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<b>REPORT TO:</b>	<b>COUNCIL</b>	<b>AGENDA ITEM: 9</b>
<b>DATE OF MEETING:</b>	<b>1<sup>st</sup> NOVEMBER 2018</b>	<b>CATEGORY: DELEGATED</b>
<b>REPORT FROM:</b>	<b>CHIEF EXECUTIVE</b>	<b>OPEN</b>
<b>MEMBERS' CONTACT POINT:</b>	<b>ARDIP KAUR</b> <a href="mailto:ardip.kaur@south-derbys.gov.uk">ardip.kaur@south-derbys.gov.uk</a>	<b>DOC:</b>
<b>SUBJECT:</b>	<b>PROTOCOL FOR MARKING THE DEATH OF A SENIOR NATIONAL FIGURE OR LOCAL HOLDER OF HIGH OFFICE</b>	<b>REF:</b>
<b>WARD(S) AFFECTED:</b>	<b>ALL</b>	<b>TERMS OF REFERENCE: N/A</b>

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## **1.0 Recommendations**

- 1.1 That Council approves the adoption of the Protocol for Marking the Death of a Senior National Figure or Local Holder of High Office, attached as **Appendix 1** to this report.
- 1.2 That Council approves to delegate authority to the Chief Executive to complete and update the Protocol with regard to the Officers responsible for implementation.

## **2.0 Purpose of Report**

- 2.1 To provide Council with details of the guidance received from the National Association of Civic Officers on the protocol to be observed when marking the death of a senior national figure.

## **3.0 Detail**

- 3.1 The document at **Appendix 1** sets out the protocols to be observed upon the death of the Sovereign (which involves the greater number of protocols to consider), another member of the Royal Family, a Prime Minister or Former Prime Minister, the serving Member of Parliament, the Chairman, Leader of the Council or a serving Member of the Council.
- 3.2 The Protocol is in six parts as follows:
  1. Implementation of the Protocol: Formal Announcement and Period of Mourning
  2. Flag Flying
  3. Books of Condolence, Letters of Condolence & Local Announcement
  4. Reading of the Proclamation, observance of a two-minute silence, Publicity and Dress Code
  5. Official Civic events during the period of Mourning
  6. Organisation of local events during the period of mourning; the laying of flowers.

#### **4.0 Financial Implications**

4.1 None arising directly from this report.

#### **5.0 Corporate Implications**

5.1 All Council departments familiarise themselves with this Protocol and acknowledge its existence into the Corporate Plan.

#### **6.0 Community Implications**

6.1 Such events would provide recognition of the contributions made by individuals, communities, and organisations to the district of South Derbyshire.