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Public Health
Wales

Reference Number: PHW/SCD01
Version Number: v1.1/220119
Date of Next Review: June 2022

Protocol for nominating Public Health Wales staff for Honours

Introduction and Aim

This Protocol supports the Welsh Government call for honours nominations (Birthday and New Year).

Within the United Kingdom there is an honours system which recognises people:

- Who have made outstanding achievements in public life
- Whose work has brought distinction to British life or enhanced the UK's reputation in their area or activity

The Welsh Government issues a call for nominations twice a year and honours will be awarded either as part of the Queen's New Years honours in January or as part of the Queen's Birthday honours in June. The Welsh Government has advised that nominations can be made at any time during the year to allow for early consideration against the criteria and to help strengthen submissions. Nominations will therefore be welcomed at any point during the year.

It is important that Public Health Wales has arrangements in place to allow us to make nominations to ensure that our staff can be recognised if deserved.

Anyone can nominate a person for an honour, but the critical criterion is that candidates should have genuinely added value, either in their local communities, or in Wales/the UK as a whole, or helped to raise the profile of Wales internationally. For those individuals that are nominated for contributions they have made in their job, their contributions should significantly exceed what would have been expected of them in fully carrying out the requirements of their job. Citations based solely on an individual going over and above what was expected of them in their job would also benefit from evidence of some contribution in charitable work, community activities or other public services.

The purpose of this protocol is to explain the arrangements for making a nomination within the organisation. A Public Health Wales Honours Nominations Panel has been established to consider nominations prior to their onward submission to the Welsh Government.

It is important that there is a strong and diverse pool of candidates from across Wales and the organisation has an important role to play in ensuring this.

There is a requirement to ensure strict confidentiality when making nominations. When making a nomination the individual being nominated **MUST NOT** be informed.

Supporting Procedures and Written Control Documents

- Welsh Government, Honouring Outstanding People: a guide to honours nominations (including examples of nominations at all levels)
- This protocol should be read in conjunction with the nominations process for the Public Health Wales 'Diolch! Staff Awards'

Scope

This protocol is applicable to all staff who may wish to identify a colleague for an Honours nomination.

Equality, Welsh Language and Health Impact Assessment	An integrated impact assessment has been completed and is attached. This has identified a potential negative impact on individuals due to age, those with learning disabilities, gender and under-represented groups. Action has been taken to mitigate the impact where possible. A Privacy Impact Assessment has also been completed
Approved by	Senior Leadership Team
Approval Date	24 April 2019 (out of Committee approval)
Review Date	June 2022
Date of Publication	
Accountable Director	Board Secretary
Author	Eleanor Higgins, Corporate Governance Manager

Disclaimer

If the review date of this document has passed please ensure that the version you are using is the most up to date either by contacting the document author or [Corporate Governance](#).

Version number	Date of review approved	Date Published	Summary of amendments
1	19 June 2017	June 2017	First version of document
1.1			Minor amendments made: <ul style="list-style-type: none"> • Revise wording relating to staff awards

