LOCAL ARRANGEMENTS

The national flag of the United Kingdom is the Union Flag. Since 2008, councils have had the discretion to fly the Union Flag at all times, if they wish. This has been North Lincolnshire Council’s established policy for many years and the Union Flag flies from the prominent flagpole (the left flagpole when looking at the building from Church Square) at the council’s Headquarters at Church Square House in Scunthorpe at all times. The exception to this policy would be on occasions where the Royal Standard is required to fly, which would then fly from the prominent flagpole, with the Union Flag flying from the second flagpole. During a Royal visit, the council would take advice from the Lord Chamberlain’s Office, Lord Lieutenant’s Office, or the Royal person’s Private Secretary, as appropriate.

There is a second flagpole at Church Square House, which allows for the flying of a second flag. Guidance on national events is often received from central government to mark certain important dates, sporting fixtures etc., although, in exceptional circumstances, the council does retain the ability to use local discretion. The council often flies certain flags from the second flagpole to mark St. George’s Day, Remembrance Sunday, Holocaust Memorial Day, Armed Forces Week, Pride Month, etc. A timetable of these occasions is listed as ‘Diary’ later in this protocol. If there is no requirement or decision to fly an alternative flag, the council will fly the North Lincolnshire Civic Flag on the second flagpole, in order to mark and celebrate North Lincolnshire and its people.

There is also a flagpole at Hewson House in Brigg, which acts as the council’s third flagpole. This allows for the Union Flag to fly from the council’s Headquarters, whilst having the discretion to fly two other flags. If there is no occasion that requires the flying of a flag, it is the council’s established policy to fly the Union Flag on the prominent pole at Church Square House and from the third flagpole at Hewson House, and the North Lincolnshire Civic Flag on the second flagpole at Church Square House.

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 central government and others. Where no guidance is available, or for local or regional events, the Director of Governance and Partnerships has the ultimate responsibility for decisions around the flying of flags. This will be in accordance with local protocol, available best practice, and what the Director considers most appropriate. The Director is also
responsible for ensuring practical arrangements for hoisting or lowering flags is co-
ordinated across the council.

During Citizenship Ceremonies, a Union Flag will be flown from a suitable internal
flagpole. The Council also hosts two main annual flag raising ceremonies, one to mark
Armed Forces Day and one to mark the start of North Lincolnshire Pride.

POSITION OF HONOUR
The Order of Precedence governs the ranking of flags, and the flagpole that they
subsequently fly from. The order is as follows:

- Royal Standards
- The National Flag (The Union Flag)
- The flag of the host country (The St. George’s Flag)
- The White Ensign of the Royal Navy,
- The Ensign of the Royal Air Force,
- The Blue and Red Ensigns,
- The Civil Air Ensign,
- The national flags of Scotland, Wales, the Crown Dependencies and the
  British Overseas Territories,
- Flags of other nations,
- The United Nations Flag,
- The Commonwealth Flag,
- The British Army Flag (Non-Ceremonial)
- County Flags and Flags of Metropolitan Cities,
- Flags of Other Cities or Towns,
- Banners of Arms,
- House Flags,
- Specific and Additional Flags to Mark Certain Events, Locations or Occasions.

The Royal Standard takes precedence over all other flags, and should be hoisted upon
a Royal Person arriving, flown whilst they are on the premises, and lowered following
their departure.

On rare occasions and where considered appropriate, the council may decide to fly
other flags, such as the Green Flag award, the Pride Flag, or flags to mark important
dates or local events which support its agreed strategic ambition and priorities. The
above Order of Precedence applies.

All flags will be of a standard size, in good condition and without advertisements. At
all times, flags will be treated with the dignity that they deserve.
DIARY

The council agrees its annual schedule following the receipt of guidance from central
government. North Lincolnshire Council will mark the following occasions by flying the
stated flag:

9 January – Birthday of the Duchess of Cambridge  Union Flag
20 January – Birthday of the Countess of Wessex  Union Flag
27 January – Holocaust Memorial Day     NLC Flag (Full
Mast)
6 February – Her Majesty's Accession  Union Flag
10 March – Birthday of the Earl of Wessex   Union Flag
March – Commonwealth Day (Held on the second Monday in March) Commonwealth
Flag
21 April – Birthday of Her Majesty the Queen Union Flag
23 April – St George’s Day                  St George’s
Cross
June – Armed Forces Day (dates varies annually) Armed Forces
Day Flag
2 June – Coronation day                    Union Flag
June (as appointed – official Celebration of Her Majesty’s Birthday) Union Flag
10 June – Birthday of The Duke of Edinburgh Union Flag
21 June – Birthday of The Duke of Cambridge Union Flag
July – Pride Month                          Pride Flag
17 July – Birthday of The Duchess of Cornwall Union Flag
15 August – Birthday of The Princess Royal  Union Flag
3 September – Merchant Navy Day            Red Ensign Flag
1 October – Lincolnshire Day               Lincolnshire Flag
11 November + 2nd Sunday in November – Remembrance Day Remembrance
Flag (Full Mast)
14 November – Birthday of The Prince of Wales Union Flag
20 November – Her Majesty’s Wedding Day    Union Flag

Individual requests for the flying of specific flags would only be approved in exceptional
circumstances, in order to prevent clashes with the agreed timetable or other practical
issues.
FLYING FLAGS AT HALF-MAST

On significant occasions, flags may be flown at Half-mast. This is a position two thirds of the way up the flagpole, and when hoisted, it is appropriate to raise the flag to the top, pausing for a moment, before lowering it to a suitable position. If the Union Flag is at Half-mast all other flags should be at the same position, or should not be flown at all. Flags of other countries should not be flown unless that country is also in a period of mourning.

The exception to the above is the Royal Standard, which should never fly at Half-mast, representing the continuous nature of the Monarchy.

National events requiring flags to fly at Half-mast will always be guided by directions from Central Government. However, in exceptional circumstances, there is local discretion to mark notable deaths, funerals or events by flying the North Lincolnshire Flag at Half-mast. The above protocol applies.

PUBLICITY

The flying of certain flags, or occasions where flags are flown at Half-mast, will always be accompanied by an appropriate press release and/or statement on the council’s website and social media channels.