

For publication (GV000)

Commemorations and Flag Flying Policy

Meeting:	Cabinet
Date:	19.03.24
Cabinet portfolio:	Governance
Directorate:	Corporate
For publication	

1.0 Purpose of the report

- 1.1 To present for approval the commemorations and flag flying policy 2024 – 2028.

2.0 Recommendations

- 2.1 That the commemorations and flag flying policy is approved.
- 2.2 That the Cabinet member for governance is given delegated authority to approve minor amendments to the commemorations and flag flying policy in between formal review periods.

3.0 Reasons for recommendations

- 3.1 To reconfirm the principles and arrangements for commemoration and flag flying activity delivered or supported by Chesterfield Borough Council and to provide a clear route for additional commemoration and flag flying proposals to be submitted to the council.

4.0 Report details

- 4.1 Following a comprehensive review in 2020/21 and 2022/23, the Council's first commemorations policy was approved in March 2022. The policy established:
- Six guiding principles to be used when considering requests for commemorative activities
 - Identifies a range of opportunities to commemorate and celebrate key individuals, organisations and historical events which have helped to shape our great borough

- Provides a clear route for both Chesterfield Borough Council services and members of the public, community and voluntary sector groups, faith organisations, businesses or other public sector agencies to submit commemoration proposals
- 4.2 The commemorations policy is now due for renewal. During the two years in which the policy has been active several forms of commemoration activity have been undertaken by the Council or supported by the Council. This includes standard street naming practices, civic and ceremonial activity and equality and diversity celebrations, awareness raising and educational events and activities. The commemorations policy has been used to assess requests including the resources required, risks and opportunities and develop a consistent approach.
- 4.3 Over the two year period, the biggest area for new external requests and comment has been around flag flying. The commemorations policy does include flag flying, but there is a more detailed flag flying policy which also required review.
- 4.4 To avoid duplication and for ease of usage, the two policies can be combined into one comprehensive commemorations and flag flying policy. The flag flying element of the policy includes:
- Confirmation that the Union Flag is the only permanent flag to be flown from Chesterfield Town Hall flag poles
 - Identifies other flag flying days
 - Details how to request additional flag flying days
 - Confirms that flags (other than the permanent Union flag) will be flown for a temporary period of – usually a day but no more than 14 days

5.0 Alternative options

- 5.1 The commemorations and flag flying policies are voluntary but the vast majority of authorities have adopted some form of policy and/or procedure to guide these functions.

6.0 Implications for consideration – Financial and value for money

- 6.1 Key principle 4 within the commemorations and flag flying policy is the requirement for the initial cost and ongoing maintenance of the commemorations policy to be established before a commitment is made and that this would need to be funded via the proposer or via external funding.

7.0 Implications for consideration – Legal

- 7.1 Legal implications will be a key consideration as part of all commemoration activity proposals. This is easier to co-ordinate with the single route for commemorations and flag flying.

8.0 Implications for consideration – Human resources

8.1 The commemoration principles and single route for proposals will reduce duplication and wasted effort if commemorations and flag flying proposals cannot meet the clear principles.

9.0 Implications for consideration – Council plan

9.1 The completion of the commemorations review and development of the policy were commitments detailed within Council Plan delivery plans in 2020/21 and 2021/22. The policy now underpins Council Plan activity across all three current priorities.

10.0 Implications for consideration – Climate change

10.1 The policy itself is considered to be neutral from a climate change perspective. However, a climate change impact assessment will need to be undertaken for each commemoration and flag flying activity to ensure that the project is not detrimental to our climate change targets and where possible can make a positive contribution through design, development and education.

11.0 Implications for consideration – Equality and diversity

11.1 A preliminary equality impact assessment has been undertaken and identified no disproportionate negative impacts.

11.2 The various types of commemorations identified offer a range of opportunities to commemorate and celebrate our diverse communities.

12.0 Implications for consideration – Risk management

Description of the Risk	Impact	Likelihood	Mitigating Action	Impact	Likelihood
Duplication of effort and frustration due to a lack of clear commemoration guidance and route for consideration.	M	H	Commemoration and flag flying policy developed following on from a two stage review including community consultation. Policy includes a clear scope, principles and route for submitting proposals. Further development to streamline approach by including flag flying with commemoration in one policy.	L	L
Being unable to secure additional funding and/ partnerships / developer agreements to enable further commemorations.	M	H	Continue to encourage developers to take part in the percent for art scheme. Work with partners and funders to levy external funding where possible.	L	M

			Commemorations and flag flying policy encourages creativity with existing funding streams and activities to improve commemoration, celebration and education activity.		
Human resource challenges to support new commemoration development.	M	H	Commemorations and flag flying policy develops a single route and process for commemoration and flag flying proposals to be submitted to the Council. This will reduce duplication of resources and also ensure human resource impacts are fully assessed before committing to and engaging in activity. Partnership approaches will also be encouraged where possible to maximise capacity and skills are all partners.	M	L

Decision information

Key decision number	1229
Wards affected	All

Document information

Report author
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Background documents
These are unpublished works which have been relied on to a material extent when the report was prepared.
None
Appendices to the report
Appendix 1 – Commemorations and flag flying policy