



**THE FLYING OF FLAGS FROM  
COUNCIL BUILDINGS**

**AND**

**ARRANGEMENTS FOR BOOKS OF  
CONDOLENCE**

**CHIEF EXECUTIVE  
PROPERTY MANAGEMENT**

**REVISED MARCH 2014**



INVESTOR IN PEOPLE

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**General:**

National flags are flown from local government building to mark certain set occasions. They are also flown at half mast as a mark of respect following the death of a member of the Royal Family and of current or past holders of high political office.

In certain circumstances it is judged appropriate to make books of condolence available in council offices to allow members of the public to record their respects.

This protocol attempts to standardise the flying of flags and to set out responsibilities in relation to books of condolence. Some compromises have been made between the formal rules of etiquette and what has become accepted practice.

From time to time decisions in relation to a particular set of circumstances will require to be taken. In such instances the Convener/Vice Convener will make the decision after consulting the Chief Executive, his/her deputy or the Property Manager and if appropriate the Lord Lieutenants and the Lord Chamberlain's office.

All expenditure occasioned by a period of national mourning should be debited to the Civic Recognition Budget administered by the Chief Executive's Department.

Occasions on which flags will be flown from Scottish Borders Council Buildings:			
Date	Occasion	Flag	Remarks
March	Commonwealth Day	Commonwealth Flag	To be flown at HQ only. Flag to be raised at 10am.
21 <sup>st</sup> April	Birthday of Her Majesty The Queen	Union Flag	Not to be confused with official birthday which falls during June
9 <sup>th</sup> May	Europe Day	European Flag	To be flown at HQ only
June (Note 1)	Queen's Official Birthday	Union Flag	See <a href="http://www.royal.gov.uk">www.royal.gov.uk</a> to confirm date
27 <sup>th</sup> June	Armed Forces Day	Armed Forces Day Flag	(Note 2) The flag should be flown for 7 days commencing on the Monday before the 27 June
Between 11 <sup>th</sup> November (Armistice Day) and Remembrance Sunday	Armistice Day & Remembrance Sunday	Union Flag	Flag should be flown fully up throughout
30 <sup>th</sup> November	St Andrew's Day	Saltire	

**Notes**

1. Requests from special interest groups to have their flags flown from council buildings will generally be refused.
2. Lord Lieutenants each have an Armed Forces Day Flag and can be allowed the facility to fly it from a council flag pole within their lieutenancy.
3. In the event of a visit by an official delegation from a foreign country it may be appropriate to mark the occasion by flying the national flag of the visitor(s)

### **Occasions on which flags will be flown at half mast:**

- From the announcement of the death until the funeral of the sovereign, except on Proclamation Day, when they are hoisted right up from 11am until sunset.
- The day of the funeral of a foreign ruler, subject to special commands from Her Majesty in each case.
- From the announcement of the death until the day of the funeral of:
  - Members of the Royal Family. (Union Flag)
  - Prime Minister of UK or past holders of that Office. (Union Flag)
  - First Minister of Scottish Executive/Government or past holder of that Office. (Saltire)
  - Presiding Officer or past holder of that Office. (Saltire)
- In the event of an act of terrorism within the United Kingdom, involving multiple fatalities. (Union Flag)
- In the event of any other disaster, which has occurred within the United Kingdom, involving multiple fatalities. In such cases the Convener/Vice Convener of the Council, in conjunction with the Chief Executive will make the decision as to what is appropriate.

## FLAGS & FLAG FLYING RULES

### **Saltire:**

The flag of St Andrew and the recognised National Flag of Scotland. It is correct to fly with or instead of the Union Flag. By protocol it should not be flown at half mast but this has become accepted practice in recent times as a mark of respect on the occasion of the death of a prominent Scot holding a post for which half mast flag flying would be appropriate.

### **Buildings with Two Flag Poles:**

If a building has two flag poles then the Union Flag if flown along with the Saltire must always go on the left most pole as seen by a person looking towards the front of the building from outside. However, should the flag poles be of unequal height then the Union Flag must always be flown from the taller of the two flag poles.

### **Union Flag (Union Flag)**

The official flag of the United Kingdom and should be used on all occasions associated with the Royal Family.

A common error is to hoist the Union Flag the wrong way up. The correct way is with the **broader white diagonals uppermost**.

### **Royal Standard:**

The Royal Standard signifies the physical presence of the Sovereign and can only be flown when the Sovereign is actually in that building.

### **The Rampant Lion:**

Is not a National Flag and cannot be used by citizens or corporate bodies. It is the exclusive property of the Sovereign and its use is restricted to only a few Great Officers who officially represent Scotland, including the Secretary of State for Scotland.

### **Half mast event falling on a normal Flag Flying Day:**

On such occasions the flag remains fully up unless a special command is received from Her Majesty.

The one exception would be the flag on the building in which the body was lying in State.

### **Half Mast Position:**

The flag should be flown in a position two thirds of the way up the flagpole and not half way as the name suggests.

The half masting of a flag indicates respect and part of that respect is the act of lowering the flag to half mast position. For that reason the flag should be fully hoisted then after a pause for a few seconds lowered to the correct position. Before lowering the flag should again be returned to the fully hoisted position.

**SCOTTISH BORDERS COUNCIL  
BUILDINGS FROM WHICH FLAGS WILL BE FLOWN**

**Locations at which flags will be flown on Flag Flying Days and on Half Mast Occasions:**

1. Council Headquarters\*
2. Gateway Centre, Coldstream
3. Leitholm Playpark
4. Council Offices, Duns
5. Council Offices, Eyemouth (Former High School)
6. Council Offices, Galashiels
7. Town Hall, Hawick
8. Council Offices, Innerleithen
9. Town Hall, Jedburgh\*
10. Town House, Kelso\*
11. Town Hall, Melrose
12. Council Offices, Peebles
13. Chambers Institute, Peebles
14. Victoria Hall, Selkirk

**Notes:**

**\* Denotes buildings on which flag is flown continually but may require to be altered to meet the occasion.**

**Responsible Department:**

The Council Property Section will be responsible for ensuring that flags are flown on Flag Day and Half Mast Occasions

They are responsible for ensuring that supplies of appropriate flags are available for each of the listed buildings.

If necessary the Convener/Vice Convener will make a decision to fly at half mast after consultation the with Chief Executive

## BOOKS OF CONDOLENCE

### **General:**

The Communications Manager is responsible for arranging the issuing of Books of Condolence and must liaise with the Procurement Officer in relation to the provision of the books.

Master copies of loose leaf pages for the books are retained in the Printing Section of the Resources Department.

Completed Books of Condolence are forwarded to an address supplied by the Lord Chamberlain's Office at the time of closure.

### **Locations for Books of Condolence**

1. Council Headquarters
2. Library, Coldstream
3. Council Offices, Duns
4. Council Contact Centre, Eyemouth
5. Town Hall, Hawick
6. Library, Innerleithen
7. Council Contact Centre & Library, Jedburgh
8. Council Contact Centre & Library, Kelso
9. Ormiston Institute, Melrose
10. Borders General Hospital, Melrose
11. Council Offices, Peebles
12. Chambers Institute, Peebles
13. Council Contact Centre, Selkirk
14. All Mobile Libraries

### **Emergency Contact**

Circumstances leading to the need to arrange Books of Condolence can arise at short notice and can necessitate action at weekends or during holiday periods.

In such circumstances the necessary telephone numbers can be accessed via the Council Out of Hours Contact Centre on 01896 752111