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## Policy and Finance Committee

**Date:** 25 July 2022

**Title:** Flag protocol

**Purpose of the Report:**

To seek committee endorsement of a proposed flag protocol for the White House.

**Contact Officer:**

Sarah Sandiford, Deputy Town Clerk

Ian Haynes, Responsible Health and Safety Officer

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<b>Corporate Objective/s</b>	LLTC Five Year Plan – n/a	
<b>Implications:</b>		
<b>Financial</b>	No	
<b>Human Resources</b>	No	
<b>Operational/Service delivery</b>	No	
<b>Procedural/Legal</b>	Yes	The Town and Country Planning (Control of Advertisements) (England) (Amendment) Regulations 2021,
<b>Risk/Health and Safety</b>	No	
<b>Environmental Aims</b>	No	
<b>Equalities</b>	Yes	To demonstrate inclusion.

### 1 RECOMMENDATION/S

Should members be minded, the proposals are:

- 1.1 To endorse the proposed Flag Protocol.

### 2 BACKGROUND

- 2.1 The Town Council office at the White House has one flagpole at the front of the building and ordinarily flies the Union flag.
- 2.2 Over time the Council has collected a number of additional, specialist flags which are flown on specific dates, including:

St. George's Day – 23 April  
Armed Forces Day – last Saturday in June  
Bedfordshire Day – 28 November

- 2.3 Following adoption of its equalities statement in 2021, the Town Council also purchased a Freedom flag for use on appropriate occasions including for example Pride Month.
- 2.4 In September 2021, the Committee endorsed participation in 999 Day (Emergency Services Day) on 9 September.
- 2.5 Government guidance in respect of flag flying on Government buildings states that the Union flag must be flown on specific occasions (see Appendix A) but organisations are encouraged to fly it all year round. However, guidance also states that:

**Where UK government buildings only have one flagpole, the Union Flag should be flown every day except on certain occasions when you may wish to fly other flags, including but not limited to, the national flags of the constituent nations of the United Kingdom, the Armed Forces Day flag, the Commonwealth flag, county and other local flags, and other flags which may promote civic pride.**

- 2.6 The statement above allows for further variations as considered appropriate, for example seen in the recent flying of the Ukraine flag from many government and municipal buildings, or the flying of the St. George's flag for major sporting events in which England is participating.
- 2.7 In consultation with the Flag Institute, it would be possible to have a second flagpole but this would need to be of the same height as the existing flagpole. In addition to the consent of the landlord, planning consent would be required.
- 2.8 In England, it is now possible to fly two flags from the same flagpole (with the Union flag at the top) if there is sufficient space. For the Town Council to do this would require investment into a number of smaller flags.
- 2.9 Committee is asked to consider endorsing the below flag protocol:

**The Town Council ordinarily flies the Union flag from its flagpole other than for specific designated days such as, for example, Bedfordshire Day or Armed Forces Day. Although a Parish Council rather than a Local Authority, the Town Council has historically and continues to adhere to the Government guidance regarding flag flying from Government buildings (<https://www.gov.uk/guidance/designated-days-for-union-flag-flying>). This means that ordinarily, the Union flag is the flag flown most often.**

To celebrate diversity within our community, the Town Council was delighted to recently purchase its first rainbow flag, which was flown specifically to mark the International Day against Homophobia, Transphobia and Biphobia on 17 May and may also be flown on other appropriate occasions. The Council may fly other flags on appropriate occasions in line with other local Government organisations or as considered appropriate.

## Appendix A:

### Designated days for flying the Union Flag on UK government buildings 2022

- **6 February:** Her Majesty's Accession
- **1 March:** St David's Day (in Wales)
- **14 March:** Commonwealth Day (second Monday in March)
- **17 March:** St Patrick's Day (in Northern Ireland)
- **21 April:** Birthday of Her Majesty The Queen
- **23 April:** St George's Day (in England)
- **2 June:** Coronation Day
- **2 June:** Official celebration of Her Majesty's Birthday
- **13 November:** Remembrance Day (second Sunday in November)
- **14 November:** Birthday of the Prince of Wales
- **30 November:** St Andrew's Day (in Scotland)

End.