to decide:</p> <ul style="list-style-type: none"> - If black arm bands should be worn by senior officers not in robes/uniform. If so, then Lord Mayor's team to procure and distribute 	<p>items is set out in Annexe 4</p>
<p>On the death of the Sovereign, the Lord Mayor's Chains of office will not be worn by the Mayor or Deputy Mayor and instead badges of office will be worn on black neck ribbons.</p> <p>From the day of death until and including the day of the funeral of the Sovereign, the mace will have a black bag tied around it.</p>	<p>The covering of the mace with the black bag will apply when it is in use and when it is on public display.</p> <p>Archives should be reviewed to see if any customs were established at the time of the death of King George VI for both the Lord Mayor's Chain and Mace.</p>	<p>The black bag for the mace and the black neck ribbons to be held with the black ties, rosettes and arm bands in the Lord Mayor's Office.</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>The Lord Mayor will lead a Public Silence on the steps of the Guildhall.</p> <p>All those listed in Annexe 3 to be invited to be present. Councillors to be robed. Others in dark lounge suit / jacket and trousers. Black tie. Arm bands to be available</p>	<p>Notification of the marking of the two minute silence to be given by the Events Team to those identified in Annexe 3.</p> <p>Events Team to arrange:</p> <ul style="list-style-type: none"> - PA system - Pin and rope - Seating - Procession and places on Guildhall steps - Security - Crowd Control requirements - First Aid - Liaise with local Police 	<p>The silence is likely to take place at 11:00hrs on the day of the funeral. The funeral will take place on the day of death +10 (D+10) for the Sovereign and day of death +8 (D+8) for other senior Royals. Buckingham Palace will confirm the time and date of silence.</p> <p>Note: The day of the funeral of the Sovereign is likely to be a national day of mourning where most businesses/contractors will close.</p>

<p>and/or black ties to be available as stated in Part 6.</p> <p>Mace and Lord Mayor's Chain to be covered as stated in Part 6.</p> <p>The Public Observing of the Silence to be publicised.</p> <p>Partnerships and Commissioning Manager to liaise with the Royal Navy to establish how the start and end of the silence will be marked – gun fire and/or bugler tbc.</p>	<ul style="list-style-type: none"> - Liaise with Royal Navy for marking the start & finish of the silence - Arrange plan of steps – who will stand where including VIPS and Media - Portsmouth and Southsea Train station to be asked to hold any announcements during the silence. - Main screen in Guildhall Square to be turned off of linked to national marking of the silence if appropriate. <p>Lord Mayor's Team to arrange:</p> <ul style="list-style-type: none"> - Robes - Black rosettes - Black arm bands <p>Partnership and Commissioning Manager to:</p> <ul style="list-style-type: none"> - Liaise with Communications Manager, web editor, Social Media officer to ensure event is publicised through appropriate methods including local media, website and social media as appropriate <p>Partnership and Commissioning Manager to establish whether the Lord Mayor will need to say anything prior to the silence starting and after it</p>	
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	<p>has ended. Liaise with the Leader, Chief Executive and Lord Mayor's Administrative Officer to produce script.</p> <p>Events Team to work out exact timings of:</p> <ul style="list-style-type: none"> - Formation of the procession inside the Bronze doors. - Procession moves into position on Guildhall steps - Lord Mayor gives speech - Gun fire signalling start of silence - Gun fire signalling end of silence - Lord Mayor ends the event - Procession move back into the Guildhall <p>Events Team to communicate timings to the Royal Navy.</p>	
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PART 8 – Letters of Condolence

Action required	Implemented by	Other Notes
<p>As soon as practical, a letter of condolence will be drafted and circulated to the Leader of the Council and the Chief Executive before dispatch to the next of kin, or in the case of the Sovereign's death, the letter should be sent to the new Sovereign's Private Secretary asking that condolences be passed to the new Sovereign.</p>	<p>Partnership and Commissioning Manager</p>	

Flying flags at half mast

Full details of the correct way to fly flags at half-mast is given on the website of the Flag Institute (www.flaginstitute.org).

It is important that the guidance given by the Flag Institute is adhered to strictly.

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.

**Statement to be issued by the Lord 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 Lord Mayor'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 issue 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 Chief Executive.

**Those to 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**

All Members of the Council

Freemen of the City

Honorary Aldermen

Former Lord Mayors and Lady Mayoresses

Chief Executive, Deputy Chief Executive & Directors

The City Chaplain

The City Coroner

The City Recorder

The City Police Commander

The City Fire Commander

Senior Representatives of the Armed Forces - tbc

A representative Deputy Lieutenant

Any other senior City representatives

NOTE:

The Proclamation will be read in the County at County Hall by the High Sheriff. The Lord Lieutenant will present at that ceremony.

The Proclamation will be read in the City by the Lord Mayor, accompanied by the Leader of the Council and the Chief Executive.