

THREE YEARS OF OPERATION OF THE REFORMED HONOURS SYSTEM

Report by the Cabinet Office

1. The System of Honours Selection Committees

The new system of committees was established in 2005, following the reviews of the honours system in 2004 by the Public Administration Select Committee and Sir Hayden Phillips. The committees have delivered six honours lists.

The main aims of the reforms have been to produce a system which is:

- Independent
- Transparent
- Accountable

Independence

The membership of the specialist committees and the Main Honours Committee is a mixture of experts from inside and outside government. Those from within the government service were appointed ex officio by the Cabinet Secretary. The external chairs and members were also appointed by the Cabinet Secretary, but in accordance with OCPA procedures after open advertising, completion of an application form and interview. The chairs are all acknowledged experts in their own fields and are independent of government. The independent members are people with a good knowledge of the subject areas. Many of them are acknowledged experts. In each of the specialist committees, the chairs and independent members are in the majority. The independent members are also in the majority in the Main Honours Advisory Committee (see below).

Transparency

Full membership of all the committees was published when they were formed, and is kept up to date on the honours web site (www.honours.gov.uk). The web site also gives extensive details on how to make a nomination for an honour, how decisions are made and recent Honours Lists and statistics. It gives case studies of successful candidates with the aim of providing guidance and encouragement to people who might be considering making a nomination.

Accountability

The committees are accountable to the Main Honours Committee for their recommendations. The chairs of the specialist committees forward the recommendations to the Main Honours Committee and explain and defend them. The Main Honours Committee takes full responsibility for the final recommendations made.

The Process

There are eight Specialist Committees. The individual specialist committees comprise a non-civil service chair and a majority of non-civil service members, all selected after open advertisement and interview. Some Permanent Secretaries and other officials also serve on the specialist committees.

The Main Committee is chaired by the Cabinet Secretary. The Committee reviews the work of the eight specialist sub-committees and determines the final list of names for submission through the Prime Minister to The Queen. As at 31 March 2008, the members of Main Committee were –

Sir Gus O'Donnell KCB
Lord May of Oxford OM AC (Chair, Science and Technology Committee)
Sir David Cooksey GBE (Chair, State Committee)
Dame Carol Black DBE (Chair, Health Committee)

Dame Alexandra Burslem DBE (Chair, Education Committee)
Lord MacLaurin of Knebworth (Chair, Sport Committee)
Lord Rothschild OM GBE (Chair, Arts and Media Committee)
Lord Newton of Braintree OBE (Chair, Community, Voluntary and Local Services Committee)
Sir John Collins (Chair, Economy Committee)
Sir Jock Stirrup GCB (Chief of Defence Staff)
Sir Peter Ricketts KCMG (Permanent Secretary, Foreign and Commonwealth Office)
Sir David Normington KCB (Permanent Secretary, Home Office).

Full details of the membership of the Committees are given at Annex 1.

In June 2008 Lord Rothschild and Sir John Collins stepped down as Chairs of their Committees after three years' service. After open advertising followed by interview by a selection panel including an OCPA Assessor, the Cabinet Secretary has appointed Lord Stevenson of Coddanham to Chair the Arts and Media Committee and Sir John Parker to Chair the Economy Committee.

The final list of approved recommendations agreed by the Main Committee is forwarded to the Prime Minister by the Cabinet Secretary

In March 2006, the then Prime Minister, Mr Blair, stated that he would no longer seek to amend the list of recommendations submitted to him by the Cabinet Secretary, in his role as Head of the Home Civil Service and Chair of the Main Honours Committee. The current Prime Minister has confirmed (*The Governance of Britain, July 2007, para 85*) that he will neither add to nor subtract from the final list of names recommended to him by the Main Honours Committee.

The Foreign Secretary and the Defence Secretary have confirmed that they will do likewise.

Secretariat

The honours selection committees are supported by the Cabinet Office Honours and Appointments Secretariat (formerly known as Ceremonial Secretariat). The work of the Secretariat includes the public nomination system for honours, other areas of activity such as medals and decorations, Church Appointments and the majority of State Appointments in which the Prime Minister advises The Queen.

2. The Prime Minister's List

Notwithstanding the title of the largest of the Honours Lists, the Prime Minister does not play an active role in the honours process. But, in line with past practice, the Prime Minister gives strategic guidance to the honours committees as to the Government's priorities for honours. A copy of the most recent guidance is at Annex 2.

Nominations and Citations

It is useful to explain some of the terminology used in the processes:

- **Nominations** are usually made by members of the public and others using the form available on the Honours and Appointments web site (www.honours.gov.uk) and from government departments. Nominators are asked to provide at least two letters of support for a candidate in order to be able to develop a rounded picture. It is not possible to assess how many nominations are made each year, as they may be fed into the system in a variety of ways. The Nominations Team at the Ceremonial Secretariat receives on average 3,500 each year. Nominations from members of the public come in throughout the year, but citations are submitted to committees twice a year.
- **Citations** are mainly produced by the honours staff in departments. They are distillations of the material provided by members of the public in their nominations, or recommendations from professional

bodies and other organisations who have been invited by government departments to submit citations directly to them.

- **Honours are** bestowed by the Sovereign. Those in the Prime Minister's List are bestowed on the basis of recommendations from the independent honours committees.

Each candidate's case goes through a number of stages before it reaches one of the central honours committees.

- Recommendations that start as *public nomination* forms sent to the Honours and Appointments Secretariat are sifted and checked by the Secretariat. Some cases are forwarded to the appropriate government department for consideration. The remainder are processed by the Secretariat, and comments sought from Lord Lieutenants, outside bodies and departments which have an interest in an aspect of the candidate's work. Only once all these checks have been undertaken are cases distilled into *citations*.
- Stakeholders such as NHS Trusts, educational bodies, the CBI and Universities are regularly asked by their sponsoring government for suggestions as to candidates for honours. Departments check and sift such candidates. Then, together with candidates who have come from the public, they send the *citations* to Honours and Appointments Secretariat for submission to one of the specialist honours committees. Departments submit only the strongest citations for consideration.

The specialist committees examined 10681 citations during the period 2006-2008, 38% of which had either originated from nominations by members of the public or third party/public/private sector organisations, or had been supported by members of the public.

Criteria

In order to make clearer the thinking behind the allocation of candidates to particular levels of award, the government published the following broad criteria for each Class of award –

- Companion of Honour
A pre-eminent and sustained contribution in the arts, science, medicine, or government.
- Knight/Dame
A pre-eminent contribution in any field, usually, but not exclusively at national level, or in a capacity which will be recognised by peer groups as inspirational and significant nationally, and which demonstrates sustained commitment;
- CBE
A prominent national role of a lesser degree, or a conspicuous leading role in regional affairs or making a highly distinguished, innovative contribution in his or her area of activity;
- OBE
A distinguished regional or county-wide role in any field, including notable practitioners known nationally;
- MBE
Service in and to the community of a responsible kind which is outstanding in its field; or very local “hands-on” service which stands out as an example to others. In both cases awards illuminate areas of dedicated service which merit public recognition.

The Government’s priorities are for honours to be awarded to those serving the community in the fields of Education, Health, Law and Order and the Voluntary Sector. Supplementary guidance on prioritisation of nominations was developed following the current Prime Minister’s suggestion in July 2007 that a significantly

higher proportion of honours should go to unsung heroes (see Annex 2). When considering candidates of equal merit in their particular field of activity, priority is given to candidates who are selflessly committed to voluntary or charitable work, or who may be undertaking voluntary or unpaid activity in connection with their "day" job, in a way which is for the benefit of the wider community.

