

Council

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Communications

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Honours Citation Form

1. ABOUT THE NOMINEE

Personal details

Last name	Click to enter text	First name(s)	Click to enter text
Title	Click to enter text	Post-nominal letters	Click to enter text
Known as (if different from above)		Click to enter text	
Date of birth	[DD/MM/YYYY]	<input type="checkbox"/> Age not known	
Nationality(s)	Click to enter text	Foreign national	<input type="checkbox"/> Yes <input type="checkbox"/> No

Home address and contact details

Address	Click to enter text		
Town or city	Click to enter text		
County	Click to enter text	Postcode	Click to enter text
Country	Click to enter text		
Phone	Click to enter text	Email	Click to enter text

Diversity monitoring

Gender	<input type="checkbox"/> Female <input type="checkbox"/> Male <input type="checkbox"/> Other	Disability	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Prefer not to say <input type="checkbox"/> Not known
Ethnicity	<div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> <p>Asian/Asian British</p> <p><input type="checkbox"/> Indian</p> <p><input type="checkbox"/> Pakistani</p> <p><input type="checkbox"/> Bangladeshi</p> <p><input type="checkbox"/> Chinese</p> <p><input type="checkbox"/> Any other Asian background</p> <p>Black/African/Caribbean/Black British</p> <p><input type="checkbox"/> African</p> <p><input type="checkbox"/> Caribbean</p> <p><input type="checkbox"/> Any other Black/African/Caribbean background</p> <p>Mixed/Multiple ethnic groups</p> <p><input type="checkbox"/> White and Black Caribbean</p> <p><input type="checkbox"/> White and Black African</p> <p><input type="checkbox"/> White and Asian</p> <p><input type="checkbox"/> Any other mixed/multiple ethnic background</p> </div> <div style="width: 48%;"> <p>White</p> <p><input type="checkbox"/> English/Welsh/Scottish/Northern Irish/British</p> <p><input type="checkbox"/> Irish</p> <p><input type="checkbox"/> Gypsy or Irish Traveller</p> <p><input type="checkbox"/> Any other White background</p> <p>Other ethnic group</p> <p><input type="checkbox"/> Arab</p> <p><input type="checkbox"/> Any other ethnic group (please describe):</p> <p>_____</p> <p><input type="checkbox"/> Not known</p> </div> </div>		

**2. CITATION**

Short citation	[Role], [Organisation], [for services to...]		
Long citation	Click to enter text (max 3,000 characters)		
	Voluntary and charitable services Click to enter text		
Time in current role	YY	Total time in voluntary and charitable service	YY
Is the nominee leaving their current post?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
If 'yes', please explain why e.g. retiring	Click to enter text		
For State Committee nominations only			
Grade	Click to enter text	Length of service (in grade)	Click to enter text

