



Cabinet Office

How to master an honours nomination: Public sector

Queen's Awards and Honours Conference
Honours and Appointments Secretariat
Cabinet Office

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HM Government

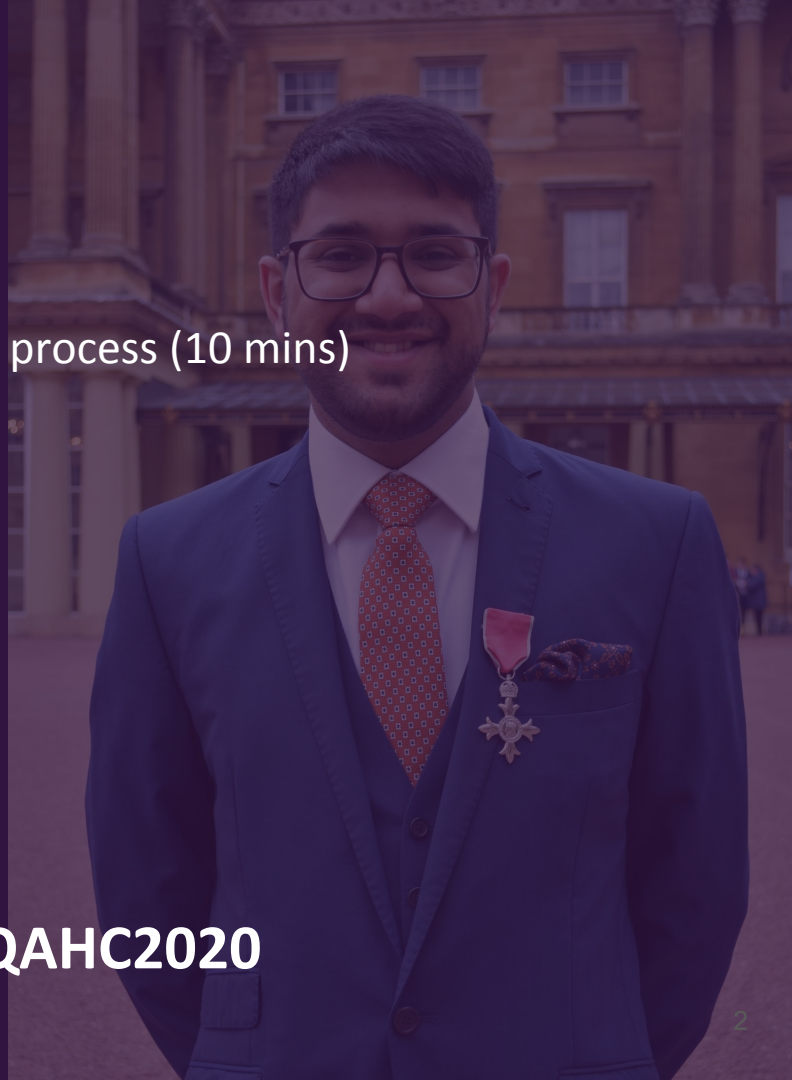


Agenda

- Welcome and background to the system and the process (10 mins)
- Honours diversity (5 mins)
- Guess the level (5 mins)
- View from recipient (10 mins)
- Committee member (10 mins)
- Top tips on how to write a nomination (10 mins)
- Questions (10 mins)

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Why do we have a honours system?



Because The Queen wants us to!



Prime Minister involvement

Strategic direction:

- 'Merit first' - above and beyond
- Levelling up
- UK values
- Innovators and entrepreneurs
- Tackling crime, environment, education





Recent reforms -John Major

1993

End of automaticity

Introduction of public
nominations





Recent reforms -Tony Blair

2005

Independent Selection
Committees.

PM passes recommendations
direct to HMQ





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Recent reforms -David Cameron

