



DEVON LIEUTENANCY GUIDANCE NOTES FOR ROYAL VISITS TO DEVON

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April 2015

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INTRODUCTION

These notes are intended to assist those who are arranging a Royal Visit or considering extending an invitation to a member of the Royal Family.

Each Royal Visit has unique characteristics and not all aspects of the advice which follows will be applicable in full to every visit. Nonetheless, the general framework for organising Royal Visits should be followed in all cases.

How do you succeed in getting a Royal Visitor?

The Lord-Lieutenant has overall responsibility for ensuring that suitable arrangements are made for Royal Visits. For this reason, he encourages the closest liaison between those organising such visits and himself, through the Lieutenancy Office.

Members of the Royal Family receive far more invitations than they can possibly accept. To maximise the chance of an invitation being accepted, organisations are encouraged to let the Lord-Lieutenant know from the outset that such an invitation is being contemplated and which member of the Royal Family it is proposed to invite. Often other Royal Visits to the County are being sought, and, with smaller scale events, they are much more likely to attract a Royal Visitor if two or more events can be incorporated into a day's programme.

Invitations may be extended either through the Lord-Lieutenant or direct to the Private Secretary of the member of the Royal Family concerned. There are also bid forms to be completed for some households. The Lord-Lieutenant will advise on which course is preferable for any particular invitation.

If a member of the Royal Family declines an invitation, it is permissible to extend the invitation to another member, although discretion should be exercised in extending the second or subsequent invitations.

How is a visit planned and co-ordinated?

Once a visit is agreed between the Lord-Lieutenant and the relevant Royal Household, the Lieutenancy Office liaises with yourselves, as the hosts, regarding the date of the visit itself, the purpose of the visit and agree dates for the two main planning meetings – the first taking place approximately six to eight weeks prior to the event and the second approximately four weeks prior. It is important to note that your visit may be one of a number being undertaken that day, not necessarily all being in Devon, therefore timings throughout the planning process may alter to accommodate other venues.

The first planning meeting, or “**recce**” will involve the Lord-Lieutenant plus Deputy or Assistant Clerk to the Lieutenancy, together with three members of the Devon & Cornwall Constabulary who have various roles to fulfil with regards to security and transport. For security reasons it is important to refer to the Royal Visitor as “The Principal” during all planning stages.

The recce should start with a roundtable meeting to discuss your plans for the visit (submitted to the Lieutenancy Office prior to the recce), followed by a walk through the proposed tour, in order for the Lord-Lieutenant to assess it and have the opportunity to suggest possible modifications. At this meeting, in addition to the host organiser, you should have present the person looking after the press/media side of the event and the person responsible for the building(s) being visited i.e. fire alarms, building access/exits etc.

It is important at this stage that you include anything you wish included i.e. meals/refreshments/plaque unveiling/visitors' book signing/gifts/posies/speeches etc as these may not be added at a later stage.

Following this initial meeting the Lieutenancy Office prepares a draft programme for the visit and liaises with you over fine-tuning the detail and obtaining a short briefing on your organisation, pen portraits of key people and organisations involved in the visit for inclusion within the programme.

The programme for the day of visits is then submitted to the Palace by the Lieutenancy Office for general approval before the arrangements proceed further.

The second planning meeting involves the same people as before, plus the Principal's Personal Protection Officer and, on occasions, the Private Secretary or Equerry. The format for this is an initial walk through of the programme followed by a roundtable discussion. The Protection Officer/Equerry/Private Secretary give detailed advice on any preferences of the Principal and helpful suggestions on how to get the most out of your visit.

Following this recce the Lieutenancy Office updates the programme and agrees with you before submitting it to the Palace for final approval.

No changes can be made after this point.

