

# UPDATE TO CITY COUNCIL'S FLAG PROTOCOL

**To:**

Civic Affairs Committee 07/02/2024

**Report by:**

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**Wards affected:**

All

## 1. Introduction / Executive Summary

This report proposes updating the list of flags that will be flown at the Guildhall, to reflect requests for additional flags that have been made in recent years. The current protocol was agreed by Civic Affairs Committee in 2019. Since then a small number of flags have been requested to be flown, either through a motion to Council or by the Executive Councillor for Communities. This report simply proposes bringing the formally adopted protocol up to date with those changes.

## 2. Recommendations

That the Committee agree:

(a) to adopt the revised list of flags to be flown over the Guildhall at Appendix A; and

(b) that from time to time additional flags may be flown in special circumstances, where they are consistent with the Council's vision,

objectives and obligations, through agreement of the Leader and Chief Executive at the time.

### **3. Background**

- 3.1 The Council adopted a Flag Protocol to provide clarity and certainty over which flags would be flown, and to reduce the amount of senior officer and member time spent dealing with ad hoc requests. The Council's protocol incorporates the nationally prescribed list and flags that the Council itself has chosen to fly.
- 3.2 Since its adoption, changes to the national list have been made each year to reflect deaths and other changes. Locally, councillors have requested additional flags be flown to commemorate additional events, specifically the Romani flag and Progress Pride flags (including the latter for Pride month in June). These flags have been flown, and this report simply updates the Flag Protocol to reflect these additions.
- 3.3 It is possible that the list of flags to be flown may change again in the future, or that it may be appropriate to fly additional flags to commemorate particular causes or events. It is recommended that Committee agree that this should only be in exceptional circumstances, and should be agreed in each instance by the Leader and Chief Executive at the appropriate time, taking account of fit with the Council's policies, values, objectives and obligations.
- 3.4 In addition to flying flags in accordance with this protocol, the Council has a range of other ways of marking significant dates, campaigns and causes, including illuminating the Guildhall, use of social media and other promotional channels.

### **4. Implications**

#### **a) Financial Implications**

There are no immediate financial implications of this report or recommendation. The Council periodically buys new flags to replace damaged or worn ones. It is generally possible to buy flags for around £20.

#### **b) Staffing Implications**

Raising flags is carried out by members of the Facilities Team. Having an up-to-date protocol gives clarity to members of that team and allows them, members of the corporate communications team and others to be clear on which flags the Council intends to fly so that they can plan ahead and make appropriate preparations.

### **c) Equality and Poverty Implications**

Updating the protocol in this way reflects explicit commitments made in the 'Trans Rights are Human Rights' motion of 22<sup>nd</sup> October 2020 on flag flying, and the commitment in the 'Policing Bill' motion to "Stand in solidarity with Traveller and Gypsy communities in Cambridge and continue to build trust and good relations with them."

### **d) Net Zero Carbon, Climate Change and Environmental Implications**

Nil.

### **e) Procurement Implications**

Minimal – flags can be bought without a formal procurement exercise.

### **f) Community Safety Implications**

Nil.

## **5. Consultation and communication considerations**

It is recommended that the Flag Protocol be published on the Council's website. For those flags on the protocol that the City Council has chosen to fly in support of its policies and values, the Corporate Communications Team will publicise this through the Council's media channels.

## **6. Background papers**

Background papers used in the preparation of this report:

[Report to Civic Affairs, 9<sup>th</sup> October 2019](#)

[Government guidance on Union Flag flying](#)

[Trans rights are human rights: Council motion - Cambridge City Council](#)

[Councillor Healy: Motion on Policing Bill - Cambridge Council](#)

## **7. Appendices**

Revised list of flags to be flown                      Appendix A

## **8. Inspection of papers**

To inspect the background papers or if you have a query on the report please contact Andrew Limb, Assistant Chief Executive, tel: 01223 - 457004, email: [andrew.limb@cambridge.gov.uk](mailto:andrew.limb@cambridge.gov.uk).

**Flag Flying** (Union Flag unless specified, and takes precedence / the superior position where more than one flag indicated for a given period)

<b>9 January</b>	Birthday of the Princess of Wales
<b>20 January</b>	Birthday of the Countess of Wessex
<b>1 February</b>	LGBTQ+ History Month - Progress Pride Flag - For month of February except on days when Union flag is to be flown
<b>10 March</b>	Birthday of Earl of Wessex
<b>March</b>	Commonwealth Day (2nd Monday)
<b>31 March</b>	International Trans Day of Visibility - Progress Pride Flag
<b>9 April</b>	His Majesty's wedding day
<b>23 April</b>	St George's Day – Flag of St George
<b>6 May</b>	Coronation Day
<b>9 May</b>	Europe Day - Where the European flag is flown on this day, the Union Flag should fly alongside the European flag and, on UK government buildings that only have one flagpole, the Union Flag should be in the superior position.
<b>June</b>	Gypsy, Roman and Traveller History Month (Romani flag) For month of June except on days when Union flag / Armed Forces flag is to be flown
<b>June</b>	Pride month – Progress Pride flag to be flown for month of June except on days when Union flag / Armed Forces flag is to be flown
<b>17 June</b>	Official Birthday of His Majesty the King
<b>21 June</b>	Birthday of the Prince of Wales
<b>23-30 June</b>	Armed Forces Week – Armed Forces Flag
<b>17 July</b>	Birthday of the Queen Consort
<b>15 August</b>	Birthday of the Princess Royal
<b>8 September</b>	His Majesty's Accession
<b>21 October</b>	Trafalgar Day
<b>24 October</b>	United Nations Day- UN flag on this day
<b>November</b>	Remembrance Day (2 <sup>nd</sup> Sunday) - Flags should be flown at full mast all day.
<b>14 November</b>	Birthday of His Majesty the King
<b>20 November</b>	International Trans Day of Remembrance – Progress Pride flag
<b>10 December</b>	UN Human Rights Day- Flag for Human Rights