

SALISBURY
CITY COUNCIL



Flag Flying and Guildhall External Lighting Policy

Policy Number	Version	Owner	Date Published	Review Due	Review Team
CS054	1	Corporate Services Team	June 2024	June 2027	Corporate

Distribution

Internal: All SCC Staff

External: Website/Councillors/Partners

1. Introduction:

- 1.1. Salisbury City Council recognises the importance of flying flags as a means of marking important events, honouring people, strengthening local and national identity and community cohesion.
- 1.2. The Council has a flagpole situated on the roof of the Guildhall.
- 1.3. The matter of flag flying on local government buildings is not bound by any specific directive. It remains for individual Local Authorities to establish their own flag flying protocols. However, the council operates in accordance with published practice, as informed by the Flag Institute's "Flying Flags in the United Kingdom: A Guide to Britain's Flag Protocol", standard guides on civic ceremonial matters, and guidance from Wiltshire Council, central government and others.
- 1.4. Flags are open to wide-ranging interpretation and, therefore also have the potential to cause controversy and create tension between community groups whose opinions may differ. The flying of any flag must be viewed in the context in which it is flown or displayed. Factors affecting the context include the manner, location and frequency with which flags are flown. Salisbury City Council has a responsibility to carefully consider the potential impact upon its communities of flying flags from the Guildhall and how that action may be interpreted.
- 1.5. This protocol aims to identify those pre-arranged occasions, known in advance, on which specific flags will be flown. The protocol also seeks to clarify the process for dealing with any ad hoc requests for flags to be flown. The practical arrangements and responsibilities for funding and arranging the flying of flags (and any accompanying events) are also covered in general terms.
- 1.6. All Flags shall not be flown during severe weather conditions or during planned maintenance.
- 1.7. All Flags should not be flown in a worn, damaged or soiled condition to not accidentally imply disrespect to the nation, occasion or organisation that they represent.

2. General Position

- 2.1. The Council intend to fly the Salisbury City Flag unless when other flags are flown, at the discretion and or agreement of the CEO, in accordance with guidance from the Department for Culture, Media, and Sport.

3. Union Flag

- 3.1. The Union Flag is the national flag of the United Kingdom of Great Britain and Northern Ireland, the Crown Dependencies, and the Overseas Territories. It is a symbol of national unity and pride.
- 3.2. There are designated days when the Union Flag must be flown on UK government buildings by command of His Majesty the King. However, UK government buildings are encouraged to fly the Union Flag all year around.
- 3.3. The current government guidance is aimed at UK government buildings. However, local authorities and other local organisations are encouraged to follow suit where they wish to fly flags.
- 3.4. Although The Council is free to fly the Union Flag at its discretion, it will be mindful on follow national guidance.
- 3.5. From June 2021, Government guidance suggests the Union Flag should be flown every day except on certain occasions when other flags may wish to be flown, including local flags which may promote civic pride.

4. Other Flags

- 4.1. This protocol specifies relevant dates, agreed by Full Council, where specific flags are flown on the Guildhall flagpole. Any further dates for the flying of flags will be agreed by the Chief Executive Officer in liaison with the Leaders of the Council in advance of any relevant dates.
- 4.2. Days on which flags other than the City flag are flown:

Day	Flag Flown	Date
Holocaust Memorial Day	Holocaust Memorial Day Flag	27 January
LGBTQ+ Awareness Month	Rainbow Pride Flag	First and Last Day in February
Commonwealth Day	Commonwealth Flag of Peace	2nd Monday in March
His Majesty The King's Wedding Anniversary	Union Flag	9 April
St Georges Day	St Georges Flag	23 April
International Workers Memorial Day	City Flag – Half Mast	28 April
Coronation Day	Union Flag	6 May
Official Birthday of His Majesty The King	Union Flag	2 nd or 3 rd Saturday in June
Wiltshire Day	Wiltshire County Flag	5 June
Birthday of HRH The Prince of Wales	Union Flag	21 June
Armed Forces Day	Armed Forces Day	Fly from the last

	Flag	Monday in June to the last Saturday in June
Salisbury Pride Day	Rainbow Pride Flag	On the day of Salisbury Pride
Anniversary of the NHS	NHS Flag	5 July
Birthday of Her Majesty The Queen	Union Flag	17 July
Merchant Navy Day	Red Ensign	3 September
His Majesty The King's Accession	Union Flag	8 September
Remembrance Sunday	Union Flag	2nd Sunday in November
Armistice Day	Union Flag	11 November
Birthday of His Majesty The King	Union Flag	14 November
Twinning Celebrations	French Tricolore or German Flag of Unity	During days of a twinning visit
Sister City Celebrations	Flag of the United States of America	During days of a visit from our sister cities

5. Flying at Half-Mast

- 5.1. When flags are to be flown at half-mast, they should be two-thirds up between the top and bottom of the flagstaff with at least the height on the flag between the top of the flag, and the bottom of the flagpole.
- 5.2. When raising the flag, it should always be hoisted right up and then lowered back down to half-mast. Likewise, before it is lowered, it should first be hoisted right up and lowered back down.
- 5.3. Flags should be flown at half-mast on the following occasions and at the discretion of the CEO:
 - 5.3.1. From the announcement of the death up to the funeral of the Sovereign, except on Proclamation Day (the Day of the announcement of the Accession of the new Sovereign), where the Union flag is hoisted right up.
 - 5.3.2. In the event of the death of a member of the Royal Family, Union flags should be lowered from the day of the death to the day of the funeral, subject to special commands from His Majesty in each case.
 - 5.3.3. The funerals of foreign rulers, subject to special commands from His Majesty in each case.
 - 5.3.4. From the announcement of the death up to the funeral of a serving Councillor from The Council.
 - 5.3.5. From the announcement of the death up to the funeral of a current Mayor, Past-Mayor, Past Clerk or Ceremonial Officer.

5.3.6. HM Government will inform of any other occasions where His Majesty has given special command.

6. Exceptions

6.1. The Guildhall operates as a venue for hire, and, on occasion, the currently flown flag may not be appropriate to be flown during a private hire. The decision to change the flag to a more amenable choice or other options will be considered by the CEO.

6.2. Other arrangements in response to requests from external organisations to fly flags or events requiring expressions of sympathy and support, such as regimental events, will be discussed on a case-by-case basis and agreed by the CEO.

7. External Lighting / Colour Washing

7.1. The front façade of The Guildhall is installed with ground mounted uplighters to illuminate the building. These lights can change colour across a rainbow spectrum of colour.

7.2. The lighting is generally set to a white light but may, on occasion, be lit another colour to support a cause or event, such as the Christmas season.

7.3. The lighting may also be changed for a private hire of the Guildhall as a venue.

7.4. The Council may change the colour of the lighting, at the discretion and or agreement of the CEO, or in accordance with guidance from HM Government.

7.5. The decision to change the lighting to a more amenable choice or no lighting will be considered by the CEO should the current setting not be appropriate during a private hire.

8. Erecting and Changing the Flag

8.1. Staff should only be asked to change flags when there is more than one person in the Guildhall. It is only Council Staff who are permitted to raise and lower any flags as per the Guildhall's risk assessment.