Guests Invitations

There is a set protocol for inviting a certain number of Civic Dignitaries who, on arrival, are to be presented by the Lord-Lieutenant to the Royal Visitor in an official line-up at your venue. The number varies depending on whether there are any other venues being visited in your area that day but could include some or all of the following:

High Sheriff of Devon (and spouse)
Chairman of Devon County Council (and Consort)
Clerk to the Lieutenancy/Chief Executive Devon County Council
Chairman of Torbay (and Consort)
Lord Mayor of Plymouth (and Lady Mayoress)
Lord Mayor of Exeter (and Lady Mayoress)
Chairman of District Council (and Consort)
Chairman (or Mayor) of Town/Parish Council (and Consort)
Clerk of Town/Parish Council
Member of Parliament
Chief Constable, Devon & Cornwall Police

These Civic Dignitaries are invited separately by the Lieutenancy Office and you are provided with details of confirmed names and a copy of the instructions they receive from this office. We ask that you designate a suitable person to greet the Civics on arrival and look after them during the visit. They would normally expect a tour of the facilities, separate to the Royal tour, after the initial presentations have taken place. This tour should be slightly shortened to enable them to be in the room/area where any final speeches/unveiling ceremonies etc are to take place, prior to the Royal Visitor entering.

In addition to the above you can invite whoever you wish as onlookers - including staff, family, local school children etc but they should not have any expectation that the Royal Visitor will meet them. You need to be specific about those you wish to be personally introduced and think about where would be the best place to introduce them during the visit. Key individuals should be named in the final programme and may include staff, trustees, sponsors, clients, customers, fundraisers, volunteers etc depending on the nature of your organisation. Wording for invitations, if bearing the name of the Royal Visitor, must be checked by the Lieutenancy Office prior to being issued with details of when your organisation wishes to send them out. If you have large groups of people to be introduced i.e. within a reception it is better to put them into groups of 6-8 (in horseshoe shape) each with a Group Leader who the Escort presents, thereafter that Leader facilitates conversation with that particular group, with the Escort standing back but ready to move the Royal Visitor on to the next Group at the appropriate time.

It is important to avoid people being presented in long lines as this results in minimum conversation with the Royal Visitor and is not conducive to an interesting visit for either the Royal Visitor or the organisation concerned.

All guests should be given clear instructions to arrive **at least half an hour** prior to the anticipated start of the visit. Guests need to be asked to bring two forms of ID with them (one photographic) and be checked in by your staff and, ideally, badged so that all in the vicinity of the Royal Visitor can be accounted for.

Flowers and gifts

Any planned presentations of gifts or flowers should be included in the programme, usually towards the end of the visit (*brief details about the person who is to make the presentation should be provided*) – posies should be small, of neutral colour and without any wires or water.

Gifts may be given but are certainly not expected. If presented, they should be small and pertinent to the visit.

Plaques, speeches, visitors' books

If you wish to have a plaque to commemorate the visit the wording has to be approved by the Royal Household, through the Lieutenancy Office, at an early stage of planning in order to give sufficient time for the plaque to be prepared. The unveiling ceremony usually takes place at the end of a visit in front of the Civic Dignitaries, guests, staff, volunteers, and just prior to departure.

It is usual that this is preceded by a speech of no longer than one minute by your Chairman/Organisation Head. Unless specifically agreed beforehand, it should not be expected that the Royal Visitor will make a speech.

If you wish the Royal Visitor to sign your Visitors' Book, this would normally be done at the end of the visit, again just prior to departure. You should provide a suitable chair and table with the book opened at a fresh page and fountain pen provided.

Seating

For any part of the visit where the Royal Visitor is to be seated i.e. for a performance, meal etc a seating plan must be included in the programme with pen pictures provided for those seated in proximity to the Royal Visitor.

Food

When the visit includes a formal meal the suggested menu must be approved by the Palace, via the Lieutenancy Office. Where a more informal buffet within a reception is to be provided it is suggested that food with garlic or strong spices are avoided for the Royal Visitor. If a venue is providing food for the Royal Visitor and accompanying party additional separate catering may be required for those involved in the security and co-ordination of the Royal Visit i.e. police drivers, security officers, lieutenancy.

Press/Media

You are responsible for arranging publicity for the visit to your organisation. The Palace Press Office makes a short announcement of the visit on a set date, after which time the visit is considered to be in the public domain – although caution is still needed about the level of detail of the programme including timings which are circulated by anyone in your organisation. Any press releases have to be approved by the Royal Press Office prior to being issued with the final version being copied to the Lieutenancy Office for information. At the planning meeting you are provided with contact details and your organisation should liaise direct.

