



Lead Volunteers Guide to nominating members for a National Honour

Introduction

This guide is designed to assist Lead Volunteers considering individuals and groups in their County, Area or Region with making a nomination for a National Honour and gaining local support for any nomination from the Lieutenancy.

The UK honours system aims to recognise people who have:

- made achievements in public life
- committed themselves to serving and helping Britain.

They'll usually have made life better for other people or be outstanding at what they do, but they must still be actively involved in what they're being nominated for.

Whether someone gets an honour - and the honour they get - is decided by an honours committee. The committee's recommendations go to the Prime Minister and then to the King, who awards the honour.

People get honours for achievements like:

- ✿ **making a difference to their community or field of work**
 - enhancing Britain's reputation
- ✿ **long-term voluntary service**
 - innovation and entrepreneurship
- ✿ **changing things, with an emphasis on achievement**
- ✿ **improving life for people less able to help themselves**
 - displaying moral courage.

Honours are given to people involved in fields including:

- ✿ **community, voluntary and local services**
 - arts and media
 - health
 - sport
 - education
 - science and technology
 - business and the economy
 - civil or political service

How might National Honours be applicable to members of the Scouts?

In 2022 The Scouts were awarded The Queen's Platinum Jubilee Award for Volunteering (PJ).

The Scouts PJ nomination highlights the significant and magnificent impact Scouts have on their communities. Our members, particularly those that support our young people week in and week out, play a fundamental role in the elements highlighted in the successful PJ submission, it's this contribution, and level of commitment that we want to ensure receives the recognition both internally and externally of the Scouts.

In 2023 as part of the Kings Coronation 'Big Help Out', initiative Scouts again played a pivotal role in its delivery and success. Enhancing the organisations profile and enabling our communities to understand more about what we do.

The Scouts [Good Service](#) Awards recognise outstanding contributions made by our volunteers, in the communities in which they work, but in some cases the impact made by our volunteers is also worthy of recognition by way of a National Honour.

In addition to individual recognition there is also the opportunity for Scout Groups to be recognised via the King's Award for Voluntary Service. (See 'KAVS' section below)

UK Lieutenancy

Lord-Lieutenants are His Majesty's representative in the county and as such, will act to protect the dignity and integrity of the office they hold. Aside from royal duties, **Lord-Lieutenants generally promote and encourage voluntary and charitable organisations** and take an interest in the business, urban and rural and social life of the county.

Certain duties are expected of the Lord-Lieutenant, and they include:

- arranging visits by Members of the Royal Family and escorting Royal visitors
- representing The King, including presenting certain honours, medals and awards
- **encouraging and assessing honours nominations**
- liaising with local units of the armed forces and their associated reserve and cadet forces
- (in some counties in England and Wales) leading the local magistracy as Chairman of the Lord Chancellor's Advisory Committee on Justices of the Peace.

Lord-Lieutenants give their time to the office voluntarily and are supported in their role by a Vice Lord-Lieutenant and Deputy Lieutenants.

It's recommended that Scouts County/Area/Region (Scotland) Lead Volunteers and Chairs invest in forming a relationship with their Lord-Lieutenant, as they play a significant role in the operation of the national honours system. Where several Counties cover a shared lieutenancy, the respective Lead Volunteers and Chairs should work together to devise an appropriate communication process, allowing for effective liaison with the Lord-Lieutenant.

In England there are 47 lieutenancies, mainly based within local government areas. Many of the lieutenancies of Scotland are closely aligned with an historic county and not with current local government areas. Locations to which Lord-Lieutenants are appointed in England and Wales are referred to as “counties” whereas those of Scotland are referred to as “areas”.

