



A GUIDE FOR DEPUTY LIEUTENANTS

THE LIEUTENANCY OF THE ROYAL COUNTY OF BERKSHIRE

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History of the Lieutenancy

The Lord-Lieutenant is The King's personal representative in his or her County. The office had its origins in the needs of the Tudor monarchs to strengthen their military forces against possible invasion from France or Spain and to guard against internal revolt. Lieutenants were first created in 1545 to muster the county militias for the defence of the realm. They had powers to lead the militia in the field and to raise forces locally. Lord-Lieutenants could appoint Deputy Lieutenants to assist them in this role. Eventually the military role of Lord-Lieutenants subsided until control of the militia, yeomanry and voluntary forces was removed from the Lord-Lieutenants in 1871; in 1921 they finally lost the power to raise any sort of local force.

From earliest days, the Lord-Lieutenant was closely associated with the magistracy. Until the 19th century he appointed the Clerk of the Peace. In English counties, the Lord-Lieutenant is still usually a magistrate, Chairman of the Advisory Committee and Keeper of the Rolls.

Berkshire has had 42 Lord Lieutenants since its first Lord-Lieutenant [Charles Brandon, Duke of Suffolk] was appointed in 1545 who was also Lord Lieutenant of 11 other counties in the South of England. Until the nineteenth century most Lord-Lieutenants were drawn from aristocratic or Royal backgrounds. Prince Rupert was Lord-Lieutenant of Berkshire from 1670-1682. The background of Lord-Lieutenants in the 20th century has been more diverse.

The Berkshire Lieutenancy has published a book titled The Lord-Lieutenants of Berkshire, 1545 – 2023 which is available to purchase via the Lieutenancy website www.berkshirelieutenancy.uk

The role of the Lord Lieutenant

The Lord-Lieutenant is The King's Representative in their County and it is their first and foremost duty to uphold the dignity of the Crown. In addition to their specific tasks, they follow the example of the Royal Family in promoting a good atmosphere and a spirit of co-operation through the encouragement they give to voluntary service and benevolent organisations, and by the interest they take in the business, industrial and social life of the County. This role is essentially non-political.

When representing The King and on certain other official occasions, male Lord-Lieutenants wear a military-style navy blue uniform with scarlet stripes on the trousers and a scarlet band round the peaked cap. Women are still known as Lord-Lieutenants and may choose to wear a similar uniform or a badge of office to indicate their position.

The following essential duties fall to Lord-Lieutenants:

- 1 Royal visits**

Arranging visits by members of the Royal Family and escorting them during the visit. This includes submitting invitations, and suggesting day programmes of visits, The Lord-Lieutenant has responsibility for the detailing programming of visits and coordinating detailed arrangements between Royal households, the hosts, the police and civic authorities.

Lord-Lieutenants are also responsible for ensuring that The King's Private Office is kept informed about local issues relating to their area, particularly when a Royal visit is being planned.

- 2 Receiving visiting Heads of State** visiting their County.

- 3 Presenting Awards on behalf of The King.**

These include The King's Award for Enterprise and The King's Award for Voluntary Service. In recent years it also includes the presentation of British Empire Medals (BEM)

- 4 UK National Honours**

Giving discreet assistance to the Cabinet Office's Honour and Appointments Secretariat in supporting the assessment of nominations for honours and in encouraging good nominations and increasing public awareness of the honours system.

Occasionally the Lord-Lieutenant will present honours on behalf of The King when a recipient requests local presentation of the insignia or is an overseas recipient.

- 5 The King's Awards for Voluntary Service**

This annual award, the equivalent to an MBE for volunteering, is given for outstanding achievement by groups who volunteer their own time to enhance and improve the quality of life and opportunity of others. Lord-Lieutenants are encouraged to promote the Awards and to encourage nominations. The initial part of the assessment process for this award is organised by the Lord-Lieutenant.

The Lord-Lieutenant holds an annual reception to recognise all nominated groups in the County and presents any awards made in the County.

- 6 Royal Garden Parties**

The Lord-Lieutenant nominates suitable invitees for Royal Garden Parties from all parts of the County.

