

HARLING PARISH COUNCIL

PROTOCOL FOR OPERATION LONDON BRIDGE

PROTOCOL FOLLOWING THE DEATH OF A SENIOR MEMBER OF THE ROYAL FAMILY

These guidance notes have been produced from those issued by the National Association of Civic Officers (NACO) and are based on those drawn up by Breckland Council.

They set out the protocols to which local Councils should follow and observe on marking the death of a senior national figure and to be observed on the death of the Sovereign, which involves the greatest number of ceremonial elements. From this template, it is possible to select elements that are appropriate when marking the death of, for instance, another member of the Royal Family,

All parts of this protocol apply on the death of the Sovereign (and, of course, 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.

This protocol offers guidance on how to mark a death. It is down to the Parish Chairman and Parish Clerk to decide for whom the protocol is implemented and to what extent.

Flying of flag at half-mast will always be appropriate. Other decisions, may be appropriate as well, such as whether:

- to insert mourning front page to website
- to cancel or reschedule meetings or events
- to have designated flower laying area
- to consider dress code
- to open a Book of Condolence, or whether
- to mark a silence (and how and where)

High Sheriffs have responsibility for reading the Proclamation within their counties and questions about that aspect of the arrangements can be directed to your local High Sheriff or Under Sheriff. In many areas High Sheriffs are working closely with their Lord-Lieutenants and so your Lord-Lieutenant's office is another source of information.

It is important that plans include out-of-hours contact details for all those who will be called on to act. All Parish Councillors and person nominated to lower & raise Union flag. This plan will be reviewed 6 monthly to ensure that all the information remains relevant.

This Protocol document has been drawn up to prepare Harling Parish Council HPC) for the death of a senior national figure and is currently specific during the Covid 19 outbreak and will need to be reviewed in line with changes in the current situation.

Annexe 11

DURING THE COVID-19 OUTBREAK

Changes to the Protocol

Book of Condolence

To avoid unnecessary social contact, a book of condolence will be available in the Old School Hall using a one-way system. A message will be displayed on the Parish Council's website directing residents to an e-condolence book on the official Royal website.

District Proclamation in the event of HRH The Queen's passing

To avoid unnecessary social contact, the District proclamation will either not take place, or behind closed doors, depending on lead from Lord-Lieutenants office

Flag-raising arrangements will remain with as laid out and take place staff, or not at all, depending on lead from Lord-Lieutenants office.

Laying of flowers and tributes will not take place to minimise public contact.

THE ROYAL FAMILY

The protocol applies as follows;

H.M. The Queen (The Sovereign)
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 Louis of Cambridge
H.R.H. The Duke of Sussex
H.R.H. The Duke of York
H.R.H. The Earl of Wessex
H.R.H. The Princess Royal

Summary of Funeral Arrangements

The Queen will be given a State Funeral. The Duke of Edinburgh and The Prince of Wales will be given Ceremonial Royal Funerals. All others on the list above will be given non-Ceremonial Royal Funerals.

Subject to confirmation from official channels, upon the death of HRH The Duke of Edinburgh, the coffin would rest in the Chapel Royal, St James's Palace and there would be no Lying-in-State.

Flags would be at half-mast until D+8.

Ceremonial activity would start on D+8.

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Implementation of protocol

This Protocol has been approved by Breckland District Council's Chief Executive and will be implemented on the formal announcement from The Lord-Lieutenants office of the death of any of the Senior Members of the Royal Family named in this protocol.

This Protocol has been adapted for HARLING PARISH COUNCIL & referred to as HPC in the document

The protocol will be implemented on the **formal announcement** of the death of any of the Senior Members of the Royal Family named in this protocol.

