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Local Authorities
Clinical Commissioning Groups
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Directors of:
Adult Social Services
Children's Social Services
Public Health
Commissioning Support Units

15 June 2015

Dear colleague,

NOMINATIONS FOR UK HONOURS FOR BIRTHDAY 2016

I am writing to again seek your help in identifying potential candidates from across the health and care system for the 2016 Queen's Birthday Honours list. Thank you for your efforts for the 2016 New Year list for which we again saw an increase in the number of high quality nominations we received. Hopefully, we can continue to build on this for this round.

As you know, the honours system is there to recognise the achievements of ordinary people who do extraordinary things. Like you, we are aware that there are many people who do go above and beyond the call of duty every day, and we really need your help to ensure that these people are nominated.

The Department of Health is looking for nominations for people who have made an outstanding contribution at any level within the health and care system. Anyone can be nominated – for example it could be a nurse who cared for and treated patients with cancer who led an improvement in patient care, or a volunteer who has been dedicated their time over a significant period or raised considerable amount of funds which have benefitted the community.

Please remember the only way to ensure that all parts of the health sector are represented on any honours list is for the Department to receive your nominations. We know that in total there are over 2.8 million people working in the health and care system and we appreciate your help in identifying the most deserving cases.

We remain committed to increasing the number of nominations for those who continue to be under-represented, especially women and black and ethnic minorities.

*From the Permanent Secretary
Una O'Brien CB*

We have reviewed the nomination process to make it more straightforward. Updated guidance has been provided to act as a guide to completing the long citation part of the form. When crafting your case, please remember to explain what the nominee has done and how his or her personal contribution made an impact. Remember to base your case on what the candidate has achieved – i.e. what he or she did, the challenges that made their contribution special, and the significant difference that this has made for patients and service users, whether locally, regionally or nationally. Nominations should ideally be signed-off by the Chairman/Chief Executive of the organisation. A more compact citation form has also been developed (both documents are attached).

The deadline for completed nominations is **Wednesday 15 July**, although you are most welcome to submit any time before that. Please send your fully completed citation to honours@dh.gsi.gov.uk. Do please get in touch with our Honours team if you have any queries, want to check progress or would like further help - you can e-mail them at honours@dh.gsi.gov.uk, or call them. They are Surbjit Virk (020 7210 5937), Grace Greechan (020 7210 5935) and Helen Bartlett (020 7210 5936).

I should also like to remind you about two particular awards; the British Empire Medal (BEM) and the Queen's Ambulance Service Medal (QAM). The Health Honours Committee will of course consider a wide range of nominations, but for the BEM, they are particularly interested in achievements of young people, including young staff, at any level who are making an impact above and beyond their day job.

Separately, the QAM recognises distinguished and meritorious service within the NHS ambulance service. Similar to the UK Honours process, we would like to invite you to submit nominations of highly deserving candidates. For further details and how to nominate for the QAM, please email the team at nhsservicespolicy@dh.gsi.gov.uk

I look forward to receiving your nominations, and I am grateful for your help in recognising the achievements of people who make a difference within the health and care system.

Yours sincerely,



**UNA O'BRIEN
PERMANENT SECRETARY**