



Dudley
Clinical Commissioning Group

RESTRICTED HONOURS POLICY & PROCEDURE FOR HONOUR RECOMMENDATIONS

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REVIEWERS

This document has been reviewed by:

NAME	DATE	TITLE/RESPONSIBILITY	VERSION
Steph Cartwright	20 February 2014	HR Lead	V1
Julia Dixon	20 February 2014	Staff Side Lead	V1
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APPROVALS

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N.B: the version of this policy posted on the intranet must be a PDF copy of the approved version.

DOCUMENT STATUS

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RELATED DOCUMENTS

These documents will provide additional information.

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1.0 Policy Overview

Purpose

The policy provides guidance on how to make a nomination for a restricted honour, the approval and support available from the CCG

Who this Policy Applies to

The policy applies to all staff that are employees of the organisation in either a permanent, fixed term or temporary post.

Key Principles

The honours system recognises people who have:

- Made achievements in public life
- Committed themselves to serving and helping Britain

They will usually have made life better for other people or be outstanding at what they do.

Whether someone gets an honour, and the honour they get is decided by an Honours Committee, the Committee's decisions go to the Prime Minister and then to the Queen who awards the honour. (<https://www.gov.uk/honours-committees>)

2.0 Who can nominate someone for an honour?

- 2.1 Anyone can nominate someone for an honour.
- 2.2 The forms to use and where to send them depend on whether the person you want to nominate is in the UK or overseas. The person must still be actively involved in what you're nominating them for.
- 2.3 If you nominate someone for an honour the Honours Committee will review your nomination. You will get an acknowledgement but you may not hear anything else for 12 to 18 months.

3.0 Types of Special Honours

- 3.1 Each year many NHS employees are recognised for their outstanding contribution to public service through the award of an official honour.
- 3.2 Nominations for an honour can be made by individuals or public bodies and the CCG would wish to be pro-active, where appropriate, in making or supporting nominations for those who merit recognition under these arrangements.
- 3.3 The honours system recognises merit and service to the nation. Honours lists are published twice a year at New Year and in mid-June on the date of The Queen's official birthday. Anyone can receive an award if they reach the required standard of merit or service and honours lists contain a wide variety of people from different backgrounds.
- 3.4 The awards process is overseen by the Cabinet Office. There are several different types of award, each one recognising a different type of contribution:

Companion of Honour A pre-eminent and sustained contribution in the arts, science, medicine, or government;

Knight/Dame A pre-eminent contribution in any field, usually, but not exclusively at national level, or in a capacity which will be recognised by peer groups as inspirational and significant nationally, and which demonstrates sustained commitment;

CBE A prominent national role of a lesser degree, or a conspicuous leading role in regional affairs or making a highly distinguished, innovative contribution in his or her area of activity;

OBE A distinguished regional or country-wide role in any field, including notable practitioners known nationally;

MBE Service in and to the community of a responsible kind which is outstanding in its field; or very local 'hands-on' service which stands out as an example to others. In both cases awards illuminate areas of dedicated service which merit public recognition;

- 3.5 Nominations can be submitted at any time and it should be noted that the decision process is lengthy, normally 12 to 18 months. Ideally the individual should still be active in the activity for which they are being recognised on receipt of the award;

- 3.6 Once a nomination is received, there is a thorough process of scrutiny through a range of Honours Committees. Once the award of an honour has been agreed, the appropriate category is then determined by the Honours Committee to ensure consistency.

4.0 Nomination Arrangements

- 4.1 Nominations in respect of individuals employed by or connected with the CCG should be channelled through the Chair or Chief Accountable Officer who will ensure an appropriate letter of support.
- 4.2 Full details of the nomination arrangements can be found at www.honours.gov.uk. The nominating officer should first ensure that their nominee satisfies the criteria for selection, which should stand a good chance of success. The documentation should then be completed and forwarded to the Chair or Chief Accountable Officer of the CCG for consideration and further action.
- 4.3 Please note that the process must be kept confidential and, to avoid disappointment, the individual being considered should not be made aware of the fact.**

5.0 Equality Statement

- 5.1 In applying this policy, the organisation will have a due regard for the need to eliminate unlawful discrimination, promote equality of opportunity and provide for good relations between people of diverse groups. In particular on the grounds of the following characteristics protected by the Equality Act (2010); age, disability, gender, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sexual orientation, in addition to offending background, trade union membership or any other personal characteristic.