Implementation of this protocol will be authorised and overseen by HPC Chair or in their absence the Vice Chair

Summary of National Events

Following the death of The Sovereign

HPC response is highlighted

Day D (day of death)	Event	Flags Lowered to half mast
D+1	Proclamation Day St James' Palace 11am (2pm Sunday) and noon at the Royal Exchange	Flags return to full mast at 11am and throughout D+1 until 1pm D+2
D+2	Regional Proclamations (Cardiff, Edinburgh and Belfast at noon) Second reading in Edinburgh at 12.30pm	
D+2	Proclamation by High Sheriff at County Hall-After 12.30pm but before 1pm (Districts between 12.45-1pm)	Flags return to half-mast at 1pm
D+5	Lying-in-State at the Palace of Westminster	Flags remain at half mast

D+10 Lying-in-State concludes
Procession to Westminster Abbey
Two minute silence at 11am
State Funeral Service (unless a Sunday
then deferred to Monday)
State Procession to Windsor via Wellington Arch
Private burial in King George VI Memorial
Chapel

D+11 Books of Condolence close at 5pm **Flags return to normal at 8.00am**

Initial checklist on hearing news D-DAY
(see also Annex 9)

Breckland Council's Communications Team will email Parish Council clerks to notify them of the death.

- 1. The Chair will confirm the report and what information can be shared and will inform HPC & confirm the protocol has been implemented**
- 2. HPC Chair to authorise:**
Parish Clerk to email all other Council Members and staff to notify them that the protocol has been implemented & inform the person lowering the flag

Breckland Communications Team to issue a pre-approved Chairman's statement, or in their absence the Vice-Chairman, expressing the sadness of the Council. The statement will be placed on BDC & HPC website and will provide links to Norfolk County Council and Buckingham Palace websites (www.royal.uk). The statement will confirm that flags are to be flown at half-mast at Breckland Council's offices in Walpole Loke, Dereham. (The statement will be issued after notification from Norfolk County Council that their statement has been released)

Lowering of flag to half-mast on Memorial Green .

Nominated person to organise the opening of the Books of Condolence and publicise their location within the Parish & time of opening of venue.

(In the case of the death of the Sovereign or a member of the Royal Family the statement will also mention any arrangements for an e-Book of Condolence on the Royal website)

Books of Condolence will also be available at: -
Elizabeth House - Dereham
Breckland House - Thetford
Town Halls at Attleborough, Swaffham and Watton.

Dress Code. There are 30 days of official mourning for the Sovereign, dark/sombre clothing or armbands/black ties/rosettes etc. are recommended by NCC for official business

A letter of condolence to be agreed & signed by HPC Chairman, or in their absence the Vice-Chairman for HPC

HPC to continue to follow and implement the protocol through to the day after the funeral.

Flag Flying

Immediately (on D-day) any flag flying on Memorial Green will be replaced by the Union Flag which will be raised to full mast and then lowered to half-mast by nominated person

The Sovereign

Following the death of The Queen, flags will fly at half-mast from D-day until 11am on D+1 when they will return to full mast for the period of the proclamation. Flags will return to half-mast at 1pm on D+2 and remain there until 0800 the day following the funeral.

Other Senior Members of the Royal Family

Following the death of other members of the Royal Family, flags will fly at half-mast continuously until 8am on the day following the funeral which will take place within fewer than 10 days.

Where a flag is usually flown, it can return to full mast on the day following the funeral or taken down if no flag is usually flown.

The correct procedure for flag flying is set out in [Annexe 1](#).

Note that if death or period of mourning falls on St George's day, the flag of the Patron Saint should be replaced by the Union Flag at half-mast.

See www.flaginstitute.org for full details

Books of Condolence

The Books of Condolence should be opened on the first working day after the day of death of the Sovereign or other members of the Royal Family listed on [page 1](#).

A Book of Condolence will be opened in Harling Old School Hall by arrangement with the Hall Committee

Books of Condolence will be opened by Breckland Council at Breckland House, Thetford and Town Halls at Attleborough, Swaffham and Watton.

Loose-leaf black folders, a supply of black edged paper, and table cloths and framed photographs of members of the Royal Family will be needed.

- A trestle 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.
- The first page of the bound book should include the Chairman & others entries.
- Volunteers will be needed to supervise the Books of Condolence at all times and 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 by HPC Chair or in their absence Vice Chair on whether or not they should be permanently excluded.
- Books of Condolence will be open from 09.00 to 17:00 Monday to Friday until 17:00 on the day following the funeral.

The day after the funeral of the Sovereign (D+11) the Book of Condolence will be stored by the Parish Clerk

(The Chairman will have notified Buckingham Palace of this in the condolence letter which was sent [Annexe 8](#)).

All Books of Condolence will close at 5pm on the day after the funeral.