3. ABOUT THE NOMINATION

Honours round	<input type="checkbox"/> New Year <input checked="" type="checkbox"/> Birthday	Year	2020	Priority rating	Click to enter text
Sponsoring department	<div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> <input type="checkbox"/> Attorney General's Office <input type="checkbox"/> BEIS <input type="checkbox"/> Cabinet Office <input type="checkbox"/> Conservative Party <input type="checkbox"/> Crown Prosecution Service <input type="checkbox"/> DCMS <input type="checkbox"/> Department for Education <input type="checkbox"/> DEFRA <input type="checkbox"/> Department for Exiting the EU <input type="checkbox"/> Department for International Development <input type="checkbox"/> Department for International Trade <input type="checkbox"/> Department for Transport <input type="checkbox"/> Department for Work and Pensions <input type="checkbox"/> Department for Health and Social Care <input type="checkbox"/> Forestry Commission <input type="checkbox"/> Foreign and Commonwealth Office <input type="checkbox"/> Food Standards Agency <input type="checkbox"/> Government Legal Department <input type="checkbox"/> Government Office for Science <input type="checkbox"/> HM Revenue & Customs <input type="checkbox"/> HM Treasury </div> <div style="width: 35%;"> <input type="checkbox"/> Home Office <input type="checkbox"/> Honours and Appointments <input type="checkbox"/> House of Commons <input type="checkbox"/> House of Lords <input type="checkbox"/> Labour Party <input type="checkbox"/> Liberal Democrats Party <input type="checkbox"/> Lord Mayor <input type="checkbox"/> MHCLG <input type="checkbox"/> Ministry of Defence <input type="checkbox"/> Ministry of Justice <input type="checkbox"/> National Audit Office <input type="checkbox"/> National Crime Agency <input type="checkbox"/> Northern Ireland Executive <input type="checkbox"/> Northern Ireland Office <input type="checkbox"/> Number 10 <input type="checkbox"/> Office for National Statistics <input type="checkbox"/> Scottish Office <input type="checkbox"/> Supreme Court <input type="checkbox"/> The Scottish Government <input type="checkbox"/> Welsh Office <input type="checkbox"/> Welsh Government <input type="checkbox"/> Other: _____ </div> </div>				

Committee	<input type="checkbox"/> Arts and Media <input type="checkbox"/> Economy	Committee sub-category (for Arts)	<input type="checkbox"/> Architecture <input type="checkbox"/> Art
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	<input type="checkbox"/> Education <input type="checkbox"/> Community and Voluntary Service <input type="checkbox"/> Health <input type="checkbox"/> Public Service <input type="checkbox"/> Parliamentary and Political Service <input type="checkbox"/> Science and Technology <input type="checkbox"/> Sport <input type="checkbox"/> State <input type="checkbox"/> Unknown	and Media only)	<input type="checkbox"/> Dance <input type="checkbox"/> Drama <input type="checkbox"/> Literature <input type="checkbox"/> Media <input type="checkbox"/> Music	
Award level	<input type="checkbox"/> BEM <input type="checkbox"/> MBE <input type="checkbox"/> OBE <input type="checkbox"/> OBEX <input type="checkbox"/> CBE	<input type="checkbox"/> CMG <input type="checkbox"/> CB <input type="checkbox"/> Kt <input type="checkbox"/> DBE <input type="checkbox"/> KBE	<input type="checkbox"/> DCMG <input type="checkbox"/> KCMG <input type="checkbox"/> DCB <input type="checkbox"/> KCB <input type="checkbox"/> GBE	<input type="checkbox"/> GCMG <input type="checkbox"/> GCB <input type="checkbox"/> CH
Public nomination	<input type="checkbox"/> Yes <input type="checkbox"/> No	Voluntary service	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Support from other departments	Click to enter text			
Recommendation from Lord-Lieutenant	<input type="checkbox"/> Outstanding <input type="checkbox"/> Highly deserving <input type="checkbox"/> Deserving <input type="checkbox"/> Not recommended – insufficient information <input type="checkbox"/> Not recommended – caution needed <input type="checkbox"/> Not recommended – local recognition more appropriate <input type="checkbox"/> Views not sought			
Previous honours nominations	<input type="checkbox"/> Yes <input type="checkbox"/> No	Round(s) and level(s)	Click to enter text	
Previous honours awarded	<input type="checkbox"/> Yes <input type="checkbox"/> No	Round(s) and level(s)	Click to enter text	

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Instructions for completing the form:

All the information you provide about your candidate is securely held and only used for the purpose of processing their nomination for an Honour. Only people within Departments who are directly involved in the processing of Honours nominations have access to all the information on the form. Apart from your candidate's address, the Independent Sector Committees also have access to the information on the form to allow them to make informed decisions about your candidate.

The nomination form is designed to provide the Independent Sector Committees with relevant information in a manageable format. It is therefore important to complete the form as instructed. Failing to do so will affect your candidate's chances of success.

All fields are mandatory unless stated otherwise.