- 7 Magistracy**

The Lord-Lieutenant leads the local magistracy as Chairman of the Lord Chancellor's Advisory Committee on Justices of the Peace in the County. Advisory Committees are responsible for recommending the appointment of

Justices of the Peace in the County to the Lord Chancellor

Berkshire forms part of the Thames Valley Advisory Committee along with Buckinghamshire and Oxfordshire.

8 **The Armed Forces**

The Lord-Lieutenant may be called upon to carry out a variety of duties connected with the Armed Forces. For example, they may be commanded by The King to present colours. They may be invited by the Commander concerned to inspect troops on parade including taking the salute on arrival or during a march past; to inspect guards of honour; to attend funerals of servicemen killed abroad; to receive units on their return from overseas; and to take part in other ceremonial functions.

The Lord-Lieutenant has a close working relationship with the Reserve Forces and Cadets Association and is President of the County Association.

Each year the Lord-Lieutenant appoints a number of senior cadets as Lord-Lieutenant's Cadets from the Army Cadet Force, the Sea Cadet Corps and the Air Training Corps and the Combined Cadet Force. These cadets support the Lord-Lieutenant in their work during the cadets' year of office, accompanying the Lord-Lieutenant to Royal visits, awards ceremonies, and similar official events.

Each year Lord-Lieutenant's Certificates are presented to members of the Reserve Forces for meritorious service.

There is a special annual County presentation ceremony at which the Lord-Lieutenant's Cadets are invested and the Lord-Lieutenant's Certificates are presented.

9 **Citizenship Ceremonies**

Local authorities hold Citizenship Ceremonies under the Nationality, Immigration and Asylum Act 2002 to mark individuals' acquisition of British citizenship. The Home Office and Association of Lord-Lieutenants encourage Lord-Lieutenants to take part in these ceremonies occasionally and Deputy Lieutenants are encouraged to participate frequently. The 6 Unitary Authorities in Berkshire hold approx. 50 ceremonies biannually between them and the Lieutenancy is represented at most of these.

10 **Local Authorities and Local Communities**

The Lord-Lieutenant's links with civic, community, industrial and social life in the county provides one of the best opportunities for the encouragement of a sense of community in the county or area and for the promotion of voluntary activity for the benefit of the community. It is in these areas that Lord-Lieutenants often have the biggest impact on the community. Lord-Lieutenants often act as a catalyst and bridge builder and a focus for key parts

of the life of the County.

The Lord-Lieutenant in Berkshire has close ties with all 6 Unitary Authorities and with the key emergency services.

Lord-Lieutenants are invariably patron or president of a wide and varied number of voluntary organisations.

11 Retirement

Lord-Lieutenants retire at the age of 75.

The Role of Vice Lord-Lieutenant

The Vice Lord-Lieutenant is appointed, with The King's approval, by the Lord-Lieutenant from amongst their Deputy Lieutenants.

The current Vice Lord-Lieutenant for Berkshire is Graham Barker (appointed August 2020).

The Vice Lord-Lieutenant stands in place of the Lord-Lieutenant when the Lord-Lieutenant is absent, sick or otherwise unable to act. He/she also undertakes specific duties at the Lord-Lieutenant's request.

Vice Lord-Lieutenants retire at the age of 75.

Deputy Lieutenants (DLs) - establishment and appointment

Deputy Lieutenants are appointed by the Lord-Lieutenant at his discretion, subject only to The King's 'non disapproval' of the commission being granted. Deputy Lieutenants are holders of a public office.

There is an upper limit on the number of Deputy Lieutenants who may be appointed in each area dependent on the population of the county, but the precise number appointed up to this limit is entirely at the discretion of the Lord-Lieutenant. The overall aim is that within each county DLs should be widely representative of the County's life in social range, gender, community background ethnic mix and service to the community. DLs are drawn from people who have given significant service to their country or county, often but not exclusively voluntary service.

People who are politically active in local or national government or senior officers with executive roles in their county are not normally considered for appointment as a DL – but such people can be appointed after retirement in recognition of their record of service. The role of Deputy Lieutenants, like that of the Lord-Lieutenant, is essentially non political.