On the day of the visit you need to have a designated person in control of the Press, if the Personal Protection Officer has agreed they can be present. You are also usually able to have a “house photographer” who is given greater access to the Royal Visitor in order to take photographs that you can use for the benefit of your organisation. Further detailed and up to date guidance on press and media arrangements can be found at:

<http://www.royal.gov.uk/LatestNewsandDiary/Mediaguidelines/UKengagements.aspx>

Security

The Devon & Cornwall Constabulary are responsible for the security arrangements for each visit and discuss all aspects with you at the first recce.

Day of the Visit

It is usual that a Lieutenancy Officer arrives at your venue well in advance of the Royal Visitor to walk the route, check wording and layout of plaques, Visitors’ Book etc, to make sure that there are no planned changes to what has been agreed and to answer any last minute queries you may have.

The Officer is also there to help introduce the Civic Dignitaries to your organisation and show them where the agreed initial line-up is to be – order of which is as detailed in the programme. Your Chairman or senior person representing your organisation who is to escort the Royal Visitor is added to the end of this initial line. Once that person has been presented by the Lord-Lieutenant he/she becomes the main escort for the Royal Visitor for the duration of the visit. This is a very important function: the Royal Visitor(s) do not know the way or who are to be met so the escort must take the lead at all times, unless this role is specifically handed onto someone else as set out in the programme. If there are two Royal Visitors then it is important that there are two escorts for the duration of the visit, one for each Royal Visitor.

The Escort should have eye contact with someone who is tasked with timekeeping so that, if required, they can speed up in order to ensure the Royal Visitor does not depart late for the next venue.

ETIQUETTE AND PROTOCOL

1. PRESENTATIONS

The person who is presenting should always stand to the inside of the member of the Royal Family and stand back once they have made the presentation to ensure that any photographers have unblocked vision of the Principal and the person being presented. Line-ups should always be kept as short as possible.

2. SPEAKING TO A MEMBER OF THE ROYAL FAMILY

When speaking to a member of the Royal Family one should say “Your Majesty” or “Your Royal Highness” in the first instance and thereafter “Ma’am” (pronounced as in lamb) or “Sir”.

3. BOWING AND CURTSEYING

This is a custom, or convention, and not a rule. People of all ages should feel free to go along with it or not, as they feel inclined.

4. DRESS

It is a custom, or convention, and not a rule that ladies initially being presented at a venue wear hats and gloves, however this is purely optional and people should feel free to go along with it or not as they feel inclined. Generally, dress should be what is normal for the venue.

5. CIVIC DIGNITARIES

Those civic dignitaries who are being presented upon the arrival of the Royal Visitor should have car parking reserved for them and should be met by the host organisation with appropriate ceremony. The senior person who will lead the Civic Dignitaries on a separate tour, after having been presented, should be introduced to them at this point. During the visit this designated person should be responsible for the group at all times.

6. GUESTS

At any event the guests should be greeted by the host organisation in the usual manner. It is important that all guests are advised on brief outline of programme however they should not be provided with a full copy. Should the visit be altered for any reason i.e. late arrival due to weather conditions, then all guests should be kept fully informed.

7. RECEPTION WITH BUFFET

The host organisation should provide a separate table with a selection of the buffet on it in a suitable area for the member of the Royal Family, unless a private buffet in separate room is requested. The host organisation should ensure that throughout the buffet no other guests use this table for either taking food or leaving empty plates or glasses. Any special dietary requirements will be advised for each individual visit.

8. TIMING OF VISITS

The main escort from the host organisation must ensure good time-keeping throughout the programme and it is his/her responsibility to keep to the scheduled departure time.

9. PHOTOGRAPHS

Following the visit host organisations are invited to submit photographs of Royal visits for use in the online gallery on www.royal.gov.uk. Pictures should be submitted by email of less than 5MB to the Web manager: emma.goodey@royal.gsx.gov.uk including a short caption for each picture.

SAMPLE ROYAL VISIT PROGRAMME

TAMARSIDE COMMUNITY COLLEGE – Opening of new Escher Centre

1020 HRH The Duke of Kent, accompanied by Private Secretary and PPO, arrives by helicopter at top playing field of Tamarside Community College and is met by HM Lord-Lieutenant of Devon, David Fursdon Esq.

Depart on foot for entrance to Escher Centre

On route to entrance HRH passes demonstration taking place on right hand side, by students on unicycles. Samba band is playing in background.