2012

Reintroduction of the British
Empire Medal

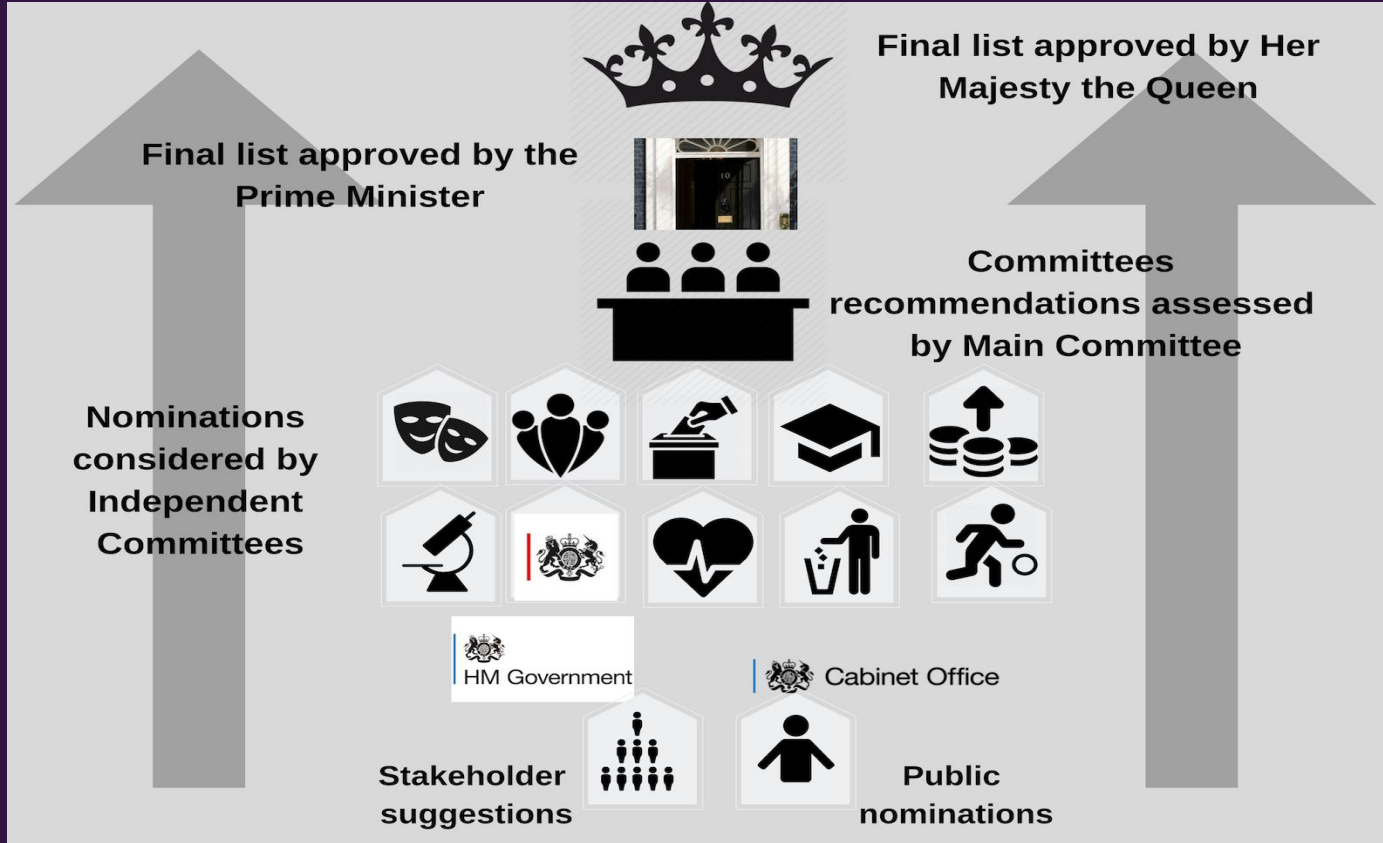
2014

Introduction of the Diversity
and Inclusion Group





The Honours Process





Independent Committees



**Economy - Sir
Ian Cheshire**



**State - Mark
Addison CB**



**Public Service -
Dame Barbara
Monroe DBE**



**Parliamentary
and Political
Service - Lord
Sherbourne of
Didsbury CBE**



**Science and
Technology -
Professor Sir
John Bell FRS**



**Sport - The Rt
Hon Sir Hugh
Robertson
KCMG DL**



**Community
and Voluntary
Service - Dame
Louise Casey**



**Arts and Media
- Rupert Gavin**



**Education - Sir
Daniel
Moynihan**



**Health -
Professor The
Lord Kakkar**



Diversity in the Honours System

- Women and BAME at senior levels
- People with disabilities at all levels
- Young people
- Entrepreneurs
- Retail sector
- Technology sector





Regional Breakdown BD20

Region	BEM	BEM%	MBE	MBE %	OBE	OBE %	CBE and Higher	CBE and Higher %	Total	Population %
East	39	7.3%	48	8.6%	24	9.4%	5	3.6%	116	9.3%
East Midlands	15	2.8%	19	3.4%	5	1.9%	1	0.7%	40	7.2%
London	45	8.4%	103	18.3%	61	23.9%	56	40.9%	264	13.4%
North East	23	4.3%	13	2.3%	2	0.8%	1	0.7%	39	4.0%
North West	59	11.0%	46	8.2%	22	8.6%	9	6.6%	136	11.0%
South East	61	11.4%	76	13.5%	47	18.4%	25	18.2%	211	13.7%
South West	44	8.2%	47	8.4%	13	5.1%	5	3.6%	109	8.4%
West Midlands	40	7.4%	38	6.8%	17	6.7%	7	5.1%	102	8.9%
Yorkshire and Humberside	40	7.4%	29	5.2%	20	7.8%	11	8.0%	100	8.2%
Northern Ireland	63	11.7%	39	6.9%	12	4.7%	2	1.5%	115	2.8%
Scotland	64	11.9%	58	10.3%	21	8.2%	7	5.1%	151	8.2%
Wales	43	8.0%	43	7.7%	9	3.5%	7	5.1%	103	4.7%
Living Abroad	1	0.2%	2	0.4%	2	0.8%	1	0.7%	11	