A dedicated email address for condolences is in place condolences@norfolk.gov.uk.

Flowers

- Chairman to lay flowers on the day of the funeral & it is expected all Parish Councillors will attend
- Flowers will be laid under the flagpole on Memorial Green
- **Removal of flowers to be the day after the funeral.**

Proclamation Arrangements

On D+1 The Accession Council meet and The King is 'proclaimed' after the meeting of the Privy Council

On D+1 the Principal Proclamation will be made at St. James's Palace at 11am (or 2pm on a Sunday— to be confirmed) and at 12 noon at the Royal Exchange

On D+2 the Proclamation will be read in Belfast, Edinburgh and Cardiff between 12 noon and 12.30pm.

Regional Proclamations will proceed as follows:

On **D+2** between **12.30pm and 12.45pm** (After the above cities have read their Proclamations) The High Sheriff* will make the Norfolk proclamation on the steps of County Hall. The reading will have been circulated by the Privy Council to High Sheriffs, Lord Mayors and Mayors.

Details of the Proclamation at County Hall and District/Borough readings will be available on the NCC & HPC website.

- After the High Sheriff has made the Norfolk proclamation the Breckland Council Chairman will make their proclamation outside Elizabeth House, Walpole Loke, Dereham. This will be from around 12:45, but before 1.00 when flags return to half-mast. The Communications Team is responsible for publication of the notification.
- Reading of the Proclamation to be publicised on the council website
- Comms team to arrange notification of the reading of the Proclamation to be publicised in a press release, on the Council website and by e-mail from the Authorising Officer to those identified in [Annexe 4](#).

For Proclamation www.royal.gov.uk or www.privy-council.org.uk for wording to be used

Dress Code

Following the death of The Sovereign

If HPC Chair is to attend any meeting following the death of a Senior figure black armbands should be worn on the left arm with a black tie.

For all other members of the Royal family referred, follow the protocol for senior National figures unless a formal period of public mourning has been announced.

NCC Recommendation for HPC to consider-

The official mourning period for the Sovereign is 30 Days, if the Chairman/Vice-Chairman are on Council business within the 30 day mourning period, black armbands or sombre clothing should be considered

Marking a Silence

To mark the death of The Sovereign or other Senior Member of the Royal Family there will be a **Two Minute Silence (TMS)** at **11am on the day of the funeral** (D+10 for The Sovereign, D+8 for other senior Royals). This will be confirmed by Buckingham Palace.

- At HPC the Chairman or Vice Chair will lead a Public Two Minute Silence on Memorial Green SOCIAL DISTANCING Guidelines must be followed
- **The public informed of the two minute silence by way of a press release and an item on the HPC's website.**
Dark clothing to be worn by Councillors , black tie and armbands . ALL COUNCILLORS ARE EXPECTED TO BE IN ATTENDANCE

The day of the funeral, referred to as a Day of National Mourning will be classed as a public holiday. Arrangements will be circulated to staff.

Letters of Condolence

- As soon as practical, a draft letter of condolence ([see Annexe 8](#)) will be approved and signed by the Chair on behalf of the Council
- Only **one** letter of condolence is to be sent to the Private Secretary of the deceased offering condolences to the next of kin. Letters of condolence should be hand written. The letter should mention the Books of Condolence will be stored by the Parish Clerk, HPC (to enable Buckingham Palace to reference in the future).
- In the case of The Queen, the letter should be sent to The King's Private Secretary offering condolences to the new Sovereign.

Annexe 1

Flying flags

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 flag-pole. 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.

If Commonwealth Day, Armed Forces Day or Merchant Navy Day fall between day of death and the funeral their flags **should not be flown**.

Annexe 2 Chairman's Statement

Statement to be issued by the Chair on the announcement of the death of the Sovereign or Senior Member of the Royal family

- To be publicised by Parish Clerk and on the HPC website.
- The statement should begin with a suitable expression of the sadness of the Parish on hearing the announcement.

