

Lincolnshire Police

Policy Document



Flying of flags from police premises policy PD 261

Policy document information

Reference number:	PD 261
Policy sponsor:	CC Haward
Policy owner:	Head of Assets and Facilities, HQ
Author:	Inspector David Edwards, Executive Office / Sgt Lee Johnson, Force Executive
Publication date:	March 2023
Review date:	March 2026

Version history

Version	Date	Reason for issue
1	July 2020	New Policy
2	September 2020	Addition of dates
3	September 2020	Removal of options
4	December 2022	Amendments on wording in the document to reflect change in Monarch and policy review
5	October 2023	Amendments on wording in the document to reflect staff members who raise and lower the flags
6	September 2024	Amendments on wording in the document to include members of police staff.

Code of Ethics

All staff involved in carrying out functions under this policy and associated procedures and appendices will do so in accordance with the principles of the Code of Ethics. The aim of the Code of Ethics is to support each member of the policing profession to deliver the highest professional standards in their service to the public.

Legislative compliance

This document has been drafted to comply with the principles of the Human Rights Act. Proportionality has been identified as the key to Human Rights compliance, this means striking a fair balance between the rights of the staff and those of the rest of the community. There must be a reasonable relationship between the aim to be achieved and the means used.

Equality and Diversity issues have also been considered to ensure compliance with the Equality Act 2010 and meet our legal obligation in relation to the equality duty. In

addition, Data Protection, Freedom of Information and Health and Safety Issues have been considered. Adherence to this policy or procedure will therefore ensure compliance with all relevant legislation and internal policies.

Other legislation/law which this policy has been drafted to comply with:

- [Human Rights Act 1998 \(in particular A.14 – Prohibition of discrimination\)](#)
- [Equality Act 2010](#)
- [Crime and Disorder Act 1998](#)
- [H&S legislation](#)
- [Data Protection Act 2018](#)
- [Freedom Of Information Act 2000](#)

Security classification

Policy to be published on Intranet: Yes

Policy to be published on Force Website: Yes

Authorised Professional Practice (APP)

This policy has been checked against APP and there is none in relation to the subject matter of this policy.

1. Policy aims (Purpose)

- 1.1. This policy relates to the flying of flags on police premises and the circumstances in which different flags will be flown.
- 1.2. The policy is to enable all staff to recognise the circumstances in which different flags will be flown and whether they are flown at full or half-mast.
- 1.3. Lincolnshire Police have eleven buildings with the ability to fly a flag, namely, Shared Headquarters, Grantham, Skegness and Boston, Louth, Mablethorpe, Horncastle, Gainsborough, Spalding, Holbeach and Sleaford.

- 1.4. Lincolnshire Police are an equal opportunities employer, with an all-inclusive Equality, Diversity and Inclusive (EDI) team and policy. Flying the Lincolnshire Police flag therefore represents our dedication to inclusion and celebration of diversity across our communities.

2. Statement of principles

- 2.1. There are many international, national, and local events which are celebrated every day across the UK and, as a key part of our local communities, Lincolnshire Police will consider a corporate response in relation to the events we proactively emphasise. These events should be in line with the values of the Force, the significance to our local communities and should help to build public confidence in the Force, alongside consideration of the following principles:
- Prominence of the event in the national public calendar (i.e. St George's Day, Holocaust Memorial Day, the King's Birthday(s))
 - Prominence of the event in the national policing calendar (i.e. National Police Memorial Day)
 - Prominence of the event in the local community calendar (i.e. Lincolnshire Day)
 - Major celebration of Equality, Diversity and Inclusion events (key religious festivals, PRIDE, International Women's Day, Autism Awareness Week)
- 2.2. Lincolnshire Police's response to any of these events may include a range of actions appropriate to the celebration such as flying a flag; delivering a proactive communication (external / internal); or senior officer attendance at celebration events. These will be agreed between the Chief Officer Team, force leads and the force corporate communications team.
- 2.3. The Head of Communications should lead on maintaining the corporate approach with the support of the Diversity lead and engagement with wider force leads. This may also include being aware of national police releases regarding actions to be taken by forces regarding flags or recognising key dates and events.