Deputy Lieutenants are normally appointed with at least 5 year's active service as a DL ahead of them – this means that they are normally appointed before they reach the age of 70, although there are occasional exceptions.

Deputy Lieutenants must live in the county in which they serve or within 7 miles of its boundary.

Deputy Lieutenants may use the post nominal letters 'DL' after their name. The letters 'DL' appear after orders, decorations or appointments conferred by The Crown; after the letters JP; before university degrees, medical qualifications or fellowships etc. of learned institutions and professional bodies.

Example: Peter Smith Esq. OBE JP DL FRICS

Deputy Lieutenants retire at the age of 75. Any DL retiring at this age or for reasons of ill health may retain the post nominal letters 'DL' after their name.

The Role of Deputy Lieutenants

Deputy Lieutenants are expected to support the Lord-Lieutenant in general within the County and to carry out tasks as requested by the Lord-Lieutenant. These tasks are likely to include:

- Acting as the Lord-Lieutenants' 'eyes and ears' in the county and in areas of particular expertise.
- Representing the Lord-Lieutenant in receiving members of the Royal Family at visits in the County.
- Representing the Lord-Lieutenant at a range of official and social events – e.g. church services, civic events, official occasions, and social events. This may occasionally involve short speeches, reading lessons or citations, etc.
- Representing the Lord-Lieutenant at Citizenship Ceremonies. In Berkshire the Registrars' Offices of the 6 Unitary Authorities organise these ceremonies and the Lieutenancy is represented at almost all of these ceremonies. Deputy Lieutenants are fully briefed before attending these ceremonies with new DLs shadowing more experienced ones in the beginning of their appointment.
- Assessing nominations for The King's Awards for Voluntary Service.
- Commenting and/or undertaking discreet enquiries on behalf of the Lord Lieutenant on honours nominations that are referred to the Lord-Lieutenant from the Honours Secretariat of the Cabinet Office.
- Suggesting suitable candidates to the Lord-Lieutenant as invitees to Royal Garden Parties.

Having been appointed on the basis of service already given, it follows that Deputy Lieutenants are expected to continue to serve the community both within and outside the framework of the Lieutenancy.

Deputy Lieutenants Uniform and Badge of Office

Male Lord-Lieutenants are required to have a uniform suited to their office and to wear it on appropriate occasions in order to maintain the dignity of their office. Female Lord-Lieutenants have the option of wearing uniform. The decision whether to wear uniform on a particular occasion is for the Lord-Lieutenant to make as he or she will have the best idea of what will be desirable from a local point of view.

Lord-Lieutenants do not require Deputy Lieutenants to purchase uniform. However, it is valuable if a Vice Lord-Lieutenant has a uniform to wear when, in the Lord-Lieutenant's absence, the Vice Lord-Lieutenant stands in for them on occasions when uniform would be worn. Deputy Lieutenants may wish to wear uniform in the course of their duties, but this should only be done with the consent of the Lord-Lieutenant. More details on Deputy Lieutenant uniforms, purchase and preferred suppliers can be discussed with the Lieutenancy office.

Similarly at Lord-Lieutenant's discretion, Deputy Lieutenants may wear the Badge of Office to indicate their position when representing the Lord-Lieutenant at an official engagement. Male Deputy Lieutenants wear the badge on a broad ribbon around the neck, with the badge hanging at the top of the sternum. Lady Deputy Lieutenants may wear the badge similarly or mounted on a court bow (without tails) worn on the left breast. The badge may **not** be worn with uniform but may be worn with decorations.

The purpose of the badge is to indicate that the Deputy Lieutenant is representing the Lord-Lieutenant. Only one badge should be visible at any event and only in the Lord-Lieutenant's absence.

A Badge of Office is available at the Lieutenancy Office for Deputy Lieutenants' use by arrangement. Alternatively, badges may be purchased from the preferred supplier. Details of which can be provided by the Lieutenancy Office.

DLs may also purchase a lapel pin badge to wear to indicate their position at various functions.

