

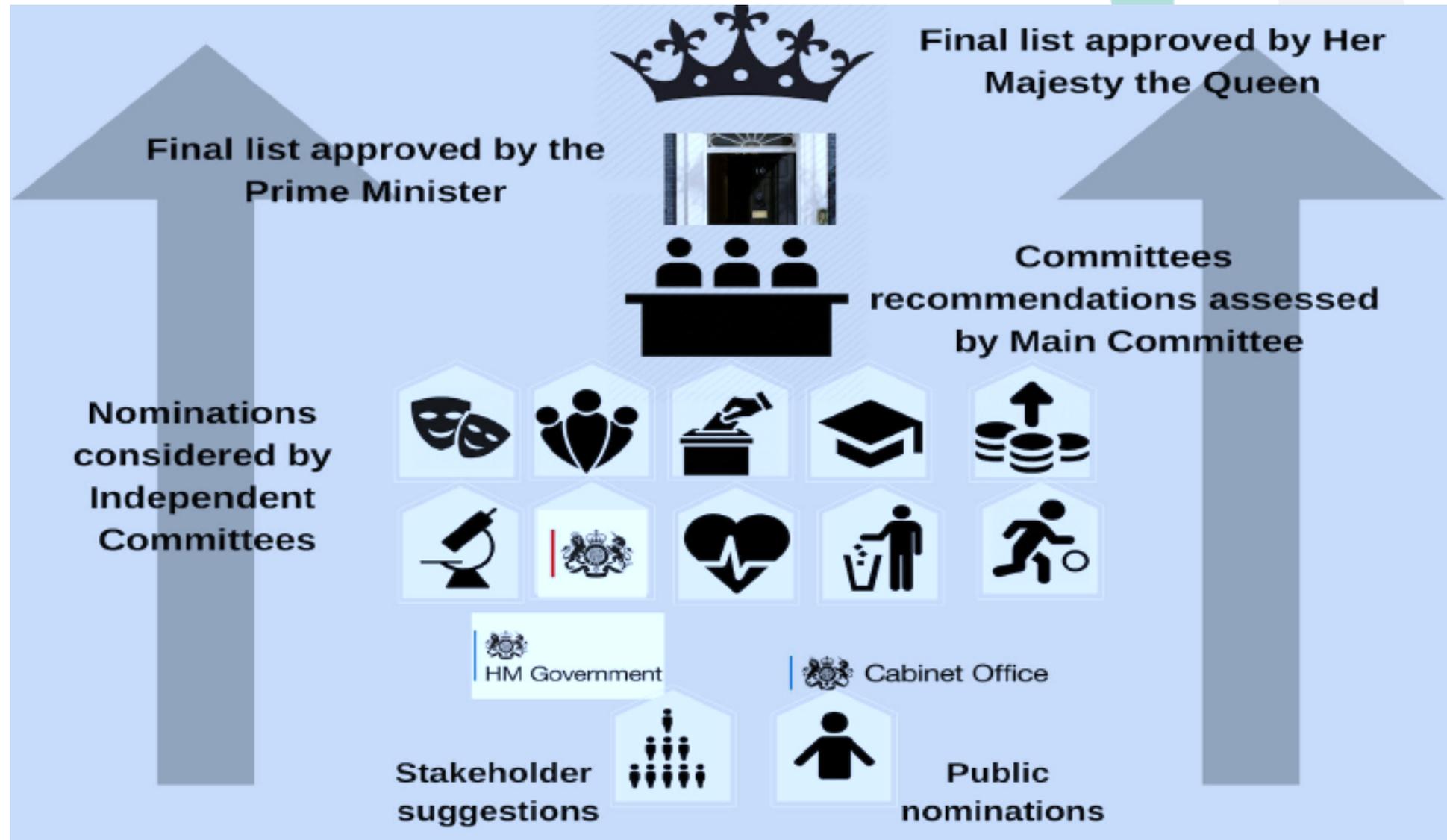
**OCDO**

OFFICE OF CHIEF  
DENTAL OFFICER  
ENGLAND

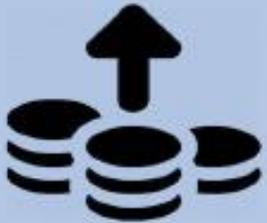
# HONOURS NOMINATIONS 2021



# THE HONOURS PROCESS



# INDEPENDENT COMMITTEES

				
<b>Economy - Sir Ian Cheshire</b>	<b>State - Mark Addison CB</b>	<b>Public Service - Dame Barbara Monroe DBE</b>	<b>Parliamentary and Political Service - Lord Sherbourne of Didsbury CBE</b>	<b>Science and Technology - Professor Sir John Bell FRS</b>
				
<b>Sport - The Rt Hon Sir Hugh Robertson KCMG DL</b>	<b>Community and Voluntary Service - Dame Louise Casey</b>	<b>Arts and Media - Rupert Gavin</b>	<b>Education - Sir Daniel Moynihan</b>	<b>Health - Professor The Lord Kakkar</b>

# DIVERSITY IN THE HONOURS SYSTEM

- Women and Black, Asian and Minority Ethnic at senior levels
  - People with disabilities at all levels
  - Young people
  - Entrepreneurs
  - Retail sector
  - Technology sector
- 

# LEVELS OF AWARDS

<b>Dame/Knight (DBE/Kt)</b>	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.
<b>CBE</b>	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.
<b>OBE</b>	Distinguished regional or county-wide role in any field, through achievement or service to the community including notable practitioners known nationally.
<b>MBE</b>	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.
<b>British Empire Medal</b>	<p>Achievement or contribution of a very “hands-on” service to the community in a local geographical area.</p> <p>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.</p> <p>Presentations of BEM’s are made locally.</p>

# 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 of 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?
- Are the details you have included full, factual and accurate?

# 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 candidate's permission** to supply personal information.

# NOMINATION CHECKLIST

- Start and finish with a strong sentence
- Make sure all the information is relevant
- Highlight the 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

# WHAT NEXT?

- Nominate at [www.gov.uk/honours](http://www.gov.uk/honours).
- Alternatively, you can email the [ENGLAND.CDOExecutive@nhs.net](mailto:ENGLAND.CDOExecutive@nhs.net) mailbox.