



Marking the Death of a Senior National Figure

**SECOND EDITION
ISSUED APRIL 2016**

These Notes offer guidance to local authorities on marking the death of a senior national figure. They set out the protocols to be observed on the death of the Sovereign, which involves the greatest number of ceremonial elements.

From this template it is possible to select elements that are appropriate when marking the death of, for instance, another member of the Royal Family, a Prime Minister / First Minister or former Prime Minister / First Minister, a serving Member of Parliament, a Mayor, Council Leader or other prominent person.

All parts of NACO's protocol apply on the death of the Sovereign (and, of course, those sections around the Accession Proclamation arise only on the Monarch's death). Beyond that, implementation of the Protocol is a matter to be decided locally.

The Queen will be given a State Funeral.

The Duke of Edinburgh and The Prince of Wales will be given a Ceremonial Royal Funeral.

The Duchess of Cornwall, The Duke of Cambridge, The Duchess of Cambridge, Prince George of Cambridge, Princess Charlotte of Cambridge, Prince Henry (Harry) of Wales, The Duke of York, The Earl of Wessex, The Princess Royal, The Countess of Wessex, The Duke of Gloucester, The Duchess of Gloucester, The Duke of Kent, Prince Michael of Kent, Princess Michael of Kent and Princess Alexandra will be given Non-Ceremonial Royal Funerals.

NACO's protocol offers guidance on how to mark a death. It is down to each local authority to decide for whom the protocol is implemented and to what extent. Flying of flags at half mast will always be appropriate. Other decisions, such as whether to open a Book of Condolence, or whether to mark a Silence (and how and where) will be decided locally and may take into account the individual's seniority within the Royal Family or reflect any close connections they have with an area.

Bear in mind that on the death of the Sovereign or a senior member of the Royal Family, the Buckingham Palace switchboard will be inundated with calls.

In the first instance, any requests for clarification or questions about local arrangements can be referred to:

Paul Millward	Chair	chair@naco.uk.com
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Jim Babbington	Vice-Chair	jim.babbington@rbkc.gov.uk 020 7361 2430 0794 11 56 818
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High Sheriffs have responsibility for reading the Proclamation within their counties and so questions about that aspect of the arrangements can be directed to your local High Sheriff or Under Sheriff. In many areas High Sheriffs are working closely with their Lord-Lieutenants and so your Lord-Lieutenant's office is another source of information.

It might also be appropriate to use elements from this guidance when responding to an incident which has led to a large number of deaths, for example, a train crash or terrorist attack.

An example of a local Protocol is attached at Appendix 1.

It is important that plans include out-of-hours contact details for **all** those who will be called on to take action. It is essential that plans are reviewed annually to ensure that all information remains current.

Questions or comments on the contents of this document can be directed to:
Jim Babbington, The Royal Borough of Kensington and Chelsea. Contact details above

PART 1 Implementation of the Protocol on hearing of the death

Plans to mark a death should be implemented only when a formal announcement has been made. So, for instance, if news agencies are saying that *"reports are coming in of the death of"* it must be treated with caution. If possible, wait for a more definite announcement (perhaps along the lines that *"it has been announced by Buckingham Palace / Downing Street that"*).

The local protocol should identify those who are authorised to implement the plans. For the Sovereign or another senior member of the Royal Family the decision might be delegated widely. For other figures, there may need to be consultation at the time on the ways in which the death should be marked.

PART 2 Flag flying (see also Part 5 – Proclamation Day)

The local protocol should identify which flags are to be flown at half mast and give clear guidance on what is meant by "half mast". It should show who is responsible for physically lowering the flag and the contact list should list all relevant contact details. **Appendix 2** sets out guidance on flag flying.

On the formal announcement of Death, all flags are to be lowered to half-mast until 0800hrs. on the morning following the Funeral.

In the case of the death of the Sovereign, the day following the death will be Proclamation Day (the day when the new Sovereign is proclaimed). On Proclamation Day flags will, at the start of the day, be flying at half mast.