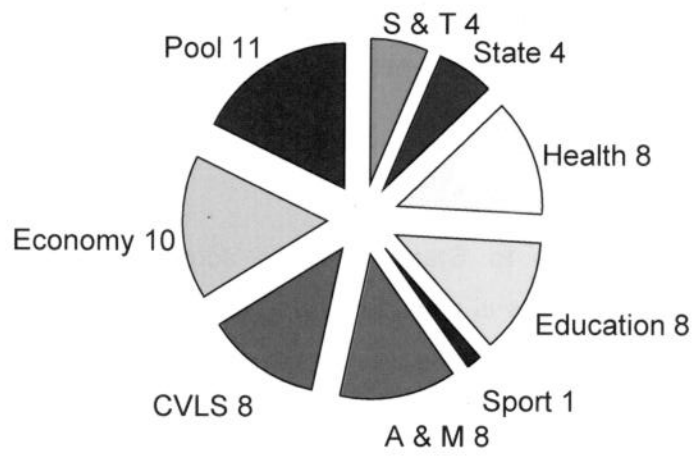
State Servants

The allocation of awards to State Servants across the Prime Minister's, Diplomatic and Defence Lists is considered as part of the Quinquennial Review of Honours. Figures for honours awarded on each of these lists over the period of the Report can be seen at Annex 3. The next Quinquennial Review, which is under way, will impact on Lists from New Year 2009 onwards.

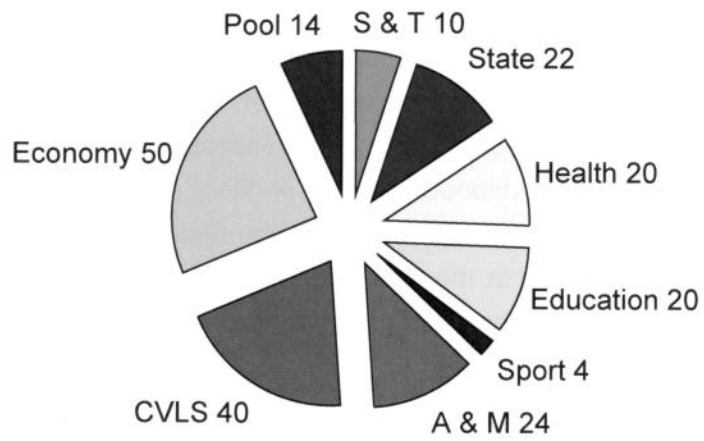
Assessment process

Each of the specialist committees is allocated an annual quota of available awards at each level as shown below. The quotas are established with reference to the government's priorities; the numbers of people employed in the sector and the need to be able to spread knowledge of, and access to honours widely across the community. In practice, 50% of the allocations are used at each of the the New Year and Birthday Honours Lists. A "Pool" of awards at Dame/Knight and Commander levels is available for use by the Main Committee to enable it to include candidates who are in the lists of one or two committees but who cross boundaries between committees and are in danger of being overlooked.

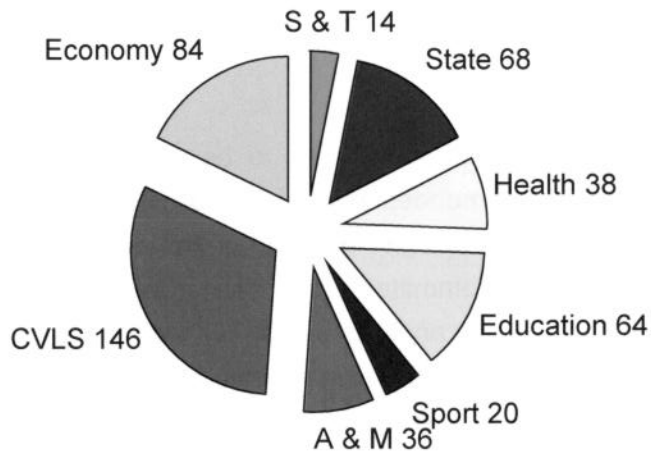
Dame/Knight



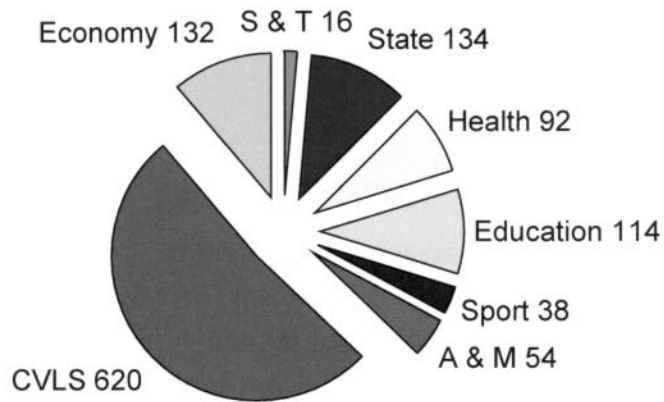
CBE



OBE



MBE



One of the aims of the committees is to ensure that, within the allocated quotas, each Honours List is as representative as possible of outstanding service and achievements across the UK, in the public, private and voluntary sectors. Equal opportunities procedures are scrupulously applied in the selection of candidates. Various facets of diversity, including, gender, region, ethnicity, etc., are monitored

(see Annex 4), although there are no diversity quotas, and the criterion of “excellence” is the primary consideration.

Prior to each committee meeting, committee members receive booklets which contain:-

- the citations of all the individuals to be considered by the committee, organised by recommended level of award;
- a note by the Secretariat giving a brief on the numbers of awards normally available to the committee and the most salient features of the nominations, including analysis by gender, age, etc.
- notes by the Secretariat drawing attention to such matters as whether the candidate has been looked at by the Committee on a previous occasion, and any comments made then.

The members of the committees will be expected to form judgements on the basis of the citations, the criteria and their own background knowledge and experience. At the meeting members compare and discuss candidates and, by a process of elimination, the list is produced.

Political Donations

All candidates for senior awards (knights, dames and C-level awards) are checked against the lists of donations maintained by the Electoral Commission. This information on political donations is now in the public domain. Details of candidates who have made any significant recent donations are drawn to the attention of the Main Committee. However, donations to any political party are not regarded as a reason for disqualification. The critical question is whether the individual has made a major contribution to society. An individual's achievements and contribution to society are the criteria against which nominations are considered. Nevertheless, the Main Honours Committee must satisfy itself that a party political donation has not influenced the decision to award an honour in any way; they must be confident that the candidate would have been a meritorious recipient of an honour if he or she had not made a political donation.

