NAME OF AUTHORITY

PROTOCOL IN THE EVENT OF THE

DEATH OF HM THE QUEEN

Operation London Bridge

Version 1.0 – DATE

Owned by NAME – POSITION

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This Protocol has been given the following security classification: OFFICIAL SENSITIVE

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<https://www.gov.uk/government/publications/government-security-classifications>

The security classification for this document will be reviewed regularly to ensure its appropriateness.

**Contents**

**Contact details (including out of hours)**

Name Title Email Tel number Day/out of hours

In hours and Out of Hours numbers for key persons/services identified in this Protocol

**Document control**

This Protocol will be reviewed and revalidated every (Month) and is owned by the Position

V1.0 – approved by Name on Date

**Exercising of Protocol**

This Protocol will be exercised on a biennial basis commencing Month, Year

**Protocol in the event of the death HM The Queen**

The aim of this document is to ensure a swift, co-ordinated response in the event of the death of the Sovereign, describes the activities to be carried out and roles and responsibilities in facilitating a grieving and ceremonial process for the Place in the event of an announcement.

This protocol will be implemented on the formal announcement of the death of HM The Queen. Implementation of the protocol will be automatic and a Council Gold Op London Bridge meeting will be convened (face to face or by other means) by the Senior Manager On Call colleague.

Detailed national plans are in place for the death HM Queen and the following ‘Operations’ are particularly relevant to this Protocol:

* Operation London Bridge – Death of the Sovereign HM the Queen
* Operation Spring Tide – Accession visits for the new Sovereign

**Activation of Protocol**

This Protocol should be implemented only when a formal announcement has been made. Treat with caution statements such as “reports are coming in of the death of .....”. If possible, wait for a more definite announcement (perhaps along the lines that “it has been announced by Buckingham Palace / Downing Street that ......”.

**This Protocol may be activated by any of the following: Chief Executive, any Corporate Leadership Team colleague, or Position**. A CLT On Call colleague is contactable at any time via (call out arrangements)

**Whoever activates this Protocol should inform all the people, or their deputies, identified in this Protocol as soon as possible** so that action can be taken, especially in relation to D Day and D+1 activities.

**It is responsibility of the CLT On Call colleague, when contacted, to co-ordinate the implementation of this Protocol** until a formal Council Gold op London Bridge meeting has been set up and a Chair agreed.

Media interviews – **lead spokespeople will be the Civic and Leader of the Council**. Briefing notes to be drawn up for them to ensure that the key messages of condolence and support are maintained throughout.

**Timing**

It is difficult to give definitive information on timings. This document uses the terms, D Day (Day of Death of HM The Queen), D+1, to follow the Earl Marshal’s London Bridge planning format.

For Royal funerals, planning largely assumes that when a death occurs it will be on an ordinary day of the week and the funeral will follow a given number of days later.

However, it is almost impossible to anticipate every conceivable set of circumstances. Easter, Christmas and Remembrance Sunday all throw up possible problems.

Also, there remains a possibility that if death occurs late in the day, arrangements for the Principal Proclamation on D+1 could not be put in place swiftly enough and may have to slip slightly.

For planning purposes at local level it makes sense to remain flexible and ensure that, in the case of the Monarch’s death, the subsequent Proclamation readings by High Sheriffs take place at 12.30 or later on the same day as the readings in Belfast, Edinburgh and Cardiff, with readings by Mayors and Council Chairmen following on later in the day.

It is only when a formal announcement of a death come through that it will be possible to take a view on whether it is a “straightforward” time of the year, which gives a clear run, or whether other elements like Easter or Christmas are likely to complicate matters.

When the announcement is made of the first reading of the Proclamation at St.

James’s Palace, it will be possible to establish (probably via television coverage) when the Proclamations are being read in the three other capital cities. Local timings can then be taken from that.

A Royal funeral will not take place on a Sunday. There is a degree of flexibility in the date of the funeral; for instance, it will be on D+11 if D+10 is a Sunday.

Should Remembrance Sunday fall between D and the day of the funeral it is likely that the National commemorations would go ahead in some form, but again the lead on local ceremonies should be taken from indications on television and in the media of plans for the Cenotaph.

If the funeral takes place in the week, then it will be a Bank Holiday. However, if the funeral is on a Saturday, it will not be a Bank Holiday and no day in lieu will be created.

