



Nominating a deserving individual for a personal honour!



Have you thought about nominating someone for a Personal Honour?

Leicestershire and the East Midlands are underrepresented in the Honours System, but you could change this by nominating a deserving person whose life and work has really made a difference and have gone “over and above”.

Anyone may nominate a deserving individual for a Personal Honour, which is a perfect way of having their valuable service and contribution recognised and rewarded.

What is a Personal Honour?

You will have heard of Personal Honours in the media, but maybe don't fully understand how these are awarded. Personal Honours are conferred on deserving people from all walks of life, in public recognition of their merit, service or bravery. These include: Damehoods/Knighthoods, CBEs, OBEs, MBEs and British Empire Medals. These awards are presented twice a year, at New Year and on the King's Birthday, but nominations can be made anytime.

What do successful applicants receive?

Successful applicants will be presented with their honour by The King or another Member of the Royal Family at an Investiture ceremony. For British Empire Medals, recipients will be presented with their award by the Lord-Lieutenant on His Majesty's behalf.

How to nominate:

Anyone can put forward a nomination for a personal honour. Nominations can be made online through the government website at www.gov.uk/honours/nominate-someone-in-the-uk where further guidance is available.

Top tips for nominating:

- You will need to know the name, age, address and contact details of the person you are nominating.
- You will need 2 letters of support to back up the nomination- these should come from someone who knows the nominee personally or has benefitted from the work they have done. The letters of support should be filled with verifiable facts that demonstrate the impact your nominee has had!
- Your nomination should show that the person has made a significant contribution beyond expectation, and the positive impact of their actions.
- The nomination must be kept secret from the nominee, to allow the Cabinet Office to perform checks.
- Nominations do not have to wait until retirement – most achievements should be in the last 5 years, so there is no reason to delay!
- Your nomination should be under 3000 characters - approx. 500 words - in length and include the outcomes that the nominee's work has achieved. Appropriate data such as statistics and evidence of their impact should be included wherever possible!
- Avoid using jargon or industry terms within your nomination, as these may be unfamiliar to the assessing panel.
- Make your nomination an interesting read to ensure it stands out!
- Do not just focus on the nominee's profession- use outside interests or activities to support the nomination, showing how they have been exceptional!
- Avoid using fee-charging companies to write your nomination, as this will significantly harm your chances
- If in doubt, feel free to contact the Lieutenancy or the Cabinet Office- we are happy to give free advice and assistance wherever possible, including reviewing nominations!