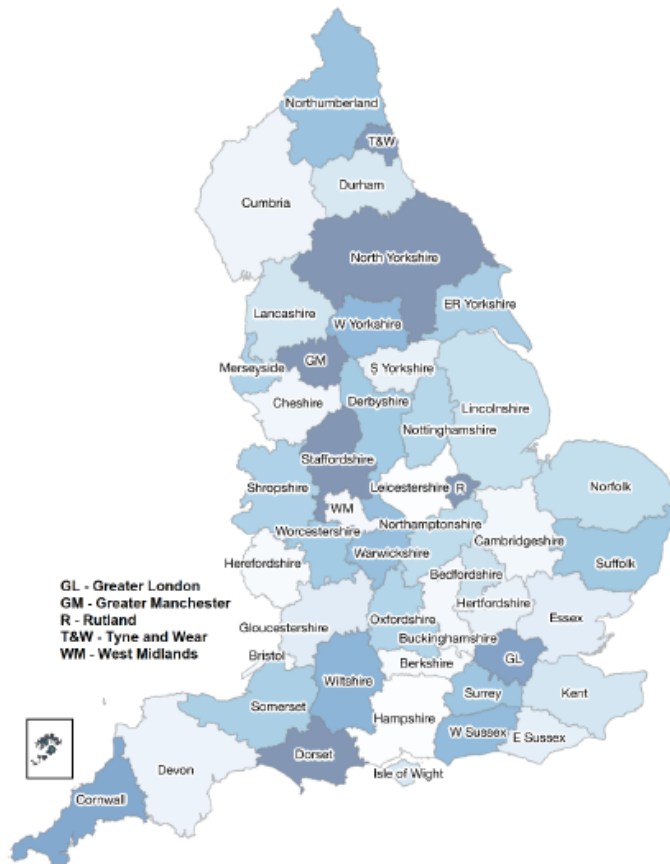
Lieutenancy areas of Northern Ireland



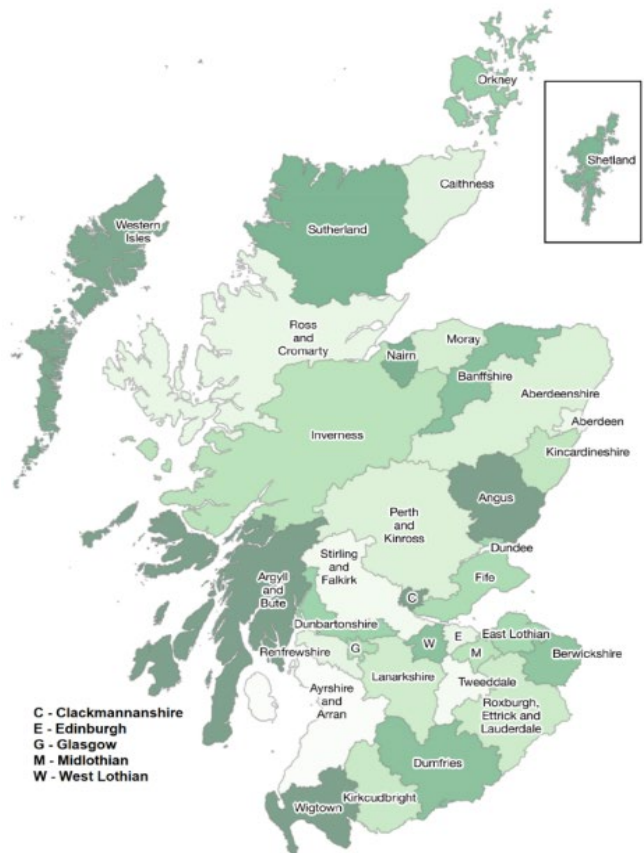
Lieutenancy areas of Wales



Lieutenancy areas of England



Lieutenancy areas of Scotland



C - Clackmannanshire
 E - Edinburgh
 G - Glasgow
 M - Midlothian
 W - West Lothian

Contacting Lord-Lieutenants

Lord Lieutenants will have a local office in the County/Area they represent and usually have a website explaining their role and the location they represent.

There's usually a clerk or secretary who supports the Lord Lieutenant in their day-to-day work and who's available to answer enquiries during the day, it should be noted that Lieutenancies all operate slightly differently dependant on demographics and resources available to them. You can find out who your Lord Lieutenant is and where their office is located with a web search.

If you're in the process of or considering completing a national honour nomination for a member of the Scouts, contacting your local Lord Lieutenant or one of their Deputy Lieutenants will make this easier. You may also have Deputy Lieutenants within your County/Area/Region (Scotland) that you may wish to discuss your ideas with locally.

If you're considering proposing or nominating an individual, and sharing your ideas with the local Lieutenancy you should:

- Prepare some background information on the nominee to share with them.
- Provide them with an overview of the nomination you want to make.
- Possibly invite them to a Scout event to help them better understand the work that Scouts does in the community.
- (Where in place) Consider inviting them to be an adviser to your Local Awards Advisory Group. This could also be a Deputy Lieutenant.

If you already have a relationship with your local Lieutenancy and have not previously considered discussing national honour nominations, you may wish to consider starting such a discussion.

The **National Honours Subgroup** (NHSG) can assist you should you need some further advice before approaching your Lord Lieutenant as the NHSG can:

- Offer guidance with national honour nominations.
- Liaise with the Scouts UK headquarters to understand and support national honour nominations for headquarters Staff and National Volunteers.
- Be a point of contact for Lead Volunteers to discuss possible national honour nominations and process best practice.
- Provide encouragement and support for Local Awards Advisory Groups (where in place) to explore and consider nominations for national honours and other external recognition other national awards.

There is also a host of additional support available on the [Scouts website](#) and a supportive document is also attached below.

The King's Award for Voluntary Service (KAVS)



The King's Award for Voluntary Service

(This award used to be called The Queen's Award for Voluntary Service)

The Lieutenancy plays an increased role in assessing and awarding KAVS. If you believe you have a nomination worthy of consideration, you're encouraged to discuss your nomination with your Lord Lieutenant at an early stage.