**Latest guidance and information**

On a daily basis, check the Buckingham Palace website ([www.royal.gov.uk](http://www.royal.gov.uk)) website and the National Association of Civic Officers’ website ([www.naco.uk.com](http://www.naco.uk.com)) for any further or up to date guidance.

**Mourning Guidance**

It is expected that official Mourning Guidance will be issued but this, at time of writing, is yet to be received.

**It is important that the following Protocol should be read in conjunction with any official Mourning Guidance received. This may be available via Resilience Direct.**

**Preparations to be made prior to D Day**

**(Day of Death of HM The Queen)**

**(Arrangements you should have already made)**

* Items to be held in the Lord Mayor’s Office – Lead Person – **Position**
	+ Black Ties/Scarves for Civic
	+ Black rosettes
	+ Black armbands
	+ Sufficient Condolence books
	+ Sufficient framed photographs
	+ Sufficient suitable pens
* Items to be held in the civic car – Lead Person – **Position**
	+ Black tie/Rosette
	+ Black ‘purse’ for the Badge
	+ Short form of words for Civic if asked for reaction to HM The Queen’s death
* ‘Ghost’ page for Council website created and clear accountability as to how it is to be made live –– Lead Person – **Position**
* ‘Ghost’ e-condolence book page to be created and clear accountability as to who, when and how it is to be made live - Lead Person – **Position**
* Process for ‘moderating’, if necessary, comments on the e-condolence book – **Position**
* Draft invitations/letters to be created and made easily accessible for other appropriate colleagues – Lead Person – **Position**
* Pre-identify churches for bell tolling purposes - **Position**
* Agree with Political Leadership whether ‘Parallel events’ are to be held – Lead Person – **Position**

**D Day (Day of Death)**

**‘Command and Control’ – CLT On Call colleague initially**

* Inform all people/sections identified in this Protocol – see Contact list on page XX
* Inform Leader, Deputy Leader and Leader of Opposition that Operation London Bridge has been activated
* Be responsible for initial co-ordination of actions until first meeting is convened or until Chief Executive decides otherwise.
* Be responsible for keeping Councillors periodically informed

**Flags – Lead person – Position**

* On the formal announcement of Death, **all flags on Council owned buildings are to be lowered to half-mast until 0800hrs. on the morning following the Funeral**. (But see exceptions on D1+2)
* Any ‘warning flags’ to continue to be flown at full mast

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. 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.

In marking a death it is right to lower to half-mast the Union Flag and the flags of the Nations of the United Kingdom, and the Council’s own flag.

Authoritative information on flag flying can be found on the website of the Department for Culture, Media and Sport <https://www.gov.uk/guidance/designated-days-for-union-flag-flying>

Information is also carried on the website of the Flag Institute (www.flaginstitute.org) but bear in mind that the Institute is not an official body and whilst its guidance can assist it does not carry the same weight as information from the Government.

Flying flags on angled flag poles

Flags should not 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).

However, if there is a danger that this may not be readily understood by the wider public or if a cravat is not readily available, alternative arrangements may be necessary. If the flag pole is long enough to show clear space at the top and bottom of the pole so it is obvious the flag has not just slipped a little, it may be more in keeping with the public mood to fly the flag at half-mast, even on an angled pole.

Flag-flying Days

Should it happen that between the day of death and the funeral there is a period when local authorities are scheduled to fly other flags, such as the Commonwealth flag, the Merchant Navy flag or the Armed Forces flag, Place Council will let those days pass un-marked, deciding instead to continue to fly the Union flag at half-mast as a symbol of National mourning.

**Dress Code – Lead person – Position**

* Civic Lead officer to inform appropriate civics and councillors of suggested dress code below and availability of ties/rosettes etc.

Whilst flags are at half mast, **black ties, scarves or rosettes** will be worn by Civic Leaders and senior officers when undertaking civic duties or in connection with Operation London Bridge. An adequate supply of black ties and black rosettes will be available in the Civic Office.

**Civic should wear black armbands**

The **head of the mace will have a black bow tied around the shaft**. This should apply both when the mace is in use and when it is on public display (for example, in a glass display cabinet).

On the day of the death and the day of the funeral, and on days between when public mourning is observed the **badges on the civic chains will be covered by a black ‘purse’.**

If a Council meeting takes place during the period of mourning for the Sovereign, Councillors may consider wearing a black armband as well as tie/scarf.

