

## **FLAG FLYING PROTOCOL**

- 1) Flag flying responsibility is delegated to the Head of Law & Governance. This protocol guides the Head of Law & Governance in the exercise of that responsibility.

### **Flagpoles**

- 2) There are three City flagpoles or masts that we use for flag flying:-
  - (a) The mast above the main entrance to the Town Hall in St. Aldate's. This is described as the main flagpole. The main flagpole is used exclusively to fly the City flag. No flag other than the City flag should be flown at any time from the main flagpole.
  - (b) The mast at Carfax above the 1930's extension to the Town Hall (i.e. above the Edinburgh Woollen Mill premises)
  - (c) The mast on Carfax Tower.
- 3) The mast at (a) is on Council occupied premises (i.e. the Town Hall). The masts at (b) and (c) are not on Council occupied premises but are on Council owned premises.
- 4) The Council is responsible for flag flying for events and occasions and so flags should be seen to be flown from recognised Council/Civic buildings. Carfax Tower and the 1930's extension to the Town Hall are not Council offices. The 1930's extension is still seen as a Civic building because of its positioning as an extension to the Town Hall but Carfax Tower is not, so generally the Council will not fly flags from it marking events except; the Cross of St George on St. George's Day and the Union flag on those occasions, as set out in the Annex.

### **Flying of Flags**

- 5) The Annex to this Protocol sets out the days when the City will fly flags. Additional information on irregular occasions is set out below:

### **West Papua**

- 6) A request must be made by a Member of Council to fly this flag by 1<sup>st</sup> December each year and any request received in time will be determined by the Head of Law and Governance, having sought advice from a cross party Member Panel. This decision is final.

### **International Links/Town Twinning**

- 7) We are twinned with the following towns, listed in order of the date the link was formalised:-
- Bonn
  - Leiden
  - Grenoble
  - Perm
  - Leon
- 8) We fly the flag of these twin towns from the 1930's extension mast (with the City flag flying from the main mast) when an official delegation from a twin town visits Oxford, for the duration of the visit.

### **Flags at Half Mast**

- 9) We usually fly flags at half-mast on these occasions :-
- When a Lord Mayor of Oxford passes away we fly the City Flag on the day of the funeral.
  - When a Councillor or former Councillor (including Honorary Aldermen) passes away we fly the City Flag on the day of the funeral
  - When a person upon whom the Council has conferred the Freedom of the City passes away we fly the City Flag on the day of the funeral.
  - When a State Funeral takes place we fly the City flag and the Union flag from both the 1930's extension and Carfax Tower on that day.
  - When Royalty<sup>1</sup> passes away we fly the City flag and the Union flag from both the 1930's extension and from Carfax Tower. This is done from the time of the formal announcement of the death or as soon as possible thereafter until and including on the date of the State or other funeral.

### **Queen's Official Visit(s)**

- 10) We fly the City flag and the Union flag from both the 1930's extension and from Carfax Tower whenever the Queen pays an Official Visit to Oxford.

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<sup>1</sup> Royalty for this purpose means the Queen, the Duke of Edinburgh, the Queen's children and their current spouses and Prince William for as long as he is directly in line to the Throne.

### **Managing Additional One-Off Requests**

- 11) Consideration is given to one-off additional requests by the Head of Law & Governance in line with the following procedures
  - The request must come from a serving City Councillor and be made at least 4 weeks before the event in writing to the Head of Law and Governance
  - The Head of Law and Governance will consult a Politically Balanced Panel of 5 councillors which must include the Leaders, in the first instance, or Deputy Leaders of Political Groups on the Council
  - This decision is final
- 12) Any decisions for continued or regular flag flying must be considered by the City Executive Board.

### **Other Matters**

- 13) Town Hall staff may need to seek advice from others outside normal office hours about flag flying. The following officers will be able to give that advice:-
  - David Hawkins – 07500 100 430 or 252393
  - Lidia Pocock – 07979 858 386 or 252559
  - Jeremy Thomas – 07766497942 or 01865 252224
  - Town Hall front desk – 01865 252351
  - Pat Jones – 01865 252191

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