3. Policy statement (Key information)

3.1 Shared Police and Fire Headquarters

- 3.1.1 The Shared Headquarters premises is Nettleham has three flagpoles. On a daily basis the centre flagpole will fly the Lincolnshire County flag.
- 3.1.2 The other two flagpoles will display the Lincolnshire Police flag and the Lincolnshire Fire and Rescue flag.
- 3.1.3 On the King's Birthday dates (Official and Actual) which will be the 2nd Saturday in June and 14th November, the Lincolnshire County flag will be replaced by the United Kingdom Union Flag.
- 3.1.4 Remembrance Day: For seven days preceding and two days following the nearest Sunday to the 11th of November, the Lincolnshire County Flag will be replaced by the Remembrance Day (Poppy / British Legion) Flag.
- 3.1.5 Flags will be raised and lowered by Lincolnshire Police Facilities caretaking staff.

3.2 Other police premises

- 3.2.1 Other Police stations within Lincolnshire have only one flagpole. They will always fly the Lincolnshire Police flag.
- 3.2.2 Flags will be raised and lowered by Lincolnshire Police Support Services caretaking staff or Town Enquiry Officers.

3.3. Flags at half-mast

- 3.3.1. On the death of a serving officer or member of police staff, or on occasions when it is deemed appropriate and as indicated by the Chief Officer Team (COT), flags at all police premises will be flown at half-mast as a sign of respect.
- 3.3.2. Flags flown at half-mast for the death of a serving officer or member of police staff will be done so for a week following bereavement, and on the

day of a funeral or memorial service. For other occasions, guidance will be taken from COT or force leads on the length of time that the flag will fly at half-mast.

4. Monitoring and review

- 4.1 This policy will be subject to ongoing review by the Force Executive to ensure that any changes in legislation, guidance or procedures are incorporated as soon as possible.
- 4.2 This policy will be fully reviewed every three years. Earlier review may be prompted by the monitoring process detailed above, or by inefficiencies being identified.

5. Who to contact about this policy

- 5.1. This policy is owned by the Head of Assets and Facilities. Any enquiries about this policy should be directed to the Facilities Manager in the first instance.

Pro-forma for the initial assessment

This screening document is the first stage in a two-stage process to take a systematic approach to assessing the impact of an activity on equality. An activity may mean a:

- policy or policy review
- a business case
- a business plan
- a project initiation
- a decision to implement a service
- a decision to decommission a service.

This screening should be completed by the lead person for the activity with assistance from any of the following departments:

- Human Resources (where appropriate)
- Equality and Diversity

Department:	Assets and Facilities	Section:		Person responsible for initial assessment:	Lisa Peck
Policy being assessed:	Flying of flags from police premises	Date of assessment:	27 th October 2023	Is this a new or existing policy?	Existing

Question	Answer
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1. Briefly describe the aims, objectives and purpose of the policy.	This policy relates to the flying of flags on police premises and the circumstances in which different flags will be flown. There are many international, national, and local events which are celebrated every day across the UK and, as a key part of our local communities, Lincolnshire Police will consider a corporate response in relation to the events we proactively emphasise. These events should be in line with the values of the Force, the significance to our local communities and should help to build public confidence in the Force, alongside consideration of the following principles: • Prominence of the event in the national public calendar (i.e. St George's Day, Holocaust Memorial Day, the King's Birthday(s)) • Prominence of the event in the national policing calendar (i.e. National Police Memorial Day) • Prominence of the event in the local community calendar (i.e. Lincolnshire Day) • Major celebration of Equality, Diversity and Inclusion events (key religious festivals, PRIDE, International Women's Day, Autism Awareness Week)
2. Are there any associated objectives of the policy? Please explain.	Yes to communicate support for different initiatives, awareness days etc etc Lincolnshire Police are an equal opportunities employer, with an all-inclusive Equality, Diversity and Inclusive (EDI) team and policy. Flying the Lincolnshire

	Police flag therefore represents our dedication to inclusion and celebration of diversity across our communities
3. Who is intended to benefit from the policy and in what way?	Staff, officers and community .
4. What outcomes are wanted from this policy?	Clear instruction on the flying of flags on police premises. Compliance with Flying Flags guidance issued by the Government: Flying flags: a plain English guide - GOV.UK (www.gov.uk)
5. What factors/forces could contribute/detract from the outcomes?	Perceived inequality with decisions as to which flags are flown and, which are not by the community, staff or officers.
6. Who are the main stakeholders in relation to the Policy?	Corporate Communications, staff, officers and the community.
7. Who implements the policy and who is responsible for the activity?	Head of Assets and Facilities
8. Is there any likelihood the policy could have a differential impact on racial groups? (Including Gypsies and Travellers)	Yes – Under government guidelines around flags most flags associated with ethnic groups like the Gypsy, Roma and Traveller associated with GRT history month flag need permission from the local authority.
What existing evidence (either presumed or otherwise) do you have for this?	Please see link to government guidelines above

