

<b>TITLE</b>	<b>Flag Flying Policy and Room Naming Protocol</b>
<b>FOR CONSIDERATION BY</b>	Council on 23 July 2020
<b>WARD</b>	None Specific;
<b>LEAD OFFICER</b>	Deputy Chief Executive - Graham Ebers

## **OUTCOME / BENEFITS TO THE COMMUNITY**

Regularisation of the Council's policy of flag flying at its Shute End office together with guidance on how the Council deals with requests to name meeting rooms in honour of local residents.

## **RECOMMENDATION**

To approve the Flag Flying Policy & Room Naming Protocol at Appendix 1.

## **SUMMARY OF REPORT**

Since 2008, Councils have had the discretion to fly the Union Flag at all times, if they wish. This has been Wokingham Borough Council's established policy for many years and the Union Flag flies from the prominent flagpole at the front of the council's Headquarters at Shute End in Wokingham every weekday.

The Council operates in accordance with published practice, as informed by the Flag Institute's "Flying Flags in the United Kingdom: A Guide to Britain's Flag Protocol", standard guides on civic ceremonial matters, and guidance from central government and others.

The WBC Flag Flying Policy clarifies this approach and sets out the procedure for dealing with any exceptions at a local level.

From time to time, the Council receives requests to name one of its meeting rooms in the main offices at Shute End, Wokingham. These requests are usually to name a room in honour of a local resident or individual working in the Borough who has made a significant contribution to the community.

The Room Naming Protocol sets out the criteria and process whereby such requests are considered.

## Background

The summary sets out the key points of the Flag Flying Policy and Room Naming Protocol which is presented in Appendix 1.

### FINANCIAL IMPLICATIONS OF THE RECOMMENDATION

*The Council faces severe funding pressures, particularly in the face of the COVID-19 crisis. It is therefore imperative that Council resources are focused on the vulnerable and on its highest priorities.*

	How much will it Cost/ (Save)	Is there sufficient funding – if not quantify the Shortfall	Revenue or Capital?
Current Financial Year (Year 1)	£0	Yes	
Next Financial Year (Year 2)	£0	Yes	
Following Financial Year (Year 3)	£0	Yes	

#### Other financial information relevant to the Recommendation/Decision

None

#### Cross-Council Implications

None

#### Public Sector Equality Duty

Not applicable

#### Reasons for considering the report in Part 2

None

#### List of Background Papers

Flag Flying Policy & Room Naming Protocol

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