**Media messages – Lead person -POSITION**

The **Lord Mayor and Leader of the Council will issue a joint message**, expressing sorrow at the news of the death. This should be widely distributed via traditional and social media platforms.

* The statement should begin with a suitable expression of the sadness of the Authority on hearing the announcement.
* It should state that flags will be flown at half mast.
* It will also give information on when and where the Books of Condolence will be opened, and the url of the online Council’s and Royal website’s Condolence books.
* It should also encourage that, if flowers are to be lain in tribute, they should be placed at XX and that the Civic will lay flowers at this site on XX date at XX time.
* When a decision has been taken on the Civic’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.
* Other Council Social Media platforms should NOT be used to express opinions about the death of HM The Queen until the Council’s official statement has been released

A separate message re flowers could include:

* It will specify that flowers will be removed the day after the funeral and be composted
* Flowers should not be wrapped in paper/plastic
* Flowers not placed in designated area may be moved to official area
* Gift cards and other items will not be kept
* Consideration should be given to making a donation to a suitable charity of the individual’s choice rather than purchasing flowers

A further message could be issued separately re Proclamation Day if details are known.

*If in doubt, do not rush out 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 Executive.*

**Council’s website – Lead Person – Position**

* A pre-prepared ‘ghost holding page’, containing an image of HM Queen with dates of birth and death will be made live, and will include a statement from the Civic noting, on behalf of the citizens of Council area, the great sadness on the death of HM Queen.
* This web page can also include links to anything else that is relevant i.e. press releases, message from the Civic, where flowers can be laid, details of the Proclamation Day etc.

**Ceremonies and Oaths of Allegiance – Lead Person – Position**

* On the death of the Monarch it will be necessary for the oath to be amended immediately so that allegiance is sworn to His Majesty The King.
* Until such time as a picture of The King is available, ceremonies may take place without a photograph of the Monarch at the centre of the setting. It would be inappropriate to include a picture of the late Monarch as a feature of the ceremony.
* If the ceremony takes place in a room where a picture of The Queen usually hangs, but the picture is not a feature of the ceremony, then that picture does not need to be removed.
* See below for ways in which pictures can reflect the passing HM The Queen by using black ribbons.

Matters such as the length of time pictures should be draped in ribbons, and if or when the pictures should be moved to a new position are entirely for local decision.

**Lighting of Council House – Lead Person – Position**

* If time allows, and the colour filters can be changed easily and inexpensively, the Civic Building could be lit during the period between the day of death and the day of the funeral by deep purple filters to, signify mourning.

**Cancellation of Existing Planned Civic Events – Position**

* Check Civic’s diaries and agree which engagements can go ahead and which need to be cancelled
* Make allowance for additional events connected with public mourning in the above decision

From the day of death until the day after the funeral, careful thought should be given to the types of events and activities which the Civic should host or attend. Lunches, Dinners, Receptions and so on may not fit with the mood of the nation and as a mark of respect may need to be cancelled or postponed. This will be a local decision taken by the Head of Customer Services in consultation with the Civic, and one which needs to be reached with great sensitivity.

It is impossible to create hard and fast rules around cancelling long-planned events which fall in the period between a death and the funeral.

Hard as it may be, it is perhaps best to forget about the cost and the inconvenience of cancelling and be guided by the public mood. It is hard to envisage an event (whether it be a reception, charity fund-raiser, Dinners or Lunches) that should carry on in the period between a death and the funeral. Perhaps, when the time comes, the question to ask is not “do we cancel?” but rather “why is it really necessary and appropriate for this event to go ahead?”

**Use of Resilience Direct – Lead Person – Position**

The Emergency Planning Officer On Call should check to see if any National or Local Resilience Forum pages have been created and if any new guidance or information is available. Any information available should be passed to the CLT Lead.

* If so, this information to be passed to the CLT lead
* The EPO On Call will be responsible for local reporting up to Government via RD, if informed by the Council’s Gold Group
* Daily reporting will be required throughout the public mourning period by LRFs to MHCLG Resilience and Emergencies Division

Local Authorities will use the Emergency Planning portal Resilience Direct to coordinate activity and share information with Central Government.

**‘Bank Holiday’ implications – Lead Person – Position**

* If D+10 is to be a Bank Holiday, arrangements will need to be made as to the continuation/suspension of council services on that day and colleagues and citizens advised accordingly.