All Flags will then be flown at the Mast-head from 1100hrs. on D+1 (Proclamation Day) to coincide with the Reading of the Principal Proclamation and until 1300hrs. the following day, i.e., D+2. This is because the Proclamation, having been read in London on Proclamation Day, will then be read in Belfast, Edinburgh and Cardiff on the day following Proclamation Day.

See Part 5 of these Notes for further guidance on Proclamation Day.

PART 3 Books of Condolence

Books of Condolence should be opened on the first working day after the day of death. Depending on anticipated demand, consider whether one or two books should be available. It or they should be in an easily accessible place, but quiet enough to enable those signing the books a moment of privacy and quiet reflection whilst doing so.

If the Authority covers a large area, consider whether books should be available in more than one location.

Consider the setting and what should be provided: e.g. a good-sized table, covered with a suitable cloth, a chair, a clean blotter, a supply of pens and a desk lamp if necessary. If a suitable photograph is available that might be in a frame on the table, or a small flower arrangement.

Paper with a black border and wide left hand margin, hole-punched to fit in a loose leaf binder is recommended. (See **Appendix 5** for possible suppliers).

Loose leaf ring binders allow for the pages to be re-ordered, so that if the Mayor / Chairman, Council Leader and others cannot be the first to sign the book, their signatures can nevertheless be on the first page of the bound book. A loose leaf folder also offers an opportunity to take action if the book is defaced or offensive comments included. Pages including any questionable comments should be quietly removed until such time as a decision can be taken at senior level on whether or not they should be permanently excluded.

The Authority's Civic Head may wish to agree a form of words for a message, expressing sorrow at the news of the death. This may be the form of words that is included in a Press Release, Twitter or Facebook message and on the home page of the Authority's website. A suggestion as to the contents is attached at **Appendix 3**.

Consider whether the Authority wishes to open its own on-line Book of Condolence or whether it is adequate to include on the Authority's website a link to the Buckingham Palace e-Book of Condolence (www.royal.gov.uk).

Dependant on local circumstances it is suggested that Books of Condolence should be closed at the end of the day following the day of the funeral (i.e. if the funeral falls on a Thursday, Books should close at 5.00 p.m. on the Friday).

Such Books of Condolence are essentially a local record of the sentiments expressed by local people on the death of a national figure. As such, they should form part of the Authority's archive, so that future generations are able easily to gain access to them and find out the way in which national events were marked in the area. It is simply not feasible for every Book from all such sad occasions to form part of the Royal Archives. However, in any letter of condolence from the Mayor or other Civic Leader reference should be made to the Book of Condolence and its existence in the local archives which then ensures that when that letter goes in to the Royal Archives it acts as an effective cross reference.

PART 4 Events during the period of Mourning

From the day of the death until the day after the funeral, careful thought should be given to the types of events and activities which Civic Heads should host or attend. Lunches, Dinners, Receptions and so on may not fit with the mood of the nation and as a mark of respect may need to be cancelled or postponed. This is a local decision and one which need to be reached with great sensitivity. Where school visits are planned it might be helpful for the Civic Head to spend time with the children, talking about the events that are unfolding. This again will need to be done with great sensitivity and should not be pressed upon a Civic Head who does not feel comfortable taking on such a role.

There is value in bringing people together at these times and Authorities may wish to consider arranging a church service, perhaps on the eve of the funeral, when local people can join in an act of remembrance.

PART 5 Proclamation Day

As stated in Part 2 above, Proclamation Day is set to be the day following the death of the Sovereign (Day of Death plus 1).

The Proclamation will be made at St. James's Palace at 11.00 (or 14.00 if it is a Sunday – **but this is to be confirmed**). The Proclamation is then "cascaded".

At noon on Proclamation Day it will be read at the Royal Exchange in the City of London.