Main Committee Stage

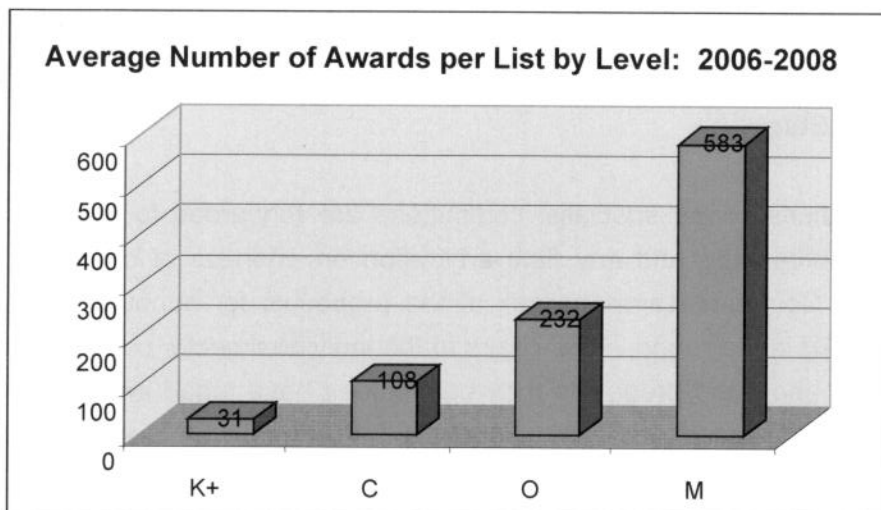
The recommendations of the specialist committees are forwarded to the Main Committee for confirmation and any final arbitration on priorities of competing candidates. The Committee aims to look at the proposals for honours in the Prime Minister's List in the round. The chairs of the individual sector committees are invited to talk about the proposals their committees have made and, where necessary, to explain and defend any proposals which might be regarded as unusual or controversial.

Submission to The Queen

The agreed List is forwarded by the Cabinet Secretary to the Prime Minister for submission to The Queen. At this stage the Prime Minister seeks The Queen's *informal* approval of the List; that is that Her Majesty is content for offers of awards to be made to the candidates. When The Queen's approval has been received, the Honours and Appointments Secretariat writes to the candidates asking if they will be content for their names to be submitted by the Prime Minister to The Queen for inclusion in the forthcoming Honours List. When their agreements have been received, the Prime Minister submits the final List to The Queen for *formal* approval.

Results

During the period of the report 181 damehoods and knighthoods and 2 Companions of Honour were published on the Prime Minister's List. There were 647 awards at CBE; 1392 at OBE and 3499 at MBE.



Diversity

Gender

On average, during the period of the Report, 40% of honours went to women. 27% of honours at CBE and above went to women. This compares to a figure of 51% of the population who are women in the most relevant age group (30-75).

This latter disparity may reflect a deeper gender inequality in women's representation in certain sectors of economic activity and in particular in key senior posts. In Great Britain, in 2004, 79.4% of all men and 70.1% of all women were in work.

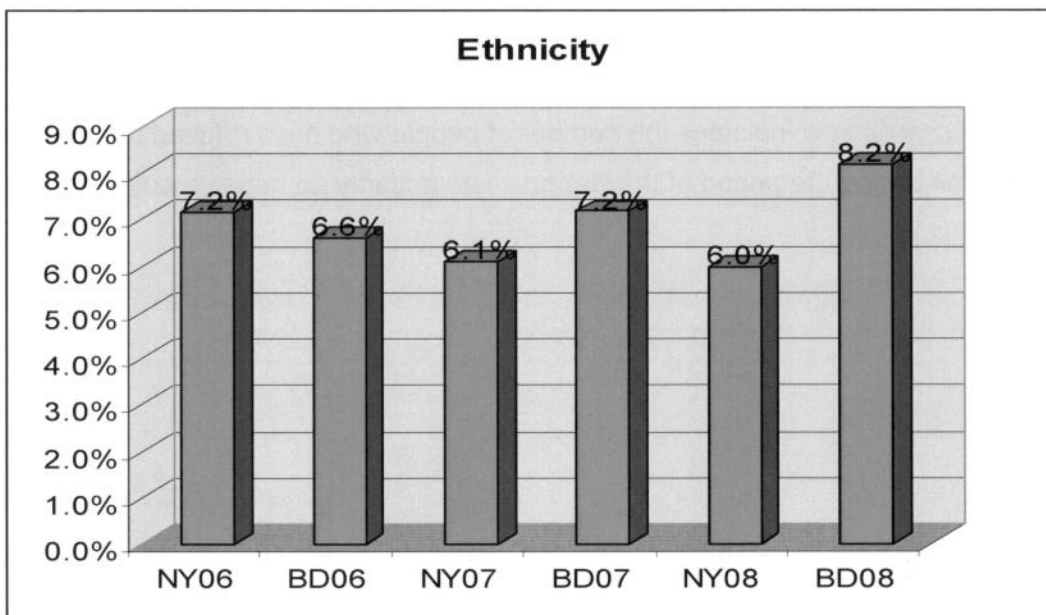
The Honours Committees have been keen to try to improve matters. Members have used their knowledge of professions and communities to try to improve matters. Government departments also try, including through their stakeholders, to improve the number of female candidates, particularly at senior levels.

Tables on gender breakdown of honours recipients by list are included at Annex 4.

Ethnicity

Although the honours nomination form requests information on the ethnicity of the nominee some nominators are either uncomfortable about providing this information on behalf of a third party, or do not have the information. Consequently honours recipients are requested to complete an ethnicity monitoring questionnaire when they are invited to accept an honour. Therefore while it is possible to provide reliable data on the ethnic background of successful candidates it is not possible to do so for unsuccessful candidates.

The percentages of awards going to candidates from Black and Minority Ethnic (BME) communities during the period of the Report are given below.



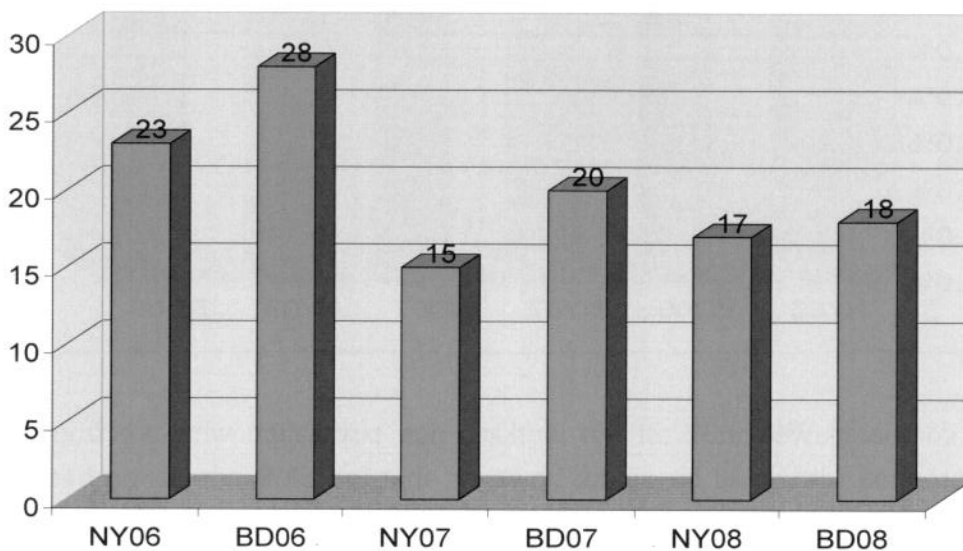
This compares with 9.3% of the working age population who are from BME backgrounds. It should be noted, however, that the BME population has lower rates of economic activity than the White population (the figures for ethnic minorities in employment were 67.4% for men and 51.6% for women in 2004) and a far younger age profile than the White population. In 2004, the median age for White people was 40 years, compared to 27 years for ethnic minorities.

The majority of honours are in recognition of long-standing commitment to service; they therefore tend to be awarded to older people. As the BME cohort ages equalise we would expect to see changes in the distribution of honours amongst ethnic groups.

But we are not complacent. Some minority communities show little awareness of, or engagement with, the honours system. We are working with the Department for Communities and the Office of the Third Sector to try to spread knowledge of honours through their regular contacts and information exchanges with stakeholder groups.