It is expected that D+10 (the day of the funeral) will be made a Public Holiday, unless that day falls on a Saturday.



The Council has a number of photographs or paintings of Her Majesty.

On her death it will be appropriate to mark that in some way.

A black ribbon across the corner or the picture (shown left) is one means of doing that.

A black ribbon draped across the top of the picture is an alternative.

There will come a point, after the funeral, when it will be appropriate to replace or reposition these pictures. In the case of Her Majesty, this is likely to be before the Coronation of The King.

However, decisions on pictures and where they hang is not something that needs to be rushed and it can be determined taking into account both the public mood and the availability of new pictures.

**Cancellation of council-wide events – Position**

* Position to consider planned events and, in discussion with the Chief Executive and Leader of the Council, formulate a coherent position on the cancellation of events
* Position to liaise with neighbouring councils and County Council on this decision
* Decision above to be communicated via Position

There will, inevitably, be events that the Council has organised that fall within the public mourning period (from Day of Death to day after the funeral). Great sensitivity will be required in deciding which events can continue and which should be cancelled. Clearly, the ‘mood of the nation’ will need to be considered, and if the event is to continue, ways of marking the death. This may include silence at the start of events, change of programme etc. It is important that there is co-ordination between neighbouring councils as to this decision as bad publicity may ensue if one council cancels an event but the neighbouring one continues with a similar event.

**Tolling of Bells – Lead person – Position**

* Position to inform pre-identified churches of opportunity to toll bells on D+1
* Position to encourage further participation in this event

Some churches already have in place plans to toll a bell at noon on the day of death (if the announcement is made before noon) or on the day following if death is after noon. The Position may have a list of local churches and contact details, so that when the need arises a message can be sent to encourage the tolling of bells.

The suggestion is that the bell should toll once for every year of The Queen’s life.

**Laying of Flowers – Lead person – Position**

* An urgent decision as to the designated space for flowers is required. This will have to be a dynamic decision, but areas thought possible include, outside the Place and in part of Place
* This decision should be conveyed to the public as soon as possible
* Suitable signage, and, if necessary, queueing system to be created
* Arrange with the Position for the Civic to lay flowers as soon as possible, preferably with media coverage
* Arrange with the Position for security/assistance to the public in laying flowers
* Provide additional bins for flower wrappers
* Information to the public about the designated area should include:
	+ No paper of plastic wrappers please
	+ Bins will be provided for any paper/ plastic wrappers
	+ Flowers will be removed and composted the day after the funeral
	+ Flowers left in other areas may be removed and placed in the designated area if they impede normal business
	+ No candles should be left to be re-lit
	+ It is not expected that gifts, cards, labels or other documents will be kept
	+ Consider a donation to a charity in lieu of flowers/gifts
* Position to manage the movement of flowers sensitively, if necessary
* A ‘back up area’ to be considered if necessary

An area (to be confirmed on the day – possibly outside the Place or in Place) will be designated for the laying of flowers. This decision should take into consideration any logistic and security issues.

The Civic should lay flowers as quickly as possible in the chosen designated place. The public should be advised of the designated place as soon as possible via Position. If items are left in other locations, it may be necessary for them to be sensitively relocated to the official designated area. The Civic could ‘lead the way’ in effecting this.

**Condolence Books – Lead Person – Position**

* Decide locations of Condolence books and distribute books, photos, table cloths, pens accordingly for D+1 implementation
* Include instruction, opening/closing times etc.
* Arrange monitoring of books
* Suitable signage and queuing system to be created
* Books to be available 9am to 5pm Monday to Friday and will remain open until 5pm on the day following the funeral (see exception at D+1).
* Photo of HM Queen to be sourced and framed prior to D Day
* Ensure that for the ‘ghost’ condolence page is ready to be made live on D+1 and the holding page is put on the Council’s front webpage on D Day
* Arrange, if possible, for Lord Mayor to sign book at Place on D+1, preferably as first ‘name’ and with media coverage
* Arrange Leader to sign also on first day, possibly after Lord Mayor

Condolence books will be opened on D+1 but preparations should commence on D Day. The table will be covered with a cloth and a framed photograph **(preferably one of HM Queen’s recent visits to Council area). See D+1 for more details.**

**It is assumed that the Council’s main condolence book will be at the Place – either in the xx or in the xx.**

The official images of The Queen come from Michael O’Keefe. mike@royalimages.co.uk