1025 Outside entrance Lord-Lieutenant presents:

High Sheriff of Devon, Mr Philip Tuckett & Mrs Antonia Tuckett
Lord Mayor of Plymouth, Mr David Stark & Lady Mayoress, Mrs Jean Stark
Chief Executive, Plymouth City Council, Mr Barry Keel
Member of Parliament, Mrs Alison Seabeck
Principal of College, Mr Keith Ballance

Keith Ballance escorts HRH inside entrance and presents:

Chair of Governors, Mr David Williams
College Student, Robert Ede (Year 13 Student – 17 yrs)
College Student, Abbie Jordan (Year 13 Student – 18 yrs)
Ex College Student, Martin Piper (now at University)
Assistant Vice Principal, Mr Denis Thomas

Keith Ballance, accompanied by David Williams, escorts HRH on tour.

(Civic Dignitaries are escorted by Judi Vine, Senior Vice Principal on short tour of Centre to reach 6th Form Study for 1050 performance)

In IT Suite Keith Ballance and David Williams brief HRH on the College's background and new developments.

1035 From IT Suite, HRH is escorted by Keith Ballance, into Maths room and presents:

Head of Faculty, Mr Neil Jones

Neil Jones explains the lesson in progress (Yr 10 Group 10T2 – 24 students aged 14/15 years)

1040 HRH is escorted by Keith Ballance upstairs to Art Department.

In first Art Room Keith Ballance presents:

Miss Margaret Savill

Margaret Savill briefs HRH on the lesson taking place (Yr 7 Class – aged 11-12 years with teacher, Miss Clair Ellis)

1045 HRH is escorted by Margaret Savill, accompanied by Keith Ballance and David Williams, out of Classroom and further along corridor entering Art Studio A2.

At display area Margaret Savill presents:
Student, Stephanie Schelze (Yr 10 student aged 15 years)
Student, Mark Hart (Yr 10 student aged 15 years)

Students show HRH the two portraits of HM The Queen, their class painted during Curriculum Enrichment Week last year, in celebration of the Golden Jubilee (*one of image in 2002 and one of image fifty years ago*)

Margaret Savill explains the background to the paintings and the painting style.

(Opportunity to Retire)

1050 Keith Ballance escorts HRH into 6th Form Study and presents:

Head of Performing Arts Faculty, Mr Matthew Taylor with group of teachers:

Mr Matthew Norris
Miss Anne Stapleton
Mrs Helen Powell
Mr Anthony Ives

HRH is escorted to his seat to view short drama performance "Ritalin" by 15 Year 11 students.

After performance HRH meets with performers.

(Remainder of audience moves down to Common Room for reception)

1105 HRH is escorted by Keith Ballance out of Study, downstairs and into Common Room where reception is taking place for invited guests.

(Coffee and biscuits are served)

HRH is escorted around 5 groups of guests presenting leaders of each group:

Group 1, Leader, Senior Vice Principal, Mrs Judi Vine with group of Governors (10)

Group 2, Leader, Vice Principal, Mr David Cheshire with group of Local Education representatives (9)

Group 3, Leader, Assistant Vice Principal, with group of Headteachers of local feeder primary schools (10)

Group 4, Leader, Assistant Vice Principal, Mr John Chudley with group of Secondary Education representatives (8)

Group 5, Leader, Special Education Needs Co-ordinator, Ms Liz Salway with group of School Organisation and Project & Building Service representatives(8)

(Each group proceeds immediately outside for plaque unveiling ceremony)

1115 In Common Room, David Williams invites HRH to sign Visitors Book and then escorts HRH outside entrance, makes short speech (1 min) and invites HRH to unveil plaque to commemorate the opening of Escher Centre. HRH says a few words.

(staff and pupils are present in grounds of school to watch unveiling)

(Bad weather – unveiling of plaque takes place inside Common Room)

1120 David Williams, accompanied by Keith Ballance, escorts HRH over to awaiting cars where they take their leave.

Depart by car.

PEN PICTURES

MR KEITH BALLANCE HEADTEACHER

Aged 48, married with four daughters. He has been Principal of Tamarside for nearly two years. He has a first class honours degree in maths and has taught for the past 24 years in four schools. He has a passionate belief in providing the best opportunities for all students and this is what drew him to the post at Tamarside. He has numerous interests outside of education but given the nature of schools, now has little time to explore them. His interests include education, most sports – in football he follows Oxford United. He reads, walks and generally takes advantage of the opportunities that the local area offers.

