



From: Protocol and Honours Mailbox
Subject: FW: Flags - info required asap
Attachments: Flag Flying Guidance - January 2018.docx

From: [redacted]
Sent: 24 January 2018 11:32
To: Minister for International Development and Europe; Cabinet Secretary for Culture, Tourism and External Affairs
Subject: FW: Flags - info required asap

See attached – FMQ note will follow

From: Hynd JS (James)
Sent: 24 January 2018 09:57
To: First Minister
Cc: [redacted]Rogers DA (David) (Strategy and Constitution Director); [redacted]Lloyd E (Elizabeth); [redacted]Nicolson S (Stuart) Special Adviser; [redacted]News Desk; Corporate Communications; [redacted] Allison B (Barbara); [redacted] Permanent Secretary; DG Constitution and External Affairs; [redacted] Director Communications, Ministerial Support & Facilities
Subject: RE: Flags - info required asap

Top copy First Minister

Please find attached a background note following up the press coverage about flag flying guidance.

An FMQ is in preparation too.

James

James Hynd
Head of Cabinet, Parliament and Governance Division
Room 4N:03
St Andrew's House
Edinburgh
[redacted]

[redacted] has sent the lines - can they be amended to include the following - if you can recirculate

The Royal Banner has been flown on Royal occasions since 2010. The policy has not been changed under the current FM the public guidance has simply been updated by officials to match longstanding practice.

Cc'ing James

Sent from my BlackBerry 10 smartphone.

From: [redacted]
Sent: Tuesday, 23 January 2018 22:29

To: Lloyd E (Elizabeth); Nicolson S (Stuart) Special Adviser; [redacted] Permanent Secretary; Allison B (Barbara); First Minister; [redacted]
Subject: Re: Urgent: Telegraph splash

[redacted] [redacted] and [redacted] were dealing with this earlier.

I'll dig out emails.

Sent from my BlackBerry 10 smartphone.

From: Lloyd E (Elizabeth)
Sent: 24 January 2018 07:37
To: Hynd JS (James); [redacted]; Nicolson S (Stuart) Special Adviser; [redacted] News Desk; Corporate Communications; [redacted] Allison B (Barbara); [redacted]
Cc: [redacted] Rogers DA (David) (Strategy and Constitution Director); [redacted]
Subject: Re: Flags - info required asap

All

FM would like the details behind the policy as soon as possible this morning.

Specifically did the 2010 change apply to all SG buildings and agencies

Is there anything new in the updated guidance that was not already current practice

Newspapers claim bodies like Crown Office and HES were flying the union jack and now the guidance means they won't is this true

At what level was it agreed to update the guidance and when

Has FM had any involvement in flag policy

I'll be going through the newspaper coverage this morning and identifying points we need to challenge.

I expect we will need to issue a further statement today to clarify these issues which I would like to have by 10am

In addition I would expect to be making complaints to all three papers and IPSO given the inaccuracies

Liz

Sent from my BlackBerry 10 smartphone.

From: [redacted]
Sent: 23 January 2018 18:19
To: Hynd JS (James); Nicolson S (Stuart) Special Adviser; [redacted] News Desk; Corporate Communications; [redacted]
Subject: RE: Follow up questions - RE: SpAd clearance - Flags guidance - Telegraph/Daily Mail/Express

Ok, just for clarity, will send this:

- It has been SG practice for many years to fly the Royal Banner (Lion Rampant) on royal occasions. There is therefore no reduction in days the union flag will be flown.
- Our guidance applies only to SG buildings and those of our agencies and associated Departments. Our guidance is published on the SG website and other public bodies (eg NDPBs, Local Authorities) may choose to follow it if they so wish but that is a matter for them.
- If a building has one flagpole then on Remembrance Sunday, we would advise them to fly the Union Flag. However, we have no locus to order other organisations which flags to fly. (They specifically asked for this again).

Thanks,
[redacted]

First Minister:

FLAG FLYING: OPERATIONAL GUIDANCE 2018

1. This note provides further background to the recently updated Flag Flying Guidance.

Background

2. During the course of 2007, Alex Salmond secured the agreement of Buckingham Palace that, as FM and Keeper of the Great Seal, he had the right to fly the Royal Banner (Lion Rampant) when he was present in a Scottish Government building. In early 2010 Mr Salmond advised the Place that he also intended to fly the Banner at St Andrew's House on days associated with Royal Anniversaries. Before this decision the Union Flag would have been flown on those days. I attach at Annex A the current list of (14) days when the Royal Banner is flown outside St Andrew's House. This policy has been in place since 2010 and remains unchanged.

Operational Guidance

3. At the start of each year we produce operational guidance for use by the SG's building management teams to confirm the dates of flag flying days and the flags which should be flown. This guidance is placed on the SG website. For the 2018 guidance we clarified how the above policy should be applied regarding the use of the Royal Banner at St Andrew's House and the Saltire at VQ. No changes were made and all of the Royal Anniversaries at Annex A will be marked by the flying of the Royal Banner in the usual way. As the Royal Banner is the senior flag and St Andrew's House is the seat of Government in Scotland, the flying of the Royal Banner ensures that the SG is marking the Royal occasion in an entirely appropriate and respectful manner.

4. The Union Flag is flown on Remembrance Sunday from both St Andrew's House and from Victoria Quay – the only 2 SG buildings which have external flagpoles.

5. The operational guidance is for use by the core Scottish Government and our immediate executive agencies and associated departments, especially ones who share SG buildings. However, its application can depend on factors such as whether the organisation shares space with other bodies or the lease arrangements. The guidance is made available on the SG website and on request to other public bodies who may choose to take account of it but are under no obligation to do so. As an NDPB, HES can make its own arrangements. The Crown Office sees our guidance, as does the General Register Office for Scotland, but apply their own approaches. The latest operational guidance does not require any organisation to depart from its current practice.

6. As the latest operational guidance did not make any policy changes, it was cleared at official level and was not put up for Ministerial clearance.

James Hynd
24 January 2018

Annex A

Date	Event
9 January	Birthday of The Countess of Strathearn
20 January	Birthday of The Countess Of Wessex
6 February	Anniversary of The Queen's Accession
19 February	Birthday of The Duke of York
10 March	Birthday of The Earl of Wessex
21 April	Birthday of Her Majesty The Queen
2 June	Anniversary of Coronation Day
9 June	Official Celebration of Her Majesty's Birthday (<i>see note 2</i>)
10 June	Birthday of The Duke of Edinburgh
21 June	Birthday of The Earl of Strathearn
17 July	Birthday of The Duchess of Rothesay
15 August	Birthday of The Princess Royal
14 November	Birthday of The Duke of Rothesay
20 November	Anniversary of Her Majesty's Wedding Day