



Surrey Lieutenancy

HOW TO NOMINATE SURREY CHAMPIONS FOR NATIONAL HONOURS

Here's what you can do

Many outstanding individuals in Surrey make an exceptionally positive **impact in their community or field of work** and so may deserve to receive a national Honour. For that to happen, the first step is for **someone to nominate** them. Could that someone be you?

The British Honours System is one of the oldest in the world. Evolved over 650 years, it recognises merit, gallantry and service. Today, 100+ years since the modern Honours System was introduced, the focus is on **recognising excellence** in whatever field it arises.

So think about those local champions you respect – **those who excel in the community, voluntary or charitable sectors**, or who create jobs and economic activity across this county – and whom you believe should be recognised nationally. Those who are displaying **immense bravery and personal sacrifice for our communities** during these challenging times.

Who can you nominate?

British Empire Medal (BEM)
David Ireland – 2018/Mole Valley District. 'For services to the community in Mickelham.'



Anyone! Honours are awarded to those who give service that is 'above and beyond'. To be successful, **nominees will usually have made life better for other people, or will be outstanding at what they do**. There is also a focus on exceptional activity that supports **diversity, inclusivity and social mobility**. So please consider nominating someone working in Surrey's community or public services – sectors previously under-represented locally for national honours.

Remember, individuals must still be actively involved in what you are nominating them for. Since 2015, across the UK around half of the honours have consistently been awarded to women, with a growing number to recipients from the BAME communities. And **let's try to nominate younger people who excel** and who go 'above and beyond', too.

You can nominate people who:

- make a real impact in their community or workplace;
- devote themselves to the very best sustained and selfless voluntary service;
- support children and young people from all backgrounds to achieve their potential;
- have gained the respect of their peers;

Member of the Order of the British Empire (MBE)
Mrs Olasubomi Iginla-Aina, CEO Lightup Foundation – 2019/Tandridge District. 'For services to Young People and to the Underprivileged.'



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- change things for the better;
- work to tackle discrimination in all its forms;
- improve life for people who are less able to help themselves;
- display moral courage in making and delivering tough choices;
- demonstrate innovation, creativity and entrepreneurship;
- enhance Britain's reputation.

(Include one or more of these characteristics).

Nominating is straightforward

Member of the Order of the British Empire (MBE)
Mrs Ann Parris – 2016/Surrey Heath Borough. 'For voluntary services to children.'



Anyone may nominate someone else, either by post or email. Ideally, go online to www.gov.uk/honours for detailed guidance from the Honours and Appointments Secretariat on how to write a nomination, **a nomination form** to download, and some case studies of recent recipients.

You can also contact Mrs Caroline Breckell MVO DL at the Surrey Lieutenancy Office. With 30 years' experience of the honours

system, she is very willing to offer advice and can supply you with a nomination form if required.

Email: caroline.breckell@surreycc.gov.uk or tel: 0208 541 9127.



Officer of the Order of the British Empire (OBE)
Colin Squire – 2018/Spelthorne Borough. 'For services to the horticultural industry and charity.'

The nomination should be kept confidential, without the knowledge of the nominee. This avoids disappointment if an application is unsuccessful.

How do you write a nomination?

The most important thing is to tell the story – backed by compelling evidence – of what your nominee has done, and how that has made things better for others. Importantly, try to explain **what makes your candidate different** from those doing the same – or a similar – thing.

- You need to provide as much detail as possible about **all that your nominee has achieved to make her/him/they excel**. Have those achievements been in one area of activity, or has your candidate gone 'above and beyond' in several?



Member of the Order of the British Empire (MBE)
Richard Driscoll 2016/Waverley Borough. 'For services to anti-doping in sport.'

- **Describe the benefits** that result from the nominee's service in a specific community, group, sector or locality. Under 'The Recommendation' on the nomination form, include a **cogent summary that highlights all your key points**.

- It is essential to source and **submit at least two strong letters written to support your nomination**,

from people who know at first-hand about your candidate's activity and achievements. (Because Surrey's Lord-Lieutenant is involved in the Honours process, he is unable to write such a letter of support).

