

## **SLOUGH BOROUGH COUNCIL**

**REPORT TO:** Council

**DATE:** 26<sup>th</sup> November 2019

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### **PART I** **FOR DECISION**

#### **FLAG REGULATIONS**

##### **1. Purpose of Report**

To consider proposed amendments to the Council's Flag Regulations following relocation of the Council's main administrative office to Observatory House and agree a procedure for consideration of requests to fly flags from the Council offices.

##### **2. Recommendations**

The Council is requested to resolve:

- (a) That the Council's Flag Regulations be approved as set out at Appendix 1.
- (b) That a third flagpole be provided at the entrance to Observatory House.

##### **3. The Slough Joint Wellbeing Strategy, the JSNA and the Five Year Plan**

Flying of flags is a highly visible symbol of respect and can be used to promote a sense of community and create a welcoming environment.

##### **4. Other implications**

###### **(a) Legal Implications**

There are no legal implications. The Flag Regulations reflect current national guidance/protocols.

###### **(b) Financial Implications**

There will be a modest cost incurred in providing a third flag pole outside Observatory House. The cost will be kept to a minimum and can be accommodated within existing budgets.

##### **5. Supporting Information**

5.1 The Council has a set of agreed Flag Regulations which set out the Council's current practice for flag flying which has developed over the years and provides for the following flags to be flown from the main Council offices on all days that the Council is open for business:

- The Union Flag
- The Civic Flag (Borough Coat of Arms)

- A Flag bearing the Slough Borough Council Corporate Logo.

- 5.2 The Union Flag is also flown on nationally significant occasions that fall on weekends and public holidays and the St George's Flag is flown in place of the SBC corporate logo flag on days of significant English occasions (including those that fall on weekends and bank holidays).
- 5.3 The Regulations provide for the flags to be flown at half mast on the death of certain individuals and for all flags to be flown in accordance with current national guidance/protocols.

### **Move to Observatory House**

- 5.4 The Council's move to Observatory House requires the Flag Regulations to be amended to reflect this as the main Council Building.
- 5.5 The Regulations provide for three flags to be flown whilst the Council is open for business and there is therefore a requirement for a third flagpole to be provided at the entrance to the building as there are currently only two.

### **Procedure for Consideration of Flag Flying Requests**

- 5.6 There is currently no recognised procedure for considering requests to either add to the list of flag flying events or for one-off occasions. A clear procedure would assist in dealing with any requests to fly flags from the Council's main building. It is proposed that requests for the Council to fly other flags or for one off occasions be determined by the Chief Executive following consultation with the Leader of the Council and Opposition Group Leader if time permits.

## **5 Appendices**

Appendix 1 – Flag Regulations

## **6 Background Papers**

None.

The Flag Institute:

<http://www.flaginstitute.org/wp/>

### **National Guidelines**

UK Government:

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/15438/flying\\_flags\\_guide.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/15438/flying_flags_guide.pdf)

### FLAG REGULATIONS

1. Subject to (2) below, the following flags will be flown at full mast at Observatory House on all days that the Council is open for business:
  - Union Flag – the flag will also be flown on nationally significant occasions that fall on weekends and public holidays
  - Civic Flag (Borough Coat of Arms)
  - A flag bearing the Slough Borough Council corporate logo apart from days of significant English occasions (including weekend and public holidays) when the St. George's Flag be flown in its place.
  
2. The Union Flag (and any other flag flying) will be flown at half mast at Observatory House on the death of:-
  - A Royal Personage
  - A member or immediate ex-Member of the Council (other ex-Members of the Council on the day of funeral only)
  - An ex-Mayor of the Borough
  - Funeral of Prime Minister and ex-Prime Ministers of the United Kingdom
  - Member of Parliament for the Borough Constituency
  - A Director
  - A Distinguished Person

The Flags to remain at half-mast until after the funeral and then raised to full mast for the remainder of the day.
  
3. Flags will be flown in accordance with current national guidance/protocols.
  
4. That requests for the Council to fly other flags or for one off occasions be determined by the Chief Executive following consultation with the Leader of the Council and Opposition Group Leader if time permits.