

EAST RENFREWSHIRE COUNCIL

26 February 2025

Report by Director of Business Operations & Partnerships

CIVIC EVENT PROTOCOL (INCORPORATING FLAG FLYING PROTOCOL)

PURPOSE OF REPORT

1. The purpose of this report is to seek Council approval of the updated Civic Events Protocol (incorporating Flag Flying Protocol).

RECOMMENDATION

2. It is recommended that the Council approves the updated Civic Event Protocol (incorporating Flag Flying Protocol) attached at Appendix 1 to this report.

BACKGROUND

4. The Council has a long standing Civic Event Protocol (incorporating Flag Flying Protocol) which was last updated in 2023.

REPORT

5. The Civic Event Protocol (incorporating Flag Flying Protocol) has been refreshed and an updated version is attached at Appendix 1 of this report.

6. The revisions to the Protocol pertain to paragraphs 22 and 23, which have been amended to reflect the flags currently flown at Council HQ and to include the International Women's Day Flag, which is flown in March each year.

FINANCIAL IMPLICATIONS

7. There are no financial implications arising from this report.

CONSULTATION AND PARTNERSHIP WORKING

8. The Chief Executive, Provost and Political Groups Leaders have been consulted on this report.

RECOMMENDATION

9. It is recommended that the Council approves the updated Civic Event Protocol (incorporating Flag Flying Protocol) attached at Appendix 1 to this report.

Louise Pringle
Director of Business Operations and Partnerships

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Convener:
Provost Mary Montague, Tel 0141 577 3143

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Civic Event Protocol

incorporating Flag Flying Protocol



CIVIC EVENT PROTOCOL

INTRODUCTION

1. The Director of Business Operations & Partnerships or Head of HR & Corporate Services or Democratic Services Manager, in consultation with the Provost, is authorised to deal with all matters in relation to the civic and ceremonial arrangements of the Council up to an estimated value of £1,000. Arrangements with an estimated value of over £1,000 will be passed to the Civic Hospitality Committee for a decision.
2. Members Services will arrange many civic and ceremonial events hosted by the Provost and co-ordinate Elected Member involvement in these. However, it is recognised that other events to which Elected Members may be invited will be organised by officers in other sections and departments.
3. When Members Services are arranging a civic or ceremonial event, they consider a range of issues including:-
 - possible dates and times for the event
 - identifying the principal guest
 - determining which Elected Member(s), special guests and other invitees should attend
4. Regardless of who is organising an event, it is important that a consistent approach should be taken, particularly with regard to the involvement of the Provost and Elected Members. To achieve this, the following guidance should be taken into account when events are being organised.

ROLE OF PROVOST

5. An important part of the Provost's role is to raise the profile of the Council and East Renfrewshire. The Provost should attend civic, ceremonial and other events organised by the Council and may also be invited to attend events outwith the Council's area. This can come about in a number of ways for example:-
 - an invitation from a third party
 - a celebration of a special occasion e.g. 100th birthday
 - paying tribute to individuals or community groups
 - attending receptions for visitors to the Council
 - attending an event or national event outwith East Renfrewshire
6. The Provost welcomes guests to all events organised by Members Services. However, given the Provost's particular civic role, it is also appropriate for officers in other sections within the Council who are organising any other events to consider inviting the Provost to welcome guests initially at the start of any such events. Where the Provost is not available, the Deputy Provost will be involved. Contact with the Provost can be made through the Provost's Secretary in Members Services.
7. If the Provost has been invited to welcome guests to a Council event not organised by Members Services as outlined above but is unable to attend, the Deputy Provost would be invited to stand in for the Provost. In the event neither the Provost nor Deputy Provost are available the person organising the event should consider whether or not to ask another Elected Member (most likely the Convener responsible for the service associated with the event) to welcome guests.



8. When an invitation to attend an external event has been received by the Provost from a third party, and they are unable to attend, at the Provost's discretion, the Deputy Provost will be invited to attend on behalf of the Provost. In the event neither the Provost nor Deputy Provost can attend the invitation will be declined.

WEARING OF THE CHAIN OF OFFICE

9. Either the Provost or Deputy Provost should wear their chain of office when representing the Council at an event.
10. In the event both the Provost and Deputy Provost are attending the same event, only the Provost should wear the chain of office.

CONVENERS AND ELECTED MEMBERS

11. In addition to the Provost or Deputy Provost, the Leader of the Council and appropriate Convener should be invited to attend an event which is run by the Council. Where the relevant Elected Member is unable to attend, then a substitute identified by them should be invited
12. When an event relates to a particular Council Ward(s), all Ward Members should also be invited. On certain occasions, it may be appropriate to invite all councillors where space permits.

