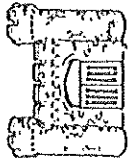


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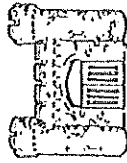


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Operation London Bridge National Planning Requirements Action Plan January 2019			
Action	Detail	Responsibility for HCC	Date/Timescales
<p><b>Brief:</b> Throughout the country in the event of the sad passing of H.M. The Queen the whole community will be affected. With the date of this event unknown, all appropriate organisations need to be prepared as there will be national protocols and procedures to be followed. The event is Operation London Bridge – the code name given to the passing HM Queen Elizabeth the Second.</p>			
<p><b>Notification:</b> Following her departing and the official announcement from Buckingham Palace</p>	<p>Pre-arranged events may have to be cancelled during this 10 day period This cannot be insured against and Council's/Community groups will need to carry the costs Note if Remembrance Sunday falls within the 10 day period, Remembrance Services will continue as normal with added prayer. However, any celebratory, seasonable events, carol services or markets etc will need to be cancelled or re-scheduled.</p>	<ul style="list-style-type: none"> <li>Community Council</li> <li>Local voluntary Groups</li> <li>Festival Committee</li> </ul>	<p>A period of ten days state mourning will follow. D Day being the date of the death and D10 the date of the full state funeral in Westminster Abbey. If D10 falls on a Sunday then the funeral will be held on the D11 Monday.</p>
<p><b>Flags</b></p>	<p><i>If you have a vertical flag pole, the Union Flag should be flown at half-mast throughout the period of mourning except for D2 Proclamation Day, when the new King is Proclaimed (Operation Spring Tide).</i></p>	<p>Not applicable</p>	

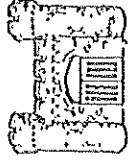
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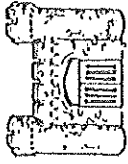
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	<p><i>If you pole is at an angle the Union Flag should be flown to full mast, with black cravats attached (contact local florists for a roll of black floral ribbon).</i> <i>All flags/flag poles return to normal by 9.00 a.m. the day after the funeral.</i></p>	
<p>Website</p>	<p>Draft statement from Chair to be prepared in advance (not too corporate!) Home page to be overwritten with a black page carrying a portrait of HM The Queen with associated tabs below to the Council's Home Page and other tabs as appropriate including any commemorative events locally and cancellations of any other pre-planned events.</p>	<ul style="list-style-type: none"> <li>• Clerk and RFO arranged for this to be set up with Vision ICT at a cost of £35</li> <li>• Registration form completed</li> </ul> <p>In Business Continuity terms this will be assist the Council in the event of the Clerk and Financial Officer and/or Administrative Assistant being away from the office. This will automatically be triggered from our host provider.</p>
<p>Portraits</p>	<p>Many Councils already have a portrait. A more suitable portrait may need to be sourced (particularly if the Council will provide a book of condolence**) )  The portrait should have a black ribbon (florist ribbon as above)</p>	<ul style="list-style-type: none"> <li>• Obtain new portraits from ??</li> </ul> <p>The portrait should remain in situ for one month, being the period of Royal mourning. Following this time, the portrait of the new King should be put in place with an alternative position established for HM the Queen's portrait.</p>



<p>Condolence Books</p>	<p>Loose leaf books are preferred; copies can then be sent to schools and care homes, if desired. Following D11 folders can be collated and bound with a letter sent to the Private Secretary at Buckingham Palace advising that the Book of Condolence is held within the Council archives.</p>	<ul style="list-style-type: none"> <li>• Condolence book to be sourced</li> <li>• Confirmation of involvement</li> <li>• Check with local churches and other institutions</li> </ul>	<p>Until D11</p>
<p>Area to lay flowers</p>	<p>Some Communities might wish to designate an area for flowers to be laid. Ideally flowers should be unwrapped and not left in cellophane.</p>	<ul style="list-style-type: none"> <li>• Agreements to be sought by HCC on column to the left</li> </ul>	<p>Flowers WILL BE removed on the morning after the State Funeral and what is intended.  (The Chair could pick up the first bouquet and place in the back of council vehicle, then the Vice-Chair etc followed by other Chairs, Councillors and members of the public; if such an event is arranged.</p> <p>The flowers could be removed for composting with the compost used to plant a commemorative tree? February Council meeting 2019</p>
<p>Proclamation</p>	<p>The National Proclamations will be read in London, Edinburgh, Belfast and Cardiff, along with County Proclamations read normally by the High Sheriff.</p>	<ul style="list-style-type: none"> <li>• HCC might wish to have the proclamation read out by a Deputy Lieutenant or the Chair</li> <li>• <i>Establish procedures with LL office to prevent duplication</i></li> </ul>	

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Church Services	<p>The Church of England have nominated St Paul's Cathedral to lead the service, format and prayers etc Each Diocese will issue this information locally and arrange civic services</p> <p>Dioceses will arrange full Civic Services in cathedrals and major churches on the mid <b>Sunday of the 10 day mourning period</b>; with local parish churches encouraged to hold services on the eve of the State Funeral.</p>	<ul style="list-style-type: none"> <li>Start discussions with local clergy now</li> </ul>	Meeting booked with Reverend Andy Jones for 5 <sup>th</sup> February
Public Holiday	The day of the State Funeral will be a Public Holiday, unless Day 10 falls on a Saturday.	<ul style="list-style-type: none"> <li>Implication on workforce work plans to be considered</li> </ul>	
<p><b>Note:</b> A similar process will be followed for the death of HRH Duke of Edinburgh, apart from the Proclamation. If both HM The Queen and Duke of Edinburgh pass away together, it is highly likely that a full State funeral for HM The Queen will proceed, with a private service at St George's Windsor, later the same day for the Duke of Edinburgh.</p>			