

Kerr J (Joanne)

From: Protocol and Honours Mailbox
Subject: FW: FMQs New Commission - Flags

From: [redacted] **On Behalf Of** Protocol and Honours Mailbox
Sent: 24 January 2018 14:49
To: [redacted]
Cc: Hynd JS (James[redacted]); Protocol and Honours Mailbox
Subject: RE: FMQs New Commission - Flags

[redacted]

As per our telephone call earlier. Please find an amended FMQ brief. The changes are minimal but I have highlighted them.



Flag Flying FMQ
brief - 24 Jan...

Thanks,

[redacted]

[redacted] | Protocol and Honours | Cabinet, Parliament and Governance Division | 4N.01 St Andrews House
Edinburgh EH1 3DG | [redacted]

Please consider the environment before printing this email.



From: [redacted] **On Behalf Of** Protocol and Honours Mailbox
Sent: 24 January 2018 13:54
To: [redacted]
Cc: Protocol and Honours Mailbox; Hynd JS (James); Livingstone D (Debbie)
Subject: RE: FMQs New Commission - Flags

[redacted]

Please find attached the FMQ brief as requested in relation to our flag flying policy. Our Director, David Rogers is still to be sighted and on that basis if there are any changes will let make you aware as soon as possible.

<< File: Flag Flying FMQ brief - 24 January 2018 - JH (2).docx >>

In the meantime I hope this is of assistance.

[redacted]

[redacted] | Protocol and Honours | Cabinet, Parliament and Governance Division | 4N.01 St Andrews House
Edinburgh EH1 3DG | [redacted]

Please consider the environment before printing this email.

<< OLE Object: Picture (Device Independent Bitmap) >>

From: [redacted] On Behalf Of [redacted]
Sent: 24 January 2018 08:54
To: Protocol and Honours Mailbox
Cc: [redacted]
Subject: FW: FMQs New Commission - Flags

Hi [redacted]

FM's office are looking for an FMQ brief on flags guidance (see <https://www.thetimes.co.uk/article/scots-to-remove-union-flag-from-government-buildings-bjd6x92pq>). The deadline for FM's office is 12 noon today, therefore grateful if it could be with the ET FMQ/PQ mailbox by 11:30am today please.

Please find links to the guidance below:

Please keep bullet points at a maximum 2 lines per bullet point to enable FM to read these out in chamber.

Preparing FMQs Page – <http://saltire/my-workplace/ministerial-preferences-and-support/best-practice/Pages/Preparing-FMQs.aspx>

Guidance and Example Brief – sections 3 and 4 in the above [link](#) have attachments at the bottom of the page.

Thanks

[redacted]

24th January 2018

[redacted] | The Scottish Government | Room 1N.04 St Andrew's House | Regent Road | Edinburgh | EH1 3DG | [redacted]

FLAG FLYING POLICY

ISSUE:

The Scottish Conservatives have claimed the SG is reducing the number of days when the Union flag will be flown on SG buildings, limiting it to Remembrance Day only and not on Royal birthdays and anniversaries.

Former First Minister, Alex Salmond has subsequently issued a press release confirming that he changed the Scottish Government's flag flying policy following a conversation with Her Majesty The Queen at Balmoral in 2009. As a result, the SG's flag flying policy was changed from 2010, with the Royal Banner being flown at St Andrew's House on designated days associated with Royal birthdays and anniversaries. Prior to that the Union flag had been flown on such occasions.

In light of the press coverage, the First Minister has also responded directly on social media stating that the update to the flag flying guidance was administrative and a sensible step to take by civil servants.

The current policy remains unchanged since 2010.

The Royal Banner will be flown on 14 separate occasions to mark Royal occasions during 2018. The Union flag will be flown on Remembrance Day from St Andrew's House and Victoria Quay in 2018 as it was in 2017

The flag flying operational guidance is reviewed annually to confirm dates for the forthcoming year. The guidance is published on the Scottish Government website. The 2018 operational guidance – published on 31st December 2017 - clarified how the policy should be applied in the relation to the use of the Royal Banner at St Andrew's House and the Saltire at VQ.

