

Upper Beeding Parish Council

Policy and Protocol for Marking the Death of the Sovereign or other Senior National Figure

Introduction

Upper Beeding 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 member of the Royal Family and the Prime Minister or 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 Duke of Edinburgh and 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.

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 and Clerk to determine what is appropriate.

Flags

Upper Beeding Parish Council do not have a flagpole; however, it should be noted that following the death of the Sovereign flags should be lowered to half-mast 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).

Book of Condolence.

It is expected that the Church will open a book of condolence on the first working day after the day of death. The Parish Council will not provide a book of condolence but will signpost residents to the Church.

Dress Code

Councillors and the Clerk will be encouraged to dress soberly on official business.

Website

A 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.

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.

Policy Adopted: February 2021 (Minute Ref: C:0221:19)

Next Review: February 2023