



Death of Senior Figures Protocol

1.0 Introduction

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

- a) HM King Charles III
- b) HM The Queen
- c) HRH The Prince of Wales
- d) HRH The Princess of Wales
- e) HRH Prince George of Wales
- f) HRH Princess Charlotte of Wales
- g) HRH Prince Louis of Wales
- h) The Duke of Sussex
- i) The Duchess of Sussex
- j) Archie Harrison Mountbatten-Windsor
- k) Lilibet Diana Mountbatten-Windsor
- l) HRH The Duke of York
- m) HRH The Princess Royal
- n) HRH The Earl of Wessex
- o) HRH The Countess of Wessex
- p) The Prime Minister
- q) The Members of Parliament for North East Bedfordshire and Mid Bedfordshire
- r) A serving member of Henlow Parish Council

1.0.2 This protocol will be kept under review and the list will be updated as required.

1.0.3 Plans will only be implemented following an official announcement. Upon notification of an official announcement, the Clerk will advise all Members that the protocol is to be implemented.

2.0 The Death of the Sovereign and Members of the Royal Family

2.1 Book of Condolence and Marking a Silence

2.1.1 On the day following the announcement of the death of the Sovereign, The Queen Consort or the Prince of Wales, a Book of Condolence will be opened at Henlow Park Pavilion. In the event of another member of the Royal Family or notable person, the Clerk in discussion with the Chair, will judge public feeling as to whether a Book of Condolence should be opened.

- 2.1.2 The Book of Condolence will be available during office hours of the Clerk and where possible in the evenings when the building is staffed and will remain until the close of the Clerk's office on the day following the funeral. When a Book of Condolence has been closed, it will be bound and retained with the council's official archives.
- 2.1.3 The Chair of the Council will issue a statement via the Clerk expressing the sadness of the Council and the Community of Henlow at the news of the death. The statement will also appear on the home page of the website and in a letter sent to St James Palace or other address of the Royal Family as required. The statement will give details of the book of Condolence. If required, the public observing of any national silence will also be cited.

3.0 Civic Engagements and Dress Code

- 3.1 The Clerk, in conjunction with the Chair of the Council, will review the programme of events undertaken by the Council to ensure it is appropriate in a time of national mourning and that it sits comfortably with the national mood.
- 3.2 During the official mourning period, black ties or dark clothing should be worn when representing the Council.

4.0 The Death of the Prime Minister or Members of Parliament for North East Bedfordshire or Central Bedfordshire

- 4.1 The Chair of the Council will issue a statement via the Clerk expressing the sadness of the Council and community of Henlow at the news of the death. The statement will also appear on the home page of the website.
- 4.2 The Clerk, in conjunction with the Chair of the Council, will review the programme of events undertaken by the Council to ensure it is appropriate in a time of national mourning and that it sits comfortably with the national mood.

5.0 Death of a serving Member of Henlow Parish Council

- 5.1 The Clerk will inform all members of the Parish Council via email or telephone. A message can be posted on the website and social media via the Henlow Facebook page
- 5.2 The Casual Vacancy will be advertised the day after the funeral.
- 5.3 A minutes silence will take place at the subsequent meeting of the Parish Council.
- 5.4 The members family will be offered a room at the Pavilion or Parish Hall free of charge for any refreshments following a service (subject to availability).