



Date: 20 November 2017

Title: Marking the Death of a Senior National Figure

Purpose of the Report: To provide a draft protocol based on national guidelines for how to react in the event of the death of a senior national figure.

Contact Officer: Sarah Sandiford (Head of Democratic & Central Services)

Corporate Objective/s	Aim 1: To consolidate processes and procedures, ensuring operational efficiency and a structure which will underpin future service delivery by the Town Council.	
Implications:		
Financial	√	Initial costs of approximately £400 Suggested budget: Future Projects 920/9033
Human Resources	X	
Operational/Service delivery	X	
Procedural/Legal	√	
Risk/Health & Safety	x	

1.0 RECOMMENDATIONS

- 1.1 To consider recommending to Council approval of the draft Protocol for Marking the Death of a Senior National Figure (attached).
- 1.2 To authorise expenditure of up to £400 from the Future Projects earmarked reserve (920/9033) for the purchase of black ties, armbands, Mayoral ribbons, In Memoriam condolence binder and In Memoriam paper packs.
- 1.3 To endorse that any future costs associated with this matter (e.g. binding of Book of Condolence) be met from the same budget (920/9033), subject to funds being available.
- 1.4 To delegate authority to the Town Clerk, in conjunction with the Town Mayor and Leader of the Council, to determine an appropriate response in the case of incidences such as those outlined at 2.4 and 2.5.

2.0 BACKGROUND

- 2.1 Guidance has been made available for a procedure to follow with the death of the Sovereign, other senior member of the Royal Family, senior national figure or local holders of high office. It has been drawn up with the co-operation of the Royal Household and the Government.
- 2.2 This procedure should be implemented by the Town Clerk or in his absence, the Head of Democratic and Central Services.
- 2.3 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.
- 2.4 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 was announced by 10 Downing Street.
- 2.5 Furthermore, it might be appropriate to use elements of the protocol when responding to an incident of local significance.
- 2.6 In respect of incidences such as those outlined in 2.4 and 2.5, it is suggested that authority be delegated to the Town Clerk, in conjunction with the Town Mayor and Leader of the Council, to determine an appropriate Town Council response.

End.