

Chesterfield Borough Council's Flag Flying Policy

Prepared by: Rachel Appleyard

Approved by: Date:

For review: 2023

1. Introduction

- 1.1 This policy outlines the procedures and arrangements for the flying of flags at Chesterfield Borough Council's Town Hall.
- 1.2 The Council often receives requests to fly flags at, or illuminate, the Town Hall, this policy provides a clear protocol to guide decisions.
- 1.3 The policy is implemented by the Civic Office under instruction from the Service Director - Corporate.

2. Background

- 2.1 The Council displays flags on the flagpoles on the roof of the Chesterfield Borough Council offices, Town Hall, Rose Hill, Chesterfield, S40 1LP.
- 2.2 The purpose for flying flags at the Town Hall is to symbolise the borough's support for important local, national and international days and events. Like all symbols, flags are highly emotive and can be open to interpretation therefore the Council needs to ensure careful consideration is given to flag flying days and requests for the illumination of the Town Hall to encourage community cohesion and acknowledge the feelings of the borough's residents.
- 2.3 At the beginning of each calendar year, a list of flag flying days is produced based on the dates outlined in this policy, guidance from the Government on designated days for flying the Union Flag and advice from the National Association of Civic Officers (NACO) on special events taking place during the year, such as anniversary events. We also develop a list of additional flag flying days for commemorative and celebratory activities relevant in support of our civic programme and community support.
- 2.4 All flag flying commitments are subject to the weather, safe access to the flagpoles and the availability of suitably trained staff.
- 2.5 Flags should not be flown in a worn, damaged or soiled condition. Staff responsible for flying the flags, namely the Town Hall caretakers, will report any damage or wear and tear to the Civic Office as soon as practicable. There is a small budget available for the upkeep of Civic

Regalia which covers the basic maintenance of flags. Spend on new or additional flags must be approved by the Service Director – Corporate.

3. Union Flag

- 3.1 Since 2008, councils have had the discretion to fly the Union Flag at all times if they wish. New guidance was issued by the [Department for Digital, Culture, Media and Sport in March 2021](#) that called for all UK Government buildings to fly the Union Flag every day. All local authorities and other local organisations were encouraged to follow this guidance. In addition, the UK Flag Protocol, produced by the Flag Institute¹, encourages all local authority buildings in England, Scotland and Wales to fly national flags every day of the year and this practice is being seen more frequently across the country.
- 3.2 The Union Flag will be flown all year round at Chesterfield Town Hall in accordance with the guidance from the Government.
- 3.3 The Union Flag should always be flown on the centre flagpole of the Town Hall, in accordance with Government guidance and UK flag protocol. The only exception would be during a visit from the Sovereign, in which case the Royal Standard would be flown on the centre flagpole but only after consulting with the Lord Chamberlain's Department or the Sovereign's private secretary. No non-UK national flags can be flown on the other flagpoles.
- 3.4 The Union Flag should be flown at half-mast on the following occasions:
- On the announcement of the death of the Sovereign, except on Proclamation Day when the Flag is hoisted right up from 11am to sunset; (*refer to separate protocol*)
 - On the day of the funeral of members of the Royal Family, subject to special commands from the Sovereign or the UK Government in each case.
 - Workers' Memorial Day.

¹ UK Flag Protocol "<https://www.flaginstitute.org/wp/uk-flags/british-flag-protocol/>"

3.5 In the event of a national or international incident, the advice of the UK Government will be followed in respect of how and when flags will be flown at the Town Hall.

4. Other flag flying days

4.1 There are other dates during the year where additional flags will be flown. These flags will be flown on the flagpole to the left of the principle flagpole when viewing the Town Hall from the front. (*see figure 1*)

4.2 The additional flag flying dates are:

- Commonwealth Day (second Monday in March) – Commonwealth Flag
- St George's Day (23rd April) – St George's Flag
- Annual Council Meeting (second Wednesday in May) – Borough Flag
- Mayor's Civic Service (second Saturday in May) – Borough Flag
- IDAHOBIT Day (International Day Against Homophobia, Transphobia and Biphobia) (17th May) – Rainbow Flag
- Armed Forces Day (Monday to Saturday, normally the last week in June) – Armed Forces Day Flag
- NHS, Social Care and Frontline Worker's Day (5th July) – NHS Flag
- Chesterfield Pride (July) – Rainbow Flag
- Merchant Navy Day (3rd September) – Merchant Navy Flag
- Derbyshire Day (September) – Derbyshire Flag

4.3 On the occasion of the death of a serving Mayor, the Borough Flag should be flown at half-mast from the day of death to sunset on the day of the funeral.