MEMBERS OF PARLIAMENT (MP), AND MEMBERS OF SCOTTISH PARLIAMENT (MSPs)

13. The local MP and both constituency and list MSP(s) should be invited when the event is a national event, prestigious or for a special anniversary e.g. King's Award Presentation, 150th Anniversary, Armed Forces Day Event and Holocaust Memorial Day. They should also be invited when the Council is hosting guests from:-
 - Scottish Parliament
 - UK Parliament
14. Whilst all list MSPs should automatically be invited to national events as referred to above, this is not the case for events specific to East Renfrewshire although, depending on the circumstances/event, such an invitation may be considered appropriate.

MINISTERIAL VISITS

15. Approval must be sought from the Chief Executive for any proposals to invite UK or Scottish Government Ministers to Council-led events, or for a UK or Scottish Government-led event, such as the launch of a policy initiative, to take place on Council land or premises. Subject to approval being given, the Communications Team should be consulted in respect of arrangements for all such events. Contact should also be made with the Council's Members Services section for advice and to ensure that the Council's civic protocol is adhered to.

NOTIFICATION TO ELECTED MEMBERS OF MINISTERIAL/MP/MSP VISITS

16. If a government minister (UK or Scottish Parliament) MP or MSP is visiting East Renfrewshire, either in response to an invitation to a Council-led event or in the event of a government-led (UK or Scottish Government) initiative, the Communications Team will include information on the event in their regular Elected Members' briefing.

- 17. This will indicate in general terms if all, or only some, Elected Members will be invited to attend, and that specific invitations will be issued to appropriate Elected Members by the officer(s) dealing with the detailed arrangements. However, there may be circumstances due to security considerations where information cannot be provided in advance by the Communications Team in the Elected Members' briefing and in this case the Communications Team will provide the information after the event.
- 18. If a government minister (UK or Scottish Parliament) MP or MSP is visiting East Renfrewshire but with no involvement from the Council, the Chief Executive will arrange for any information regarding the event sent by the UK or Scottish Government to be shared with the political group leaders.

PHOTOCALLS



- 19. Arrangements for photocalls relating to civic events will be made as appropriate.

CHARITABLE FUNCTIONS

- 20. In circumstances where the Provost is involved in fundraising for charitable purposes, other than in respect of the Provost's Fund, a report must be submitted to the Council seeking approval for the Council's name to be attached to the appeal and for the commitment of resources where necessary.
- 21. Where the Council agrees to participate in a charitable or other event (e.g. a charity dinner or event organised by a Community Planning partner), then the Leader of the Council in consultation with the Provost will determine who will represent the Council.

FLYING OF FLAGS AT COUNCIL HEADQUARTERS (FLAG FLYING PROTOCOL)

- 22. East Renfrewshire Council will fly the following flags for specific occasions or events throughout the year:

	<u>EVENT</u>	<u>FLAG</u>	<u>DATE TO BE FLOWN</u>
	International Women's Day	International Women's Day Flag	To mark International Women's Day in March each year.
	Commonwealth Day	Commonwealth Flag	To mark Commonwealth Day in March each year.
	Workers' Memorial Day	Union Flag	To mark Workers' Memorial Day in April each year.



Armed Forces Day

Armed Forces Day Flag

To mark Armed Forces Day in June each year.



Pride

Progressive Pride Flag

To mark Pride Events during June each year.



Merchant Navy Day

Merchant Navy Day Flag (Red Insignia)

To mark Merchant Navy Day in September each year.



999 Emergency Services Day

999 Day Flag

To mark 999 Emergency Services Day in September each year.



Remembrance Day

Union Flag

To mark Remembrance Day in November each year.

23. In addition to the flags specified above, in exceptional circumstances such as where there is designated guidance and/or request from government to fly a particular flag, and in line with the Council's Scheme of Delegated Functions, the Head of HR & Corporate Services or the Democratic Services Manager, in consultation with the Provost, will have delegated authority to determine whether such a flag should be flown and the duration for which it should be flown, taking account of any designated guidance, if available.

FURTHER ADVICE

24. Members Services, who have experience in arranging civic events, will be happy to provide any other or more detailed advice as necessary. Contact with the Provost and other Elected Members can also be made through Members Services. Members Services can be contacted on ☎0141 577 3107 or 0141 577 3143.

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