What's KAVS?

Within the Scouts, our programme encourages 'Community Impact' via our Skills for Life Strategy. Some of this work may also be considered for KAVS. Equivalent to a Member of the Order of the British Empire (MBE), KAVS is the highest national award given to volunteer groups across the UK and is awarded for life.

Who can be nominated?

The KAVS uses the term 'group' for who can be nominated which, for the Scouts, means a Group, District or County/Area/Region (Scotland) including Explorer Units, Scout Active Support Units and Scout Networks.

What's needed to be nominated?

To be nominated, the group needs to have made an impact in their local community by providing a direct benefit to it through their work. Importantly, that work will have been different or innovative to that which is normally provided by local Scouting.

How do we nominate?

The first step is the nomination. (You can read all about it on the [UK Government KAVS website](#)). Just follow the guidance. If you're thinking about nominating a group for a KAVS and want to discuss the process, someone from the [NHSG](#) would be happy to chat to you.

Note: KAVS assessments and citations are assessed fully by Lord-Lieutenants for all nominations in their respective county or area.

How can National Honours be attributed to Scouts?

We know there are numerous adults and young people making amazing contributions to Scouts each week. So, what makes them suitable for a National Honour?

- **A Team Leader** who's continued to grow and develop a group in an area of deprivation over an extended period that has, in turn, had a positive impact in the local and surrounding area by increasing and enriching the community.
- **A Commissioner (Lead Volunteer)** who's made an impact on a wide area to deliver increased and diverse opportunities for both young people and adults. This may also have included the initiation and success of significant fundraising to support such opportunities.
- **An Executive (Trustee) member** who's raised and continues to raise significant funding for a Scout location. For example, the regeneration of a headquarters or community centre that Scouts have been intrinsic in developing both for themselves and the wider community.
- **A volunteer** who's held several roles both locally and nationally that have provided for impact of significance for many individuals both within and outside of Scouts.
- **A young person** who's initiated an idea to fundraise and help others in need in their local community and has used their Scouts experience to develop the idea and deliver a major impact on the community.

High Sheriff

In addition to building a relationship with the Lieutenancy, Lead Volunteers are encouraged to form a relationship with their local High Sheriff's.

The Office of High Sheriff is an independent non-political Royal appointment for a single year. In 2023 there was 55 High Sheriffs serving the counties of England and Wales. Whilst the duties of the role have evolved over time, supporting the Crown and the judiciary remain central elements. In addition, High Sheriffs actively lend support and encouragement to crime prevention agencies, the emergency services and to the **voluntary sector**.

The High Sheriff's Association was established in 1971 to represent the interests of and give assistance to High Sheriffs in England and Wales. The aim of the Association is to promote and sustain the ancient Office of the High Sheriff in relation to its traditional areas of responsibility. These include lending support to the judiciary and to those concerned with law enforcement and crime reduction and maintaining its links with the King's Remembrancer and the Privy Council. In recent years, High Sheriffs have become closely involved with many **voluntary sector organisations** working in the whole community and the Association actively supports and encourages the expansion of this role.

The holder of the Office of High Sheriff can be well placed to offer encouragement to those in their County who are engaged in supporting the **voluntary sector** and those most in need.

High Sheriff Awards

Many High Sheriffs give their own personal awards to individuals, often **unsung heroes within small voluntary groups**, who have made an outstanding contribution in some way.

Regions where High Sheriffs operate

- **North East** - Durham, East Riding of Yorkshire, North Yorkshire, Northumberland, South Yorkshire, Tyne and Wear, West Yorkshire.
- **North West** - Cheshire, Cumbria, Greater Manchester, Lancashire, Merseyside.
- **Wales** - Clwyd, Dyfed, Gwent, Gwynedd, Mid Glamorgan, Powys, South Glamorgan, West Glamorgan, Pembrokeshire & Carmarthenshire.
- **East Midlands** - Derbyshire, Leicestershire, Lincolnshire, Northamptonshire, Nottinghamshire, Rutland.
- **West Midlands** - Herefordshire, Shropshire, Staffordshire, Warwickshire, West Midlands, Worcestershire.
- **Central/Thames Valley** - Berkshire, Buckinghamshire, Oxfordshire.
- **East** - Bedfordshire, Cambridgeshire, Essex, Hertfordshire, Norfolk, Suffolk.
- **South East** - East Sussex, Greater London, Kent, Surrey, West Sussex.
- **South West** - City of Bristol, Cornwall, Devon, Dorset, Gloucestershire, Hampshire, Isle of Wight, Somerset, Wiltshire.

A list of the current High Sheriff's (June 2023) can be found [here](#).