At noon on D+2 it will be read:

In Edinburgh by Lord Lyon King of Arms at Mercat Cross and at the drawbridge to Edinburgh Castle;

In Cardiff by Wales Herald Extraordinary at Cardiff Castle;

In Belfast by Norroy and Ulster King of Arms

Once those Proclamations have been made it is appropriate for the Proclamation to be read at County, City, Borough and Parish level. High Sheriffs will cause the Proclamation to be read at County level and it is likely that Lord-Lieutenants will be alongside them.

Most High Sheriffs are expected to make their Reading at 2.00 p.m. on D+2

It is suggested that local civic leaders should therefore make their Readings at or after 4.00 p.m.

In all cases, following the County-level Proclamation, where a local authority wishes to make the Proclamation, it is important that, before the need arises, careful thought is given to issues such as:

- who will read the Proclamation;
- from where it will be read (one location, or more across the area?);
- the arrangements that will be made to tell the public in advance of the reading of the Proclamation;
- who will be invited to be present;
- who will be in the platform party.

Appendix 4 sets out a list of those you may wish to ask. There may be others.

These are essentially local decisions but ones which require careful thought ahead of the inevitable pressures at the time of the Succession.

It is hoped that the wording of the Proclamation to be read out will be easily available and a watch should be kept on the Buckingham Palace website (www.royal.gov.uk) and the Privy Council website (www.privacy-council.org.uk). The High Sheriff will also have a copy of the Proclamation.

PART 6 Dress Code

A view should be taken locally on what is the correct dress in the event of the death of a Senior National figure. Whilst flags are at half mast, it might be appropriate for black ties to be worn by Civic Leaders and senior officers. An adequate supply of black ties should be available in the Civic Office.

On occasions where Councillors are robed (e.g. if a full Council meeting falls during the period of mourning or – on the death of the Sovereign – when the Proclamation is read) it might be felt appropriate for Councillors to wear a small black rosette on their gowns (such rosettes are available from Toye, Kenning and Spencer and from Ede and Ravenscroft). Senior officers not in uniform may be offered the opportunity to wear black arm bands, but this is a local decision. Again, if that is to be the approach, then the Civic Office needs to hold a supply in readiness.

Do look in the local archives to see what happened on the death of King George VI. There are a number of local customs and practices and Civic Officers may be open to criticism if they are not observed. For instance, on all occasions of public mourning, the head of the mace should be draped in black or a black bow tied around the shaft. This should apply both when the mace is in use and when it is on public display (for example, in a glass display cabinet).

On the day of the death and on the day of the funeral and on days between when public mourning is observed thought should be given to the way in which the Chain of Office is worn. Practice varies. For instance, in Edinburgh a small black bag or purse fits over the jewel so that only the chain is seen. In Southwark the badge is worn on a black ribbon. Take time to establish whether there are any such customs or practices. If there are then they should be followed. If there are not then thought should be given to what action would be appropriate.

PART 7 Marking a Silence

The death of a Senior National figure may be marked by a National Two Minute Silence.

On the death of the Sovereign there will be a Two Minute Silence at 11.00 a.m. on the day of the funeral (D+10).

It may be that Silence will be kept for other member of the Royal Family, perhaps on the day of the funeral as part of the funeral service. However, action on a Silence for members of the Royal Family other than the Sovereign should await an announcement from Buckingham Palace.

Civic Heads may wish to lead the Silence in an appropriate public place and thought needs to be given as to where that might be, who will be present and how the beginning and end of the Silence will be marked (perhaps the firing of a maroon, a drum roll, bugle call or similar). It should also be established in the Protocol how this information will be made public.

PART 8 Letters of Condolence

It is usual, in the case of the death of a member of the Royal Family, for letters to be sent to the Private Secretary of the deceased, asking that condolences be passed to the next of kin and other members of the family (except in the case of the Sovereign's death, in which case they should be sent to the new Sovereign's Private Secretary asking that condolences be passed to the new Sovereign). In each case, other than exceptional local circumstances, one letter of condolence only should be sent.

APPENDIX 1

This is an example of a protocol which, when read in conjunction with the notes above, might form a template for local authorities.