Mike is Custodian of the Official Royal Image Library. If you are contacting Mike O’Keefe, mention NACO as NACO members can get a discount on images

**Preparation for Local Proclamation – Lead Person – Position**

* Decide venue of Council Proclamation – preferably from Place or possibly at Place
* ‘Event’ arrangements to be made – barriers/stewarding/loud speakers etc. Position
* Invitations and event content – Position (see D+2 for suggestions)
* Ensure availability of Civic and senior officials (Civic to be robed)
* Inform Media of place and time
* Liaise with Place Police regarding venue and arrangements for Council Proclamation

The Local Proclamation will be made on D+2, but it is essential that preparations start to be made for this on D Day.

**Organisation of local events during the period of Mourning Position**

* An early decision needs to be taken as to whether any additional events will be held locally to mark the Death and Funeral of HM Queen (e.g. Open Air service, showing of funeral on large screens etc?)
* Consult Chief Executive/Leader/Portfolio Holder(s)

On the death of the Sovereign large numbers of people will wish to pay their respects and to take part in events that mark not just a sad passing, but a moment in history.

As part of their planning Civic Offices are asked to ensure that their local authorities are developing plans locally for events which provide opportunities for people to come together.

**D+1 (Principal Proclamation Day in London)**

Proclamation Day is the day following the death of the Sovereign (Day of Death + 1). The first Proclamation will be made at St James’ Palace at 11.00am (or 2.00pm if it’s a Sunday – to be confirmed) by the Garter King of Arms. The Proclamation is then “cascaded”.

At noon on Proclamation Day it will also be read at the Royal Exchange in the City of London.

Following the first Proclamation, heralds travel to Belfast, Edinburgh and Cardiff and make formal Proclamation on the second day after the death (Day of Death +2). At 12.30pm in Edinburgh there will be a second reading of the Proclamation to the people of Edinburgh.

**Once those Proclamations have been made it is appropriate for the Proclamation to be read at City, County, Borough & Parish level on D+2.**

**Flags – Lead person – Position**

* Raise flags to full mast from 1100hrs on D+1 (Proclamation Day) to coincide with the Reading of the Principal Proclamation and continue to fly at full-mast until 1300hrs the following day, i.e., D+2 (but see exception at XX)

**Opening Of Books of Condolences - Lead Person- Position**

* Books of Condolences to be opened, with preferably the Civic ‘signing’ first with media coverage. Also see Leader of Council suggestion at D day)
* If possible, there should be some light ‘supervision’ of the books and of the queuing process, which at certain times might be significant
* Ensure new books or loose leaf paper is available at all Condolence book places
* Ensure daily maintenance of the tables, books, pens, flowers etc.
* Web team to replace holding page of D Day with details of the Council’s e-condolence book or direct to the www.royal.gov.uk website condolence page
* Web team to put public information re the Council’s London Bridge arrangements, press releases etc. on the website.

Books of Condolence should be opened on the first working day after the day of death (but follow the Palace’s lead as to when D day is – see Timing section on **page XX**).

It is expected that there will be a high demand from the public to sign these books so an adequate supply should be available beforehand. The main condolence book will be at the Civic Building but other places, (e.g. Joint Service Centres, main libraries, Other Council offices) including the neighbourhoods should be considered as a matter of urgency.

The books should be placed in an easily accessible place, but quiet enough to enable those signing the books a moment of privacy and quiet reflection whilst doing so.

The books should be placed on a good-sized table, covered with a suitable cloth, a chair, a clean blotter, a supply of pens and a desk lamp if necessary. A suitable framed photograph of HM The Queen should be made available and/or or a small flower arrangement.

The books will be available for signing from 9am to 5pm Monday to Friday, although public opinion may suggest that a dynamic reassessment of these times and days may be necessary. They will remain open until 5pm on the day following the funeral (unless that falls on a Sunday in which case they will remain open until 5pm the following Monday).

Paper with a black border and wide left hand margin, hole-punched to fit in a loose leaf binder is recommended.

Loose leaf ring binders allow for the pages to be re-ordered, so that if the Civic, Council Leader and others cannot be the first to sign the book, their signatures can nevertheless be on the first page of the bound book. A loose leaf folder also offers an opportunity to take action if the book is defaced or offensive comments included. Pages including any questionable comments should be quietly removed until such time as a decision can be taken at senior level on whether or not they should be permanently excluded.

