

# Housing and Community Service Scrutiny Panel



Date of meeting:	10 December 2025
Title of Report:	<b>Commemorations and Celebrations – PCC Policy</b>
Lead Member:	Councillor Chris Penberthy (Cabinet Member for Housing, Cooperative Development, and Communities)
Lead Strategic Director:	Tracey Lee (Chief Executive)
Author:	Caroline Marr, Senior Policy Advisor
Contact Email:	Caroline.marr@plymouth.gov.uk
Your Reference:	C&C Policy 20251210
Key Decision:	No
Confidentiality:	Part I - Official

## Purpose of Report

To seek the Committee's input and feedback on the Council's draft Policy for Commemorations and Celebrations; this includes lighting buildings, raising flags, moments of silence and books of condolence. This Policy sets out the Council's protocol in accordance with Government guidance regarding the use of flags and other symbolic gestures in recognition, celebration or sympathy. The application of the principles and criteria set out in the policy aims to ensure the consistent, respectful, and meaningful use of flags and lighting in line with our civic values.

## Recommendations and Reasons

- I. That the Scrutiny Panel review and provide feedback on the draft Policy.  
*Reason: To ensure this Policy captures a wide range of views so that it is clear, fair and reflective of our civic values.*

## Alternative options considered and rejected

- I. To not review and produce a new Policy covering the different ways the Council Commemorates and Celebrates significant days or events.  
*Rejected: The previous Flags protocol was produced in 2016 and had limited use. It did not provide the clarity or process needed to help make decisions when requests were made. Several requests are made by individuals or communities throughout the year – there is currently no consistent approach or process to follow which could lead to unfairness in the decision-making process.*

## Relevance to the Corporate Plan and/or the Plymouth Plan

The approach and criteria set out in the Policy fully reflects the Council's values of democracy, responsibility, fairness and co-operation. In addition, one of the key themes running through the Plymouth Plan is the ambition to be a Welcoming City where every citizen feels safe and every person who lives in or visits the city will be treated fairly and with respect. Flying flags or lighting buildings is one way in which the Council commemorates significant events or celebrates the diversity of our city.

It is important that we do this in a consistent, fair and meaningfully full way; one which supports our duty to foster and promote community cohesion.

### Implications for the Medium Term Financial Plan and Resource Implications:

There are no significant resource implications. Implementation of the Policy will be met within existing staff resources. There is a £5k budget held by the Council's Events Team to assist with buying new or replacing old flags.

### Financial Risks

It is not anticipated that the proposed Policy will cause negative financial impacts.

### Legal Implications

The Policy will assist the Council to continue to meet its public sector equality duties under the Equality Act 2010.

### Carbon Footprint (Environmental) Implications:

There are no significant implications.

### Other Implications: e.g. Health and Safety, Risk Management, Child Poverty:

There are no significant risks associated with the implementation of this Policy. The Policy sets out a clear and fair process for dealing with requests for flag raising or lighting buildings. The Policy will assist the Council to continue to meet its public sector equality duties under the Equality Act 2010.

### Appendices

\*Add rows as required to box below

Ref.	Title of Appendix	Exemption Paragraph Number (if applicable) <i>If some/all of the information is confidential, you must indicate why it is not for publication by virtue of Part 1 of Schedule 12A of the Local Government Act 1972 by ticking the relevant box.</i>						
		1	2	3	4	5	6	7
A	Commemorations and Celebrations – PCC Policy DRAFT V3							
B	Equalities Impact Assessment							

### Background papers:

\*Add rows as required to box below

Please list all unpublished, background papers relevant to the decision in the table below. Background papers are unpublished works, relied on to a material extent in preparing the report, which disclose facts or matters on which the report or an important part of the work is based.

Title of any background paper(s)	Exemption Paragraph Number (if applicable) <i>If some/all of the information is confidential, you must indicate why it is not for publication by virtue of Part 1 of Schedule 12A of the Local Government Act 1972 by ticking the relevant box.</i>						
	1	2	3	4	5	6	7

Sign off:

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Originating Senior Leadership Team member: Tracey Lee											
Please confirm the Strategic Director(s) has agreed the report? Yes Date agreed: 01/12/2025											
Cabinet Member approval: <i>Councillor Penberthy (Cabinet Member for Housing, Cooperative Development and Communities)</i> Date approved: 01/12/2025											