



Guidance for host organisations receiving the Lord-Lieutenant

Her Majesty's Lord-Lieutenant of Leicestershire, Michael Kapur OBE

This guidance has been prepared as a result of frequent enquiries from the organisers of events attended by the Lord-Lieutenant. 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 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 Leicestershire Committee 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.

Michael Kapur, as Lord-Lieutenant, is the official representative of The Queen for the County and City of Leicester, and was appointed on 14 June 2018.

On formal and ceremonial occasions the Lord-Lieutenant wears a uniform as illustrated in this guidance note.

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 his official capacity in his own county, he should be received with the same degree of etiquette and protocol as any member of the Royal Family. The Lord-Lieutenant should be met on arrival by the host.

Addressing the Lord-Lieutenant

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

Written: Michael Kapur Esq OBE, Her Majesty's Lord-Lieutenant of Leicestershire

Salutation: Dear Lord-Lieutenant

In a speech preamble: "My Lord-Lieutenant, Ladies and Gentlemen....".

And within the body of a speech, simply "Lord-Lieutenant".

Conversation: Mr Kapur should be initially addressed as "Lord-Lieutenant" and thereafter as "Mr Kapur" or "Sir".



Arrival arrangements

Generally the Lord-Lieutenant will drive himself and his car will need to be parked nearby, and therefore parking instructions should be sent to the Lieutenancy Office beforehand. It is very important to state clearly the entrance at which the Lord-Lieutenant should arrive, especially where there is any risk of misunderstanding.

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 his seat. At the conclusion the Lord-Lieutenant would be the first to exit.

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 his 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 he 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 he 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 'Michael Kapur OBE' should not be abbreviated the title of his 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

The Lieutenancy Office is here to help and please do contact Tim Webster or Lauren Bond for any further help or guidance:

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