Top Lines

- The Royal Banner ("Lion Rampant") is the more senior flag and is flown from St Andrew's House, the seat of the Scottish Government. It is the most appropriate way for the Scottish Government to pay its respects on relevant Royal occasions.
- The Union flag will continue to fly from St Andrew's House and Victoria Quay (the only 2 core SG buildings with flag poles) on Remembrance Day.
- There will be no reduction in the number of days in which the Union Flag will be flown on SG buildings.
- Public bodies can request a copy of the SG flag flying guidance. However, they are under no obligation to take account of it.
- The latest operational guidance does not require any organisation to depart from its current flag flying practice.

FLAG FLYING POLICY

Media Lines issued on Wednesday 24 January

- Scottish Government has released the following lines of clarification, “The current Scottish Government policy on the flying of flags, including the flying on Royal occasions was established in 2010. In line with this policy, the Scottish Government, by Royal Assent, has flown the Royal Banner (“Lion Rampant”) and the Saltire on royal occasions since 2010. The current First Minister has made no change to the Policy.
- Non-Departmental Public bodies such as Historic Environment Scotland, the Courts Service and the General Registers of Scotland are able to adopt their own policy.
- The operational guidance on applying the policy was updated in December 2017. This was not a change of the policy and the updating of the guidance was not a decision of the First Minister or any Scottish Government Minister

2018 Days when the Royal banner will be flown from St Andrew’s House

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

Kerr J (Joanne)

From: Protocol and Honours Mailbox
Subject: FW: Follow up questions - RE: SpAd clearance - Flags guidance - Telegraph/Daily Mail/Express

From: Hynd JS (James)
Sent: 26 January 2018 16:21
To: [redacted]Corporate Communications; Director Communications, Ministerial Support & Facilities; [redacted]Protocol and Honours Mailbox; [redacted]
Cc: [redacted]
Subject: RE: Follow up questions - RE: SpAd clearance - Flags guidance - Telegraph/Daily Mail/Express

Thanks both

James

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

From: [redacted]
Sent: 26 January 2018 16:18
To: [redacted]Hynd JS (James); Corporate Communications; Director Communications, Ministerial Support & Facilities; [redacted]Protocol and Honours Mailbox; [redacted]
Cc: [redacted]
Subject: RE: Follow up questions - RE: SpAd clearance - Flags guidance - Telegraph/Daily Mail/Express

I can fix that.
[redacted]

Sent with BlackBerry Work
(www.blackberry.com)

From: [redacted]
Date: Friday, 26 Jan 2018, 4:16 pm
To: Hynd JS (James) [redacted]>, Corporate Communications [redacted]Director Communications, Ministerial Support & Facilities <[redacted] [redacted]Protocol and Honours Mailbox <[redacted] [redacted]< [redacted]
Cc: [redacted]
Subject: RE: Follow up questions - RE: SpAd clearance - Flags guidance - Telegraph/Daily Mail/Express

Thanks, James.

Unfortunately I don't have editing capacity for that part of Saltire so I'd be grateful if your team could change it (if your team have admin rights).

I'll ensure 'guidance' is used in News in brief.

[redacted]

Senior Communications Manager | Corporate Communications | [redacted]

Scottish Government | www.gov.scot | Twitter | Facebook

From: Hynd JS (James)

Sent: 26 January 2018 16:14

To: [redacted]Corporate Communications; Director Communications, Ministerial Support & Facilities;

[redacted]Protocol and Honours Mailbox; [redacted]

Subject: RE: Follow up questions - RE: SpAd clearance - Flags guidance - Telegraph/Daily Mail/Express

[redacted]

Thanks for this. I would prefer that we used the term 'flag flying guidance' in both. Will you change it or should we?

James

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

From: [redacted]

Sent: 26 January 2018 15:56

To: Corporate Communications; Director Communications, Ministerial Support & Facilities; [redacted]Protocol and Honours Mailbox; [redacted]

Cc: [redacted]

Subject: RE: Follow up questions - RE: SpAd clearance - Flags guidance - Telegraph/Daily Mail/Express

Hi Barbara

As gov.scot is now updated are you happy for us to take forward the approach outlined by Kirsteen below with a link in the carousel on Monday and an item in News in brief?

If so, I would suggest text for News in brief along the lines of the text already found on Saltire:

Flag flying policy

The protocol and honours team is responsible for ministerial, royal and ceremonial protocol, honours nominations and ceremonial issues such as flag flying and bank holidays. They look after ceremonial issues such as when specific flags should be flown on government buildings in Scotland. To find more about when flags will be flown at St Andrew's House and Victoria Quay, check out our [flag flying guidance](#).

For the carousel, perhaps just the words "**Our flag flying guidance**".