1. About the nominee

Name:

Ensure that the candidate's full name is included. Please consider whether the candidate is known by:

- a different forename name from their given one;
- a first name which is a shortening of a first or middle name, e.g. Jim for James or Liz for Elizabeth. This should be listed under 'known as' but you should list their full name in the first name box.
- if the person is known by a completely different name from their real one or has a different maiden/married name by which they are also known, this should be listed in the 'known as' box.

Title:

If your candidate has a particular title (Doctor, Professor, Captain etc.) include it here.

Post-nominal letters:

A post-nominal is an abbreviation of an Honour, Decoration, Medal or Role that follows the name. If your candidate already has an Honour which gives post-nominal letters, please include them here. In addition, please use this box to indicate any decorations, professional memberships or appointments held by the candidate.

The following is a list of post-nominal letters which may be used:

AM	—	Member of the Welsh Assembly Government
DL	—	Deputy Lieutenant
FBA	—	Fellow of the British Academy
FREng	—	Fellow of the Royal Society of Engineering
FRS	—	Fellow of the Royal Society
FRSE	—	Fellow of the Royal Society of Edinburgh
JP	—	Justice of the Peace
MLA	—	Member of the Legislative Assembly (NI)
MP	—	Member of (UK) Parliament
MSP	—	Member of the Scottish Parliament
QC	—	Queen's Counsel
QFSM	—	Queen's Fire Service Medal

QPM	–	Queen's Police Medal
TD	–	Territorial Efficiency Decoration

The following should be listed after any existing Honour, in the following format:

- Any post-nominal indicating that someone holds a decoration (medal) comes next – so CBE TD.
- Any post-nominal indicating that someone holds an appointment from/on behalf of the Queen comes next – so CBE TD QPM.
- Any post-nominal indicating that someone is a member of a professional body comes after an honour – so CBE TD QPM FRS.
- Any post-nominal indicating that someone is appointed to an office – e.g. a member of a parliament of the UK – comes after any other post-nominals – so CBE TD QPM FRS MP.

Other post-nominal letters included on the Nomination form will be removed.

Date of birth:

The Honours and Appointments Secretariat at the Cabinet Office uses this information to help identify individuals (for example, whether they have already received an honour) and for subsequent checks throughout the process.

Nationality:

The Sovereign may honour any of her own subjects. For foreign nationals, however, the UK must have the agreement of their Government before an award can be made to one of their citizens. Failure to obtain such clearance could lead to an international incident.

General rules relating to nationality are as follows:

- UK citizens receive substantive awards;
- Dual nationals (with UK nationality) who are resident in the UK receive substantive awards. The Government of the other country whose nationality they hold is informed of the award;
- Dual nationals (with UK nationality) who are resident in their non-UK country of nationality receive substantive awards but the country (of their second nationality) must approve the award before it is offered;
- Nationals of Commonwealth countries of which The Sovereign is Head of State receive substantive awards. Awards usually have to be cleared with the Commonwealth Government concerned;
- Nationals of Commonwealth countries of which The Sovereign is not Head of State may be considered for honorary awards. Awards usually have to be cleared with the foreign Government concerned;
- Nationals of non-Commonwealth countries may also be considered for honorary awards. Again these awards usually have to be cleared with the foreign Government concerned.

Address and contact details:

The Honours and Appointments Secretariat at the Cabinet Office needs to be able to write to your nominee if they are selected in order to ask if they wish to accept the award. The honours process is very tight and allows no time to find an address if one isn't provided. Home addresses are preferred because the offer of an Honour is made in complete confidence. It is not usually appropriate to provide a workplace address, where post might be opened by someone other than the recipient.

Diversity monitoring (Gender, Disability and Ethnicity):

These fields track the diversity of people being nominated for an honour. If you do not know the answer to any of these questions, please mark it as 'not known' or 'other' instead of making a

guess. This information is solely used for monitoring how representative the Honours system is in reflecting the UK's population and has no bearing on whether your candidate is selected.

