



AGENDA ITEM

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**Flying of Flags at Falkirk
Council Buildings - Protocol**

Falkirk Council

Title: Flying of Flags at Falkirk Council Buildings - Protocol

Meeting: Executive

Date: 28 November 2017

Submitted by: Director of Corporate & Housing Services

1 Purpose of Report

1.1 This report seeks approval from the Executive for a Protocol for the Flying of Flags at Falkirk Council Buildings.

2 Recommendations

2.1 It is recommended that the Executive:-

- (1) considers whether to add or remove any of the flags listed in the report in the light of the consideration at paragraph 3.3 and 3.4;**
- (2) approves the draft Protocol for the Flying of Flags at Falkirk Council Buildings appended to the report; and**
- (3) determines the preferred site for the flagpole for the Denny and Dunipace flag.**

3 Considerations

The Flags to be Flown

3.1 The Union flag and the Saltire are flown daily, Monday to Friday, outside the Municipal Buildings, Falkirk, in accordance with the decision taken by Council on 26 May 2008. In addition, flags are also flown at the Municipal Chambers, Grangemouth, and Carronbank House, Denny, on certain dates which have arisen from ad hoc decisions not made by members.

3.2 At Municipal Buildings, the practice of flying other flags has developed over recent years, principally in response to requests and without the Council or any of its committees taking the decision. These are:

- the Commonwealth flag – flown on Commonwealth Day (second Monday in March);
- the European flag – flown on Europe Day (9 June); and
- the Armed Forces flag – flown on the last Saturday in June.

- 3.3 In some local authority areas, the Rainbow flag is flown on the date of local Pride days to show solidarity with the LGBT community. It is also flown by the Scottish Government on designated days, in particular, on the International Day against Homophobia, Biphobia and Transphobia. Members are asked to consider inclusion of this flag in the Protocol.
- 3.4 At present, the United Kingdom is scheduled to leave the European Union by April 2019. As the European flag is associated with the European Union, members may wish at this stage to consider whether its inclusion in the list of flags to be flown is limited to the period during which the UK remains a member of the EU. The flag is also associated with the Council of Europe.

The Lowering of Flags

- 3.5 There is no agreed Council position on when the flag will be lowered to mark the death of members of the Royal Family or other significant public figures such as Prime Ministers and First Ministers, or on the criterion to be considered to on lowering flag where, for example, a terrorist incident with loss of life has taken place.
- 3.6 The draft protocol attempts to address this by defining the categories of individuals whose death would be marked by the lowering of flags. These are: the members of the Royal Family in the list attached to the protocol, serving councillors and serving and ex- prime ministers and first ministers.
- 3.7 The protocol also attempts to define a broad criterion for deciding when to lower the flags in response to an event other than the death of one of the significant public figures.

4 Denny and Dunipace Flag

- 4.1 Separately, the Director of Development Services has raised an issue concerning a community flag in Denny. In July 2016, funds for local projects were made available via Foundation Scotland which provided support for development of a flag for the Denny community. The Denny and Dunipace flag project is not a part of the town centre regeneration scheme. However a local community activist, working with the Community Council, has developed this proposal and a subsequent request has been made for permission to fly this flag in the new town square. The planning approval for the town square does not presently include a flag pole and the design team for the Denny regeneration project consider that the integration of a flag pole at this stage raises design issues affecting the approved overall design of the town square. Other locations previously suggested include the Broompark Community Centre site, which is the location of the Denny and Dunipace War Memorial and Carronbank House. The latter is a multi-purpose building which is proposed to house the West locality advice hub and currently accommodates a health centre, social work, housing and registry services. It has a flagpole and operational procedures in place are included in this report.

- 4.2 However, following a public consultation exercise undertaken as part of the project a clear preference emerged for the flagpole to be located in the new town square in accordance with the drawing attached as Appendix 2 to this report. Appendix 3 comprises an illustration of the flagpole itself which has already been purchased.
- 4.3 The costs associated with the project have thus far been met via funding raised for the project. The flag and flagpole, therefore, are not the property of the council. The council will only be consenting to having the flagpole located on its property, for the principal purpose of flying the Denny and Dunipace flag, with the decision on any exception to this being for the community council. Clearly, however, the council will have an interest in ensuring that this structure is properly installed and so will retain a locus in overseeing this work. However, it is not proposed that the authority will meet the installation costs.

5 Consultation

- 5.1 No consultation has been carried out on the report's proposals.

6 Implications Financial

- 6.1 There are no financial implications arising from the recommendations unless new flags are purchased to meet the potential requirements of paragraph 3.3 above, at an average cost of £120 - £150 each.

Resources

- 6.2 There are no resource implications arising from the recommendations.

Legal

- 6.3 There are no legal implications arising from the recommendations.

