

Derby City Council - Flag Protocol

OUTLYING ARRANGEMENTS

It has been Derby City Council's established policy for many years to fly the Union Flag from the roof flagpole of the Council House at all times. The exception to this policy would be on occasions where the Royal Standard is required to fly, in which case the Union flag would be flown from the 'audience left' flagpole by the civic entrance. During a Royal visit, the council would take advice from the Lord Chamberlain's Office, Lord Lieutenant's Office, or the Royal person's Private Secretary, as appropriate.

There are 2 other flagpoles at the Civic entrance to the building, from which the Civic crest and DCC logo are always flown. We have a third flagpole in the River Gardens and a fourth pole in the Sir Peter Hilton Memorial Gardens opposite the main Council House building. The Council often flies certain flags from the fourth flagpole to mark occasions such as St. George's Day, Remembrance Sunday, Holocaust Memorial Day, Armed Forces Week, etc. Guidance on national events is often received from central government to mark certain important dates, sporting fixtures etc., although the council does retain the ability to use local discretion.

The Council operates in accordance with published practice, as informed by the Flag Institute's "Flying Flags in the United Kingdom: A Guide to Britain's Flag Protocol", standard guides on civic ceremonial matters, and guidance from central government and others. Where no guidance is available, or for local or regional events, the Director of Legal, Procurement and Democratic Services has the ultimate responsibility for decisions around the flying of flags. This will be in accordance with local protocol, available best practice, and what the Director considers most appropriate. The Director is also responsible for ensuring practical arrangements for hoisting or lowering flags are co-ordinated across the council.

The Royal Standard takes precedence over all other flags, and should be hoisted upon a Royal Person arriving, flown whilst they are on the premises, and lowered following their departure. The council may decide to fly other flags, such as the Purple Flag award, the Pride Flag, or flags to mark important local events. The above Order of Precedence applies. All flags will be of a standard size, in good condition and without advertisements. At all times, flags will be treated with the dignity that they deserve.

It is possible to fly the same national flag from more than one flagpole by repeating the Position of Honour below. Whilst the Senior national flag is flying from the roof pole, no none-UK flags can be flown from the other flagpoles. The other flagpoles can only be used for junior flags such as country and house flags. Alternatively the roof flag pole can be left empty and the remaining flagpoles used.

POSITION OF HONOUR

The Order of Precedence governs the ranking of flags, and the flagpole that they subsequently fly from. The order is as follows:

- Royal Standards
- The National Flag (The Union Flag)
- The flag of the host country (The St. George's Flag)
- The White Ensign of the Royal Navy
- The Ensign of the Royal Air Force
- The Blue and Red Ensigns
- The Civil Air Ensign
- The national flags of Scotland, Wales, the Crown Dependencies and the British Overseas Territories
- Flags of other nations
- The United Nations Flag
- The Commonwealth Flag
- The European Union Flag
- The British Army Flag (Non-Ceremonial)
- County Flags and Flags of Metropolitan Cities
- Flags of other cities or towns
- Banners of Arms
- House Flags
- Specific and additional flags to mark certain events, locations or occasions

FLYING FLAGS AT HALF MAST

On significant occasions, flags may be flown at half-mast. 'Half-Mast' is defined as two thirds of the way up the flagpole (or at a minimum = a flag height from the top). When hoisted to the half-mast position, it is appropriate to raise the flag to the top, pause for a moment, then lower to the suitable position. The same is true when lowering from the half-mast position, raise to the top, pause then lower. If the Union flag is at half-mast then all other flags should be at the same position, or ideally not flown at all. Flags of other countries should not be flown unless that country is in a period of mourning.

The only exception to the above is when the Royal Standard, which should never be flown at half-mast, representing the continuous nature of the monarchy.

National events* requiring flags to fly at half-mast will always be guided by directions from central government. However, there is local discretion to mark **notable deaths****, funerals or events by flying the Coat of Arms flag at half-mast. The above protocol applies. Flying flags at half-mast at times not associated with the death of a monarch or senior leader, remains at the discretion of the Leader of the council and/or cabinet members.

FLYING DUAL FLAGS (on the same pole)

Flags are permitted to be flown, two to a pole, however the above position of honour must always remain and there must be a gap between the bottom of the top flag and the top of the bottom flag of about 12". Both flags must be British. For example, the Union flag may fly over the flag of England, Scotland or Wales, or over a country, city or house flag. When flying flags at half-mast, the lower flag must be removed.

CIVIC ENTRANCE FLAG POLES

If the Union flag is flying from the civic flag poles along with another flag, the Union flag must be flown to the audiences' left. No exceptions to this rule are permitted. The only instance where this would take effect is when the Royal Standard or no flag is flown from the roof flagpole. On any other occasion the Union Flag must be flown from the roof pole at all times.

FLAGS IN THE CHAMBER OR ON A SPEAKERS PLATFORM

When displayed from a staff, on a speaker's platform, the senior national flag must be placed on the audiences' left. For internal use or at a parade it is permitted to use a dress flag which is normally made from silk or satin with a fringe around 3 sides.

PROPER DISPOSAL OF FLAGS

Flags should only be flown when they are in immaculate condition. Should the condition deteriorate and there is a need to dispose of the flag, this should be done in a dignified way. This includes either burning, tearing or cutting into strips that do not resemble the original flag.

***National Events** would include the time from the notification of death to the day of funeral of the sovereign (with the exception of proclamation day when all flags are hoisted to full mast regardless) / The funeral of members of the royal family / The funeral of a foreign ruler / the funeral of a Prime Minister or ex-Prime minister of the UK / Other special occasions on command of the Queen

****Notable Deaths** may include the day of announcement and the day of the funeral of the Mayor/Mayoress/ A councillor/ex-Mayor/ex-Mayoress or a chief official.

DIARY

The full flag flying schedule can be seen in this document.

[Calendar of Flags updated May 2022.xlsx](#)

Other events may be added on an individual or annual basis, as dictated by the Chief Executive, Leader, cabinet members or Head of Democratic Services.

FLAGS

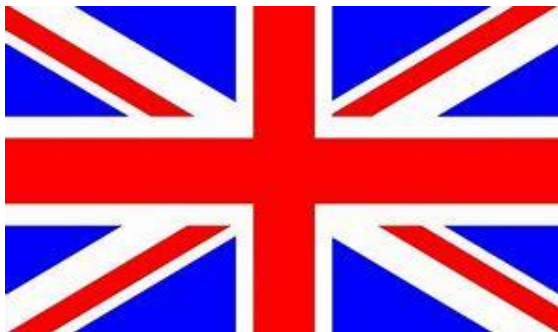
Derby City Council Flag



Derby Ensign



Union Flag



Royal Standard