Prior to D day, the Council should decide whether it wishes to open its own on-line Book of Condolence or whether it is adequate to include on the Council’s website a link to the Buckingham Palace e-Book of Condolence (www.royal.uk).

**Civic Service – Lead Person – Position**

* Cathedral/Minster may hold a Service at 6.00pm on D+9 (eve of funeral) to which all County-wide civics and dignitaries will be invited. The Place Council will need to consider if it wishes to hold its own local Service before D+10

**Letter of condolence – Lead Person – Position**

* As soon as practical, draft a letter of condolence in the name of the Civic (but to be signed jointly by Civic and Chief Executive) and circulate it to both for agreement
* Letter to be sent to the new sovereign’s Private secretary as soon as possible
* Reference the archiving of the local books, locally – see D+11 for details

The Civic should send a Letter of Condolence to the new Sovereign’s Private Secretary asking that condolences be passed to the new Sovereign. In each case, other than exceptional local circumstances, only one letter of condolence should be sent.

**D+2 (Local Proclamation Day)**

At noon on D+2 the Proclamation will be read:

* In Edinburgh by Lord Lyon King of Arms at Mercat Cross and at the drawbridge to Edinburgh Castle;
* In Cardiff by Wales Herald Extraordinary at Cardiff Castle;
* In Belfast by Norroy and Ulster King of Arms

Once those Proclamations have been made it is appropriate for the Proclamation to be read at County, City, Borough, Town and Parish level.

High Sheriffs will cause the Proclamation to be read at County level and it is likely that Lord-Lieutenants will be alongside them. The Proclamation will then be ‘cascaded’ to City, Borough and District Councils and then, if desired, Town and Parish Councils.

**Flags – Lead person – Position**

* At 13.00 All flags to be returned to half-mast
* Flags in the immediate vicinity of the Local Proclamation made after 13.00, may be raised to full mast for the duration of the local ceremony and then returned to half-mast.

**City Proclamation – Lead Person – Position**

* All staging/equipment of Proclamation to be prepared
* Civic to attend the High Sheriff’s Proclamation
* Invited guests assembled at Council Proclamation venue
* Robing of Civic and Chief Executive
* Wording for Civic intro and wording of Proclamation – practised reading aloud
* Suitable publicity for the Council Proclamation
* Consideration to be given as to whether it is appropriate to capture the proclamation on video/pictorially for posterity and use for future reporting/display

**Maces – Lead Person – Position**

* Mace Bearer to reverse the Mace during the reading of the Proclamation (only) by the Lord Mayor

There is a tradition that when the Monarch visits the Council area, the Mace (the symbol of the Civic’s authority) is inverted in recognition of the relative authority of the Crown. It seems appropriate that a similar recognition should be included in the Proclamation ceremony at Council level, as the Crown passes from one Sovereign to the next.

**Proclamation by The High Sheriff of Place – Under Sheriff and County Council to organise**

It is proposed that the High Sheriff of Place will read the Proclamation at County Hall at 12.30.

Suggested words for High Sheriff Reading the Proclamation at County level

The High Sheriff (or in his / her absence the Under Sheriff / the immediate past High

Sheriff) to say:

*“We come together this afternoon following the passing of our late Sovereign, Queen Elizabeth the Second. Our sadness at this time is shared by people across the globe, as we remember with affection and gratitude the lifetime of service given by our longest- reigning Monarch.*

*But the basis on which our monarchy is built has ensured that through the centuries the Crown has passed in an unbroken line of succession. Today’s ceremony marks the formal Proclamation to the people of the County of Placeshire of the beginning of our new King’s reign.*

*Yesterday the Accession Council met at St. James’s Palace to proclaim our new Sovereign. The flags which had flown at half mast since The Queen’s death were raised briefly to their full height to mark the start of His Majesty’s reign.*

*The Accession Council also made an Order requiring High Sheriffs to cause the Proclamation to be read in the areas of their jurisdiction. It is that task which as High Sheriff of Placeshire and with my humble duty I will in a few moments discharge here today.*

*The proclamation of the new Sovereign is a very old tradition which can be traced back over many centuries.*

*The ceremony does not create a new King. It is simply an announcement of the accession which took place immediately on the death of the reigning monarch.*

