



# **Essex Honours**

**It's time to nominate  
someone exceptional**

# Honouring the special people



National honours recognise exceptional acts of good citizenship and achievements in public life. Individuals who make a significant contribution to their community can be nominated for a national honour.

Essex people are being actively encouraged to nominate that special person, the ordinary person whose actions often go unrecognised but who make a big difference to the community.

Honours are awarded for long-term voluntary service, innovation and entrepreneurship, achieving positive change for others, improving the life of those less able to help themselves and displaying moral courage.

If you know of someone who has shown commitment to their community, or someone who has consistently and diligently helped others, you can nominate them. They may be eligible for an award and recognition.

**See P5 on how to make a nomination**

# Nominate a Covid-19 hero

The Coronavirus pandemic has been hard on everyone. It separated loved ones, left many feeling isolated and alone. Arguably the worst affected were those who struggle to look after themselves and are forced to shield, owing to serious medical conditions.

Honours are usually published in the New Year, and on the Queen's official birthday in June. However, the honours list was delayed this year until the autumn to allow nominations to be made to reflect those involved with work during the emergency.

Whether it's a person who for months bought and delivered groceries to the elderly, or prescriptions to the sick, whether it's a doctor or nurse who worked extra shifts to help others despite putting themselves at risk, whether it's a local enterprise who went above and beyond to offer deals and savings to key workers and extra-ordinary deliveries to the vulnerable.

If you know of an individual, voluntary group or business that has made a big difference to others during lockdown, then please nominate them for an honour.

- Frontline workers supporting both the most vulnerable members of society & those who have contracted COVID-19
- Individuals providing critical care to COVID-19 patients
- People developing innovations to support the vulnerable & those with COVID-19
- Those who go to extraordinary lengths to keep critical services going
- The volunteering community, assisting service organisations in support of those affected by COVID-19

Nominations can be made through a special section on the Government website

[www.gov.uk/honours/nominate-someone-for-coronavirus-work](http://www.gov.uk/honours/nominate-someone-for-coronavirus-work)





# Essex Lord-Lieutenant and the Lieutenancy

The Essex Lord-Lieutenant is Mrs Jennifer Tolhurst who represents the Queen within our county.

The office of Lord-Lieutenant was established in the early 16th century to promote the interests of the Crown and support towns and parishes in Essex. The Lord-Lieutenant is supported by a team in the Lieutenancy office in Chelmsford.

These days the Lord-Lieutenant encourages voluntary service and philanthropy, helping to create a spirit of local co-operation. The Lord-Lieutenant also helps Essex business, industry and social activity to prosper for the benefit of local people.

Another important task of the Lord-Lieutenant, is to encourage nominations for national honours. While many athletes, celebrities and national figures are given honours, it is vitally important that local people are recognised too. Consequently the Lord-Lieutenant has a particular focus on identifying those individuals who don't make the headlines, especially in areas where people have not previously been recognised.





# How to nominate someone

Anyone can nominate anyone for a national honour, such as a British Empire Medal or Order of the British Empire award. Honours recognise people who have made achievements in their community or in public life. They will usually have made life better for other people or be outstanding at what they do.

It's important that the person you nominate is still actively involved in what you are nominating them for. It is also important the nomination is kept secret from the person you're nominating.

You cannot nominate yourself and you cannot nominate someone for a particular honour. That is decided by an honours committee whose recommendations go to the Prime Minister and then to the Queen.

## **Why national honours are awarded**

Honours are awarded for achievements such as making a difference to the community or in their field of work such as:

- Long-term voluntary service
- Innovation and entrepreneurship
- Changing things, with an emphasis on achievement
- Improving life for people less able to help themselves or displaying moral courage.

Honours lists are published twice a year – on the Queen's official birthday in June, the Birthday Honours, and at New Year, the New Year Honours.



# How to write a nomination

It's not difficult to nominate someone but you do need to write a detailed description explaining why you're nominating them. Every nomination is different, but your nomination must tell the story of what your candidate has done and give examples of how they have demonstrated outstanding quality.

It must include:

- Name, age, address and contact details of the person you are nominating
- Details of relevant work or volunteering they've done with evidence and how they have made things better for others
- Details of any awards or other recognition they have received
- Two supporting letters to back up your nomination from people who know the nominee
- Your contact details

You can include recognition your nominee has received - articles, photos or letters.

Your nomination form doesn't need to be a work of art. There isn't a right or a wrong way to write a nomination and it doesn't need to be particularly formal. There is also no "right length" for a nomination, but it must tell the story of what your candidate has done.

Nomination forms are on the Government honours website [www.gov.uk/honours](http://www.gov.uk/honours)

You can also download a nomination form and email it to the Honours and Appointments Secretariat at [honours@cabinetoffice.gov.uk](mailto:honours@cabinetoffice.gov.uk) or phone 020 7276 2777.



