

ROTHERHAM METROPOLITAN BOROUGH COUNCIL FLAG AND LIGHTING UP PROTOCOL

1. This protocol has been prepared to provide a formal schedule of dates upon which specific flags will be flown from Riverside House and Rotherham Town Hall. The two principles governing this protocol are:
 - (a) That the Council will follow the advice of the relevant Government department in respect of the dates upon and the manner in which flags are to be flown and/or buildings illuminated.
 - (b) That the requests for support for a cause or campaign, which by implication will include the flying of a flag, will require a decision by Members at a meeting of the Council.
 - (c) That ad-hoc requests for Town Hall illumination will be considered by the Chief Executive, in consultation with the Leader of the Council, and recorded as officer decisions.
2. Where a request is received for a flag to be flown in support of a particular campaign, the Chief Executive shall arrange for a report to be prepared for consideration by the Council. It will be a matter for the Council to determine whether it wishes to demonstrate support for a campaign by permitting the flying of a flag from either Riverside House or Rotherham Town Hall.
3. In the event of a request to fly a flag at either Riverside House and Rotherham Town Hall being received which is not dealt with under this protocol and accompanying schedule, the Chief Executive, following consultation with the Leader of the Council, will have authority to arrange for specific flags to be flown, subject to the Council having demonstrated its commitment to the cause, set out in clause 2 above.

(NB when the Chief Executive is not available, the designated deputy will consult the Leader of the Council and arrange for specific flags to be flown. In the absence or unavailability of the Leader of the Council, the Deputy Leader of the Council shall be consulted.)

Instances where this approach would be required may include recognition of sporting events, such as the FIFA World Cup or The Ashes International Cricket Series, demonstrating support for particular communities or campaign groups

4. In the event of a national or international incident, the advice of the Ministry of Housing, Communities and Local Government will be followed in respect of how and when flags will be flown at Riverside House and Rotherham Town Hall.

5. When recognising a national or international incident, the Council will fly the Union Flag. If the Council is in possession of the flag of an affected nation, the Chief Executive may consult the Leader of the Council on flying the appropriate national flag at Riverside House and/or Rotherham Town Hall.
6. The Union Flag is to be hoisted on Rotherham Town Hall and Riverside House on all dates in accordance with circular issued by the Ministry of Housing, Communities and Local Government (updated March 2021)
7. The Ministry of Housing, Communities and Local Government permits 'double flagging' i.e. the flying of two flags from the same flagpole without the need for express consent. This allows county and other local flags to be flown alongside the Union flag on the same flagpole if required, providing the Union flag is in the superior position.
8. Flags in support of the NHS may be flown without the need for express consent

Occasions on which the Union Flag is to be flown at half-mast

- (a) From the announcement of the Death up to the Funeral of the Head of State except on Proclamation Day on which they are hoisted full mast from 11am until sunset.
 - (b) The funerals of members of the Royal Family, subject to any Special Commands by the Head of State in each case.
 - (c) The funerals of Foreign Rulers, subject to any Special Commands from the Head of State.
 - (d) The funerals of Prime Ministers and ex-Prime Ministers of the United Kingdom.
 - (e) Other occasions by Special Command of the Head of State.
9. The Cross of St. George Flag is the traditional flag for England and was the legal national flag of the Kingdom of England until 1707. This flag can be flown in conjunction with the Union Flag. However, the Union Flag will take precedence over the flag of the Cross of St. George. This flag will be flown specifically on 23 April to mark St. George's Day and on other days in accordance with the schedule of dates.
 10. The Borough Council's Flag incorporates the Coat of Arms of the Authority and motto 'By Industry and Honour'. The Borough Flag should be flown on the day of the Annual Meeting, the day of the Civic Service (usually the third Saturday in May) and whenever the Mayor holds an official reception at Rotherham Town Hall. The Borough Flag is to be flown on the days when meetings of the Council are taking place.

(a) Mayor and Past Mayors of the Council

The Local Authority Flag is to be flown at half mast on the death of the current Mayor, from the day of the death until 6.30pm on the day of the funeral. In relation to past Mayors, the Local Authority Flag will be flown at half mast on the day of the death and the day of the funeral where known. The dates will be notified by the Mayor's Office.

(b) Serving Members of the Council

The flag is to be flown at half mast on the day of the death of a serving member and then on the day of the funeral until 6.30pm. The dates will be notified by Democratic Services.

Note: If death occurred after normal working hours the flag would be flown at half mast on the next working day.

11. The Yorkshire Flag should be flown at all times at Riverside House unless there are other specific circumstances requiring other flags to be flown, as identified in the schedule of dates. The Yorkshire Flag will specifically be flown annually to mark Yorkshire Day on 1 August.
12. On the occasion that an overseas visitor is present at Riverside House or Rotherham Town Hall, on official business/visit, whenever possible, the flag for the visiting country will be flown. The organiser for the visit should notify the Head of Asset Management and the Town Hall Attendants as soon as the date of the visit is known in order that the appropriate flag may be obtained and flown.
13. At Riverside House, the Union Flag should be flown on the nearest flagpole to the building, which is the principal flag pole. There are four flagpoles at Riverside House. Two flagpoles are situated at Rotherham Town Hall. The principal flagpole is located on the north-west edge of the Town Hall. The other flagpole is located above the entrance to the Town Hall.