4.4 The flags of Chesterfield's twin towns (where a town or city flag is available) will be flown alongside the Borough flag when an official delegation visits the Town Hall (*see figure 2*). The twin towns are:

- Darmstadt, Germany
- Troyes, France
- Yangquan, China
- Tsumeb, Namibia

5. Requests for additional flag flying days and illuminating the Town Hall

- 5.1 Consideration will be given to one-off additional requests for flag flying by the Service Director – Corporate in consultation with the Cabinet Member for Governance.
- 5.2 Requests to illuminate the Town Hall will normally be declined as they do not support the Council’s Climate Change agenda and add additional resource strain in terms of staff time and equipment. If there are exceptional circumstances, the Service Director – Corporate will consider the request in consultation with the Cabinet Member for Governance.
- 5.3 The request must be made at least 6 weeks before the event in writing to the Civic Office, Town Hall, Rose Hill, Chesterfield, Derbyshire, S40 1LP.
- 5.4 The request will be assessed against the requirements in the Council’s Commemorations principles and should reflect the vision and priorities of the Council, be sensitive to the views of communities and be made in the spirit of displaying allegiance, support or respect or to celebrate or mark a significant international, national or local occasion.

Figure 1: Examples of flag flying on additional flag flying days.

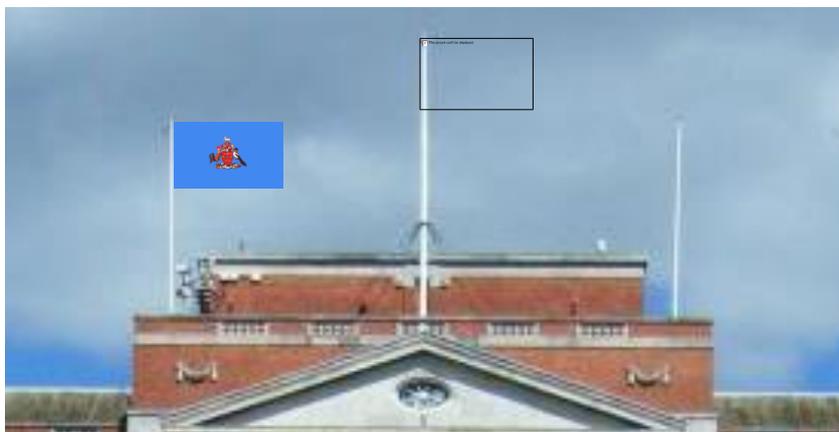
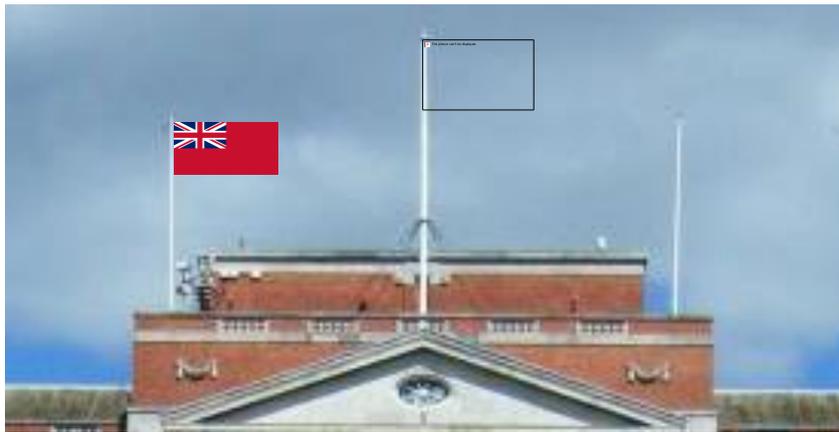


Figure 2: Example of flag flying during an official visit by a delegation from one of the Twin Towns.

