



WOKINGHAM BOROUGH COUNCIL

FLAG FLYING POLICY &

ROOM NAMING PROTOCOL

For consideration and approval by Council on 23 July 2020

FLAG FLYING POLICY

LOCAL ARRANGEMENTS

Introduction

The national flag of the United Kingdom is the Union Flag. 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 week-day. During a Royal visit, the council would take advice from the Lord Chamberlain's Office, Lord Lieutenant's Office, or the Royal person's Private Secretary, as appropriate.

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. Where no guidance is available, or for local or regional events, the Chief Executive and Leader of the Council have the ultimate responsibility for decisions around the flying of flags. This will be in accordance with local protocol, available best practice, and what the Chief Executive and Leader considers most appropriate. The Chief Executive is also responsible for ensuring practical arrangements for hoisting or lowering flags is co-ordinated across the council.

POSITION OF HONOUR

The Order of Precedence governs the ranking of flags, and the flagpole that they subsequently fly from. The order is as follows:

- Royal Standards
- The National Flag (The Union Flag)
- The flag of the host country (The St. George's Flag)
- The White Ensign of the Royal Navy,
- The Ensign of the Royal Air Force,
- The Blue and Red Ensigns,
- The Civil Air Ensign,
- The national flags of Scotland, Wales, the Crown Dependencies and the British Overseas Territories,
- Flags of other nations,
- The United Nations Flag,
- The Commonwealth Flag,
- The British Army Flag (Non-Ceremonial)
- County Flags and Flags of Metropolitan Cities,
- Flags of Other Cities or Towns,
- Banners of Arms,
- House Flags,
- Specific and Additional Flags to Mark Certain Events, Locations or Occasions.

The Royal Standard takes precedence over all other flags, and should be hoisted upon a Royal Person arriving, flown whilst they are on the premises, and lowered following their departure.

On rare occasions and where considered appropriate, the council may decide to fly other flags, such as the Pride Flag, or flags to mark important dates or local events which support its agreed strategic ambition and priorities. The above Order of Precedence applies.

All flags will be of a standard size, in good condition and without advertisements. At all times, flags will be treated with the dignity that they deserve.

DIARY

The council agrees its annual schedule following the receipt of guidance from central government. Wokingham Borough Council will mark the following occasions by flying the stated flag:

9 January – Birthday of the Duchess of Cambridge Union Flag

20 January – Birthday of the Countess of Wessex Union Flag

27 January – Holocaust Memorial Day NLC Flag (Full Mast)

6 February – Her Majesty's Accession Union Flag

10 March – Birthday of the Earl of Wessex Union Flag

March – Commonwealth Day (Held on the second Monday in March) Commonwealth Flag

21 April – Birthday of Her Majesty the Queen Union Flag

23 April – St George's Day St George's Cross

June – Armed Forces Day (dates varies annually) Armed Forces Day Flag

2 June – Coronation day Union Flag

June (as appointed – official Celebration of Her Majesty's Birthday) Union Flag

10 June – Birthday of The Duke of Edinburgh Union Flag

21 June – Birthday of The Duke of Cambridge Union Flag

One day in late June/early July – Pride Flag

17 July – Birthday of The Duchess of Cornwall Union Flag

15 August – Birthday of The Princess Royal Union Flag

3 September – Merchant Navy Day Red Ensign Flag

11 November + 2nd Sunday in November – Remembrance Day Remembrance Flag (Full Mast)

14 November – Birthday of The Prince of Wales Union Flag

20 November – Her Majesty's Wedding Day Union Flag

Individual requests for the flying of specific flags would only be approved in exceptional circumstances, in order to prevent clashes with the agreed timetable or other practical issues.

FLYING FLAGS AT HALF-MAST

On significant occasions, flags may be flown at Half-mast. This is a position two thirds of the way up the flagpole, and when hoisted, it is appropriate to raise the flag to the top, pausing for a moment, before lowering it to a suitable position. If the Union Flag is at Half-mast all other flags should be at the same position, or should not be flown at all. Flags of other countries should not be flown unless that country is also in a period of mourning.

The exception to the above is the Royal Standard, which should never fly at Half-mast, representing the continuous nature of the Monarchy.

National events requiring flags to fly at Half-mast will always be guided by directions from Central Government.

PUBLICITY

The flying of certain flags, or occasions where flags are flown at Half-mast, will always be accompanied by an appropriate press release and/or statement on the council's website and social media channels.

ROOM NAMING PROTOCOL

Introduction

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.

At the present time, one room (the main Committee meeting room) is named after Captain David Hicks MC.

This protocol sets out the criteria and process whereby such requests are considered.

Applications

Any resident may submit a request to the Council to outlining the name and reason for the nomination.

The Chief Executive in consultation with the Leader of the Council will consider the application on its merits applying the following criteria:-

- Nomination should be for a local resident or worker in the Borough
- Contribution to the Borough
- Numbers of people in support of the application

Before making a decision and in order to gauge wider opinion on the merits of an application, the Chief Executive may consult with relevant representative bodies.