Ethnicity data

	BD17	NY18	BD18	NY19	BD19	NY20	BD20
BEM	5.1%	5.2%	5.2%	7.3%	6.3%	9.2%	9.9%
MBE	13.5%	11.8%	11.9%	17.7%	12.7%	15.3%	19.8%
OBE	11.9%	10.4%	12%	12.9%	15.7%	11.5%	13.3%
CBE	5.1%	7.4%	10.5%	3.7%	7.4%	12.8%	16%
Knight/Dame	12.5%	8.2%	6%	0%	3.2%	14.7%	4.5%
All levels	9.7%	9.1%	10.3%	11.8%	10%	9.1%	14.4%



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Game time

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Levels of award

Dame/Knight (DBE/Kt)

A pre-eminent contribution in any field of activity (usually, but not exclusively, at national level), or in a capacity which will be recognised by peer groups as inspirational and significant nationally and demonstrates sustained commitment.





Levels of award

CBE

A prominent national role of a lesser degree, a conspicuous leading role in regional affairs through achievement or service to the community, or a highly distinguished, innovative contribution in his or her area of activity.





Levels of award

OBE

Distinguished regional or county-wide role in any field, through achievement or service to the community including notable practitioners known nationally.





Levels of award

MBE

Achievement or service in and to the community which is outstanding in its field and has delivered sustained and real impact which stands out as an example to others.





Levels of award



British Empire Medal

Achievement or contribution of a very “hands-on” service to the community in a local geographical area.

This might take the form of sustained commitment in support of very local charitable and/or voluntary activity; or innovative work that has delivered real impact but that is relatively short (three to four years) in duration.

Presentations of BEM’s are made locally.



Guess the honour

- 1. She set up a charity that shares information between schools and police about children who have witnessed acts of domestic abuse. She campaigned for all schools and police services in the UK to sign up and has since seen the charity launch internationally.**



Guess the honour

2. For over 25 years, he has volunteered with the his local scout group, organising trips abroad and fundraising activities for local charities. He ensures that anyone in the community can be a member of the group but making sure there are funds to help families who cannot afford it.



Guess the honour

3. She served as chief executive of one of the largest housing associations in the country for five years.

Before this, she led a prominent cancer charity, and conducted an independent review for the government into cancer provision nationwide. She has held high profile national posts for the past forty years.



Guess the honour

4. He has been an independent councillor on the City Council for a decade. He has facilitated community cohesion in a diverse area by bringing together people of all backgrounds, organising annual events, befriending schemes and launching a monthly newsletter for all residents.



A view from honours recipients

Chief Superintendent Umer Khan OBE, Greater Manchester Police. For services to Policing and Community Cohesion.

Trevor Elliott MBE, Residential Home Manager, Ladywell Children's Home. For services to vulnerable children



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A view from the Committee

**Dame Barbara Monroe, Chair of the Honours Public
Service Committee**

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Who can be considered for an honour?

Anyone. But....

- significant contribution
- above and beyond
- positive impact

Decisions taken on merit.





Writing a nomination

What works....

- Use recent examples
- Don't use jargon
- Tell their story
- Include letters of support

Vs What doesn't

- Dated nomination
- Lack impact
- Nomination reads as CV
- No evidence



What to include...

- What should they be doing vs what do they actually do?
- Why have they done this work - why was there a need?
- What voluntary work / individual initiatives have they led?
- What's the geographical reach of their work?
- Is this timely?
- Is everything you've included full, factual and accurate details?



Confidentiality

Remember: You can talk to anyone you want about making the nomination except for the person you are nominating, just make sure that your conversations are in confidence!

Honours are **exempt under GDPR**, so you **do not need your candidates permission** to supply personal information.



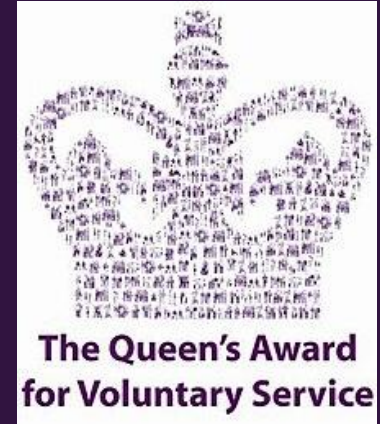
Nomination checklist

- Start and finish with a strong sentence
- Make sure all the information is relevant (3,000 character limit)
- Highlight individual's achievement(s)
- Start with the most recent and important achievement(s)
- Check information is factual and up-to-date
- Include dates, job titles and actions to show impact
- Include your candidate's influence on the practices of colleagues, or on good practice across their community or profession
- Provide anecdotal evidence to support your nomination - outcomes, facts and figures, and details of change.



Other ways to recognise and reward

- Queen's Award for Voluntary Service
- Queen's Award for Enterprise
- Points of Light
- Civic awards





What next?

Nominate at www.gov.uk/honours.

Be patient (though you can ring the Cabinet Office for a progress report).



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Questions?

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