*In an age where modern methods of communication convey news around the globe in an instant, the proclamation is no longer the means by which people learn for the first time that they have a new Monarch. Today, however, is one of the first occasions when communities have an opportunity to come together and reflect on the moment in our nation’s history when the reign of our longest-serving Monarch came to an end and our new Sovereign succeeded.*

*When I have read the Proclamation I will present copies to the Lord Mayor and Mayors and Chairmen of Boroughs and Districts within this County so that they in turn may return to read the Proclamation in their own communities.*

*Ladies and Gentlemen. The Proclamation of the Accession.”*

READS THE PROCLAMATION

At the end of the Proclamation the

High Sheriff will say: God Save The King

Official Guests repeat: God save The King

All present join in saying: God save The King

The Band (if one is present) will play one verse of the National Anthem

Finally, the High Sheriff will call for three cheers for His Majesty The King.

As the High Sheriff leaves the dais he / she will pass along a line of the Lord Mayor, Borough Mayors and District Council Chairmen and hand each a copy of the Proclamation to read in their own communities. The Mayors and Chairmen will then follow the High Sheriff in Procession as the principal guests depart.

The wording of the Proclamation will be easily available via the Buckingham Palace website (www.royal.uk) and the Privy Council website (www.privy-council.org.uk). The High Sheriff will also have a copy of the Proclamation.

**Proclamation by the Civic – Lead Person – Position**

**A second reading of the Proclamation will take place from Place (or Place) at 2.00pm**

At 3.00pm Civic Heads of District and Borough Councils will make the Proclamation.

At 3.30pm Parish and Town Councils may make their Proclamations.

The Council ‘Platform Party’ will consist of:

The Civic

The Chief Executive

The Leader of the Council

The High Sheriff (if available)

The Lord Lieutenant (or nominated V-LL or DL)

The Chief Constable

The Civic’s Chaplain

(The above may need to be shortened depending on circumstances)

In attendance with the Platform Party could be:

The Civic

Members of the Council

Honorary Freemen of the Place

Honorary Aldermen and members of the Shrievalty

Members of CLT

Past Civics

HM Coroner

Honorary Recorder

MPs/MEPs

Representatives from the Place Interfaith Council

Representatives from local HM Armed Forces

(This list is not exhaustive but neither should it be taken as the minimum number to be invited)

The Police will be notified, as will other agencies to ensure the public can attend the Proclamation ceremony in safety.

Suggested words for Civic before Reading the Proclamation

The Civic (or in his / her absence the Deputy Civic) to say:

*“We come together this afternoon following the passing of our late Sovereign, Queen Elizabeth the Second. Our sadness at this time is shared by people across the globe, as we remember with affection and gratitude the lifetime of service given by our longest- reigning Monarch.*

*But the basis on which our monarchy is built has ensured that through the centuries the Crown has passed in an unbroken line of succession. Today’s ceremony marks the formal Proclamation to the people of Place of the beginning of our new King’s reign.*

*Yesterday the Accession Council met at St. James’s Palace to proclaim our new Sovereign. The flags which had flown at half-mast since The Queen’s death were raised briefly to their full height to mark the start of His Majesty’s reign.*

*The Accession Council also made an Order requiring High Sheriffs to cause the Proclamation to be read in the areas of their jurisdiction. The High Sheriff of Place discharged that duty earlier today and now, with my humble duty, I bring the words of the Proclamation to the citizens of the Place.*

*The proclamation of the new Sovereign is a very old tradition which can be traced back over many centuries.*

*The ceremony does not create a new King. It is simply an announcement of the accession which took place immediately on the death of the reigning monarch.*

*In an age where modern methods of communication convey news around the globe in an instant, the proclamation is no longer the means by which people learn for the first time that they have a new Monarch. Today, however, is one of the first occasions when communities have an opportunity to come together and reflect on the moment in our nation’s history when the reign of our longest-serving Monarch came to an end and our new Sovereign succeeded.*

*There is a tradition that when the Monarch visits a Council area, the Mace (the symbol of the Mayoral authority) is inverted in recognition of the authority of the Crown. In today’s ceremony the Mace will be inverted as a similar sign of recognition that the Crown has passed from our late Sovereign to her Successor.*

*Ladies and Gentlemen. The Proclamation of the Accession.”*

 [The Mace is inverted at this point]

READS THE PROCLAMATION

[The Mace returns to the upright]

The Lord Mayor will say: God Save The King

Official Guests repeat: God save The King

All present join in saying: God save The King

The Band (if one is present) will play one verse of the National Anthem.

