



Department
of Health &
Social Care



2 August 2022

Mb-honours@dhsc.gov.uk

Dear Colleague,

NOMINATIONS SOUGHT FOR THE QUEEN'S HONOURS BIRTHDAY 2023 LIST

We are writing to ask for you to help in identifying potential nominees for the 2023 Birthday Honours list and beyond. As always, we are looking for nominations for people who have made an outstanding contribution at all levels within your organisation or sector.

We rely on your relationships with those working in the system to ensure that the right nominees are being considered at all award levels and that the Honours lists truly reflect the diversity and excellence of the health and adult social care workforce.

We welcome nominations for all types of contributions, including to the Covid-19 pandemic, for those outstanding individuals making an impact in their field. However, we continue to see gaps in specific demographics and professions.

We would strongly encourage you to put forward your best nominations including those for:

- Women and people from Black, Asian and minority ethnic backgrounds – particularly in senior roles;
- Young people and those at the beginning of their career who may already be making a difference;
- Frontline workers (people working at grassroots and those working in their local community);
- Those in under-represented professions or occupations;
- Those working in areas outside London and the South East.

The health and social care workforces are full of hard-working people who have devoted their lives to public service. This can make it especially difficult to single out just a handful of people who might merit an award and therefore we have attached some advice in the FAQs & guidance on how to identify a good nominee.

There are only a very small number of honours available at each round and so we encourage organisations to prioritise their potential nominations and submit one or two at a time. If you submit multiple names, we ask that you please clearly indicate the priority order in which they should be considered.

The deadline for completed nominations is **Friday 9 September 2022**. However, nominations are accepted throughout the year and will be considered for the next available round.

The nomination form (which includes guidance on writing the citation) is attached. Nominations should ideally be signed-off by the Chair, President or Chief Executive of the organisation and **submitted to** mb-honours@dhsc.gov.uk

We would also request that all nominations include the date of birth, home and email address for the nominee, as it will delay the process if this information is missing. The Honours system is exempt from GDPR given the confidential nature of the process and you are not required to seek the individual's consent before providing us with these details. *We would therefore ask that you do not inform the nominee of this process.*

We look forward to receiving your nominations and are grateful for your help in recognising the achievements of those who make a positive difference within health and adult social care.

If you have any networks that you can share this information with there is some wording at the end of this letter that can be used as an email or put into a newsletter.

Further information on honours and how to write a good nomination can be found on the Cabinet Office Honours and Appointments YouTube account - [Introduction to the Honours System and how to Master an Honours Nomination - YouTube](#) (47 minutes into the video has advice on making a nomination).

If you have any questions or require any advice on making a nomination, further information can be found in the attached FAQs & guidance document, but please don't hesitate to get in touch with us via the above email address if you have any questions.

Yours faithfully,

DHSC Honours Team

Suggested newsletter wording:

Honours nominations wanted for Health and Care: Birthday 2023 list

The Department of Health & Social Care is looking for potential nominees from across the health and care system to be considered for the Queen's Birthday Honours list 2023.

There are over 2.8 million people working in the health and care system, many of whom go above and beyond the call of duty every day. We need your help to find the most deserving cases and ensure these people are nominated.

If you know someone who has made an outstanding contribution, at any level, then we would like to hear from you!

Anyone can be nominated for an honour. Status or seniority isn't important - what matters is what the person has done and the impact they have had on people's health or care over a sustained period of time.

To nominate someone for an honour all you need to ask is:

- what makes this person special?
- what have they achieved?
- how did they make a difference and what was the impact of their efforts?
- did they overcome some obstacles, or do they go the extra mile?
- could they be described as a role model?

It is still possible to nominate someone for their contribution in response to Covid-19 but you will need to include additional information on their wider, non-Covid contribution. We welcome nominations for contributions in all fields

Anyone can nominate an individual for an honour using the attached form. Further guidance/FAQs are also attached. We encourage nominations to be back with us by the **9 September** for consideration for the Birthday 2023 list. Nominations received after this date will be considered at future rounds.