IMAGINARY BOROUGH COUNCIL

PROTOCOL FOR MARKING THE DEATH OF A SENIOR NATIONAL FIGURE OR LOCAL HOLDER OF HIGH OFFICE

This protocol sets out the action to be taken in the event of the death of:

The Queen
The Duke of Edinburgh
The Prince of Wales
The Duchess of Cornwall
The Duke of Cambridge
The Duchess of Cambridge
Prince George
Princess Charlotte
Prince Henry (Harry) of Wales
The Duke of York
The Earl of Wessex
The Princess Royal
The Countess of Wessex
The Duke of Gloucester
The Duchess of Gloucester
The Duke of Kent
Prince Michael of Kent
Princess Michael of Kent
Princess Alexandra

- The Prime Minister
- Any former Prime Minister
- The Members of Parliament for the constituencies of which the Borough of Imaginary forms a part
- A serving Mayor or Leader of the Council
- A serving member of the Council

Contact details for all those with responsibilities under this protocol are set out in an Appendix to this protocol.

This protocol was agreed by the Chief Executive on 15th May 2014

This protocol was ratified the Leader of the Council on 21st May 2014

It is due for its next annual review not later than May 2016

PART 1 Implementation of the Protocol on hearing of the death

Action required	Authorised by	Other Notes
The Imaginary Borough Council's mourning Protocol will be implemented on the formal announcement of the death of any one of those persons named on page 1 of this Protocol.	Implementation will be authorised by the Civic Officer or in his / her absence by the Chief Executive or Head of Media and Comms.	

PART 2 Flag flying

Action required	Implemented by	Other Notes
Immediately at the request of the Civic Officer, flags will be lowered to half mast.	At The Town Hall by the duty caretaker At the Central Library by the duty porter On the Old Castle by the duty curator Along the Promenade by the duty lifeguards	An Appendix to this protocol sets out the correct procedure for flying a flag at half mast. (but note, whilst Blue Beach flags should be lowered to half mast, the red flag "warning to swimmers" should, when needing to be flown, never be set at half mast). If the death falls on St. George's Day or the period of mourning includes St. George's Day, the flag of the Patron Saint should be replaced by the Union Flag at half mast.
Applicable only following the death of the Sovereign: On Proclamation Day (D+1) (the day following the death of the Sovereign, when the new Sovereign is proclaimed) flags will - at 11.00 - be raised to full mast and flown throughout the day at full mast. On the day following	At The Town Hall by the duty caretaker At the Central Library by the duty porter On the Old Castle by the duty curator	

Proclamation Day (D+2) they will be returned to half mast at 13.00.	Along the Promenade by the duty lifeguards	
<p>On Subsequent Days:</p> <p>In the Borough of Imaginary, following the death of the Sovereign or other members of the Royal Family identified in the list on page 1, flags will continue to be flown at half mast until 08.00 on the day following the funeral.</p> <p>For all others identified in the list on page 1, flags in Imaginary Borough will fly at half-mast on the day of the announcement of the death. On subsequent days the usual local arrangements will resume (see note opposite) until the day of the funeral when they will again fly at half mast.</p>	<i>As above</i>	<p>The funeral of the Sovereign will take place 10 days after the day of death. For other senior members of the Royal Family the number of days will be fewer.</p> <p>The phrase "Usual local arrangements" should be read as meaning that where a flag is usually flown it can, on the day following the funeral, again be flown at full mast. If no flag is usually flown, the flag can be taken down.</p>

PART 3 Books of Condolence

Action required	Implemented by	Other Notes
<p>On the day following the announcement of the death of the Sovereign, The Duke of Edinburgh, The Prince of Wales or The Duchess of Cornwall, a Book of Condolence will be opened at The Town Hall in Maintown.</p> <p>Consideration will be given at the time of each death on whether Books of Condolence should be opened for other members of the Royal Family.</p>	Duty caretaker under guidance of the Civic Officer.	Caretakers to ensure there is adequate paper available in the book. Pages that have been defaced or include offensive or other questionable comments should be quietly removed until such time as a decision can be taken at senior level (Chief Executive or Director of Administration) on whether or not they should be permanently excluded.
On the death of the Sovereign or The Duke of Edinburgh a second Book of Condolence will be opened	Assembly Room caretaker under guidance of the Civic Officer.	The Civic Officer will ensure that a stock of items including loose-leaf black folders, a supply of black

