

7 July 2011

Chief Executives of:
Strategic Health Authorities
NHS Trusts
Primary Care Trusts
NHS Foundation Trusts
Arms Length Bodies
Directors of Adult Social Services (England)

*Richmond House
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Gateway reference No 16337

HONOUR NOMINATIONS FOR BIRTHDAY 2012

I am writing to invite you to nominate candidates for consideration at Birthday 2012 honours round. As usual, we are seeking exceptional candidates who have contributed and achieved much in their work, made a difference and improved or changed things for the better.

As well as looking for candidates from within the health and care sector, we are also very open to nominations of individuals who have made a contribution to health and well being more broadly. Thus when considering nominations I would be grateful if you would give particular attention to candidates who have also:

- worked to strengthen communities in deprived areas;
- organised community and neighbourhood health or care related groups/events;
- provided voluntary contributions such as fundraising for health and care initiatives.

It is always good practice that we reflect the overall ethnic and gender composition of the country. In particular, people from black and minority ethnic groups are currently under nominated at all levels. So please can you ensure this is taken into account in your response.

I would also like to take this opportunity to tell you about the new Queen's Ambulance Service Medal (QAM). QAM is a new recognition from Her Majesty The Queen that recognises distinguished and meritorious service within the NHS ambulance service. Similar to the honours process, we would like to invite you to submit nominations of highly deserving candidates. Please see enclosed for further details and how to nominate.

The deadline for submitting all nominations is **Monday 22 August**. Nominations received after this date are unlikely to be included for this round. Please send fully completed nomination forms to mb-honours@dh.gsi.gov.uk .

Yours sincerely

A handwritten signature in black ink, appearing to read 'Una O'Brien'.

Una O'Brien CB
Permanent Secretary

Further information on making Honours nominations

Nomination form

As an aid to nominations, we have included a DH nomination form, which is based on the Cabinet Office's public nomination form. This will help nominators think through their nominations and help them give their candidates the best chance of success. Some of the additional information required will help the Department strengthen cases where the external, independent Honours Committees believe this to be necessary.

The **citation** section of the form should summarise the nominee's achievements and will be used as the final submission if they are selected for further consideration. This section should contain no more than 480 words. Please indicate the **level of Honour** in the box on this page.

The DH nomination form, contains an ethnic monitoring form along with some guidance. This can be obtained from **the link on the DH website – Honours Page**. All completed nomination forms should be sent to the DH Honours mailbox which is mb-honours@dh.gsi.gov.uk

Re-nominations

Nominations received at previous rounds will remain under active consideration for up to two years. There is no need to re-nominate before this time unless the nominee's circumstances have substantially changed. If you do wish to re-nominate a previously unsuccessful candidate, please ensure that all personal information is current and that the form reflects the nominee's current role. All nominations should be authorised by the Chairman or Chief Executive of the organisation.

Who succeeds?

We have been advised by the Cabinet Office that those nominations which focus only on difficult personal circumstances or tragedies experienced, pleasant personality, one-off efforts or short history of service are not usually likely to be successful. Honours are generally awarded to people who have given over and above the expectations of their job for a sustained period.

The Honours Committee is keen to see nominations for people who have made a contribution to society – those people who are making a real difference locally and contributing to the community (whether it is their physical community or more broadly to their professional community) as well as doing their day job.

Timing of nominations

Nominations should be made while the nominee is still active and, if possible, at least 12 months before he/she is expected to retire or stand down.

To ensure a smoother process please send **all nominations directly to the Department of Health** via email to mb-honours@dh.gsi.gov.uk.

We will, as always, seek views from Monitor and the Appointments Commission on nominations that fall within their respective remits. Foundation Trusts may recently have received a letter outlining the process.