Refusals

The bar chart below indicates the number of people who have refused the offer of an honour during the period of the Report. The majority do not give any reason.



3. The Prime Minister's Initiative

As mentioned above, in July 2007 the Prime Minister indicated his desire for more honours to go to individuals who might be classed "local heroes" or "good neighbours". To facilitate this development he also announced that a government would ask

"local and regional newspapers, local radio stations and regional TV stations to make it known that in future the honours system will celebrate more everyday heroes and to invite their readers listeners and viewers to submit nominations that can be fully considered".

At New Year 2008 79% of honours, and at the Queen's Birthday 2008 75% of honours went to individuals, who were classified as everyday heroes, in the sense that they met the Prime Minister's priority criterion -

selflessly committed to voluntary or charitable work, or undertaking voluntary, or unpaid activity in connection with their "day" job, in a way which was for the benefit of the wider community.

Awareness of Honours

Following the Prime Minister's speech, plans were put in place for advertising and other publicity activities. The campaign focussed initially on four Regions, the North West, Yorkshire and the Humber, the West Midlands and Scotland, which research had shown had least understanding of, or were least sympathetic towards, the honours system. Its aim was

- to raise awareness of the honours system;
- to explain its relevance to modern British life;
- to raise awareness that honours are awarded largely to people providing a valued service within the community;
- to raise awareness that the system is fair and open to all; and
- to provide information on nominating.

Advertisements were placed in regional and local papers in the selected areas during the period 21 January – 1 February 2008. Local authorities, health authorities, Third Sector organisations, Chambers of Commerce, faith organisations and sports organisations, etc., were encouraged to display leaflets and put information on websites, intranets and newsletters. Some media outside the target areas also covered the campaign.

The www.honours.gov.uk website was reviewed and updated, and information on how to nominate was improved. Short video case studies of MBE recipients were filmed and used on the honours website and a YouTube channel was created in January at <http://www.youtube.com/ukhonours>.

In the first five weeks of the campaign Ceremonial Secretariat received 665 calls, as a result of it, and 611 nomination forms were sent out. 209 nominations were received over the last month, and 885 over the last three months. Prior to the campaign, the Secretariat normally receives 8,000 letters etc a year from members of the public, not all of which are new nominations. Many are follow-up letters or requests for forms etc. Since the start of the campaign, on an annualised basis, the figure is currently running at 12,000 letters etc This is welcome evidence of increased interest in honours, but it remains to be seen whether this surge will be sustained.

The Secretariat has regular discussions with groups inside and outside government to try and increase knowledge of the honours system. Honours Secretaries within government departments have the main responsibility for ensuring that their stakeholders are informed of how to nominate someone for an honour and encouraged to do so. The Office of the Third Sector performs a similar function for the voluntary sector. Ceremonial Secretariat normally handles recommendations from members of the public whose activities do not fall immediately within the ambit of a government department.

As well as responding to requests from external individuals and bodies for information about honours, the Secretariat has engaged in a programme of presentations and discussions with Lord-Lieutenants and groups of opinion formers within their Lieutenancies. There have been 17 formal presentations, and a number of individual discussions of this sort.

The Emblem

In response to recommendations by PASC and Sir Hayden Phillips, a new Emblem was introduced, which can be worn on every day clothing, by all those who have been honoured within the Order of the British Empire. Its introduction was announced at the same time as the New Year Honours List 2007, since when more than 4000 have been purchased. Plans are under way to develop similar emblems to recognise membership of the other principal Orders. In due course, we hope more and more honours recipients will begin to wear an emblem, not only demonstrating the pleasure that the award has given to them, but also raising general public awareness of the honours system.

Foreign and Defence Secretaries' Lists

The Permanent Secretary, Foreign and Commonwealth Office and the Chief of Defence Staff are members of the Main Honours Committee. They are accountable to their Secretaries of State for the content of the Diplomatic and Military Lists. In each case, there is independent scrutiny in order to ensure consistency of standards between these Lists and the Prime Minister's List. As noted earlier, the Foreign and Defence Secretaries have undertaken that they will not alter the recommendations which come to them through the official machinery.

A Table giving details of awards in these Lists over the last three years is at Annex 3.

Cabinet Office
15 July 2008

Annex 1

Details of Chairs and Members as at 31 March 2008 are as follows –
Committee Members

Arts and Media

Chair: Lord Rothschild OM GBE, Chairman J Rothschild Group

Non-civil service members: Jenny
Abramsky CBE, Director of Radio and
Music for the BBC;

John Gross, author and former theatre
critic of The Sunday Telegraph;

Ben Okri OBE, novelist and poet;

Andreas Whittam Smith CBE, journalist
and former Editor of the Independent

Civil service members:
Jonathan Stephens,
Permanent Secretary,
Department for Culture, Media
and Sport; and Sir John
Elvidge KCB, Permanent
Secretary, Scottish Executive

The Committee examines recommendations for those working in areas including architecture, creative arts, crafts and design, museums and galleries, performing arts, literature, music, and media

Sport

Chair: Lord MacLaurin of Knebworth, Chairman of Vodafone Group plc

Non-civil service members: Dame Tanni Grey Thompson DBE, paralympic athlete;

Tony Lewis CBE DL, Former England Cricket Captain and Chair of MCC World Cricket Committee;

Ian McGeechan OBE, Director of Rugby at London Wasps;

Sir Matthew Pinsent, Olympic oarsman;

Tessa Sanderson CBE, Olympic Gold Medalist athlete; and

Sir Bobby Robson CBE, former England and Newcastle United Manager

Civil service members:
Jonathan Stephens,
Permanent Secretary,
Department for Culture, Media
and Sport; and Sir John
Shortridge KCB, Permanent
Secretary, Welsh Assembly
Government

The Committee examines recommendations for all those working or volunteering in sport

Health

Chair: Dame Carol Black DBE, Chair of the Academy of Royal Medical Colleges

Non-civil service members: Professor Sir Netar Mallick, Medical Director of the Advisory Committee on Clinical Excellence Awards and Professor Emeritus in Renal Medicine, University of Manchester;

Dame Karlene Davis DBE, General Secretary of the Royal College of Midwives;

Professor Mansel Aylward CB, Chair Wales Centre for Health;

Niall Dickson, Chief Executive of The Kings Fund; Professor Anthony Newman Taylor CBE, Deputy Chief Executive and Consultant Physician, Royal Brompton and Harefield NHS Trust;

Professor Irene Scott, Director of Nursing, Surrey and Sussex NHS Trust; and

Neil McKay CB, Chief Executive The Leeds Teaching Hospitals

Civil service members: Hugh Taylor, Permanent Secretary, Department of Health; Sir Liam Donaldson, Chief Medical Officer (England); Ann Lloyd, Head of Health and Social Services Department and Chief Executive NHS Wales; and Paul Martin, Chief Nurse, Scotland

The Committee examines recommendations for all those working in the health sector and medical voluntary bodies

Education

Chair: Dame Alexandra Burslem DBE, Former Vice-Chancellor of Manchester Metropolitan University

Non-civil service members: John Anderson MBE, Professional Officer, General Teaching Council for Scotland;

James Gillard, President of Eastern Region National Association of Head Teachers; Professor;

Sir Michael Tomlinson CBE, formerly HM Chief Inspector of Schools;

Mary Oliver MBE, Special Educational Needs Officer Conwy and Chair of Mencap National Assembly;

Professor Haleh Afshar, Professor of Politics and Centre for Women's Studies, University of York;

Ms Sheila Gupta, Director of Human Resources, University of Edinburgh;

Professor Graham Shipley, Professor of Ancient History, University of Leicester; and

Professor Sir George Bain, President and Vice Chancellor (retired), Queen's University Belfast.

