



Steypning Parish Council Policy and Protocol for marking the Death of the Sovereign or other Senior National Figure

Introduction

Steypning Parish Council recognises that a formal procedure is required to manage the occurrence of the death of a senior national figure. Senior national figures include the Sovereign or other senior members of the Royal Family and the Prime Minister or possibly a serving Member of Parliament.

It might also be appropriate to use elements of the procedure when responding to an incident which has led to a large number of deaths, for example, a train crash or terrorist attack. This would apply if a National Day of Mourning were announced by 10 Downing Street.

The Queen will be given a State Funeral. The Prince of Wales will be given a Ceremonial Royal Funeral. Other members of the Royal Family will be given Non-Ceremonial Royal Funerals. The Queen's funeral would normally take place ten days following death unless the tenth day fell on a Sunday or holiday such as Christmas or Easter. For other senior members of the Royal Family the funeral would normally take place eight days following death.

Implementation

Plans to mark the death of the Sovereign or senior member of the Royal Family must only be implemented after a formal announcement has been made **by the Royal Household or Downing Street**.

It is the responsibility of the Chairman and Clerk to decide for whom the protocol is implemented and to what extent. But in any event the union flag will be lowered to half-mast adjacent the Steypning Centre by the Clerk's office following the death of the Sovereign or other senior national figure as determined by the Lord - Lieutenant from the time of the official announcement until 8:00am on the day following the funeral (except for the day of proclamation when the flag should be returned to full mast from 11am until immediately after the proclamation).

High Sheriffs have responsibility for reading the Proclamation within their county and will work closely with the county Lord-Lieutenant.

Council business will continue as usual but with regard to grief and respect. Meetings and other certain events may proceed but celebratory events will be cancelled or rescheduled. It is the responsibility of the Chairman of the Council and the Clerk to determine what is appropriate.

Book of Condolence

The Parish Council will provide a book of condolence and will purchase one in advance ready for such an occasion.

Letters of Condolence

The Parish Council will decide whether to send a letter of condolence to the Private Secretary of the deceased or the new Monarch's Private Secretary, as appropriate. Further Reference Additional information can be found in the National Association of Civic Officers Guidance.

Website

A predominantly black homepage, featuring a picture of the deceased, their birth and death dates and links to the main website and further information will be added to the Parish Council website until 08.00am on the morning following the funeral, plus any information sent to the office via the normal channels as part of the existing protocols as set out by the Lord - Lieutenant.

Meeting protocol

If a meeting had been properly called before the announcement of the death and is due to take place in the period of public mourning, then the meeting should proceed in the following way :

- The Chairman opens the meeting and calls for one minute's silence
- A statement of condolence is read out on behalf of the Council
- Those attending should show respect for the occasion and be appropriately dressed

Further Action to be implemented following the formal announcement

It is the responsibility of the Chairman of the Council and the Clerk to determine what is appropriate.

Suggested action may include placing union flags at half-mast on Lamp posts on the High street which are owned by the SPC for the period of public mourning, however this and any other additional protocol must be in line with any guidance received from the Lord – Lieutenant and action preceded by first informing Councillors.

Adopted by Full Council 17th May 2021