<p>at The Assembly Room in Nexttown.</p> <p>Books of Condolence will be open from 09.00 to 18.00 Monday to Friday and will remain open until 18.00 on the day following the funeral.</p> <p>A trestle table and chair will be positioned in each venue. Books of Condolence (loose-leaf black folders) and a supply of black edged paper will be supplied by the Civic Officer as will table cloths and framed photographs of the relevant person will also be supplied from the stock held by the Civic Officer.</p>	<p>Caretakers under the guidance of the Civic Officer.</p>	<p>edged paper, table cloths and framed photographs of members of the Royal Family are held in the Civic Office.</p>
<p>The Mayor will issue a statement via the Press Office, expressing the sadness of the Council and people of the Borough of Imaginary at the news of the death of The statement will also appear on the home page of Imaginary Borough's Website.</p> <p>The statement will confirm that flags are to be flown at half mast and will give details of Books of Condolence. In the case of the death of the Sovereign or a member of the Royal Family it will also mention any arrangements for an e-Book of Condolence on the Royal website.</p> <p>On the death of any another significant person, the Civic Officer will discuss with the Chief Executive and Leader whether an e-Book of Condolence should be</p>	<p>Statement to be issued by the Press Office.</p> <p>Borough's webmaster to ensure copy of statement appears on the home page of the Council's website.</p> <p>In this section include details of the people responsible for posting the links – the Webmaster, the Media and Communications team and others as appropriate.</p>	<p>Guidance on the content of the statement is set out in an Appendix.</p>

opened on the Council's own website.		
When the Book of Condolence has been closed the Civic Officer will discuss with the Chief Executive arrangements for binding and where the final bound version is to be lodged.		

PART 4 Events during the period of Mourning

Action required	Implemented by	Other Notes
To review the programme of engagements undertaken by the Civic Head to ensure it is appropriate in a time of national mourning and that it sits comfortably with the national mood.	The Mayor with the Civic Officer in discussion with the Chief Executive and others.	Consideration will also be given to working with local faith groups to arrange some sort of Service on the eve of the funeral.

PART 5 Proclamation Day

Action required	Implemented by	Other Notes
<p>In Imaginary Borough the Proclamation will be read as follows:</p> <p>By the Mayor at 4.00 p.m. on the day following Proclamation Day on the steps of the Town Hall.</p> <p>By the Mayor at 4.45 p.m. on the same day from the balcony of the Assembly Rooms in Nexttown.</p> <p>All those listed in Annexe 3 to be invited to be present. Councillors to be robed. Others in dark lounge suit / jacket and trousers. Black tie. Arm bands to be available.</p> <p>Reading of the Proclamation to be publicised.</p>	<p>Caretakers to arrange access and setting up of public address system</p> <p>As above</p> <p>Notification of the reading of the Proclamation to be given by the Civic Officer to those identified in Annexe 3.</p> <p>Media and Communications team and Webmaster to ensure that the public are informed by way of a press</p>	

Arrangements to be made for crowd control, media access and liaison with local police, town centre manager and other agencies.	release and item on the Council's website Civic Officer	
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PART 6 Dress Code

Action required	Implemented by	Other Notes
A stock of black ties, mourning rosettes and black arm bands will be held in and available from the Mayor's Office for use by Councillors and senior officer attending on Councillors following the death of a senior figure.	The stock to be issued and maintained in good order by the Macebearer.	At the time of the annual review of this protocol consideration will be given to the number of items in stock, their condition and the need for cleaning, repair or replacement. A list of our suppliers for these items is set out in an Appendix.
On the death of the Sovereign, the Imaginary Borough Chains of office will not be worn by the Mayor or Deputy Mayor and instead badges of office will be worn on black neck ribbons. From the day of death until and including the day of the funeral of the Sovereign, the mace will have a black ribbon tied in a bow around the shaft,	The Macebearer	The black ribbon for the mace and the black neck ribbons to be held with the black ties, rosettes and arm bands in the Civic Office