Civil service members: David Bell, Permanent Secretary, Department for Children, Schools and Families; Ian Watmore, Permanent Secretary, Department for Innovation, Universities and Skills; and Sir Nigel Hamilton KCB, Permanent Secretary, Northern Ireland Executive.

The Committee examines recommendations for all those working in the education sector, in a paid or unpaid capacity and includes early years provision, special education, careers services and business education

Science and Technology

Chair: Lord May of Oxford OM, AC, University of Oxford and Former President of
The Royal Society

Non-civil service members: Professor
Sir Richard Brook OBE, Director of The
Leverhulme Trust;

Professor Sir Partha Dasgupta, Frank
Ramsay Professor of Economics,
Cambridge University;

Professor Dame Julia Higgins DBE,
Foreign Secretary and Vice-President of
The Royal Society;

Sir Rob Margetts CBE, Chairman of
Legal and General Group plc; and

Professor Noreen Murray Geneticist,
University of Edinburgh

Civil service members: Sir
Brian Bender KCB, Permanent
Secretary, Department
Business, Enterprise and
Regulatory Reform; Ian
Watmore, Permanent
Secretary, Department for
Innovation, Universities and
Skills; and Professor John
Beddington CMG, Chief
Scientific Adviser.

The Committee examines recommendations for all those working in Science, including, inter alia, scientific explorers, environmental scientists and astronomers, economists, engineers, mathematicians, psychologists and social scientists and technologists.

Economy

Chair: Sir John Collins, Chairman of DSG plc

Non-civil service members: Dame
Steve Shirley DBE, Life President of
Xansa plc;

Sir Rob Margetts CBE, Chairman of
Legal and General Plc;

Rosemarie Harris, farmer, South Wales;

Christopher Hyman, Chief Executive,
SERCO plc; and

Peter Chappelow, Portfolio Chairman;
David Thomas CBE, former Chief
Executive of Whitbread plc.

Civil service members: Sir
Brian Bender KCB, Permanent
Secretary, Department
Business, Enterprise and
Regulatory Reform; Nicholas
Macpherson, Permanent
Secretary, HM Treasury;
Jonathan Stephens,
Permanent Secretary,
Department for Culture, Media
and Sport ; and Sir John
Elvidge KCB, Permanent
Secretary, Scottish Executive.

The Committee examines recommendations for all those working in any
areas of the Economy not covered by other selection committees.

Community, Voluntary and Local Services

Chair: Lord Newton of Braintree OBE

Non-civil service members:

Mohammed Aziz, Director Faithwise Ltd;

Sir Jeremy Beecham, former Leader of Newcastle City Council and currently Vice Chairman of The Local Government Association;

Christine Harris DL, Consultant of Community Foundations;

Professor Ted Milburn CBE, former Professor of Community Education and Director of the Centre for Youth Work Studies, University of Strathclyde;

Elsbeth Mitcheson, former Director of Leisure and Heritage, Isle of Anglesey;

Richard Temple Cox CBE, former Chairman of The Castle Vale Housing Action Trust;

Mary Thomas, Non-Executive Director, Calderstones NHS Trust; and

Stephen Bubb, Chief Executive of ACEVO.

Civil service members: Sir David Normington KCB, Home Office Permanent Secretary; Peter Housden, Permanent Secretary, Department for Community and Local Government; David Bell, Permanent Secretary, Department for Children, Schools and Families Permanent Secretary; Sir Suma Chakrabarti KCB, Permanent Secretary at the Ministry of Justice; and Northern Ireland Office Permanent Secretary, Jonathan Phillips.

The Committee examines recommendations for all those involved in law and order, local government, philanthropy, community service, international voluntary bodies and overseas charities and voluntary bodies in support of community, national and local services

State

Chair: Sir David Cooksey GBE

Non-civil service members:

Mohammed Aziz, Director, FaithWise Ltd.

Dame Jessica Rawson DBE, Warden, Merton College, Oxford

Sir Mike Tomlinson CBE, Formally Chief Inspector of Schools and Chair of Government's 14-19 Working Group

Civil service members:

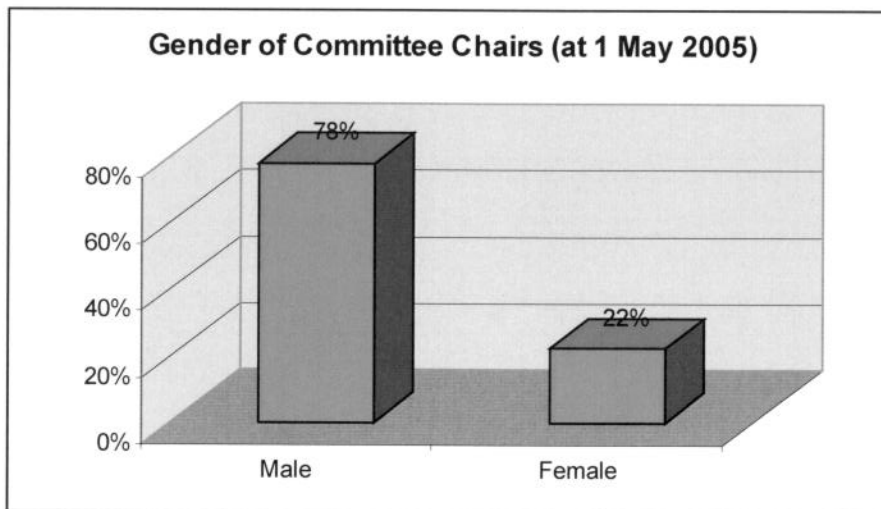
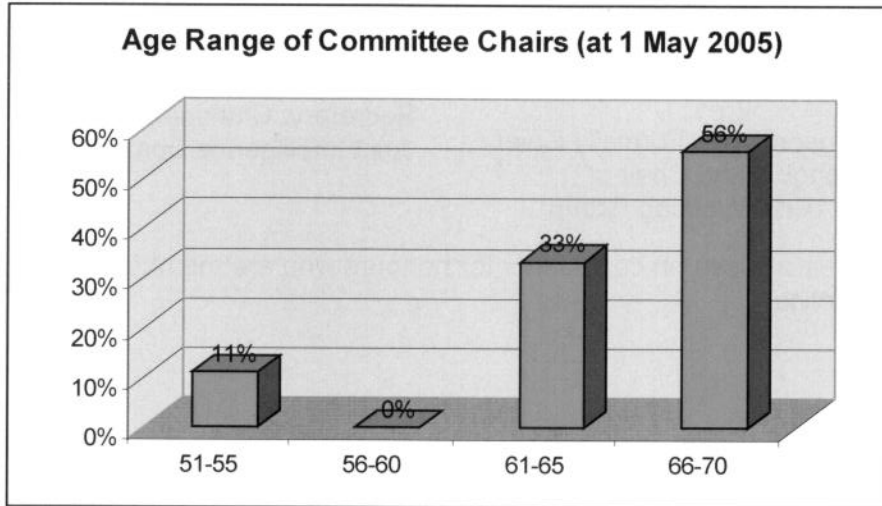
Sir Gus O'Donnell KCB, Cabinet Secretary and Head of the Home Civil Service