Risk

- 6.4 There are no known risk implications arising from this report.

Equalities

- 6.5 No equality and poverty impact assessment was required.

Sustainability/Environmental Impact

- 6.6 No sustainability assessment has been completed as part of compiling the report and the main findings.

7. **Conclusions**

- 7.1 The proposed protocol aims to provide an agreed approach to the flying of flags at Falkirk Council buildings from which flags are flown. It largely consolidates and codifies the existing practice.

Director of Corporate & Housing Services

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Date: 20 November 2017

Appendices

1. Draft Protocol for the Flying of Flags at Falkirk Council Buildings
2. Drawing – site in town square
3. Illustration of Flagpole

List of Background Papers:

No papers were relied on in the preparation of this report in terms of the Local Government (Scotland) Act 1973.

FALKIRK COUNCIL

PROTOCOL FOR THE FLYING OF
FLAGS AT FALKIRK COUNCIL
BUILDINGS

1 Introduction

1.1 Falkirk Council has three locations where national flags are flown:

- Municipal Buildings, Falkirk
- Municipal Chambers, Grangemouth
- Carronbank House, Denny

1.2 There are three flagpoles at the Municipal Buildings where flags are flown; the flags to be flown are set out at section 2 of the protocol. There is a flagpole at the Municipal Chambers, Grangemouth and one at Carronbank House, Denny, where the Union flag and Saltire are to be flown on dates set out at section 3.

1.3 In addition, the Merchant Navy flag is flown at Camelon War Memorial on Merchant Navy Day, 3 September annually.

2 Flags flown at the Municipal Buildings, Falkirk

2.1 The following is a summary of the flags flown at the Municipal Buildings over the course of a calendar year:

- Union flag – flown daily, Monday to Friday, as agreed by Council on 26 May 2008. This flag is also flown on Remembrance Sunday.
- Saltire – flown daily, Monday to Friday, as agreed by Council on 26 May 2008. This flag is also flown on Remembrance Sunday.
- Falkirk Council flag – flown on the dates of Falkirk Council meetings. This flag is also flown to mark the funerals of serving Councillors. (See below in relation to the flying of flags at half-mast).
- Commonwealth flag – flown annually on the second Monday in March to mark Commonwealth Day.
- [European flag – flown annually on Europe Day, 9 May.]
- Armed Forces Day flag – flown annually on the last Saturday in June.
- [Rainbow flag – flown annually on International Day against Homophobia, Biphobia and Transphobia and on the day of any Falkirk Pride event, if relevant.]

2.2 No other flags, including those of other nations, will be flown unless approved by Council or Committee.

3 Flags flown at Carronbank House, Denny, and Municipal Chambers, Grangemouth

3.1 The following flags will be flown at Carronbank House, Denny and Municipal Buildings, Grangemouth:

- Union flag – official celebration of Her Majesty's birthday (10 June)
- Union flag – Remembrance Day (usually 2nd Sunday of November)
- Saltire – St Andrew's Day (30 November)

4 Flying of Flags at Half-Mast

4.1 The occasions on which flags are to be flown at half-mast are as follows:-

- From the announcement of the death until the funeral of the Sovereign, except on Proclamation Day, when they are fully hoisted from 11am until sunset.
- The funerals of members of the Royal Family in the attached list.
- The funerals of serving councillors.
- The funerals of Prime Ministers and ex-Prime Ministers of the United Kingdom.
- The funerals of First Ministers and ex-First Ministers of Scotland.

5 Acts of Terrorism or Other Human Tragedies

5.1 Flags will be lowered as a mark of respect and mourning on the occasion of acts of terror or other tragedies causing significant loss of human life that occasion grief and concern in the local community. This decision will be taken by the Chief Executive or Chief Governance Officer, in consultation with the Provost if practicable, taking account of any guidance issued by the Scottish Government at that time.

5.2 Similarly, the decision on the flying of flags at half-mast to mark local incidents should be taken by the Chief Executive or Chief Governance Officer, in consultation with the Provost, if practicable, and should be considered on an individual basis.

6 Further Details

6.1 For further information regarding the Protocol for the Flying of Flags at Falkirk Council Buildings, please contact:

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Chief Governance Officer
November 2017

FLYING OF FLAGS AT HALF-MAST: MEMBERS OF THE ROYAL FAMILY

The following is the list of members of the Royal Family for whom flags would be flown at half-mast:

- 1.1 HM The Queen
- 1.2 HRH The Duke of Edinburgh
- 1.3 HRH The Duke of Rothesay
- 1.4 HRH The Duchess of Rothesay
- 1.5 HRH The Duke of Cambridge
- 1.6 HRH The Duchess of Cambridge
- 1.7 HRH Prince George of Cambridge
- 1.8 HRH Princess Charlotte of Cambridge

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