PART 7 - Marking a Silence

Action required	Implemented by	Other Notes
Where the death of a senior member of the Royal Family is to be marked by a Silence, an announcement will be made by Buckingham Palace. Consideration will be given at the time of each death on whether a Silence will be kept for other members of the Royal Family.		

<p>In Imaginary Borough, when Silence is to be kept, the Mayor will lead a Public Silence on the steps of the Town Hall.</p>	<p>Caretakers to arrange access and setting up of public address system</p>	
<p>All those listed in Annexe 2 to be invited to be present. Councillors to be robed. Others in dark lounge suit / jacket and trousers. Black tie. Arm bands to be available.</p>	<p>Notification of the reading of the Proclamation to be given by the Civic Officer to those identified in Annexe 2.</p>	
<p>The Public Observing of the Silence to be publicised.</p>	<p>Media and Communications team and Webmaster to ensure that the public are informed by way of a press release and item on the Council's website</p>	
<p>Arrangements to be made for crowd control, media access and liaison with local police, town centre manager and other agencies.</p>	<p>Civic Officer</p>	

PART 8 – Letters of Condolence

Action required	Implemented by	Other Notes
<p>As soon as practical, a letter of condolence will be drafted and circulated to the Leader of the Council and the Chief Executive before dispatch</p>		

Flying flags at half mast

Authoritative information on flag flying can be found on the website of the Department for Culture, Media and Sport.

Information is also carried on the website of the Flag Institute (www.flaginstitute.org), but bear in mind that the Institute is not an official body and whilst its guidance can assist it does not carry the same weight as information from the Government.

Half-mast means the flag is flown two-thirds of the way up the flagpole, with at least the height of the flag between the top of the flag and the top of the flagpole. Flags cannot be flown at half-mast on poles that are more than 45° from the vertical, but a mourning cravat can be used instead (see the Flag Institute's website for further details).

When a flag is to be flown at half-mast, it should first be raised all the way to the top of the mast, allowed to remain there for a second and then be lowered to the half-mast position. When it is being lowered from half-mast, it should again be raised to the top of the mast for a second before being fully lowered.

When a British national flag is at half-mast, other flags on the same stand of poles should also be at half-mast or should not be flown at all. Flags of foreign nations should not be flown, unless their country is also observing mourning.

**Statement to be issued by the Mayor / Chairman
on the announcement of the death
of a senior national figure or other prominent figure**

The statement should begin with a suitable expression of the sadness of the Authority on hearing the announcement.

It might go on to state that flags will be flown at half mast.

If it is an occasion when Books of Condolence will be opened, then reference could be made to that.

When a decision has been taken on the Civic Head's programme of events and engagements it might be stated that events are being cancelled as a mark of respect or that they will begin with a period of silence.

If in doubt, do not rush out a statement which commits the Authority to action before that action has been discussed and has the necessary agreement from the political leadership and the Executive.

APPENDIX 4

Those who might be invited to be present at the Reading of the Proclamation on the accession of a new Sovereign and at the Public Observance of a Two Minute Silence

The Mayor / Council Chair and all Members of the Council

Freemen of the Borough

Honorary Aldermen

Senior Council officers

Deputy Lieutenants

Past Mayors

Mayor's Chaplain

Coroner

Honorary Recorder

Borough Police Commander

Borough Fire Commander

The High Sheriff will have read the proclamation at County level but that does not prevent a Borough, District or Town Council from also inviting the High Sheriff to be present at a subsequent reading and that may be especially appropriate if the High Sheriff is a resident of the Borough, District or Town.

List of possible suppliers

NACO does not formally endorse any of these companies
but is aware that they supply the items listed.