2. Citation

Short citation:

The short citation is published alongside a recipient's name to indicate why they have received an award. It should follow the format: "Job title, Name of organisation (where this is applicable). For Services to..."

Examples include:

Fundraiser, Riversdale Branch, MENCAP. For services to People with Learning Disabilities in Greater Manchester.

If someone is involved in a variety of activities, the following would be appropriate:

For voluntary service to the community in Cheshire.

The term 'For charitable services' may be used where appropriate, for example when someone is a prolific fundraiser.

State (Civil) Servants:

Short citations should begin with a job title and then briefly explain what the individual has achieved. Significant voluntary contributions should always be mentioned.

Each significant word in the short citation should be capitalised (the exceptions are 'voluntary' and 'charitable', which should be lower case).

Long citation:

These are the points you should cover in your citation:

1. Describe the benefits resulting from the nominee's service to a particular field, area, group, community, or humanity at large.
 - What has their impact been?
 - How wide is their influence?
2. What are their achievements?
 - Is there evidence in the citation to support this?
3. Has the individual gone above and beyond the job?
4. Has the nominee made a significant contribution to one or more of the Prime Minister's Objectives?

Please note: length of service or references to the individuals character do not add weight to the nomination, the committee are solely interested in the impact of the individuals work.

Voluntary and charitable services:

This section of the nomination form should describe your candidate's charitable or voluntary contribution. The Prime Minister's strategic priority for the Honours system is to recognise people who are helping to build stronger, more integrated communities and who 'give back' beyond the call of duty. Individual achievements will still be recognised but a wider contribution will make a strong case even more compelling.

If your candidate's case is entirely about their voluntary or charitable contribution, please indicate this on the nomination form by moving that heading to the top of the long citation box before completing it.

Time in current role:

The span of someone's activities or career for which they are being nominated for.

Total time in voluntary and charitable services:

This should include the length of time that the candidate has been involved in the activity that they have been nominated for.

Is the nominee leaving their current post:

The candidate should be actively engaged in the activity for which they have been nominated, or have only very recently ceased the activity. You can nominate someone for six months after they have stopped the activity, any longer will be considered out of time. If you are aware that the candidate will soon retire, leave their post or is in ill health, please mention it on the form. Remember that it takes several months for a nomination to go through the system, so don't leave it too late to put your candidate forward.

For State Committee nominations only:

This should be completed only when nominating a Civil Servant.

3. About the nomination

Honours round:

The current round is Birthday 2020.

Rating priority:

The Department will complete this for you.

Sponsoring department:

Select the relevant Department, but this isn't vital so don't worry if you don't know what it is.

Committee:

The Department will complete this for you.

Award:

The level of the award can be filled in if you wish to suggest a suitable Honour, but the Department may decide that a different level is appropriate.

Public:

This box should be ticked if the nomination originated from a member of the public.

Voluntary:

Please tick this box only if your candidate has done something which can truly be called voluntary. Most obviously this will be if they are being nominated for community or charitable work. In the context of paid employment, a voluntary contribution is something which goes beyond the expectations of their paid work – such as a contribution to their wider profession or industry. There must be tangible evidence to support the claim of a voluntary contribution.

Support from other Departments:

If support from other Departments is required, the Department that you are approaching will secure this for you.

Recommendation from Lord-Lieutenant:

The Department will complete this for you.

Previous honours nomination:

The Department will complete this for you.

Previous honours nominations and awards:

This applies only to Honours awarded by HM The Queen, i.e. awards in the Royal Victorian Order, the Order of the Bath, the Order of St. Michael and St. George, the Order of the British Empire plus the Order of Merit and the Companion of Honour. You should also say if the candidate holds a Queen's Police Medal or a Queen's Fire Service Medal. You should indicate on which list the Honour was received.

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