MR DAVID WILLIAMS CHAIR OF GOVERNORS

School Governor for nearly 30 years. At Tamarside (formerly Kings Tamerton) since 1978. Vice chair for 8 years. Chair since 1993.

Very interested in community and local affairs.

Sports writer on tennis and table tennis for local paper.

Chair of St Budeaux Tennis Club and organiser for Plymouth Tennis League (16 clubs).

Now retired – was Head of Department at College of Further Education. Educated at University of Exeter.

Met HRH The Duke of Kent at Buckingham Palace in May 2000 when an event was held to celebrate success in education.

GROUPS IN COMMON ROOM

(In addition to group of Civic Dignitaries presented upon arrival)

GROUP 1

Mrs Judi Vine Senior Vice Principal
Governors (10)

GROUP 2

Mr David Cheshire Vice Principal (Leader of Group 2)
Mrs Bronwen Lacey Director of Lifelong Learning
Cllr Dennis Camp Education Portfolio Holder, Plymouth City Council
Mr Stuart Farmer Chief Education Adviser
Mrs Pauline Robins Secondary Adviser
Mr Brian Steele Senior Community Education Tutor
Mr Darren Stewart Community Sports Centre Manager
Mrs Jude Baxter Co-ordinator Parents Action Zone
Mrs Joyce Crowl Kings Tamerton Community College

GROUP 3

Mr Andrew Maycock Assistant Vice Principal (Leader of Group 3)
Headteachers of local feeder primary schools (10)

GROUP 4

Mr John Chudley Assistant Vice Principal (Leader of Group 4)
Mr Graham Seddon Plymouth Education Action Zone Co-ordinator
Mr Rod Owen School Improvement Adviser
Mrs Valena Jones Principal of Parkside Community Technology College
Mrs Jean Gledhill Principal, John Kitto Community College
(Confederation College)
Mrs Carole Hannaford Stoke Damerel Community College (Confederation
College)
Mr David Percival Principal, Plymouth College of Further Education
Ms Lynne Staley-Brookes Principal, Plymouth College of Art & Design

GROUP 5

Ms Liz Salway Special Education Needs Co-ordinator (Leader of
Group 5)
Mrs Barbara Booth Head of School Organisation & Services
Mr Gareth Simmons School Organisation & Services
Ms Joan Chilcott School Organisation & Services
Mr Adrian King Project Manager, Currie & Brown Widnell
Mr Rob Luscombe Currie & Brown Widnell
Mr Peter Ash Site Manager
PC Richard Woolley Miers Close Police Office, Barne Barton

TAMARSIDE COMMUNITY COLLEGE

Tamarside Community College is a mixed Comprehensive College with 1350 students on roll. The College is controlled by Plymouth LEA and is a lead member of the very successful Education Action Zone. In addition the College is a specialist Technology College. Most students come from families whose socio-economic circumstances are well below average. The College has a very large proportion of students who have special educational needs. The College is a genuine comprehensive but has a lower proportion of high achievers as 13% of pupils in Plymouth go to selective schools. However, recent results show considerable improvements, with a 60% increase in the number of students achieving five good GCSEs in the past two years. At the recent Ofsted Inspection Tamarside was judged as a good school with a considerable number of strengths, in particular the quality of teaching.

Curriculum Enrichment Project

A Curriculum Enrichment Project was completed by eighteen students in mid June 2002. A group of 12 and 13 year olds worked closely in two teams to produce two large portraits of HM The Queen, one image of HM today and one of fifty years ago, to celebrate her Golden Jubilee. The paintings are in the painting style of Chuck Close.

Chuck Close is famous for his portrait paintings. He used to do photo-realist paintings but had a brain haemorrhage and could not move his arms much. Therefore, he went on to paint small sections of colour (that they called pebbles). When all these were put together they made a large picture.

The two teams were split into four sub-groups. They drew pixelated images of HM onto two 8ft by 8ft boards. The early photo was done in black and white and the photo of today, in colour, in front of the Union Jack and these were both painted in squares using pebble shapes.

Purpose of Visit

His Royal Highness The Duke of Kent has been invited to visit the College's facilities and open the new Escher Centre.

LIST OF CONTACTS

Lord-Lieutenant

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