**Protocol for the Death of a member of the Royal Family**

The Protocol was adopted by Full Council at its Meeting held on 7 January 2020.

1.1 This protocol shall be enacted upon the death of the sovereign, consort of the sovereign, heir apparent and as otherwise determined by the Clerk.

1.2The Clerk shall be responsible for enacting the protocol.

1.3 Council business will continue as usual but with respect and grief. Meetings and certain events may proceed, but celebratory events should be cancelled or rescheduled. The Clerk shall determine what is appropriate.

1.4 The timetable for national mourning is expected to be:

D Day Date of Death

D+1\* Proclamation Day (London)

D+2\* Proclamation Day

D+X Middle Sunday Civic ServiceD+4-6 to D+9 Lying in State

D+10 Date of Funeral

(\* applies to death of the sovereign only)

1.5 The union flag shall be raised to half-mast upon the announcement of the death

a. Other than in the instance of the death of the sovereign it shall remain at half-mast until 8am D+11 when it shall return to full mast.

b. In the instance of the death of the sovereign it shall be flown at half-mast until 11am D+1 when it shall be raised to full mast for the proclamation. It shall then return to half-mast from immediately after the local proclamation until 8am D+11 when it shall return to full mast.

1.6 A black homepage, featuring a photo of the deceased, their birth and death years and links to the main website and information on local tributes (condolence books, church services ,flowers and proclamations) will added to the Council website until 8am D+11. A message from the Chairman will be published.

December 2019

**To be Reviewed: December 2022**