The Honours deciphered

British Empire Medal (BEM)

The five Surrey residents awarded British Empire Medals with the Lord-Lieutenant (centre) at Loseley House/2020

Most successful candidates receive an award within the Order of the British Empire. Specialist Honours Committees at the Cabinet Office decide which Honour is awarded. These are (in rising order):

■ **British Empire Medal (BEM)** awarded for contributing a 'hands-on' service that makes a positive impact in a local community: a long-term charitable or voluntary activity, or innovative, high-impact work over a relatively short time (three to four years) that makes a significant difference for others.



■ **Member of the Order of the British Empire (MBE)** recognising an achievement or service to the community which has delivered a sustained impact and which stands out as an example to others.



Knighthood Sir Richard Stilgoe OBE DL – 2012/ Tandridge District. 'For charitable services through the Alchemy Foundation'.

■ **Officer of the Order of the British Empire (OBE)** for those who have performed a distinguished regional or countywide role in any field.

■ **Commander of the Order of the British Empire (CBE)** rewarding a prominent national or regional role.

■ **Dame or Knighthood** for those who have made a pre-eminent contribution in any field, usually at a national or international level.

Who decides – and when?

After your nomination is received, the Honours and Appointments Secretariat will send you a letter of acknowledgement with a reference number. A nomination will take upwards of 18 months to pass through the vetting process, from the date it is submitted to the Cabinet Office.

A fixed number of awards is available for each Honours List and therefore nominations from Surrey are measured against submissions from across the UK. **Whether someone gets an honour – and the honour they get – is decided by a series of Honours Committees.**

■ Eleven Honours Committees each have an independent chairperson and consist of a majority of people outside of government ('independent members') plus senior civil servants ('official members').

■ These committees review honours nominations for people involved in specific activities (like Community and Voluntary Service, or Diversity and Inclusion). Their recommendations are then sent to the Main Honours Committee.



British Empire Medal (BEM)

Mr Kanubhai Patel – 2020/ Epsom Borough. 'For services to the community in South West London and Surrey.'

■ The Main Honours Committee recommendations go to the Prime Minister and then to HM The Queen, who awards the Honours.

What happens next?

All those who are awarded a BEM are also invited to a **Royal Garden Party** at Buckingham Palace, with a guest.



Those who are recommended for an Honour receive a confidential letter from the Cabinet Office, asking if they wish to accept the award. For those who do, their name will appear in the next Honours List.

Two lists are published each year in The Gazette: The New Year's Honours in January and The Queen's Birthday Honours in June.

You can see the latest honours awarded to Surrey champions at <http://www.surreylieutenancy.org>

The next stage is the Investiture itself. HM The Queen or senior members of the Royal Family present recipients with their MBE, OBE, CBE and Dame/Knighthoods at Buckingham Palace or Windsor Castle. British Empire Medals (BEMs) are presented by HM Lord-Lieutenant in Surrey, usually at Loseley House.

All those who are awarded a BEM are also invited to attend a **Royal Garden Party at Buckingham Palace**, with a guest.

The Surrey Lieutenancy – our role

Member of the Order of the British Empire (MBE)
Ms Wendy Varcoe, Community Foundation for Surrey 2016/Countywide. 'For services to the community in Surrey.'

Please share a copy of your nomination form with the Surrey Lieutenancy Office so that we can keep track of its progress.

Send it to: Mrs Caroline Breckell, MVO DL **Surrey Lieutenancy, Estate Office, Loseley Park, Guildford, Surrey GU3 1HS** or email to: **caroline.breckell@surreycc.gov.uk**

Making us aware of your nomination ensures that we can check on its progress occasionally during the assessment process. We may ask you for further information or updates about your nominee's activities and achievements.



What are you waiting for?

**Do something amazing, for someone amazing:
Nominate today at www.gov.uk/honours**

Everyone knows someone who deserves an honour. But that someone won't be considered by the Honours Committees unless they are nominated.

Please help to increase the number of Honours awarded to Surrey champions. Over to you!

"I never cease to be humbled and inspired by the exceptional people in Surrey who so rightly receive national Honours. Many more in our county deserve such recognition, so please think of those you can nominate."

Michael More-Molyneux, HM Lord-Lieutenant of Surrey