James – just for clarity, the Saltire text says 'flag flying policy', but the gov.scot says 'flag flying guidance'. Is there a distinction and should it say one or the other?

News in brief publishes on Monday morning.

[redacted]Senior Communications Manager | Corporate Communications | [redacted]
Scottish Government | www.gov.scot | Twitter | Facebook

From: [redacted]On Behalf Of Corporate Communications

Sent: 25 January 2018 15:34

To: Director Communications, Ministerial Support & Facilities; Corporate Communications; [redacted]Protocol and Honours Mailbox; [redacted]

Subject: RE: Follow up questions - RE: SpAd clearance - Flags guidance - Telegraph/Daily Mail/Express

Barbara

Yes – the Saltire page (currently being updated but should be back up asap) will include a direct link to the guidance held on gov.uk <https://beta.gov.scot/publications/flag-flying/Flag%20Flying%20Guidance%202018.pdf?inline=true>, and this includes non-Royal dates we fly flags eg Pride Day.

We propose putting this on the carousel early next week, as Friday Saltire viewing stats are significantly lower, but can do it tomorrow if you'd prefer. We would recommend repeating this via the carousel every now and again rather than tying it to specific flying occasions given the risk of missing one.

We also plan to do a news in brief on Monday with a link.

Are you happy with this approach?

Thanks

[redacted]

From: Allison B (Barbara) On Behalf Of Director Communications, Ministerial Support & Facilities

Sent: 24 January 2018 18:35

To: Corporate Communications; Director Communications, Ministerial Support & Facilities; [redacted]Protocol and Honours Mailbox; [redacted]

Cc: [redacted]

Subject: RE: Follow up questions - RE: SpAd clearance - Flags guidance - Telegraph/Daily Mail/Express

[redacted]

Will this include the guidance for when we fly flags on other occasions ie not just Royal birthdays etc?

Regards

Barbara

BARBARA ALLISON,
Director, Communications, Ministerial Support and Facilities
Scottish Government.

[redacted]



I AM AN ALLY

From: [redacted]On Behalf Of Corporate Communications

Sent: 24 January 2018 11:53

To: Director Communications, Ministerial Support & Facilities; [redacted]Corporate Communications; Protocol and

Honours Mailbox; [redacted]

Cc: [redacted]

Subject: RE: Follow up questions - RE: SpAd clearance - Flags guidance - Telegraph/Daily Mail/Express

Barbara – could we discuss? We have some concerns about an article and would suggest a good awareness-raising alternative would be to put flag-flying guidance on a Saltire page which we could link to via the carousel (either as a one-off for a few days, or perhaps every time flags are changed).

Thanks

[redacted]

From: Allison B (Barbara) **On Behalf Of** Director Communications, Ministerial Support & Facilities

Sent: 24 January 2018 10:44

To: [redacted]Corporate Communications; Protocol and Honours Mailbox; [redacted]

Cc: [redacted]Director Communications, Ministerial Support & Facilities; Hynd JS (James); [redacted]

Subject: FW: Follow up questions - RE: SpAd clearance - Flags guidance - Telegraph/Daily Mail/Express

[redacted]Protocol and Honours team, Corp Comms colleagues,

You will be aware of the interest today in our flag flying procedures as published.

You will also be aware that we have a lot of in-house queries about why we fly particular flags on certain days.

See the note below from [redacted] re Perm Sec's question about how we could communicate better internally to staff about why we are flying particular flags on certain days.

Any thoughts and quick actions we could take? [redacted]– do you want to front a Saltire piece?!

Regards

Barbara

BARBARA ALLISON,
Director, Communications, Ministerial Support and Facilities
Scottish Government.

[redacted]



I AM AN ALLY

From: [redacted]

Sent: 24 January 2018 08:42

To: Director Communications, Ministerial Support & Facilities; [redacted]

Cc: Permanent Secretary; [redacted]

Subject: RE: Follow up questions - RE: SpAd clearance - Flags guidance - Telegraph/Daily Mail/Express

Thanks Barbara

Couple of reactions from room 1 N 07. Could we look quickly at how we make people in the main public buildings aware of why we are flying a particular flag (so maybe a lectern in the reception – or a notice on the wall); also worth an entry on the banner on saltire and on the SG website so that external folk know as well.

Very happy to discuss

[redacted]

[redacted] Head of Executive Team Support Division | Room 1N 07 St Andrews House, Edinburgh | [redacted]