# What you need to know about the nomination form

*Nominating someone is a straight forward process, and anyone can do it!*

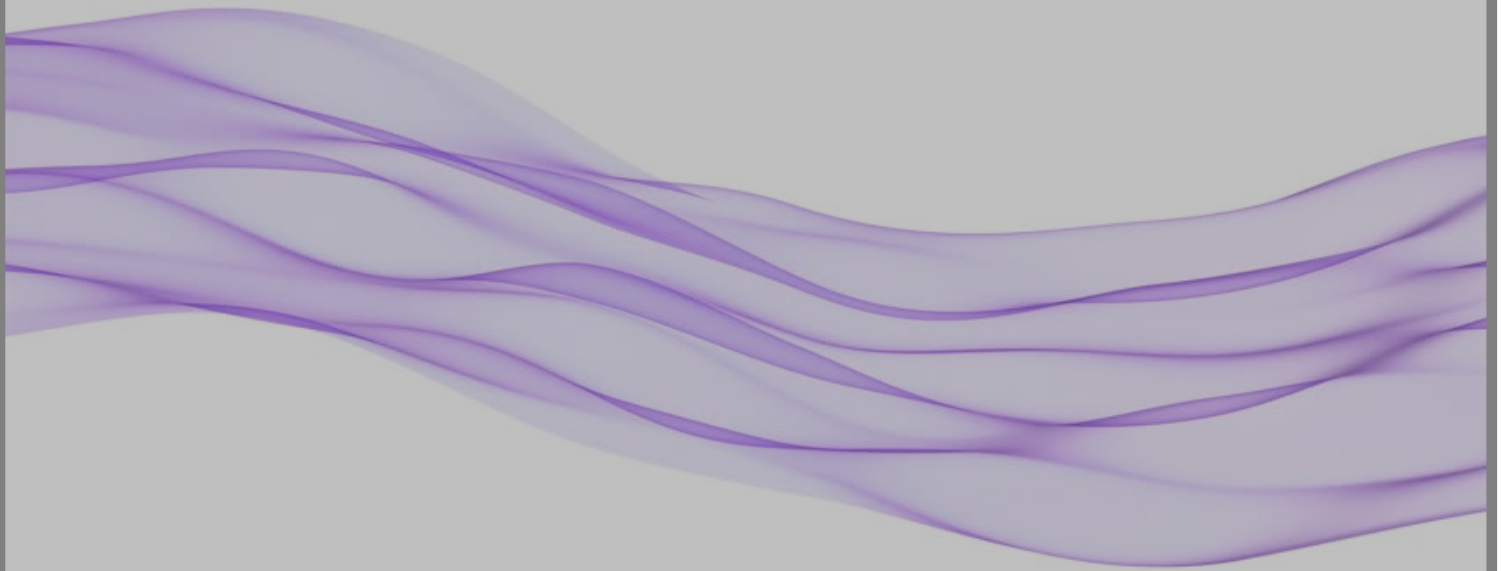
Completing the form isn't difficult. If completing it online, you will first need to register. You'll then be taken through 18 questions to answer. Most are straight forward such as filling in names, but others ask about what your nominee has achieved. The honours website also gives guidance and advice on writing a nomination which you can also see on the Essex Lieutenancy website page [www.essex-lieutenancy.org.uk](http://www.essex-lieutenancy.org.uk)

## The Questions

Questions 1 to 10 are about names and contacts. Question 11 asks: Describe the service your nominee has provided. (max 20 words) This could be for example: "Providing services to the disabled in Basildon" or "Long-term voluntary service and support to the community in Coggeshall and surrounding villages". Question 12 asks how your nominee gives their service, how long this has been for and, if with an organisation, the start and end date and what positions they may have held.

Question 13 is where you need to describe the impact your nominee has had.

- What has your nominee actually been doing?
- Say what things have been changed because of your nominee
- How has your nominee demonstrated innovation and entrepreneurship?
- Give examples of best sustained and selfless voluntary work
- How has your nominee delivered distinction to UK life?



## **Supporting evidence**

You can send a range of attachments as supporting evidence. This can be additional letters, testimonials, evidence supporting your written description & pictures etc.

*It is important to give as much detail as possible explaining about what your nominee has achieved. For instance;*

- What has been the impact and outcomes?
- How wide is the influence?
- What are their achievements?

## **Letters of support**

It is important to include two or more letters of support which endorse your nominee's contribution. These will be from people who know what your nominee has been doing.

## **Submit your nomination**

Most nominations are completed online, see above. Your nomination will be acknowledged but it could be up to 24 months before a result is known. If, after two years, your nominee has not been successful, you can assume the nomination has lapsed. You may re-nominate them if they are still actively involved, but a different outcome is unlikely unless your nominee has had additional achievements. All nominees are also checked by government departments to make sure they are suitable for an honour. This may include checks by HM Revenue and Customs.

Thank you for taking the time to nominate someone. These important awards recognise the great work being undertaken around Essex.

Good luck with your nomination!

Kind Regards,



**Councillor Peter Davey**

*Chairman of the Essex Association of Local Councils*