- It will explain that flags will be flown at half-mast and for how long.
- It will confirm when and where Books of Condolence will be opened and when once closed they will be stored in local archives and will include information on where flowers can be left.
- It will explain arrangements for the Proclamation reading across the county (Sovereign only)
- It will explain where updates for the public will be available (on the BDC website)
- Statement can be found at:
G:\Operation London Bridge\Communications

Annexe 8 Suggested Letter of Condolence

See Annexe 8, Page 24 of Norfolk Lieutenancy Office document for NCC Suggested Letter of Condolence upon the Death of a Sovereign and for HRH The Duke of Edinburgh
PDF Document can be found at;

G:\Operation London Bridge\protocol\Norfolk Protocol January 2019 PDF

Annexe 9

D-Day and beyond checklist

Immediate action required – PHASE 1	WHO	DONE
Veracity of the report checked Call received from DL Office BBC NEWS	Clerk/Chair/Vice Chair	
Contact HPC	Clerk/Chair/Vice Chair	
Chairman's pre-approved statement put on website Chairman told.	Clerk	
Website protocol activated	Clerk	
Press releases / social media releases checked & actioned	Clerk	
Website checked and published	Clerk	
Flag lowered	Nominated person	
PHASE 2 – following news of death		
Dress code, armbands, ties, rosette are issued to Councillors, Senior Officers & visiting VIP's drape photos of deceased with ribbon/garland	Clerk	
Issue invitations to Proclamation (Annexe 4)	BDC	
Phase 3 – before funeral		
Letter of condolence agreed signed by Chair	Clerk/Chair HPC	
Update website with information as available: Location of Proclamations, flowers etc.	Clerk	
Open books of condolence	Nominated persons	

Protocol – Death of a Senior Member of the Royal Family – Reviewed June 2020 Next review December 2020

Activate national 2 minute silence (or agreed implementation of any local silence)	Clerk/Chair	
Keep all key players informed via email	Clerk	
Proclamation arrangements	BDC	
Phase 3 – after funeral		
Removal of flowers etc.	Groundsman	
Collection and storage of books of condolence	Clerk	
De-brief meeting with key players (if required)	Clerk/Chair	

Annexe 10 Timetable

Day of Death							
Monday	D-Day						
Tuesday	D+1	D-Day					
Wednesday	D+2	D+1	D Day				
Thursday	D+3	D+2	D+1	D Day			
Friday	D+4	D+3	D+2	D+1	D Day		
Saturday	D+5	D+4	D+3	D+2	D+1	D Day	
Sunday	D+6	D+5	D+4	D+3	D+2	D+1	D Day
Monday	D+7	D+6	D+5	D+4	D+3	D+2	D+1
Tuesday	D+8	D+7	D+6	D+5	D+4	D+3	D+2
Wednesday	D+9	D+8	D+7	D+6	D+5	D+4	D+3
Thursday	D+10	D+9	D+8	D+7	D+6	D+5	D+4
Friday		D+10	D+9	D+8	D+7	D+6	D+5
Saturday			D+10	D+9	D+8	D+7	D+6
Sunday				D+10*	D+9	D+8	D+7
Monday					D+10	D+9	D+8
Tuesday						D+10	D+9
Wednesday							D+10

*Funeral deferred to Monday

Special Notes

The Duke and Duchess of Sussex –

Awaiting guidance from NACO following the Sussex's announcement at the beginning of this year....

In the meantime- The Duchess of Sussex

If The Duchess of Sussex lives to a grand old age, then Prince George, Princess Charlotte and Prince Louis will all have grown up, may have had children of their own and all be active members of the Royal Family ranking in the order of precedence above The Duke and Duchess of Sussex. It is therefore likely that the funeral for The Duchess of Sussex will be a low key affair.

However, the Guidance Notes are designed to be read as of now. If the Duchess were to meet an untimely end in the near future there would be a great outpouring of sadness and the response would be significantly greater.

Local Connections

There might well also be a local connection to take into account, for example; The Duke of Kent lived for many years where the Duke and Duchess of Cambridge now live, at Anmer. The Duke is the High Steward of Kings Lynn and Royal Patron of the Kings Lynn Festival of the Arts.

Therefore, whilst many of us will not do a great deal when H.R.H. dies, because of those connections a letter of condolence from the Mayor of Kings Lynn and West Norfolk might well be appropriate. H.R.H. now lives at Kensington Palace and the local Mayor will write a letter and flags will fly at half-mast. Other Councils will do significantly less.

