

Committee	Full Council
Month	July 2022
Report Title	Operation London Bridge
Report Author	Georgia Arnold, Committee Clerk & Office Administrator
Attachments	None

Summary

Operation London Bridge is the name of the procedures and protocols in place for when her majesty Queen Elizabeth II passes away.

This report details the protocols in place with a timeline of what should happen on each day, from day of death, the 10-days mourning and the day of the funeral.

Plans have been discussed between the Town Clerk and other staff, these finalised details have been relayed to all staff so when the need arises actions are carried out swiftly and appropriately.

Recommendation: Council is asked to support the details within this report.

Councillors (where available) will be expected to attend the local proclamation (D+2) and the two-minute silence on the day of the funeral (D+10) fully robed. Full details will be circulated at the time of the event and when further guidance is issued.

Council meetings will need to be postponed during the 10-days mourning. Therefore, it is recommended that Council adopt the following during this period: *The Town Clerk will have delegated authority to act upon decisions in liaison with the Town Mayor and Council Leader in a state of emergency.*



Saffron Walden Town Council

Operation London Bridge

This schedule is based on the National Association of Civic Officers advice issued May 2019 (5th ed.) and the Society of Local Council Clerks (SLCC) 2022 guidance – both are the most recent guidance.

The timescales are taken as read from the advice given.

The advice issued notes that:

“It is down to each local authority to decide for whom the protocol is implemented and to what extent. Flying of flags at half-mast will always be appropriate. Other decisions, such as whether to open a Book of Condolence, or whether to mark a Silence (and how and where) will be decided locally”

SWTC Officers agreed that on the day of death the Tourist Information Centre will close to the public but staff would continue to work behind closed doors, similarly to the office staff. (I.e., officers will take phone calls but no customers or visitors from the public.) The Operations Team would stop public facing work where practical to do so.

Officers agreed that any SWTC events where practicable to do so will be postponed, on the day of death until the day after the funeral.

However, any hirers (Common, Town Hall, Market etc) should be informed that should they need to continue with their event it must be carried out in a respectful manner. I.e., any theatre productions must hold a minute's silence with all cast and crew present standing with the audience. But SWTC will reserve the right to cancel any events should it be deemed appropriate.

It was agreed: Impractical to stream the funeral and will therefore not be arranged; weddings should continue, which is in line with UDC practise.

Council Meetings

Council meetings will be postponed until after the funeral, as per national guidance:

Local Government Act 1972, s 243 excludes days appointed for public mourning from the calculation of the three clear days' notice of a council meeting, or anything that is required to be done. When HRH The Prince Philip, Duke of Edinburgh passed away this was interpreted as none of the eight days of mourning could be used in calculating the three clear days; for this reason, the council may need to postpone a meeting, or giving notice for a meeting, until after the funeral has taken place.

It is unclear at this stage what happens if an agenda has already been issued and whether the meeting can continue to take place. UDC and Essex Association of Local Councils have not confirmed either way and said further guidance will be issued when the situation arises.

Delegation - The dates given below indicate how events would be aligned with the day of death

Day FILL IN DATES	Action	Staffing
<p>D (day of death) On formal announcement of death:</p>	<ul style="list-style-type: none"> • Town Hall flag to be lowered to half-mast • Remove all other flags • Turn off fountain flood lights • Publicly close – TIC + Ops meet Town Hall for staff briefing where possible (or on the next working day) pass arm bands / rosettes to all • Email all staff/cllrs timeline plan of events • Check hirers for next 10 days inform procedures <p>TO PREPARE:</p> <ul style="list-style-type: none"> • BOC, table, ribbon, photo frame • Mayor sign BoC • Ribbon top right of Queen’s photo in Assembly Hall • Robes, mace, sound system and dais for proclamation <p>Change website / Socials</p> <ul style="list-style-type: none"> • Home page should be overwritten with a black page carrying a portrait of the Queen • Message from Mayor • Link to online book of condolence • Instructions for leaving flowers (Jubilee, no cellophane) • Filling in book of condolence (Town Hall, 9-4 – M-F) • Donations (Queens charity) • Submit Press Release for newspaper 	<p>Operations - TF/CF</p> <p>GA</p> <p>CH</p> <p>GA*/EB* * Contact Tela if both unavailable</p> <p>GA</p>

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<p>(Day after death, D+1) Proclamation – London</p>	<ul style="list-style-type: none"> • 11am – raise flag to full mast during London proclamation • Return to half-mast after London proclamation • Signs up at Jubilee re: Flowers / donations to Queen’s Charity • Signs up at Town Hall re: BoC • Open BoC (first page Mayor), photo, ribbon and tablecloth – signs up at TH • Write to schools/care homes send template BoC pages 	<p>Operations - TF/CF</p> <p>GA / Ops</p> <p>GA</p>
<p>Day after London Proclamation Day (D+2) – Local proclamation (Belfast, Cardiff & Edinburgh) read at 12 noon. 12.30pm High Sheriffs read County proclamation</p>	<p>All staff + Cllrs where possible</p> <ul style="list-style-type: none"> • Sound system, PA, dais, robes, mace, bell set up • Road closed, bollards, van (if non-Market Day) • Robed/uniform, black arm bands, ties, rosettes, mayor’s chain in black pouch • 1.30pm, or after, civic leaders to read local proclamation • Raise flag to full mast during proclamation • Return to half-mast after proclamation 	<p>TF / CF</p> <p>GA</p>
<p>D+2 Sandringham or D+4 Scotland</p>	<ul style="list-style-type: none"> • If The Queen’s death takes place outside London, her body will be taken back to the capital by train. • If there is railway station situated in your parish/town on the route the train will take, your civic leaders will be expected to be on the platform when the train slows to go through the station. • Arrangement need to be made with the Station Manager 	
<p>D+2 Or D+4</p>	<p>Lying in state begins Dependent on location of death</p>	
<p>D+5</p>		

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D+6		
D+7		
D+8		
D+9	Lying in state ends	
D+10	<p>Funeral (National Holiday unless a Saturday, if so we would not cancel Markets but traders asked to participate in 2 min silence) All staff + Cllrs where possible</p> <p>Unless D+10 falls on a Sunday (it would then take place on the Monday, which would be a National Holiday)</p> <p>Two Minute National Silence 11AM</p> <ul style="list-style-type: none"> • Robes, mace, bell set up • Robed/uniform, black arm bands, ties, rosettes, mayor's chain in black pouch 	<p>TF / CF</p> <p>GA</p>
D+11	<p>Day after Funeral</p> <p>If D+10 is not a Sunday (i.e., if the funeral is mid-week)</p> <ul style="list-style-type: none"> • Flag returns to full mast at 9am • Remove floral tributes for compost • Revert to normal website • Close BoC 	<p>TF / CF</p> <p>EB GA</p>
D+12	<ul style="list-style-type: none"> • Turn on fountain flood lights • Send letter to the Private Secretary at Buckingham Palace advising that a Book of Condolence held in the council archives 	<p>TF / CF</p> <p>GA</p>
1 month after death	<ul style="list-style-type: none"> • Remove the ribbon from the portrait The Queen in Assembly Hall • A portrait of the new King should be put in place • An alternative place for the portrait of The Queen should be found 	<p>TF / GA</p>