Black arm bands can be purchased from:

Vanessa Treasure Designs, 43, Heaton Terrace, Porthill, Newcastle-under-Lyme, Staffordshire, ST5 8PA	01782 626829 v.treasure@btconnect.com www.vanessa treasure.co.uk
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Black mourning rosettes can be purchased from:

Toye, Kenning and Spencer

Black ties can be purchased from:

John Lewis, Marks & Spencer or other similar Department Stores.

Table cloths can be purchased from:

John Lewis, Marks & Spencer or other similar Department Stores.

Framed photographs can be purchased from:

**But remember to contact Mike O'Keefe before ordering
so that you can get your NACO discount**

Mike O'Keefe (mike@royalimages.co.uk)
Custodian of the Official Royal Image Library of
H.M. The Queen and H.R.H. The Duke of Edinburgh.

Black edged paper hole-punched to fit in a loose leaf binder can be purchased from:

Barnard and Westwood,
23 Pakenham Street, London, WC1X 0LB www.barnardandwestwood.com

This company can also bind the loose leaf pages when the book is closed.

National Association of Civic Officers
Addendum to the Protocol
Further guidance on marking the death of a senior national figure

Local authorities implementing the National Association of Civic Officers' protocol are invited to consider the advice in this addendum and make local plans accordingly.

1. On the death of the Sovereign large numbers of people will wish to pay their respects and to take part in events that mark not just a sad passing, but a moment in history.
2. The focus will inevitably fall on London, which many will perceive to be at the centre of events. This perception will be reinforced if there are not opportunities within local communities for people to come together collectively to express their sadness and their respects. A consequence of having large numbers of people travelling to London will be to place enormous pressure on transport, crowd management and public services.
3. This pressure can be eased significantly if people have opportunities close to home to come together and take part in well-planned, properly advertised and appropriate events. This will be particularly helpful in towns and cities within a day's return journey of London from where people are most likely to come to the capital.
4. As part of their planning Civic Offices are asked to ensure that their local authorities are developing plans locally for events which provide opportunities for people to come together.
5. The reading of the Proclamation by High Sheriffs in each county will stand as the first opportunity for people to gather and this will be followed by the Proclamation reading in Boroughs, Districts and towns across the United Kingdom.
6. Many people now choose to express their sadness by laying flowers and local authorities may wish to consider putting in place plans which identify suitable areas where the laying of flowers can be managed safely. This may be near the spot from which the Proclamation is read

and Mayors and other civic leaders may choose to begin this gesture by laying their own flowers at the end of or soon after the Proclamation has been read. A growing carpet of flowers within town and cities centres would provide a strong visual image and a focal point.

7. Church Services can also provide a setting for people to come together and collectively express sadness. Civic attendance at such services will add to the sense of the community coming together in a unified expression of grief. It will be important to ensure that such services bring together other denominations and other faiths and that they speak to those with no personal beliefs, so as to bring together the whole community
8. Some cities have in place large screens on which television coverage can be relayed to the public. Some may have access to sports stadiums or to football grounds with large screens that can be brought into use. Settings such as these provide an effective way to bring communities together locally to watch televised elements of the ceremonial.
9. Civic Offices will wish to ensure that plans are drawn up with the active involvement of departments across the Council and such plans should have the support at Chief Executive and Leader level. Local Resilience Forums will need to be aware of the plans and understand the implications for the range of services which may be involved. However, the involvement of Civic Office holders with their apolitical traditions will serve to ensure that the events are able to unite communities in a collective expression of sadness.
10. Those who have been drawing up plans under the NACO protocol have done so with great care, sensitivity and discretion. The next stage of planning, as outlined in this addendum to the protocol, will inevitably widen the number of people involved in planning. It should be stressed that the plans are being drawn up for an event which whilst inevitable will, it is to be hoped, be many years off.

The contents of this Addendum will be incorporated into the Protocol at the next annual review in the autumn of 2016 but the guidance can be implemented from the date of publication.