



Department
of Health &
Social Care

Honours Process Guidance

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1. Introduction

Any person or persons may make a nomination for someone working in the health and care sector by completing a nomination form and sending it to the Honours Team at the Department of Health and Social Care. It is not possible to nominate yourself.

Making a nomination is a serious and considered endeavour and we appreciate it can take a considerable amount of time and effort. We do thank you for this and hope that the guidance notes below aid your completion of an honours nomination. If you are unsure about any part of the process, please contact the Honours Team at the Department of Health and Social Care via email: MB-Honours@dhsc.gov.uk

2. Making a nomination

In order to progress an Honours nomination we require (as a minimum) a completed nomination form and two supporting letters written by individuals other than the nominator (person recommending the nominee). It can be of benefit for letters to be included from any senior officials/responsible officers who have knowledge of the nominee's work (paid and/or voluntary) in the health and social care sector.

The nomination form is the most integral document when making a case for an individual to receive an honour. Sections 4 and 5 (pages 6-11) of this guidance focus on how to complete each box on the form. Please note that processing will be delayed if any of the nominee's personal details are not included.

There is no limit to the amount of supporting documentation that can be provided. However, please do not send in examples of the nominee's work (e.g. videos, photographs, books) via the post as, whilst we will endeavour to return them to you, we cannot take responsibility for their safekeeping.

Nominations should be made while the nominee is still active and, if possible, at least 12 months before they are expected to retire or stand down, because of the time required to assess each nomination.

3. The Post-submission period

Acknowledgement and progression of nominations

Upon submission of your nomination, you will receive an automated acknowledgement. We regret that it is not possible to enter into correspondence on the merits of a particular nomination whilst it is under consideration.

You may send additional information to support the nomination at any time. We will ensure that it is considered with the existing papers. The Honours Team should also be advised if there has been any important change to information already supplied, (i.e. the nominee's personal details or a change in their role).

Please notify us immediately if the nominee passes away as posthumous awards are not possible.

Timing of nominations

Honours lists are published at both New Year and on the occasion of The Sovereign's Birthday in June. Nominations are usually considered over at least a two-year period. This is because of the background work required to assess a nomination. The Department of Health and Social Care do not advise nominators if their nominee is successful and they will therefore need to check published lists themselves (www.gov.uk, London Gazette, national newspapers etc).

Unsuccessful nominations and re-nominations

If, after two years, your nominee has not been successful you may assume the nomination has lapsed. You may re-nominate though a different outcome is unlikely unless your nominee has had additional achievements that are reflected in an updated nomination form. Due to the volume of nominations received at each round the Honours team are not able to provide automatic status updates for individual cases or enter into correspondence on the merits of a particular nomination whilst it is under consideration.

4. Nomination Form

This section focuses on how to complete each box on the nomination form. The minor headings in bold print below correspond to the box titles on the nomination form and an explanation is provided for each.

Surname

Please enter the surname of the person you are nominating.

Forename(s)

Please enter in full – do not state shortened versions of given names.

Title

The nominee's title: i.e. Mr, Mrs, Dr, Prof etc.

Post noms

Include any post-nominal letters if relevant.

Preferred Name

e.g. a different or shortened version of the forename.

AKA

If the person is well-known by a different name from their legal one or has a different maiden/married name.

Voluntary

Please enter an 'X' in this box if the nominee's work is purely performed in a voluntary capacity.

Public

Please enter an 'X' in this box if you (as the nominator) are submitting the form as a member of the public.

Gender

Please enter your nominee's gender as applicable.

Nationality

It is important to state accurately the nationality of your nominee in order that the Cabinet Office can issue the appropriate type of award. Certain non-UK citizens may only receive honorary awards.

Foreign

Please enter an 'X' in this box if your nominee is a non-UK citizen.

Nominee's Origin

Please enter the option below that is most relevant to the nominee's ethnicity. If unsure, please state 'Not Known':

White Background, Chinese, Bangladeshi, Indian, Pakistani, Asian - Other, African, Caribbean, Black - Other, Asian and White, Black African and White, Black Caribbean and White, Mixed Ethnic - Other, Other

Nominator's Origin

Aside from the 'public' and 'Recommended' boxes this is the only other box that refers to yourself as nominator. The same process for completion applies as the nominee's origin box.

Award

If desired please estimate an award level. However, this may be amended at a later process stage. Further understanding of the award levels may be gained from section 6 of this guidance document.

Date of Birth

State the nominee's date of birth. This is used to confirm the nominee's identity, prior to making contact, if the nomination is successful. It is essential therefore that this is completed as nominations cannot be progressed without completion.

Approx. Date of Birth

Please enter an 'X' in this box if the nominee's date of birth is estimated.

Age

Please enter based on the date of birth already provided.

Length of Service

Please enter a number to denote the relevant amount of years that indicate the span of the nominee's activities or career.

In Current Post

Please enter a number to denote the relevant amount of years the nominee has spent in their current job or role. Please leave blank if the individual is involved in various endeavours of equal significance.

In Grade

Please only enter a number to denote the relevant amount of years if the nominee is a Civil Servant or falls under the NHS pay band system.

Leaving Post

The nominee should either be actively engaged in the activity for which they have been nominated or have left their role(s) within a six-month period prior to your submission to us of this nomination. If relevant please state the month/year that activities ceased. If the nominee is due to move to another role please use this box to state the organisation they will be working for (if known).

Previous Honours & Dates

This box is only relevant to the Queen's Honours. If relevant you should include the award level and year of receipt, e.g. MBE – 1999. If not applicable please leave blank.

Previous Recs & Dates

This box is for completion by the Honours Team at the Department of Health and Social Care.