Alex Allan, Permanent Secretary, Chairman of the Joint Intelligence Committee

State Committee advises on candidates for honours who are members of the Home Civil Service

Diversity

Statistical data on the Chairs and members of the specialist committees are –



Annex 2

Strategic guidance to the Honours Committees

CabinetOffice



Sir Gus O'Donnell KCB
Secretary of the Cabinet and
Head of the Home Civil Service

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SW1A 2AS

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Fax 020 7276 0208
E-mail gus.odonnell@cabinet-office.x.gsi.gov.uk
Web www.cabinet-office.gov.uk

Sir John Collins
Chairman
DSG International plc
84 Brook Street
London W1K 5EH

24 July 2007

Dear John,

HONOURING VOLUNTEERS

As you are aware, the role of the honours system is to recognise both achievement and service to the community and the nation. While the Prime Minister no longer has a direct role in the awarding of honours, he continues to set the strategic priorities for the system. It is with that in mind that he has today written to Cabinet colleagues asking them to do more to emphasise the role that volunteers and those who serve their communities play. I am writing to you to similarly ask for your support in this.

The Prime Minister has been clear that the main criteria for judging whether a candidate deserves an honour at any level remains achievement and service to the community. While he is not suggesting that fewer awards should in future go to doctors, teachers, police officers or business leaders, he does believe that more can be done to take community participation into account when awarding honours, particularly at MBE and OBE level. By giving priority to individuals who have gone beyond excellence in their own field to put something back into the community on a voluntary basis, he wants to see the number of honours going to those unsung heroes rise significantly.

With the agreement of The Queen, the Prime Minister is also looking to give more prominence to the Queen's Award for Voluntary Service, used to reward individuals and groups specifically for their contribution to voluntary service. The Prime Minister is seeking to give these awards to community groups making a real difference locally.

Two years ago, the Cabinet Office ran a very successful campaign to promote greater diversity in the honours system, which led to a greater proportion of women getting the recognition they deserve (though I still hope that proportion will rise further). With that in mind, to support the Prime Minister's priorities in honours, I am writing round to Heads of Department to ask them to do more to bring forward high quality candidates in the voluntary field. The Prime Minister has asked his Ministerial colleagues to do likewise and has also launched the 'Good Neighbour MBE' campaign to promote greater awareness of our intention to recognize local community service.



Ref: AO2007/989

I am well aware that you can only work with the nominations you receive and am committed to ensuring that the honours system continues to recognise the very best achievements in our community. I believe that the approach I have outlined to you will lead to a significant increase in both the number and quality of candidates being put forward for nominations for voluntary service, and look forward to your support in making this new approach a success.

Yours ever,

Gus

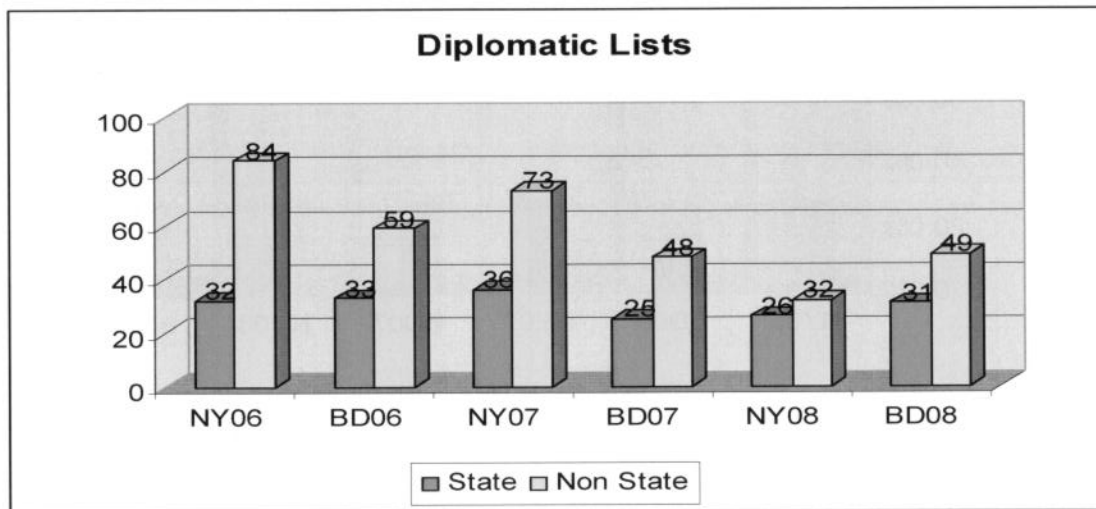
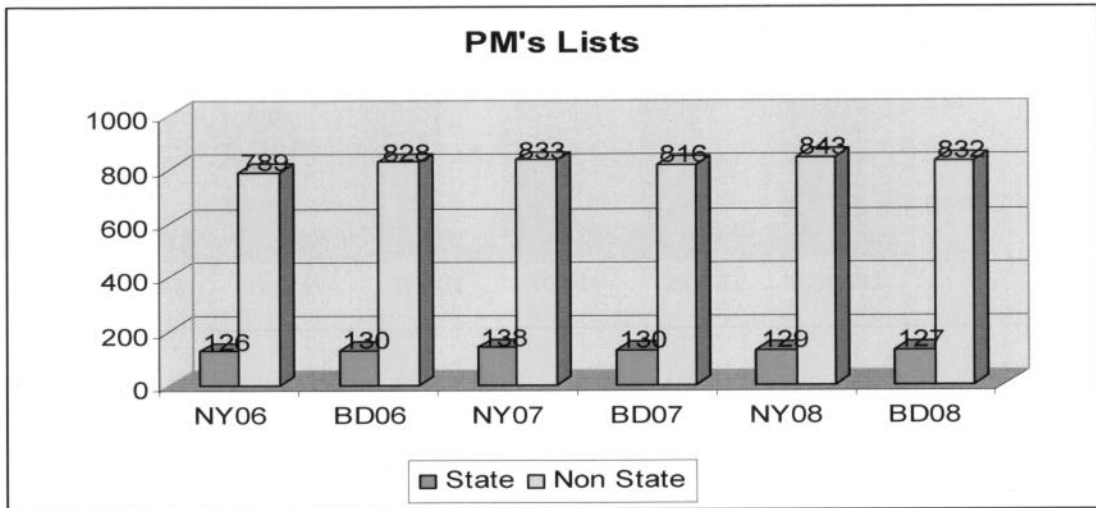
Gus O'Donnell

