

25 July 2012

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

*Skipton House
Room 355C
80 London Road
London
SE1 6LH*

Gateway reference No 17908

Dear colleague,

NOMINATIONS FOR UK HONOURS FOR BIRTHDAY 2013

DEADLINE 28 SEPTEMBER 2012

I am writing to invite you to nominate candidates for consideration for a UK Honour for Birthday 2013.

As you know, Honours are an important public recognition of the achievements of people who do extraordinary things. The country places a high value on the contribution of the NHS and the care system to people's health and wellbeing. Honours are a visible celebration of the success of people who really make a difference.

We are looking for nominees from all sections of the workforce, particularly from amongst staff groups who deliver care at the frontline and who would not otherwise be publicly recognised. A good starting point would be the staff and volunteers who regularly come to your notice for positive reasons – for example, because patients write to you in gratitude for the care this person gives, or because their colleagues think highly of them. There are people like this in every organisation, and Honours are a visible way of celebrating their – and their organisation's – success. You might also find it useful to think about the frontline staff who are nominated for an NHS Heroes award. This new scheme is currently being launched and those nominated can also be considered as candidates for a UK Honour. Of course, you may also nominate individuals who make a difference nationally or internationally.

I enclose a copy of the Cabinet Office leaflet about Honours which explains more about the UK Honours system and in particular what makes a good nomination. Advice about making a high-quality nomination is also attached. The advice in both of these documents will help you craft your nomination to give your nominees the best possible chance of success. You need to explain what the nominee has done and how his or her personal contribution made an impact. Remember to base your case on what the candidate has achieved - ie. what he or she did, the challenges that he or she faced that made their contribution special, and why this made a significant difference to patients and service users, whether locally, regionally or nationally.

Some of you have fed back to me recently a frustration with the process, namely that having made a nomination, you don't always hear what has happened. We are endeavouring to improve communications back to nominators, but please remember, you can provide additional information or letters of support at any stage. Not everyone who is nominated will receive an award and it is fair to say that if you have not seen an award within three years, then the nomination has not been successful and the application has now lapsed. If merited, it is always worth re-nominating; the Honours Team here in DH can assist and advise.

I should also like to remind you about the Queen's Ambulance Service Medal (QAM). The QAM recognises distinguished and meritorious service within the NHS ambulance service. Similar to the UK Honours process, we would like to invite you to submit nominations of highly deserving candidates. For further details and how to nominate please contact the Urgent and Emergency Care Team via email at urgent&emergency@dh.gsi.gov.uk.

The deadline for submitting all nominations is **Friday 28 September**. Please send your fully completed nomination forms to mb-honours@dh.gsi.gov.uk.

Do please get in touch with our Honours team if you have any queries, or would like further help - you can e-mail them at mb-honours@dh.gsi.gov.uk, or call them. They are:

Surbjit Virk	020 7972 5889
Grace Greechan	020 7972 1885
Helen Bartlett	020 7972 6505

I look forward to receiving your nominations, and I am grateful for your help in recognising the achievements of people who make a difference within the health and care system.

Yours sincerely,



Una O'Brien CB
Permanent Secretary

Guidance about making a high quality nomination

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 is important and should be prepared in the style of about **five short paragraphs** broken down and broadly in the order as below

- 1, Summary: Must be the compelling reason why the person has been nominated. For example:
 - Made a particular breakthrough.
 - Has made an outstanding impact on patients or public.
 - Is a leader in the field.
 - Has taken on a role, which is not traditionally done.
 - Holds career of outstanding achievements.
 - Shown innovation or creativity in delivery results
- 2, Contribution: What has been done above the day job and what it has resulted in. Include information about the personal impact, where there has been a significant difference and/or improvement. Show what difference the nominee's contribution has made by explaining how things were before they began and how they are now.
- 3, Examples: Narrative examples of achievement/s. Include any facts, figures, publication and evidence of outstanding impact. Include any support for the claim/s. Show how the person:
 - Earned the respect of their peers and became a role model in their field.
 - Produced, perhaps against the odds, sustained achievement which has required moral courage, vision, the ability to make tough choices or determined application and hard work.
- 4, Any information about a wider contribution including voluntary or outside work.
- 5, Final summary that pulls together the whole citation.

This part of the form will be used as the final submission if they are selected for further consideration. This section should aim to contain 480 words. Please indicate the **level of Honour** in the box on this page. This should reflect the level of impact of the nominee's achievement - ie. whether it was local, regional, national or international.

The DH nomination can be obtained from:

[DH honours guidance](#)

All completed nomination forms should be sent to the DH Honours mail-box which is mb-honours@dh.gsi.gov.uk