

OPERATION LONDON BRIDGE

This document has been collated from the information provided by the National Association of Civic Officers (NACO).

As you will see from the information on p2 onwards there are definite protocols that have to be followed, no questions asked, and I have tried to make these as clear and simplified as possible.

The council has a few decisions to make as to who, what and where. I have set these out below:

1. Who will read the proclamation?

The 1st Citizen (chair) or if unavailable the 2nd Citizen (clerk)

2. Where will it be read?

Outside St James Gates

3. Will there be invited guests or just a public gathering?

A public gathering

4. How will we inform the public?

Social media/noticeboards/PC website

5. Who will read the opening words of the ceremony?

The 1st Citizen (chair) or if unavailable the 2nd Citizen (clerk)

6. Where will we site the books of condolence?

No, the public will be directed to the local books on condolences.

7. Where will flowers be laid by the public?

The coronation planter, with a reminder to the public with no plastic. The lengths man will remove them after the grieving period is over and place them in the woodland.

8. Where will we plant the memorial tree?

Yes, but it is to be decided at the time after the grieving period.

9. Do councillors want black armbands, ribbons or rosettes?

Armbands

10. Union flag with a mourning cravat?

No, this will be provided by the church.

11. Delegated authority to the clerk to purchase photographs/items as required.

The Clerk has the authority to purchase 10 black armbands which will be kept in a cabinet.

In addition, from the notes, it is possible to select elements that are appropriate when marking the death of, for instance, another member of the Royal Family, a prime minister or former prime minister or our serving Member of Parliament. In these cases, the implementation of the protocol is a matter to be decided locally. Other councils have elected to operate the policy for immediate members of the Royal Family – The Queen (Camilla) The Prince of Wales (William), The Princess of Wales (Kate), The Princess Royal (Anne), The Duke of Edinburgh (Edward) The Duchess of Edinburgh (Sophie). These are the current working royals that will receive a full state funeral. In other circumstance the decision on how the policy will operate has been delegated to the chairman and the parish clerk, with the flying of flags at half-mast always being considered as appropriate.

Other decisions may be appropriate, such as whether;

- to fly Union Flags with a mourning cravat
- to read the proclamation
- to insert a mourning page on the website
- to cancel or reschedule meetings or events
- to have a designated flower laying area
- to consider dress code
- to open a book of condolence
- whether to mark a silence (and when and where).

ALL PARTS OF THIS PROTOCOL APPLY ON THE DEATH OF THE SOVEREIGN

Plans to mark a death should be implemented only when a formal announcement has been made i.e. 'it has been announced from Buckingham Palace/Downing Street that.....'

On the formal announcement of the death, the Union Flag will be flown at half-mast until 0800 hours on the morning following the funeral, unless stated otherwise in the proclamation schedule.

The day of the death of the sovereign will be known as D-Day, then D+1, D+2 etc through the ten days of national mourning.

The state funeral will be held on D+10 except if this date falls on a Sunday, when the funeral will be on D+11.

PROCLAMATION SCHEDULE

The day following the sovereign's death D+1 will be Proclamation Day, which is the day the new sovereign is proclaimed.

D+1

The proclamation will be made at St. James's Palace at 11.00 hours or 14.00 hours if it is a Sunday. The proclamation will then be 'cascaded'. At noon on Proclamation Day it will be read at the 'Royal Exchange in the City of London' or 15.00 hours if it is a Sunday.

D+2

At noon the proclamation will be read;

In Edinburgh, by Lord Lyon King of Arms at Mercat Cross, and at the drawbridge to Edinburgh Castle,

In Cardiff by Wales Herald Extraordinary at Cardiff Castle and in Belfast by Norroy and Ulster King of Arms.

Once these proclamations have been read then it is appropriate for the proclamation to be read at county, city, borough and then parish level. High sheriffs will read the proclamation at county level along with Lord-Lieutenants. Most High sheriffs are expected to make their readings at 1400 hours on D+2. It is suggested that local civic leaders should make their readings at or after 16.00 hours.

In all cases, following the County level proclamation thought should be given to the following issues:

- who will read the proclamation
- where will it be read
- what arrangements will be made to inform the public
- who will be invited to be present.

