



PROTOCOL FOR FLYING FLAGS AT COUNTY HALL

Introduction

1. Leicestershire County Council recognises the importance of flying flags as a means of marking important events, supporting campaigns, strengthening national identity, promoting community cohesion and demonstrating support to staff. The flag provides a visible symbol to the public and staff about the Council's commitment to certain causes.

Flags Flying at County Hall.

2. There are four flag poles on the County Hall site. Three are at the front of the building and a fourth is located in the inner quadrangle next to the Stand Easy memorial.
3. It has been decided that the three flag poles at the front of County Hall shall be designated as "public facing". The Union Flag and County Flag will fly on two of these poles. The third pole will be used to fly the Commonwealth Flag and, on the anniversary of the invasion of Ukraine, the Ukrainian Flag.
4. At the request of the Lord-Lieutenant, the Lord-Lieutenant's flag will be flown from one of the flagpoles at the front of County Hall when he is present at County Hall in an official capacity.
5. All flags relating to community events and celebration days will be flown from the inner quadrangle. Where flags are proposed to be flown at the same time, the one with the shortest timeframe will take precedence.
6. It is important that the flying of a flag is part of an overall commitment to honouring or marking the community event. There will be internal or external communications to mark and explain why this event is important. There will also be a clear communications plan associated with each campaign, which promotes the initiatives the Council is undertaking alongside flying a flag.

Planning Consent

7. Regulations governing the flying of flags in England are set out in the Town and Country Planning (Control of Advertisements) Regulations 2007, as amended. These regulations limit the number of flags which can be flown without advertisement consent, which in the County Council's case would have to be granted by Blaby District Council. None of the flags proposed to be flown outside the front of County Hall require planning consent.

Lighting Up County Hall

8. It is possible to light up County Hall to mark significant domestic and international events. These events will usually occur on an ad hoc basis. The exception to this is in relation to commemoration for Armistice, where County Hall is lit up in red for a period of two weeks, to coincide with the poppy appeal, prior to the 11th November.
9. Any ad hoc requests for the lighting up of County Hall should be submitted to the Assistant Director, People, Property and Transformation, for Corporate Resources for consideration. In conjunction with the Chief Executive, she will make a recommendation for Group Leaders to consider.

Governance

10. The Corporate Equalities Board will undertake an annual review of the protocol. This will involve consultation with the staff networks to ensure that correct flags have been identified and that each network is satisfied with the level of visibility. Any changes will be reported to Group Leaders for approval.

New Requests

11. All in-year requests to fly additional flags or to light up County Hall will be considered by the Assistant Director, People, Property and Transformation, for Corporate Resources. In conjunction with the Chief Executive, she will make a recommendation for Group Leaders to consider.

ANNEX 1 - Proposed community flag flying 2025

Dates	Event	Flag	Proposed flagpole
February 1 st to 28 th	LGBTQ+ History Month	Rainbow Flag	Quadrangle
March 17 th to 23 rd	Neurodiversity Week	Disability Pride Flag	Quadrangle
March 31 st	Transgender Day of Visibility	Transgender flag	Quadrangle
May 17 th	International Day against homophobia	Rainbow flag	Quadrangle
June 1 st to 14 th	LGBTQ+ Pride Month	Rainbow	Quadrangle
June 15 th to 19 th	Gypsy, Roma and Traveller History Month	Romani Flag	Quadrangle
June 20 th	Windrush Day	Windrush Flag	Quadrangle
July 1 st to 31 st (excluding July 14 th)	Disability Pride Month	Disability Pride Flag	Quadrangle
July 14 th	International Non-Binary People's Day	Non-binary pride flag	Quadrangle
September 23 rd	Bi-Visibility Day	Bi Pride Flag	Quadrangle
October 1 st -31 st (excluding October 22 nd)	Black History Month	Black History Month flag	Quadrangle
October 22 nd	Beginning of Asexual Awareness Week	ACE Flag	Quadrangle
November 20 th	Transgender day of remembrance	Transgender flag	Quadrangle
November 22 nd to December 22 nd	UK Disability History Month (includes International Day of Persons with Disabilities)	Disabled Peoples Flag	Quadrangle

ANNEX 2 – full schedule of flags

Date	Event	Pole 2	Pole 1	Pole 3	Quadrangle
January 1 st to 31 st		County	Union		
February 1 st - 19 th	LGBTQ+ History Month	County	Union		Rainbow
February 19 th -25 th	Anniversary of invasion of Ukraine	County	Union	Ukrainian	Rainbow
February 26 th -28 th	LGBTQ+ History Month	County	Union		Rainbow
March 10 th	Commonwealth Day	County	Union	Commonwealth	
March 17 th - 23 rd	Neurodiversity week	County	Union		Disability
March 31 st	International Transgender Day of Visibility	County	Union		Trans Flag
April 23 rd	St George's Day	St George	Union	County	
May 8 th	VE Day	County	Union		Armed Forces
May 17 th	International Day against Homophobia	County	Union		Rainbow
June 1 st to 14 th	LGBTQ+ Pride Month	County	Union		Rainbow
June 15 th to 19 th	Gypsy, Roma and Traveller History Month	County	Union		Romani
June 20 th	Windrush Day	County	Union		Windrush
June 24 th to 29 th	Armed Forces Day	County	Union		Armed Forces
July 1 st to 31 st	Disability Pride Month	County	Union		Disability Pride

Date	Event	Pole 2	Pole 1	Pole 3	Quadrangle
(excluding July 14 th)					
July 14 th	International Non-Binary Day	County	Union		Non-binary flag
August 15 th	VJ Day (victory over Japan)	County	Union		Armed Forces
September 3 rd	Merchant Navy Day	County	Union		Red Ensign
September 9 th	Emergency Services Day	County	Union		Emergency Services
September 23 rd	Bi-visibility day	County	Union		Bi Flag
October 1 st - 31 st (excluding October 22 nd)	Black History Month	County	Union		Black History Month
October 22 nd	Beginning of Asexual awareness week	County	Union		ACE Pride
November 11 th	Armistice Day	County Union	Union		Wreath laying
20 th November	Transgender Day of Remembrance	County	Union		Trans
November 22 nd - December 22 nd	UK Disability History Month (includes international Disabled persons day)	County	Union		Disability Pride

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