

Payhembury Parish Council

Death of Senior figures protocol

1. INTRODUCTION

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

- a) HM The Queen
- b) HRH The Duke of Edinburgh
- c) HRH The Prince of Wales
- d) HRH The Duchess of Cornwall
- e) HRH The Duke of Cambridge
- f) HRH The Duchess of Cambridge
- g) HRH Prince George of Cambridge
- h) HRH Princess Charlotte of Cambridge
- i) HRH Prince Louis of Cambridge
- j) HRH The Duke of Sussex
- k) HRH The Duchess of Sussex
- l) HRH The Duke of York
- m) HRH The Princess Royal
- n) HRH The Earl of Wessex
- o) HRH The Countess of Wessex
- p) The Prime Minister
- q) The Member of Parliament for Tiverton and Honiton
- r) A serving member of Payhembury Parish Council

1.2 This protocol will be kept under review and the list updated annually in May.

1.3 Plans will only be implemented following an official announcement. Upon notification of an official announcement, the Clerk will advise all members that the protocol is to be implemented.

2. THE DEATH OF THE SOVEREIGN AND MEMBERS OF THE ROYAL FAMILY

2.1 Book of Condolence and Marking a Silence

2.1.1 On the day following the announcement of the death of the Sovereign, The Duke of Edinburgh, The Prince of Wales or The Duchess of Cornwall, a Book of Condolence will be opened. In the event of the death of another member of the Royal Family or notable person, the Parish Clerk in discussion with the Chair, will judge public feeling as to whether a book of condolence should be opened locally.

2.1.2 The Book of Condolence will be available until the day of the funeral. When a Condolence book has been closed, it will be bound and retained with the Council's official archives.

2.1.3 Where the death of a senior member of the Royal Family is to be marked by a silence, an announcement will be made by Buckingham Palace. The Chair of the Council will lead a public silence outside of the Parish Hall with Parish Councillors. The Clerk will be responsible regarding arrangements for any media access.

Payhembury Parish Council

Death of Senior figures protocol

2.1.4 The Chair of the Council will issue a statement via the Clerk expressing the sadness of the Council and community of Payhembury at the news of the death. The statement will also appear on the home page of the website. The statement will provide details of the Book of Condolence, if appropriate, and the public observing of the silence will also be cited.

2.2 Civic Engagements and Dress Code

2.2.1 The Clerk, in conjunction with the Chair of the Council, will review the programme of engagements undertaken by the Council to ensure it is appropriate in a time of national mourning and that it sits comfortably with the national mood.

2.2.2 During the official mourning period, black ties should be worn when representing the Council.

2.2.3 Members and Senior Officers when on official duty should wear dark coloured clothing, at a minimum for the first day after the announcement, Proclamation Day, for any official minute silence and on the day of the funeral.

3.0 THE DEATH OF THE PRIME MINISTER OR MEMBER OF PARLIAMENT FOR PAYHEMBURY

3.1 The Chair of the Council will issue a statement via the Clerk expressing the sadness of the Council and community of Payhembury at the news of the death. The statement will also appear on the home page of the website.

3.2 The Clerk, in conjunction with the Chair of the Council, will review the programme of engagements undertaken by the Council to ensure it is appropriate in a time of national mourning and that it sits comfortably with the national mood.

3.3 Councillors should wear dark coloured clothing when on official duty, for the first day after the announcement, for any official minutes' silence and on the day of the funeral.

4.0 THE DEATH OF A SERVING MEMBER OF PAYHEMBURY PARISH COUNCIL

4.1 The Clerk will inform all members of the Council via email (or telephone) and a message will be posted on the Parish Council Website.

4.2 The Casual Vacancy will be advertised the day after the funeral.

4.3 A minutes silence will take place at the subsequent meeting of the Parish Council.

4.4 The members' family will be offered a room at the Parish Hall, paid for by the Parish Council, for any refreshments following a service (subject to availability).

Payhembury Parish Council

Death of Senior figures protocol

Version History

Version no.	Adopted	Changes	Review date
V0.1		draft	
V1.0			