



**CabinetOffice**



**Do the Honours!**

Nominate someone deserving

Did you know that you can nominate anyone for an honour? There are so many unsung heroes who deserve to be honoured – but they need someone to nominate them! Women in particular are missing out: they made up only 43% of the New Year's Honours List in 2012. And some regions are under-represented too – notably the Midlands, Yorkshire, Humberside and the North of England. You can help us to put that right.

### **Who can I nominate?**

Anyone! But of course only exceptional individuals receive an honour – so if you want to see your candidate on an honours list, you need to make sure that they have done what it takes to make it all the way to the Palace. The bottom line is that those who compile the list are looking for people who have made a real difference in their community or field of work. Nominations should be made while the nominee is still active. So, before putting your candidate forward, ask yourself a few questions. Has your nominee:

- made a real impact in their community or workplace;
- exemplified the very best sustained and selfless voluntary service;
- gained the respect of their peers;
- changed things for the better;
- improved the lot of those less able to help themselves;
- displayed moral courage in making and delivering tough choices;
- demonstrated innovation or entrepreneurship; or
- brought distinction to British life and enhanced its reputation?

Up to 1,300 individuals are honoured for these achievements by their inclusion in the Prime Minister's list each New Year and in June, on The Queen's official birthday.

## **How do I nominate someone?**

It is simpler than you think! You will find detailed guidance, some case studies and a nomination form at [www.direct.gov.uk/honours](http://www.direct.gov.uk/honours). Or phone the honours team in the Cabinet Office on 020 7276 2777 and we can talk you through the process and send you everything you need. We just need two or more letters of support to accompany the nomination. These should be written by people who have first-hand knowledge of the nominee and who can endorse their contribution.

## **What makes a good nomination?**

You need to describe what is special about your candidate's achievements and show memorably and persuasively how they have made a difference. The weakest nominations are those which read a bit like CVs or job descriptions. The best are those which demonstrate the impact the individual has made, showing how they have overcome obstacles or gone the extra mile. See if you can provide clear examples to show how they are head and shoulders above their peers or a role model to others, often serving over a number of years.

## **Who decides?**

It's an independent selection system, free from political or other undue influence. Once you have made your nomination, it will be handled in the first instance by a team in the Cabinet Office who check that all the required information has been included. They will seek comments and feedback from those who are likely to know the nominee or their area of activity. When everything's in order, a citation is prepared for one of a number of specialist honours committees to consider. These committees are comprised of a majority of independent experts and cover a variety of fields – community, voluntary and local service; the arts and media; sport; health; education; science and technology; the economy; politics; and service to the state. Each committee decides which are the worthiest candidates and submits its recommendations to a central committee chaired by the Head of the Home Civil Service. He then prepares the final list for the Prime Minister, who submits it unaltered for The Queen's approval.

## Case study

Jacqueline Cheetham

*MBE for voluntary service to the Women's Institute in Lincolnshire*



For over 33 years, Jacqueline has given tireless voluntary service to the Women's Institute (WI) in Lincolnshire. She was County Chair of the Lincolnshire North Federation of WIs for seven years and inspired her Executive Committee to introduce a very wide variety of activities for members. She also helped to establish several new WIs in the county with many young members. She furthered many campaigns and her example encouraged members of the Board of Trustees to do likewise.

## Case study

### Elizabeth Atere-Roberts

*Older People's Nurse Specialist, OBE for services to healthcare in London*



Elizabeth has worked in a wide range of roles in the NHS and independent sector. Recently, she has played a key leadership role in the Care Homes Support Team, an NHS initiative in South London working with 40 care homes with nursing across Lambeth, Southwark and Lewisham. She has also given distinguished service as a foster carer and to many charitable organisations in the UK and abroad.

## How long does it take?

It usually takes at least 18 months from the date a nomination is made until a successful candidate appears on an honours list. Time is taken to check facts and to get comments from others. You can provide additional information or further letters of support at any stage. Not everyone who is nominated will receive an award.

## What awards are available?

Most successful candidates receive an award within the Order of the British Empire. The specialist honours committees decide which level of award is appropriate. These are:

- **British Empire Medal (BEM)**, awarded for very 'hands-on' service to the community in a local geographical area;
- **Member of the Order of the British Empire (MBE)**, recognising an achievement or service to the community which has delivered a sustained impact and which stands out as an example to others;
- **Officer of the Order of the British Empire (OBE)**, for those who have performed a distinguished regional or county-wide role in any field;
- **Commander of the Order of the British Empire (CBE)**, rewarding a prominent national or regional role; and
- **Dame or Knight**, for those who have made a pre-eminent contribution in any field, usually at a national level.

## What are you waiting for?

Everyone knows someone who deserves an honour. But they won't get one unless someone nominates them. So call 020 7276 2777 or download a nomination pack from [www.direct.gov.uk/honours](http://www.direct.gov.uk/honours) today.

Front cover photograph: Eileen Cavalier  
Founder, London College of Beauty Therapy.  
OBE for services to further education.