

DECISIONS DELEGATED TO OFFICERS

Decision title:	To fly the Commonwealth Flag of Peace from the 1930s extension flagpole and ring the bells at Carfax Tower on Commonwealth Day (13 March 2023)
Decision date:	07 February 2023
Source of delegation:	The City Executive Board (now Cabinet) delegated responsibility to the Head of Law and Governance on 13 March 2019 for the operation of the Flag Flying and Bell Ringing Protocol, including the arrangements for considering one-off requests and for holding and maintaining the List of Annual Flag Flying Commitments and the List of Annual Bell Ringing Commitments. The Head of Law and Governance delegated responsibility to deal with any Flag Flying and Bell Ringing responsibilities in accordance with the Flag Flying and Bell Ringing Protocol to the Committee and Member Services Manager.
What decision was made?	To fly the Commonwealth Flag of Peace from the 1930s extension flagpole on Commonwealth Day (13 March 2023) instead of the Flag of the Commonwealth of Nations and ring the bells at Carfax Tower, as a one-off to mark the 10 th Anniversary of the signing of the Charter of the Commonwealth by the late Queen Elizabeth II.
Purpose:	To fly the Commonwealth Flag of Peace from the 1930s extension flagpole and ring the bells at Carfax Tower on 13 March 2023.
Reasons:	To celebrate the 10 th Anniversary of the signing of the Charter of the Commonwealth by the late Queen Elizabeth II.
Decision made by:	Alice Courtney, Committee and Member Services Manager (Interim Acting)
Other options considered:	Not to fly the Commonwealth Flag of Peace or ring the bells at Carfax Tower and to instead fly the Flag of the Commonwealth of Nations. This option was rejected due to the importance of marking the 10 th Anniversary of the signing of the Charter of the Commonwealth by the late Queen Elizabeth II.
Documents considered:	None.
Key or Not Key:	Not Key
Wards significantly affected:	None
Declared conflict of interest:	None
This form was completed by: Name & title:	Alice Courtney Committee and Member Services Manager (Interim Acting)

Date:	24 January 2023
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Approval checklist

<i>Approver</i>	<i>Name and job title</i>	<i>Date</i>
Decision maker	Alice Courtney, Committee and Member Services Manager	07 February 2023

Consultee checklist

<i>Consultees</i>	<i>Name and job title</i>	<i>Date</i>
Cabinet Member(s)	Councillor Susan Brown, Leader of the Council	06 February 2023