

POLICY AND RESOURCES COMMITTEE – 11 SEPTEMBER 2023

PART I

WREATH LAYING PROTOCOL (ADLDS)

1 Summary

- 1.1 Members requested that the Wreath Laying Protocol be reviewed following some questions asked at Council about the protocol following its circulation ahead of Remembrance Sunday in November 2022.
- 1.2 Members asked that the protocol come forward to the Committee so all Members are able to review the protocol and put forward suggestions for amendments for the Committee to consider ahead of the services in November 2023.
- 1.3 As part of the review the protocol was circulated to all Members twice ahead of the report publication so that the comments received could be provided for the Committee to consider.
- 1.4 The new protocol is attached at Appendix 1.

2 Details

- 2.1 It is requested that the Committee consider the following amendments to the protocol as follows:

Members can only lay wreaths in their own Wards

Wreaths can only be laid on Remembrance Sunday or 11 November (Remembrance Day)

The only people who can lay wreaths outside a Ward, in order of preference, are:

The Chair of Council

Armed Forces Covent Holder or

Leader of the Council

- 2.2 The Committee are asked to note that the Chair of the Council was in the past invited to attend the Battle of Britain Service each year to lay a wreath, but this service now no longer takes place and is not included in the suggested new protocol.

3 Options and Reasons for Recommendations

- 3.1 The Committee are asked to agree the new protocol at Appendix 1.

4 Policy/Budget Reference and Implications

- 4.1 The cost of purchasing the wreaths in 2022 was £400 with the charity donation payment being made from the Democratic Representation budget.

5 Financial Implications

5.1 The proposals are within existing budgets.

6 Legal Implications

6.1 There are no direct legal implications.

7 Equal Opportunities Implications

7.1 Impact Assessment – none specific.

8 Staffing Implications

8.1 The organisation of getting the wreaths and purchasing them is managed by the Committee Team with the Council paying a donation to the Royal British Legion for the wreaths. The wreaths are then provided to the Councillors at the Full Council meeting in October or are collected by the Councillor when visiting the office. We also organise obtaining all the information details on each wreath laying ceremony that is held on Remembrance Sunday across the District. Ahead of Remembrance Sunday details are passed to Communications/Digital Services Team.

9 Community Safety, Environmental and Public Health implications

10.1 None specific.

10 Customer Services Centre Implications

10.1 Details of the services being held are provided to the Customer Services Centre.

11 Communications and Website Implications

11.1 Details are provided to the Communications Team for social media and any communications the Council wish to do ahead of Remembrance Sunday and 11 November (Remembrance Day).

12 Risk and Health & Safety Implications

12.1 The Council has agreed its risk management strategy which can be found on the website at <http://www.threerivers.gov.uk>. In addition, the risks of the proposals in the report have also been assessed against the Council's duties under Health and Safety legislation relating to employees, visitors and persons affected by our operations. The risk management implications of this report are detailed below.

12.2 The subject of this report is covered by the Legal and Committee service plan. Any risks resulting from this report will be included in the risk register and, if necessary, managed within this plan.

13 Recommendation

13.1 The Committee are asked to agree the new protocol at Appendix 1.

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Data Quality

Data sources:

Wreath Laying protocol

1	Poor	
2	Sufficient	x
3	High	

Background Papers

Current Wreath laying protocol

APPENDICES / ATTACHMENTS

New Wreath laying protocol