

The 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: 14526

HONOURS NOMINATIONS

I am writing to invite your nominations for the Birthday **2011** honours round.

We are seeking high quality, succinct nominations with up to date personal information which highlight the nominee's work, merits and achievements.

In terms of demographics, please help ensure that, as far as is possible, nominations reflect the overall ethnic and gender composition of the country. In particular, we need to improve representation of

- **women (particularly at DBE and CBE)**
- **people from black and minority ethnic groups (at all levels)**

Please give your particular consideration to the exceptional people from these groups.

I know you are, as always, very busy at present but it would be extremely helpful for our Honours Team to receive your nominations by **1st September**, to ensure that we meet Cabinet Office deadlines. Nominations arriving after this date will be included in a pool for future rounds.

Yours,

A handwritten signature in black ink that reads 'Hugh Taylor'.

SIR HUGH TAYLOR, KCB
Permanent Secretary

Further information on making nominations

Nominations 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