PROCLAMATION DAY

On Proclamation Day flags will, at the start of the day, be flying at half-mast. All flags will then be flown from the masthead from 11.00 hours on Proclamation Day (D+1) to coincide with the reading of the principal proclamation, and will stay at full mast until 16.30 hours the following day (D+2) after the proclamation in Stalmine-with-Staynall parish at 16.00 hours.

The wording of the Accession proclamation will be available on the Buckingham Palace website and the Privy Council website soon after it is read at St. James's Palace on D+1 and can be copied for reading on D+2.

Suggested words for the beginning of the ceremony are:

We come together this afternoon following the passing of our late sovereign, King Charles the Third. Our sadness at this time is shared by people across the globe, as we remember with affection and gratitude the lifetime of service given by our, serving monarch. The basis on which our monarchy is built has ensured that through the centuries the Crown has passed in an unbroken line of succession. Today's ceremony marks the formal proclamation to the people of the parish of Stalmine-with-Staynall and the beginning of our new Kings reign.

Yesterday the Accession Council met at St. James's Palace to proclaim our new sovereign. The flags, flown at half-mast since our Kings's death, are raised briefly to their full height to mark the start of His Majesty's reign.

The Accession council also made an order requiring high sheriffs to cause the proclamation to be read in the areas of their jurisdiction. It was that task that the High Sheriff of Lancashire discharged earlier this afternoon and it is now my humble duty to call on (Clerk/Chairman) to read the Proclamation to the people of the parish of Stalmine-with-Staynall.

Ladies and Gentlemen, the proclamation of the Accession.....
The proclamation is read and the reader will conclude with the words
God Save the King all present will reply God Save the King.

BOOKS OF CONDOLENCE

Books of condolence will be opened on the first working day after the death, placed

in easily accessible location/s and in an area quiet enough for privacy and quiet reflection.

A table with a suitable cover should be set up with a portrait of the sovereign and a small floral arrangement together with a chair. A supply of pens should be provided and kept well stocked.

A good supply of paper with a black border and a wide left-hand margin and hole punched to fit in a loose-leaf binder should be made available. A loose-leaf folder offers an opportunity to act if the page is defaced or offensive comment made. Pages including any questionable comments should be removed and a decision made by the clerk and the chairman on whether they should be excluded permanently.

It is suggested that books of condolence be closed at the end of the day following the day of the funeral. These books form part of the local archive and as such should be available for future generations so they are able to easily gain access to them. It is simply not feasible for every book to form part of the Royal Archive. However, in a letter of condolence from the parish, reference should be made to their existence. This letter will then be stored in the Royal Archive and act as an effective cross reference.

ONLINE BOOK OF CONDOLENCE

A link to the Buckingham Palace e-book of condolences should be included on the council website www.royal.gov.uk

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 the chairman should attend. If attending an event, the medallion on the chairmanal chain should be encased in a black pouch with only the chain on view.

Council meetings should be postponed/rescheduled.

All public photographs of the sovereign should have a diagonal black ribbon during the mourning period.

CHURCH SERVICES

The Council need to liaise with the local clergy regarding a civic service. They should have information from the diocese as to when and where these will take place.

FLOWERS

A designated place should be allocated for the laying of flowers during the period of mourning. The public need informing that flowers should be laid without any cellophane wrapping. At the end of the period of mourning at 9.00am the day following the funeral, there will be a ceremonial removing of the flowers by the chairman. All flowers will then be removed and taken away to be composted. With the compost a tree will be planted in memory of the sovereign at an agreed location within the community.

THERE WILL BE A TWO MINUTE SILENCE AT 11.00am ON THE DAY OF THE

FUNERAL (D+10), WHICH WILL BE A PUBLIC HOLIDAY (UNLESS D+10 IS A SATURDAY)

WEBSITE

The council website should have a holding page with a black background together with a picture of the sovereign and birth date and death date, with a link to an information page giving all the details for the period of mourning etc.

LETTER OF CONDOLENCE

In the case of the death of the Sovereign letters of condolence should be sent to the new sovereign's private secretary. Only one letter of condolence should be sent.

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