Permission must be sought for any occasion when the Badge (including lapel badge) needs to be worn outside of this Lieutenancy's County of Berkshire.

Protocol matters

General:

As The King's representative in the County, the Lord-Lieutenant – or the Vice Lord-Lieutenant or Deputy-Lieutenant if officially representing the Lord-Lieutenant – should take precedence within the County unless a member of the Royal Family is present. This protocol should apply to official receiving lines, dinners or luncheons, church services and other official engagements. In the case of Royal visits there is very clear guidance on the protocol arrangements provided by Buckingham Palace that dictates the order in which civic dignitaries are presented.

Please note - The Home Office memorandum as to precedence of January 1928 makes clear that the Lord-Lieutenant takes precedence over any mayor except on occasions concerning municipal business alone. On all other occasions, the Lord-Lieutenant takes precedence as The King's personal representative. It may, on occasion, be diplomatic for the Lord-Lieutenant not to attend an event in order to allow a mayor to preside, for example, when a regiment parades for the purpose of receiving the freedom of a city or borough. If the Lord-Lieutenant is present at such an event, he or she takes the salute.

Arrival:

In many cases the host will have made special parking arrangements for the Lord Lieutenant or his representative that will have been notified in advance. The host or a senior member of the host organisation should meet the Lord-Lieutenant or his representative.

General procedure:

The Lord-Lieutenant or his representative should be treated as the principal guest and escorted by a senior host throughout the engagement. He/she should not be left unattended although it would be quite in order for the host to hand over to another person from the host organisation – perhaps to an individual with a specialist role.

Seating:

At dinners and luncheons the Lord-Lieutenant or his representative should sit to the right of the host.

At Church Services the Lord -Lieutenant or his representative should normally sit in the front pew in the nave to the right of the centre aisle [or if no central aisle in the middle of the pew.]

In processions that involve civic dignitaries, the Lord-Lieutenant or his representative should take precedence as direct representative of The Crown and so would usually be the last to enter [with a few exceptions.] If the audience or congregation is seated, it would be customary on formal occasions to stand until the Lord-Lieutenant takes their seat.

Speeches:

If the Lord-Lieutenant or his representative is the principal guest, they should begin 'Lord Lieutenant/Vice Lord Lieutenant/Deputy Lieutenant.....'

Conclusion of engagement:

It would be usual for the senior host to accompany the Lord-Lieutenant or his representative to their car.

A letter of thanks should be sent to the host after the visit.

Inevitably there are some grey areas of protocol – a former Private Secretary of The Queen has observed on several occasions the “there is no such thing as protocol, only common sense!” The Lieutenancy Office gives written and verbal guidance to hosts in advance of engagements and endeavours to discuss more complex arrangements with hosts. Occasionally arrangements do not go according to plan and it is most helpful to receive feedback from Deputy Lieutenants when problems have occurred. A feedback form is available to assist this process.

High Sheriff

The Office of High Sheriff is at least 1000 years old having its roots in Saxon times. It is the oldest continuous secular office under the Crown.

Originally the Office held many of the powers now vested in Lord Lieutenants, High Court Judges, Magistrates, Local Authorities, Coroners and even the Inland Revenue.

The High Sheriff remains the Sovereign’s representative in the County for all matters relating to the Judiciary and the maintenance of law and order. In practice many of these responsibilities are delegated to the professional services; for example the protection of the Judges and the maintenance of law and order are in the hands of the Chief Constable. The role of the High Sheriff in the 21st century is essentially ceremonial.

High Sheriff’s duties include: the well-being and protection of High Court Judges when on circuit in the County and attending them in Court during legal terms; the annual appointment of an Under Sheriff; acting as the returning Officer for Parliamentary elections in County constituencies; responsibility for the proclamation of a new Sovereign. High Sheriffs often take a particular interest in charities and voluntary organisations associated with law and order.

High Sheriffs occasionally attend Royal visits to the County. They normally take precedence in the County immediately after the Lord-Lieutenant

In Berkshire the Lord Lieutenant, Vice Lord Lieutenant and several Deputy Lieutenants are former High Sheriffs of the County.