

3 March 2011

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

Gateway reference No: 15682.

HONOUR NOMINATIONS FOR NEW YEAR 2012

I am writing to invite you to nominate candidates for consideration at the next honours round (New Year 2012). 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 you may know, the Prime Minister has announced the importance in supporting the Big Society. The Big Society is not only to build a bigger, stronger society where individuals as well as communities do more for themselves but also where cultural change takes place. When considering candidates, 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 groups/events
- Provided voluntary contributions such as fundraising

It is always good practice that we reflect the overall ethnic and gender composition of the country. In particular, women (at higher award levels) as well as people from black and minority ethnic groups (at all levels). Please can I ask that you also give careful consideration to candidates from these areas.

I know that this may be a busy time for you, but it would be helpful to receive your nominations by **Monday 11th April**, to ensure that we can adhere to the deadline set by the Cabinet Office. Nominations received after this date are likely not to be included for the current round and will be held over for next time. Please send completed nomination forms to mb-honours@dh.gsi.gov.uk.

Yours,

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

Una O'Brien CB
Permanent Secretary

Further information on making nominations

Nomination form

As an aid to nominations, we have included a 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 your nominee's achievements and will be used as the final submission if they are selected to go forward. 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, which contains an ethnic monitoring form and guidance notes and can be obtained from **the link on the DH website – Honours Page**. All completed nomination forms should be sent to the DH Honours mail-box at mb-honours@dh.gsi.gov.uk

Re-nominations

Nominations received at previous rounds will remain under active consideration for two years so there is no need to re-nominate 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/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 Committees are 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 as well as doing their day job.

Retirements or awards needed for particular rounds

If you wish to put a nomination forward for a particular round, for example because the person concerned is close to retirement (Honours can only be awarded within a year of retirement), please highlight this when sending in the nomination.

To ensure a smoother process please send **all nominations directly to the Department of Health**. 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:

Chris Hughes	Team Leader	020 7210 5156
Grace Greechan	Honours Secretary	020 7210 5037
Helen Bartlett	Honours Secretary	020 7210 5339
Surbjit Virk	Programme Manager	020 7210 5624