Finally, the Lord Mayor will call for three cheers for His Majesty The King.

Dispersal

**D+3**

(Operation “Spring Tide” begins (the new Sovereign visits all four countries in the United Kingdom). His Majesty The King attends Westminster Hall to receive the condolences of Parliament, and then travels to Edinburgh to attend the Scottish Parliament and a service of reflection.)

**Lord Mayor in civic leadership role – Lead Person – Position**

* Consideration/visiting Care homes by Civic
* Any other public leadership role activities

On the quieter days, when the Proclamation ceremony has taken place and the Civic’s diary has been cut back, consideration should be given to taking the opportunity to contact local care homes to ask if they would like a visit from the Civic which would give their residents an opportunity to sign Condolence Book pages and also to talk about their memories and to reflect on all that is happening nationally and locally at the time.

**Two minutes silence – Lead Person – Position**

* Decision on whether to publicly mark the Two minutes Silence on D+10

**D+4**

(His Majesty The King travels to Belfast and attends the Northern Ireland Assembly to receive a message of condolence, and attends a service of reflection.)

**Royal Train route – for information only**

If Her Majesty dies whilst in Scotland, then having left Edinburgh at Time, the Royal train should pass through Place at approx. Time arriving in Place at approx. Time (for an overnight stop). There will be a security train travelling in front of the Royal Train. The train will slow down to 10mph when going through the station alongside platform X. The coffin will be in the middle of the train and will be visible (partial glass carriage).) Only District and Borough Civics & VIPs will attend this part of the proceedings.

**D+5**

(The Lying-in-State begins at the Palace of Westminster.)

**D+6**

(Rehearsals and briefings nationally occur.)

**D+7**

(His Majesty The King travels to Cardiff and attends the Welsh Assembly to receive a message of condolence, and attends a service of reflection.)

**D+8**

(Fallow day – No action required)

**D+9**

(His Majesty The King attends an audience with the Prime Minister and attends a reception for visiting Heads of State, Governor Generals and other official guests.)

**Church Services – Lead Person – Position**

The Lead for this event will depend whether it is to be at Place (or other church) or an Open Air event in the Place Centre

Church Services and services in the places of worship of other faiths can also provide a setting for people to come together and collectively express sadness. Civic attendance at such services will add to the sense of the community coming together in a unified expression of grief. It will be important to ensure that such services bring together other denominations and other faiths and that they speak to those with no personal beliefs, so as to bring together the whole community.

**D+10 (day of funeral)**

(The Lying-in-State concludes and the funeral procession leaves Westminster Hall for Westminster Abbey. There will be a Two minute national silence, followed by the State Funeral and a private burial at St George’s Chapel, Windsor.)

**Two minutes silence – Lead Person – Position**

* (If a decision has been made earlier that the Council will organise a two minutes silence)
* The Civic to lead a public marking of the Two minutes silence
* Arrangements to be similar to that of Remembrance Day
* Consideration be given to the Civic making a short introductory speech before the Two minutes silence

On the death of the Sovereign there will be a Two Minute Silence at 11.00 a.m. on the day of the funeral (D+10).

Following the death of The Sovereign it is likely that many people will watch the funeral service on television or on big screens where they are available locally. That may seriously limit the number of people wishing to gather in a public place simply to mark the Silence.

**D+11**

**Flags – Lead Person – Position** Return flags to full mast at 08.00

**Condolence books – Lead Person – Position**

To be closed at 17.00.

Such Books of Condolence are essentially a local record of the sentiments expressed by local people on the death of Her Majesty. As such, they should form part of the Council’s archive, so that future generations are able easily to gain access to them and find out the way in which national events were marked in the area. It is simply not feasible for every Book to form part of the Royal Archives. However, in any letter of condolence from the Civic reference should be made to the Book of Condolence and its existence in the local archives, which then ensures that when that letter goes in to the Royal Archives it acts as an effective cross reference.

**Pictures of HM Queen – Lead Person – Position**

* Decision as to when the pictures/painting/photographs of HM Queen will be replaced with pictures of His Majesty The King

**Condolence box – Lead Person – Position**

* Start the process of collecting mourning items (ties/rosettes/armbands etc.) and re-stock condolence books