Contact us

If you have any queries or need more guidance the Department's Honours team will be happy to help you. They are:

Surbjit Virk	Honours Team Leader	020 7210 5624
Grace Greechan	Honours Secretary	020 7210 5037
Helen Bartlett	Honours Secretary	020 7210 5339

Nomination for the Queen's Ambulance Service Medal (QAM)

Please save the completed form as a WORD document and submit by email without electronic signature to DH Honours Team using the following mailbox address: mb-honours@dh.gsi.gov.uk.

PART 1:

NOMINEE

Please clearly print or type the following details about the person you are nominating. You must ensure that all sections of this form are completed or we will be unable to consider your nomination.

List: Please select... Birthday Honours New Year Honours

Personal Details

Personal details and citation must be completed in typescript

Title: (Check appropriate box) Mr Mrs Ms Miss

Surname:

Forename(s):

Date of Birth:

Age:

Gender:

Nationality:

Substantive rank/ position:

Length of service:

Name and address of NHS Ambulance Service:

PART 2:

RECOMMENDATION

Recommendation and comments

Please note that the recommendation should at least be supported by the initiating person's immediate line manager and MUST be signed off by either the Chief Executive or Chair of the ambulance service.

Please check the box which best describes the level of support for this recommendation

Recommended

Strongly Recommended

Very Strongly Recommended

Citation

Please summarise the nominee's suitability for this achievement based against the required eligibility criteria. The length of the citation must not exceed a 300-word count.

PART 3:

Nominated by:

Nomination supported by (Chief Executive/ Chair):

Date:

Guidance for Completion of QAM nomination pro forma

Important information:

1. All parts of the QAM nomination form should be completed and returned in the first instance to each respective NHS ambulance service Human Resources Department. All completed nominations should then be presented to the Chief Executive Officer (CEO) of the ambulance service for approval.
2. CEO approved nominations will be considered on a bi-annual basis at a collective meeting of all ambulance service Chief Executive Officers in England (befitting the timescales/ in accordance with the Department of Health's and the Cabinet Office's Honours Process). Consideration by all CEOs must result in a short-list of final nominations that does not exceed the allocated number of Medals for each calendar year. DH and National Ambulance Director representation must be present at each bi-annual review of nominations as part of this collective Chief Executive Officer meeting.
3. The final list of approved nominations must then be submitted to the Department of Health's Honours Team in order for the nomination to be considered. Uncompleted nomination forms will be returned, and therefore may not be considered as part of that Honours round.

PART 1: NOMINEE

Please select whether you wish the nominee to be considered for the Birthday or New Year Honours. Details of closing dates for Honours nominations can be found as part of the DH Honours biannual trawl. It is important that you factor in plenty of time for all stages of the nomination process as arrangements for awarding the QAM as part of the Honours process run to a precise set of timetables and rules managed by the Cabinet Office. Failure to do so may result in your nomination not being considered in time.

Personal details: enter all details requested for the nominee at the time of completion.

PART 2: RECOMMENDATION

Please annotate whether the nomination is: 'recommended', 'strongly recommended' or 'very strongly recommended'. This should be based on the strength of the supporting citation.

Use the citation section to clearly explain in no more than 300 words why the nominee is suitable for nomination.

PART 3: CEO APPROVAL

Please completed the 'Nominated by' box by entering your name, grade and contact details.

The Nomination pro forma should then be submitted to your Human Resources Department to ensure that the nominee details are correct and so that your nomination can be supported and countersigned by your NHS Ambulance Service Chief Executive Officer. Nominations which are not supported at CEO level (or equivalent) will not be considered by the Department of Health.

Please note that additional information, including eligibility criteria, can be found in 'The Queen's Ambulance Service Medal for Distinguished Service (QAM) Guidance for NHS Trust Ambulance Services in England' document. A copy of this is available on the DH website (www.dh.gov.uk/en/Healthcare/urgentandemergencycare/DH_113435), or can be requested via the Urgent and Emergency Care Team's email address: urgent&emergencycare@dh.gsi.gov.uk