Short Citation

The short citation should wherever possible not exceed 20 words in length and include the following 3 items:

- Nominee's job title (e.g. Consultant Paramedic)
- Name of organisation they work for (e.g. South Shields NHS Foundation Trust)
- A concise sentence stating why the person has been nominated (e.g. For services to Emergency Medicine)

Long Citation

This is the section in which the case to award the nominee should be made. Please see section 5 on page 10 for full guidance on how to compile a long citation.

Building, No. & Street, Village, Town, County, Postcode, Country

The address boxes must be completed for a nomination to be processed. Please include the nominee's home address and not their work/business address.

Telephone

Please include the nominee's home telephone number and/or mobile and not their work/business numbers.

Secure Address?

The secure address box should be ticked only if the nominee carries out work which may affect their personal safety or that of their family.

Recommended

Please include the name, job title, organisational name and email address of yourself as 'nominator'. If you are completing as a member of the public and not on behalf of an organisation this box should state your relationship to the nominee rather than job title and organisational name.

Supported by

Please include details of at least two persons who support the nomination (i.e. those providing supporting letters), including their name, job title and organisation. If a supporter is a member of the public please include their name and relationship to the nominee. We recommend that details of any prominent personalities are included at the top of the list, e.g. MPs, Lord Lieutenants, Chief Executives, Presidents, Chairs etc.

Comments

This box is for completion by the Honours Team at the Department of Health and Social Care.

5. Long Citation

This is the section in which the case to award the nominee should be made.

It is important that you provide as much information as possible though consider that the limit is 480 words/3000 characters (including spaces). Abbreviations can be used if these are stated in full, at least once, in the citation. Please note that it is not recommended to write the section headings included below on the long citation itself.

Introductory summary

Must be a compelling reason why the person has been nominated. For example, state how they have:

- Made a particular breakthrough or are the proponent of a particular change;
- Made an outstanding impact on patients or the public;
- Improved patient safety by reducing risks or incidents;
- Become a leader in their field;
- Taken on a role, which is not traditionally done and is regarded as a role model;
- Held a sustained career of outstanding achievements;
- Shown innovation or creativity in delivery of longstanding results.

Evidence

Provide detailed examples of achievement/s and include any facts, figures, and evidence of outstanding impact including support for the claims. 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 required moral courage, vision, the ability to make tough choices or determined application and hard work;

- Improved services for patients and the public and how many people benefitted from their work;
- Spent any research money that has been raised

Contribution

What have they achieved over and above their day job that makes them stand out? Include information about the nominee's personal impact:

- Where there has been a significant difference and/or improvement;
- In comparison between how things were before they began and how they are now;

It is helpful to use your final sentence to summarise the nominee's overall personal impact, i.e. "her deep commitment and dedication have been instrumental towards driving change in xxxx". Please do not insert any web links as part of the long citation as these will be ignored.

Voluntary and charitable services

Provide details regarding any voluntary roles performed. This may, for instance, include information relating to certain board member roles as well as any fundraising activities undertaken outside of paid employment.

6. Types of Honours

Honours are given to people from all walks of life and all sections of society to recognise merit in terms of achievement and service. The number of honours available is strictly limited and therefore, however valuable their service, unfortunately not everyone may receive recognition in this way. An honour will not automatically follow submission of a nomination. The level of an award is determined when the nomination is assessed. The levels are described as follows:

Knight/Dame (Kt/DBE)

This is awarded for having made a major contribution to any activity, usually at national level. Other people working in the nominee's area will see their contribution as inspirational and significant, requiring commitment over a long period of time.

Commander of the Order of the British Empire (CBE)

This is awarded for having a prominent though lesser role at national level, or a leading role at regional level. You can also receive one for a distinguished, innovative contribution to a specific field of work.

Officer of the Order of the British Empire (OBE)

This is awarded for having a major local role, including people whose work has made them known nationally, particularly where the impact of the nominee's contribution has been felt by a significant number of people or across a broad geographical area.

Member of the Order of the British Empire (MBE)

This is awarded for a significant achievement or outstanding service. An MBE is also awarded for local 'hands-on' service which stands out as an example to other people and for being regarded as a local role-model.

British Empire Medal (BEM)

This rewards a sustained, local contribution or innovative, high-impact work of a relatively short duration (e.g. over three to four years). This could be for contributing to a very 'hands-on' service in a local geographical area. It is likely that more junior or support staff would be suitable recipients for this award, or people who have made an impact at a very early stage in their careers. Long Citations for candidates at BEM level are likely to be shorter than for other awards.

7. Further Information

Confidentiality

All nominations for honours are treated in the strictest confidence. We understand however that you may have concerns about releasing personal information to us under the rules of the Data Protection Act 2018. Please note that the honours nominations process is exempt from the GDPR (under paragraph 15, Part 2, Schedule 2 to the Data Protection Act 2018) and you are therefore not required to obtain consent from the individual under consideration.

The nominee should not be informed that they have been nominated, as it is not fair to raise expectations in case they are not met.

Equality and diversity

Please help us to assess the effectiveness of the honours system by completing origin details for both you, as nominator and the nominee. This information will help us to improve the coverage of the honours system by ensuring that all areas of society are aware of the nomination process and are nominated for honours. Monitoring helps us to identify gaps. This information will be used only in aggregate for monitoring purposes and is not part of the assessment of the nominee. There are no quotas in the honours system for specific groups.

Enquiries

If you require any additional information or assistance to complete the nomination form please contact:

Email: mb-honours@dhsc.gov.uk

Postal Address: Honours Team, Department of Health and Social Care, Room 1N09, Quarry House, Quarry Hill, Leeds, LS2 7UE