



Guidance for host organisations: Receiving the Lord-Lieutenant or her representative



Her Majesty's Lord-Lieutenant of Leicestershire Jennifer, Lady Gretton, DCVO JP

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Guidance for host organisations: Receiving the Lord-Lieutenant or her representative

This guidance has been prepared as a result of frequent enquiries from the organisers of events attended by the Lord-Lieutenant or her representative. There is no standard procedure to be followed on such occasions because there are so many variables between events, venues etc. but the following guidance is provided for the assistance of host organisations. If there are any questions please do not hesitate to contact the Lieutenancy Office.

The Office of The Lord-Lieutenant

The office of the Lord-Lieutenant for a County or Counties dates back to 1547 when the military functions of the Sheriff were transferred to the Lieutenancy. To this day the Lord-Lieutenant retains the link with the armed services, serving as President of the East Midlands Reserve Forces and Cadet Association (EMRFCA). Many of the Lord-Lieutenant's official duties are mostly, but not entirely, of a ceremonial nature. However, the Lord-Lieutenant attends many social occasions in support of the local community, civic, business and cultural life of the City and County.

Lady Gretton, as Lord-Lieutenant, is the official representative of Her Majesty The Queen for the County and City of Leicester, and was appointed on 1 February 2003.

A lady Lord-Lieutenant does not wear a prescribed uniform, but does wear a lady Lord-Lieutenant's badge on appropriate occasions. Lady Gretton is pictured wearing the badge above.

Precedence, etiquette and protocol

The purpose of protocol is not to add unnecessary formality but to reduce confusion and ensure that people feel comfortable. The Lord-Lieutenant represents The Queen. When the Lord-Lieutenant is attending an event in her official capacity in her own county, she should be received with the same degree of etiquette and protocol as any member of the Royal Family. Where the Lord-Lieutenant is unable to attend and she is represented by the Vice Lord-Lieutenant or a Deputy Lieutenant, the same etiquette and protocol should be followed. The Lord-Lieutenant, or her representative should be met on arrival by the host.

Arrival Arrangements

Frequently the Lord-Lieutenant will be chauffeur-driven and generally the car will need to be parked nearby, and therefore parking instructions should be sent to the Lieutenancy Office beforehand. Similarly if the Lord-Lieutenant or her representative are driving their own car parking details will be needed.

It is very important to state clearly the entrance at which the Lord-Lieutenant should arrive, especially where there is any risk of misunderstanding.

The correct form of address for the Lord-Lieutenant is as follows:

Written: Jennifer, Lady Gretton DCVO JP,
Her Majesty's Lord-Lieutenant of Leicestershire

Salutation: Dear Lord-Lieutenant

In a speech: In the preamble the Lord-Lieutenant should be referred to as "Lord-Lieutenant".

A speech might begin "My Lord-Lieutenant, Ladies and Gentlemen....".

Conversation: Lady Gretton should be initially addressed as "Lord-Lieutenant" and thereafter as "Lady Gretton" or "Ma'am" (pronounced as in jam).

If the Lord-Lieutenant is represented by her Vice Lord-Lieutenant or a Deputy Lieutenant, the above etiquette should be adopted accordingly i.e. 'Dear Vice Lord-Lieutenant', 'Dear Deputy Lieutenant'. A speech might begin "Vice Lord-Lieutenant, Ladies and Gentlemen...." or "Deputy Lieutenant...."

If the arrival is to a formal gathering or service, particularly if there is to be a procession involving other civic dignitaries, the Lord-Lieutenant takes precedence (as a direct representative of the Crown) and so would be the last to enter. If the audience or congregation is seated, it is customary to stand until the Lord-Lieutenant takes her seat. At the conclusion the Lord-Lieutenant would be the first to exit. Once again this same protocol should be extended to the Lord-Lieutenant's representative.

Seating arrangements

For seating in church it is usual for the Lord-Lieutenant to be seated at the front of the nave on the south side. In the case of funerals if the family is on the south side, the Lord-Lieutenant sits on the north side at the front and on the aisle edge. The Lord-Lieutenant would exit the church immediately after the family.

At other functions, the Lord-Lieutenant should be seated in the same place as you would seat a member of the Royal Family: simply as the principal guest. Other issues relating to protocol and precedence can be clarified in consultation with the Lieutenancy Office.

A common misunderstanding is that the host should sacrifice his or her place, in any seating or similar arrangements, to the Lord-Lieutenant. This is not the case unless the Lord-Lieutenant were to take the principal place in her own right e.g. being President of the organisation being visited.

During the course of a visit

Often the host will accompany the Lord-Lieutenant throughout a visit or event, perhaps handing over at various stages to individuals with a special role. At the end of the visit or event it would be usual for the host to escort the Lord-Lieutenant to the departure point before final farewells. The Lord-Lieutenant should never be left unattended, not least because she cannot be expected to know the planned route or sequence of events.

For some major ceremonial events ladies may enquire whether hats and gloves should be worn. The Lord-Lieutenant's view is that regardless of whether she may wear a hat or gloves, she would wish ladies to do whatever they prefer in this respect.

Description of Lord-Lieutenant in printing and inscriptions

In connection with events there may be printing or inscriptions to be considered. Although 'Jennifer, Lady Gretton DCVO JP' should not be abbreviated the title of her office can vary dependent upon the circumstances in which it is being used. In full it is 'Her Majesty's Lord-Lieutenant of Leicestershire', but this could become 'H.M. Lord-Lieutenant of Leicestershire', or 'Lord-Lieutenant of Leicestershire', and you may wish to consult the Lieutenancy Office before any printing or engraving is ordered.

The Lieutenancy Office

For further information and advice, please contact Tim Webster or Dawn Jackson at the Lieutenancy Office:

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www.leicestershire.gov.uk/lieutenancy