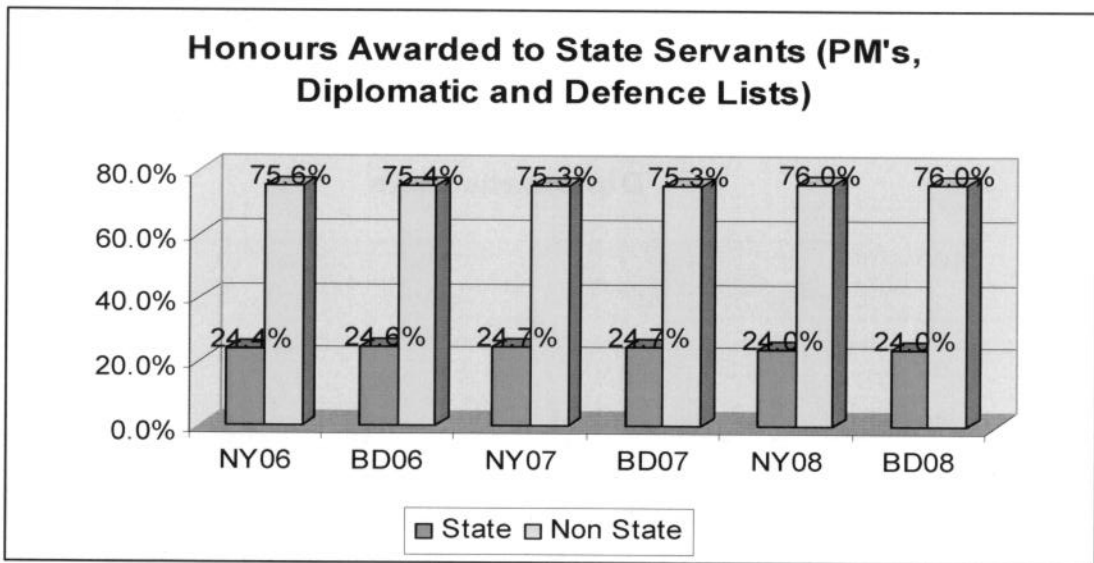
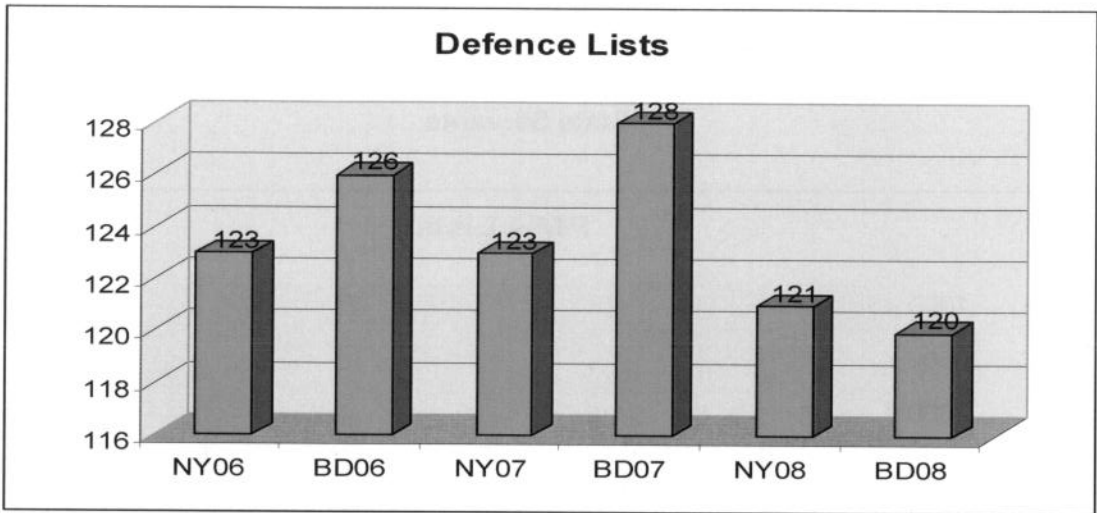


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Annex 3

State Servants





Annex 4

Diversity of Honours Lists

Tables on ethnic breakdown of honours recipients by level and list

ETHNICITY STATISTICAL SUMMARY – NY 06

	H	C	OBE	MBE	Total	% OF ALL AWARDS
WHITE BRITISH	38	87	196	490	811	90.8
OTHER WHITE	2	2	7	7	18	2.0
MIXED WHITE:BLACK CARIBBEAN	0	1	0	1	2	0.2
MIXED WHITE:BLACK AFRICAN	0	0	0	1	1	0.1
MIXED WHITE:ASIAN	0	0	1	0	1	0.1
INDIAN	1	1	6	10	18	2.0
PAKISTANI	0	0	1	8	9	1.0
BANGLADESHI	0	0	2	1	3	0.3
OTHER ASIAN	0	0	1	1	2	0.2
BLACK CARIBBEAN	0	1	1	13	15	1.7
BLACK AFRICAN	0	0	3	4	7	0.8
CHINESE	0	0	2	1	3	0.3
OTHER ETHNIC GROUP	0	0	1	2	3	0.3
TOTALS	41	92	221	539	893	100

ETHNICITY STATISTICAL SUMMARY – BD06

	H	C	O	M	TOTAL	% OF ALL AWARDS
WHITE BRITISH	31	99	217	535	882	92.3
OTHER WHITE	1	2	1	7	11	1.2
MIXED WHITE: BLACK CARIBBEAN	0	1	0	4	5	0.5
MIXED WHITE: BLACK AFRICAN	0	0	0	1	1	0.1
MIXED WHITE: ASIAN	0	1	0	1	2	0.2
ANY OTHER MIXED	0	0	1	0	1	0.1
INDIAN	0	0	4	10	14	1.5
PAKISTANI	0	0	3	4	7	0.7
BANGLADESHI	0	0	1	2	3	0.3
OTHER ASIAN	0	1	1	4	6	0.6
BLACK CARIBBEAN	0	2	3	14	19	2.0
BLACK AFRICAN	0	0	0	1	1	0.1
ANY OTHER BLACK	0	0	2	0	2	0.2
CHINESE	0	0	1	0	1	0.1
OTHER ETHNIC GROUP	0	0	0	1	1	0.1
TOTALS	32	106	234	584	956	100

ETHNICITY STATISTICAL SUMMARY – NY07

	H	C	O	M	TOTAL	% OF ALL AWARDS
WHITE BRITISH	28	103	205	551	887	92.9
OTHER WHITE	0	4	3	2	9	0.9
MIXED WHITE: BLACK CARIBBEAN	0	0	1	1	2	0.2
MIXED WHITE: BLACK AFRICAN	1	0	1	1	3	0.3
MIXED WHITE: ASIAN	0	0	2	1	3	0.3
INDIAN	0	2	5	10	17	1.8
PAKISTANI	0	0	4	6	10	1.0
BANGLADESHI	1	0	0	1	2	0.2
OTHER ASIAN	0	0	0	2	2	0.2
BLACK CARIBBEAN	0	0	3	11	14	1.5
BLACK AFRICAN	0	0	0	2	2	0.2
CHINESE	0	0	1	0	1	0.1
OTHER ETHNIC GROUP	0	0	1	1	2	0.2
TOTALS	30	109	226	589	954	100

ETHNICITY STATISTICAL SUMMARY – BD07

	H	C	O	M	TOTAL	% OF ALL AWARDS
WHITE BRITISH	30	100	204	523	857	91.8
OTHER WHITE	1	1	4	4	10	1.1
MIXED WHITE: BLACK CARIBBEAN	0	0	0	0	0	0
MIXED WHITE: BLACK AFRICAN	0	0	0	1	1	0.1
MIXED WHITE: ASIAN	0	0	0	3	3	0.3
OTHER MIXED BACKGROUND	0	1	1	2	4	0.4
INDIAN	1	4	5	9	19	2.0
PAKISTANI	0	0	0	3	3	0.3
BANGLADESHI	0	0	0	0	0	0
OTHER ASIAN BACKGROUND	0	1	4	3	8	0.9
BLACK CARIBBEAN	0	1	3	14	18	1.9
BLACK AFRICAN	0	0	2	2	4	0.4
OTHER BLACK BACKGROUND	0	0	1	2	3	0.3
CHINESE	0	1	1	1	3	0.3
OTHER ETHNIC GROUP	0	0	1	0	1	0.1
TOTALS	32	109	226	567	934	100