9. Is there any likelihood the policy could have a differential impact due to gender?	Yes - Under government guidelines around flags most flags associated with gender identity groups flag need permission from the local authority.
What existing evidence (either presumed or otherwise) do you have for this?	Please see link to government guidelines above
10. Is there any likelihood the policy could have a differential impact on due disability?	Yes - Under government guidelines around flags most flags associated with Disability equality need permission from the local authority.
What existing evidence (either presumed or otherwise) do you have for this?	Please see link to government guidelines above
11. Is there any likelihood the policy could have a differential impact on people due to sexual orientation?	Yes and No – The rainbow flag is identified as one of the flags which can be flown without permission within the Governments flag policy. However other identity flags like the Bi Flag, Pan Flag etc are flag which need permission from the local council.
What existing evidence (either presumed or otherwise) do you have for this?	Please see link to government guidelines above
12. Is there any likelihood the policy could have a differential impact on people due to their age?	No - Please see link to government guidelines above. There are no known flags associated with age.
12a. Is there any likelihood the policy could have a differential impact on Young People and Children?	No - There are There are no known flags associated with age.

What existing evidence (either presumed or otherwise) do you have for this?	Please see link to government guidelines above
12b. Is there any likelihood the policy could have a differential impact on Older People?	No - As above for different age groups. There are no known flags associated with age.
What existing evidence (either presumed or otherwise) do you have for this?	Please see link to government guidelines above
13. Is there any likelihood the policy could have a differential impact on people due to their religious belief?	Yes – Some flags associated with Christianity can be flown without permission according to government guidance but not flags associated with other religions.
What existing evidence (either presumed or otherwise) do you have for this?	Please see link to government guidelines above
14. Is there any likelihood the policy could have a differential impact on people due to them having dependants/caring responsibilities?	No - There are no known flags associated with caring responsibilities.
What existing evidence (either presumed or otherwise) do you have for this?	Please see link to government guidelines above
15. Is there any likelihood the activity could have a differential impact on people due to Marriage or Civil partnership?	No - The rainbow flag is one of the flags which can be flown without permission.

What existing evidence (either presumed or otherwise) do you have for this?	Please see link to government guidelines above
16. Is there any likelihood the policy could have a differential impact on people due to them being Transgender or Transsexual?	Yes and No – The rainbow flag is one of the flags which can be flown without permission. However the Transgender pink and blue flag is not listed as one which can be flown without permission
What existing evidence (either presumed or otherwise) do you have for this?	Please see link to government guidelines above
17. If a differential impact has been identified in 8-16, will this amount to there being the potential for an adverse impact in this policy?	There is potential for adverse impact within this policy if some groups perceive that there is an issue of inequality associated with, which flags are flown and which are not.
18. Can this adverse impact be justified on the grounds of promoting equality of opportunity for one group? Or any other reason?	Yes flying of flags could be promoting equality for some groups which have historically been excluded. For example the rainbow flag was created to represent diversity and harmony. A symbol of pride: raising the rainbow flag British Museum It also complies with the governments flag flying guidance discussed above.
19. If Yes, is there enough evidence to proceed to a full EIA?	Lincolnshire Police's response to any of these events may include a range of actions appropriate to the celebration such as flying a flag; delivering a proactive communication (external / internal); or senior officer attendance at celebration events. These will be agreed between the Chief Officer Team, force leads and the force corporate communications team. Though Lincolnshire may not fly flags for all diversity days/ events etc as mentioned above the flying of flags is only one response to the service

	acknowledgement of the needs and support for members of or diverse community. I would not suggested there needs to be a full equality impact assessment due the above and the fact that it complies with government guidance around the flying of flags
20. Date on which Full impact assessment to be completed by.	N/A

Signed (completing officer):

Signed (Lead officer):

Groups affected

Please identify the anticipated impact this activity will have on the following population groups.

- Tick the appropriate box and give explanation if so required,
- Please note that there are both likely benefits and adverse impact within the same group
- Any groups highlighted as likely to be adversely affected should be consulted in the second stage Full Impact Assessment if one has been identified as being needed.

	Likely to Benefit	No Impact	Adverse Impact
Disability: Physical, Sensory, Learning Disability, Mental Health, Carers	☐	☒	☐
Gender: Male, Female	☐	☒	☐
Transgender	☐	☒	☐
Race: Traveller and Gypsy etc	☐	☒	☐
Sexual Orientation: Lesbian, Gay, Bisexual	☐	☒	☐
Religion and Belief	☐	☒	☐
Age: Young and Old	☐	☒	☐
Marriage and Civil Partnerships	☐	☒	☐