

About the Lieutenancy

Appointing a Lord-Lieutenant

In England and Wales, [Her Majesty The Queen](#) appoints the Lord-Lieutenant for each County (or Metropolitan area) on the advice of the Prime Minister, who consults widely in the County concerned. The fundamental principle concerning the office is that he or she is Her Majesty's representative and consequently it is his or her first and foremost duty to uphold the dignity of the Crown

The Lord-Lieutenant holds the office until retirement at no later than the age of 75.

Lord-Lieutenant duties

The duties of the post include:

- Attending on Royalty during official visits to the county;
- Performing certain duties in connection with armed forces of the Crown (and in particular the Reserve Forces);
- Making presentations of honours and awards on behalf of the Crown such as the British Empire Medal (BEM), Queen's Awards for Enterprise and Awards for Voluntary Service; and
- Encouraging charitable work and local initiatives to benefit the community.

Addressing the Lord-Lieutenant

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

Written: Her Majesty's Lord-Lieutenant of Shropshire Mrs Anna Turner JP

Salutation: Dear Lord-Lieutenant

In a speech preamble: My Lord-Lieutenant.

Conversation: On formal occasions – Lord-Lieutenant

Contact Information

For all correspondence and further information please contact Emily Marshall/Shelley Davies, Assistant Clerks to the Lieutenancy via the contact details on this page.

Contact: Emily Marshall/Shelley Davies – Assistant Clerk to the Lieutenancy

emily.marshall@shropshire.gov.uk
shelley.davies@shropshire.gov.uk

01743 257717/257718

Shropshire Council
Legal and Democratic Services
Shirehall
Abbey Foregate
Shrewsbury
Shropshire
SY2 6ND

Vice Lord - Lieutenant

The Vice Lord-Lieutenant, with Her Majesty the Queen's approval is appointed by the Lord-Lieutenant from among the deputies. The Vice Lord-Lieutenant carries out the normal duties of the Lord-Lieutenant should they be away, ill or unable to attend an event. The Vice Lord-Lieutenant would normally stand down from their position when a new Lord-Lieutenant is appointed. However this can be extended at the discretion of the Lord-Lieutenant.

The age of retirement for Vice Lord-Lieutenants is, as for Lord-Lieutenants, 75.

Lord-Lieutenants are required to appoint Deputy Lieutenants within an establishment that varies according to the population of the county. In Shropshire a maximum of 35 Deputy Lieutenants may be appointed. They are appointed by the Lord-Lieutenant, subject only to Her Majesty not disapproving the Commission. The letters 'DL' appear after their names. You can download a list of all the active Deputy Lieutenants here [\(See attachment\)](#)

The current Vice-Lord-Lieutenant of Shropshire is Colonel Mark Cuthbert-Brown CBE DL who was appointed on 12 November 2017.

Honours and Awards

The honours system recognises people who have made achievements in public life and committed themselves to serving and helping Britain.

People can receive honours for achievements such as:

- making a difference to their community or field of work
- enhancing Britain's reputation
- long-term voluntary service
- innovation and entrepreneurship
- changing things, with an emphasis on achievement
- improving life for people less able to help themselves
- displaying moral courage and doing difficult things

Whether someone gets an honour - and the honour they get - is decided by an Honours Committee. The Committee's decisions go to the Prime Minister and then to the Queen, who awards the honour.

Who can nominate someone for an honour?

Anyone can nominate someone for an honour, but the person you are nominating must still be actively involved in what you're nominating them for.

[Honours nomination forms](#)

[How to write a nomination](#)

The form should be returned to the Honours and Appointments Secretariat. They can also answer any questions you might have about the nomination process.

Honours and Appointments Secretariat

Cabinet Office
Honours and Appointments Secretariat
Ground Floor
Room G39
1 Horse Guards Road
London
SW1A 2HQ

honours@cabinetoffice.gov.uk

Telephone: 020 7276 2777

Fax: 020 7276 2766

What happens after a nomination?

The Honours Committee will review your nomination. You'll get an acknowledgment - but you may not hear anything else for 12 to 18 months. All [nominees will be checked](#) by various government departments to make sure they're suitable for receiving an honour. This may include checks by HM Revenue & Customs.

Please note: An award is not guaranteed, you should not tell the person that you've nominated them for an honour in case the nomination is unsuccessful.

The Queen's Awards

The Queen's Award for Voluntary Service

The Queen's Award for Voluntary Service is the highest award given to volunteer groups across the UK.

How do I make a nomination for the Voluntary Service Award?

You can nominate a group for the Queen's Award for Voluntary Service [online](#). You don't have to be part of the group and you can make your nomination at any time.

The central Government website provides further information about [the nomination process](#).

View a list of successful voluntary groups in Shropshire from 2003 ([see attached document](#))

The Queen's Award for Enterprise

The [Queen's Awards for Enterprise](#) are made for outstanding achievement by UK businesses in the categories of:

- Innovation
- international trade
- sustainable development

Enterprise promotion awards

The Queen's Award for Enterprise Promotion is for individual people who have played an important role in promoting enterprise skills and supporting entrepreneurs.

This could be by:

- Giving up their time to help potential entrepreneurs in education or in starting a business
- working in education, training or youth work to help provide others with enterprise skills

How do I make a nomination for an Enterprise award?

You can make a nomination by using the [online application](#).

[Guidance notes and sample entry forms](#) are available from the Queen's Awards website.

Please note: entries are by nomination only. You can't nominate yourself for an award.

Royal Visits

The Lord-Lieutenant has overall responsibility for ensuring that suitable arrangements are made for Royal Visits. For this reason, he encourages the closest liaison from as early as possible between those organising such Visits and his staff.

Invitations may be extended either through the Lord-Lieutenant or direct to the Private Secretary to the member of the Royal Family concerned (contact details can be provided by the Assistant Clerk to the Lieutenancy). Members of the Royal Family receive more invitations than they can accept.

The chances of success in attracting a Royal Visitor are greater if two or more engagements can be incorporated into a day's programme. 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.

No publicity should be given to the fact that an invitation has been extended to a Royal Visitor. Even when accepted, an engagement remains confidential until a date decided by the Royal Visitor's Private Secretary. The announcement takes the form of a short factual statement on the Buckingham Palace Website.

It would very much assist the effective coordination of Visit Programmes if all enquiries are made initially to:

Emily Marshall/Shelley Davies – Assistant Clerks to the Lieutenancy

Email: emily.marshall@shropshire.gov.uk or shelley.davies@shropshire.gov.uk

Tel: 01743 257717/257718

Shropshire Council
Legal and Democratic Services
Shirehall
Abbey Foregate
Shrewsbury
Shropshire SY2 6ND