ETHNICITY STATISTICAL SUMMARY - NY08

	H	C	O	M	TOTAL	% OF ALL AWARDS
WHITE BRITISH	26	105	214	540	885	92.6
OTHER WHITE	1	1	4	8	14	1.5
MIXED WHITE AND BLACK CARIBBEAN			1		1	0.1
MIXED WHITE AND BLACK AFRICAN				1	1	0.1
MIXED WHITE AND ASIAN					0	0.0
ANY OTHER MIXED BACKGROUND					0	0.0
INDIAN			3	17	20	2.1
PAKISTANI			2	4	6	0.6
BANGLADESHI				1	1	0.1
ANY OTHER ASIAN BACKGROUND			4	1	5	0.5
BLACK CARIBBEAN			2	10	12	1.3
BLACK AFRICAN		2	3	3	8	0.8
ANY OTHER BLACK BACKGROUND				1	1	0.1
CHINESE				2	2	0.2
ANY OTHER ETHNIC GROUP					0	0.0
TOTAL	27	108	233	588	956	100.0

ETHNICITY STATISTICAL SUMMARY - BD08

	H	C	O	M	TOTAL	% OF ALL AWARDS
WHITE BRITISH	24	91	200	525	840	90.4
OTHER WHITE	1	2	4	6	13	1.4
MIXED WHITE AND BLACK CARIBBEAN			1	1	2	0.2
MIXED WHITE AND BLACK AFRICAN			1		1	0.1
MIXED WHITE AND ASIAN		1		1	2	0.2
ANY OTHER MIXED BACKGROUND			1	2	3	0.3
INDIAN			3	15	18	1.9
PAKISTANI		2	3	7	12	1.3
BANGLADESHI				1	1	0.1
ANY OTHER ASIAN BACKGROUND				1	1	0.1
BLACK CARIBBEAN	2		4	16	22	2.4
BLACK AFRICAN			5	4	9	1.0
ANY OTHER BLACK BACKGROUND			1		1	0.1
CHINESE			1	2	3	0.3
ANY OTHER ETHNIC GROUP			1		1	0.1
TOTAL	27	96	225	581	929	100.0

Gender Breakdown of Citations Received and Honours

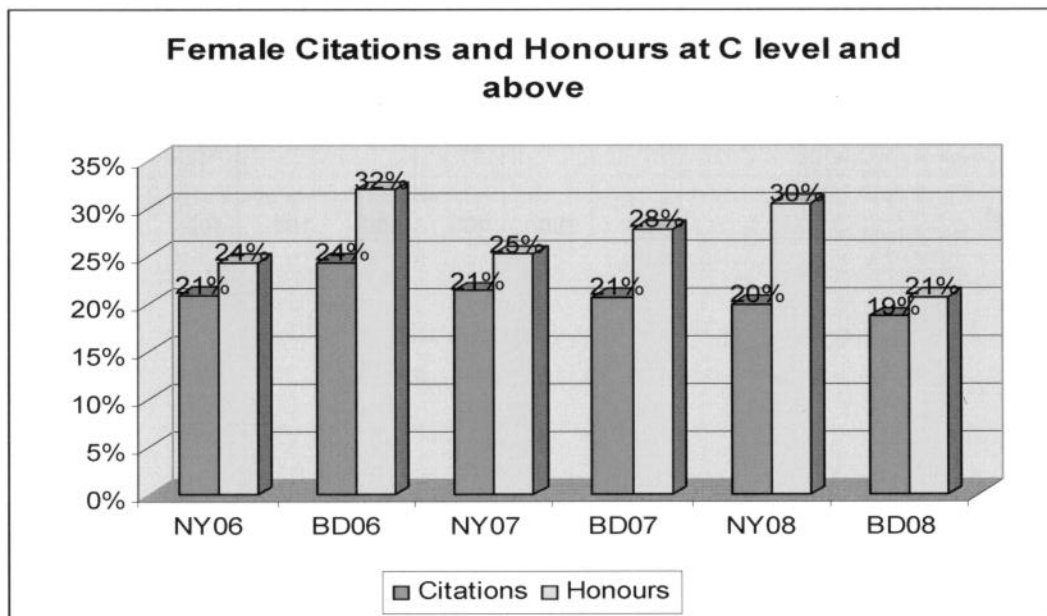
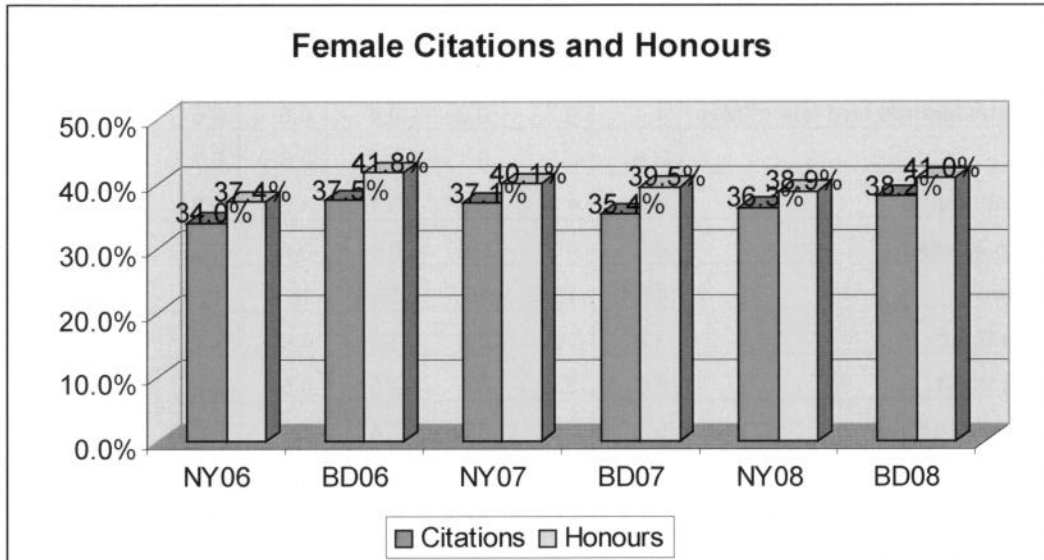


Table Showing Regional Breakdown of Prime Minister's List

	NY06	BD06	NY07	BD07	NY08	BD08
	%	%	%	%	%	%
Channel Islands and Isle of Man	1.1	0.7	0.3	0.4	0.5	0.5
East	8.8	8.5	9	8.2	8.6	8.7
East Midlands	4.2	4.1	5.3	5.1	4.2	5.2
Living Abroad	0.3	0.3	0.6	0.5	0.4	0.2
London	15.4	16.9	16	15.5	16.4	16.1
North East	3.2	3.3	3.8	3.3	4.0	2.7
North West	8.3	8.2	8	7.5	8.5	9.2
Northern Ireland	5	6.6	6.3	7.4	7.0	5.6
Scotland	10.9	10.7	8.7	10.8	9.1	9.8
South East	13.7	14.5	14.1	14.6	13.9	14.5
South West	9.5	9.3	10	8.3	9.5	10.0
Wales	5.7	6.6	6.3	5	5.2	5.0
West Midlands	7.1	5.6	5.5	7.2	6.2	7.4
Yorkshire and Humberside	5.5	4.6	6.2	5.9	6.5	5.1
Not Known	1.2	0.1	0.1	0.4	0.0	0.0
Total	100	100	100	100	100	100