

By: Gary Cooke, Cabinet Member for Corporate and Democratic Services  
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To: Selection and Member Services Committee – 5 June 2013

Subject: Protocol for flying the Union Flag at County Hall

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Summary: This report briefly sets out a suggested protocol in respect of the Union Flag at County Hall

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## 1. Introduction

(1) Kent County Council's current practice is to fly the Union Flag and County Flag at County Hall at full mast on each day of the year.

(2) There are also circumstances when these flags need to be flown at half mast and/or when other flags should be displayed. A draft protocol is set out in the **Appendix** to this report setting out the circumstances, and who has authority to decide, when flags should be flown. Its purpose is to clarify when and why the County Council flies the Union, County and other Flags in a particular manner.

(3) It is not the intention that this protocol should be prescriptive. It is therefore suggested that the Chairman of the County Council as the ceremonial Head of the County Council is the most appropriate person to decide whether to vary it on any particular occasion. Any such decision would need to be taken in consultation with the Director of Governance and Law and, if appropriate following consultation with the College of Arms.

(4) Examples of the kind of occasion where the Chairman of the County Council may deem it appropriate to use the available discretion to fly the flag(s) at half mast could include the deaths of MPs, Chief Constables, County Fire Officers and armed forces personnel killed in action.

## 2. Recommendations

I recommend that:

- (a) the County Council adopts the draft protocol set out at Appendix 1 to the report.
- (b) any decision to vary the County Council's normal practice in respect of the Union Flag be taken by the Chairman of the Council following consultation with the Director of Governance and Law and advice from the College of Arms.

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