**ALFRETON TOWN COUNCIL**

# **PROTOCOL FOR MARKING THE DEATH OF**

# **A SENIOR NATIONAL FIGURE**

This protocol sets out the action to be taken in the event of the death of:

H.M. The Queen – State Funeral

H.M. The Duke of Edinburgh – Ceremonial Royal Funeral

H.R.H. The Prince of Wales – Ceremonial Royal Funeral

See details of state or ceremonial funerals at the end of this policy.

# **Implementation of the protocol on hearing of the death**

Plans to mark a death should be implemented only when a formal announcement has been made. So, for instance, if news agencies are saying that “reports are coming in of the death of ….” It must be treated with caution. If possible, wait for a more definite announcement (perhaps along the lines that “it has been announced by Buckingham Palace/Downing Street that….”)

The local protocol should identify those who are authorised to implement the plans. For the Sovereign or another senior member of the Royal Family the decision might be delegated widely. For other figures, there may need to be consultation at the time on the ways in which the death should be marked.

# **Books of Condolence**

Books of Condolence should be opened on the first working day after the death.

Depending on anticipated demand, consider whether one or two books should be available. It, or they, should be in an easily accessible place but quiet enough to enable those signing the books a moment of privacy and quiet reflection whilst doing so.

Books will be available in the Foyer of Alfreton House as provided by Amber Valley Borough Council (AVBC)

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| **Action Required** | **Authorised/Implemented by** | **Other Notes** |
| Books of Condolences will be available for those who wish to record their sentiments. Supplied by AVBC | Officers | The first page of theBook should be leftclear for the Town Mayor and Council Leader to sign.Always ensure that thereis enough paper availablein the Books.Pages thathave been defaced orinclude offensive or otherquestionable commentsshould be quietly removed until such time as a decision can be taken at senior level on whether or not they should be permanently excluded.The Books should then be stored in the local archives rather than sending to the royal archives and a letterof condolence sent whichmakes mention of them. |
| Arrange for an online bookon the Authority’s websiteand social media sites | Officers |  |
| A good-sized table,covered with a suitablecloth, a chair, a cleanblotter and a supply ofpens and a desk lamp ifnecessary should beavailable. | Supplied by AVBC | Table to be placed in theMain Reception area. |
| A photograph can bedownloaded fromwww.royal.gov.uk andplaced on the table in aframe. | Supplied by AVBC | Vase of flowers to beplaced by the photograph. |
| **Floral tributes**Residents may wish to pay their respects by leavingflowers. |  | Area outside Alfreton House for public to layflowers. |

# **Events during the period of Mourning**

From the day of the death until the day after the funeral, careful thought should be given to the types of events and activities which Town Mayor 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 is a local decision and one which need to be reached with great sensitivity. Where school visits are planned it might be helpful for the Town Council to spend time with the children, talking about the events that are unfolding. This again will need to be done with great sensitivity and should not be pressed upon a Town Mayor who does not feel comfortable taking on such a role.

There is value in bringing people together at these times and Authorities may wish to consider arranging a church service, perhaps on the eve of the funeral when local people can join in an act of remembrance.

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| **Action required** | **Authorised/implemented****by** | **Other notes** |
| To review the programmeof engagementsundertaken by the Town Mayor to ensure it isappropriate in a time ofnational mourning and that it sits comfortably with thenational mood. | Officers | Consider also working with local faith groups toarrange some sort ofService on the eve of thefuneral.  |

# Proclamation Day

As stated in part 2 above, Proclamation Day is set to be the day following the death of the Sovereign (Day of Death plus 1). The Proclamation will be made at St. James’s Palace at 11.00 (or 14.00 if it is a Sunday - **to be confirmed**). The Proclamation is then ‘cascaded’.

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

The Heralds then travel to Belfast, Edinburgh and Cardiff to make the Proclamation (on Day of Death plus 2) in the three countries that, with England, form the United Kingdom.

# CONTACT DETAILS

Town Council Office

01773 520032

office@alfretontc.co.uk

County Lieutenancy Office Office: 01629 761126

Email: debra.heaton@derbyshiredales.gov.uk

Under Sheriff Office: 01332 226142

Mr Andrew Cochrane

Police Ripley Office: 101

# THE SEQUENCE OF EVENTS

**Formal announcement of the death by 10 Downing Street or**

**Buckingham Palace.**

**Books of Condolence opened.**

**Books of Condolence close at the end of the day following the day of the funeral of any Senior Royal.**

# A STATE FUNERAL

**Only The Queen will be given a State Funeral.**

# CEREMONIAL ROYAL FUNERAL

**The Duke of Edinburgh and the Prince of Wales will be given a**

**Ceremonial Royal Funeral.**