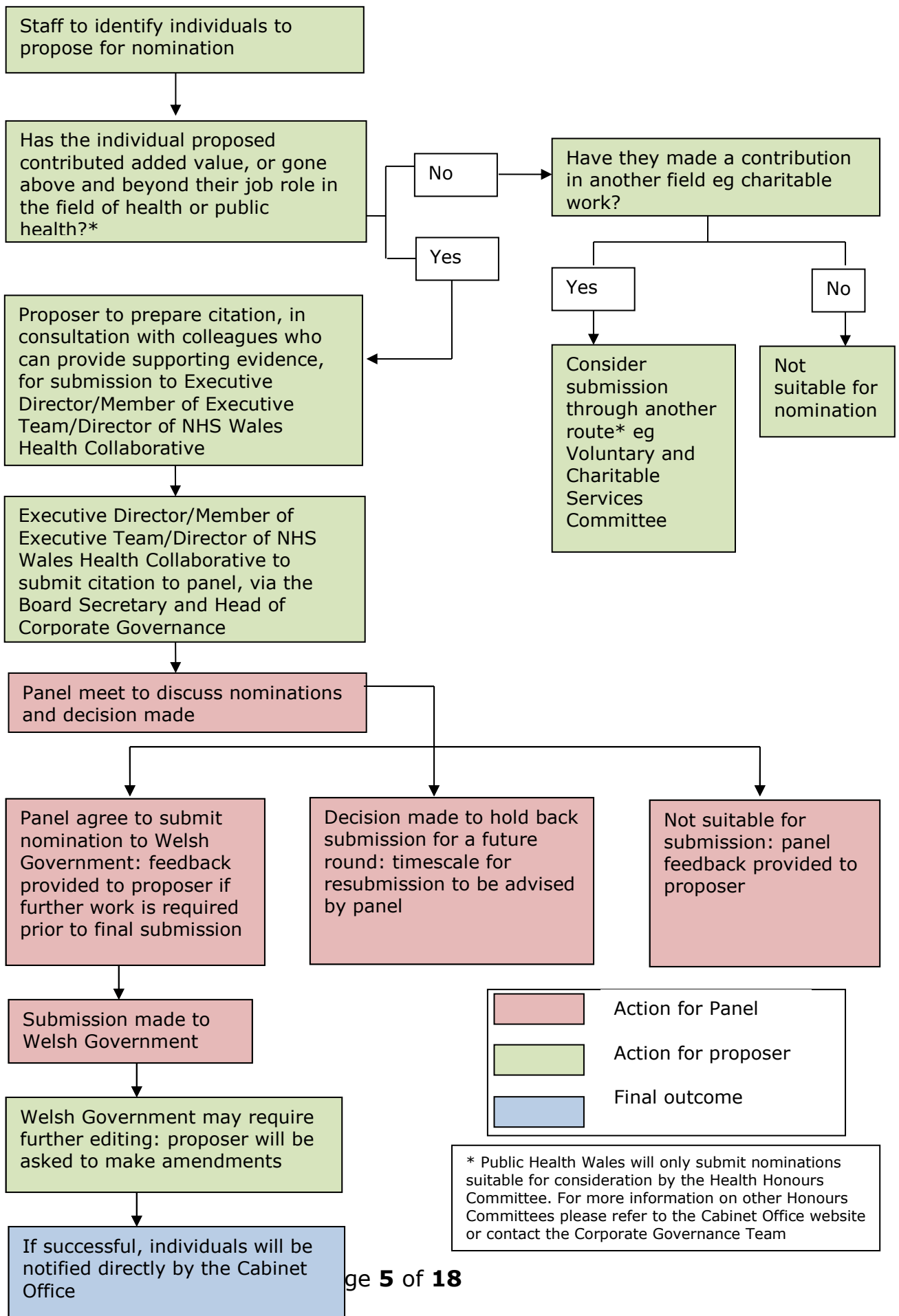
			<ul style="list-style-type: none">• Update Accountable Director to Board Secretary and ensure consistency throughout document• Review period extended to three years• Board Secretary title revised in EQIA• Additional guidance included regarding length of citations• Revised nomination proforma included at appendix 2• Privacy Impact Assessment completed
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Honours nomination process flow chart

Ensure strict confidentiality is retained throughout process. Nominee must not be informed



1. Background

The Welsh Government has arrangements for requesting nominations for the up and coming round of nominations, and also for nominations that can be considered for future rounds. The aim is to collate a pool of strong, eligible candidates whose progress can be monitored for consideration and decide the most suitable round for them to be put forward. These would be candidates who staff feel are in the process of completing an outstanding achievement. Nominations can be made at any time during the year to allow for early consideration against the criteria and to help strengthen submissions. Nominations will therefore be welcomed at any point during the year.

Staff are also asked to consider suitable candidates early in their careers, rather than at retirement age, which has happened historically. Nominations should be made whilst the nominee is still active. Retired candidates have to receive their award within **12 months of their retirement date.**

Whilst nominations at OBE or higher (CBE, knighthood) are welcomed, this requires significant evidence of achievement. There is also an opportunity to have more nominations at MBE and BEM level. Further information describing the types and level of award can be found at appendices 4 and 5.

If someone is nominated and is successful at receiving an honour, this does not preclude them for receiving another honour at a higher level later on in their career.

2. Roles and responsibilities

Public Health Wales Honours Nominations Panel

The Public Health Wales Honours Nominations Panel will be responsible for considering all nominations put forward for Public Health Wales staff.

2.1. Board Secretary

The Board Secretary will be responsible for providing confidential advice.

If staff have any concerns regarding the implementation of this procedure they should bring this to the attention of the Board Secretary.

2.2. Executive Directors and Executive Team members / Director of NHS Wales Health Collaborative

The Honours Nomination Panel will call upon the relevant Executive Directors and Executive Team members / Director of NHS Wales Health Collaborative to provide support and advice during the sifting process (except where they are a nominee).

2.3. Staff

All staff are asked to consider nominations of colleagues who have genuinely added value, either in their local communities, or in Wales/the UK as a whole, or helped to raise the profile of Wales internationally. Staff must submit their nominations to their Executive Directors and Executive Team members / Director of NHS Wales Health Collaborative (except where they are a nominee). Where the nominee may be one of the above, the nomination should be submitted to the Board Secretary.

3. Process

3.1. Public Health Wales

All nominations for staff working in Public Health Wales will need to be submitted to the Public Health Wales Honours nomination panel.

The panel will meet at least twice a year, in line with the Welsh Government call for nominations. It may meet more frequently if the need arises and will consider all nominations which have been received since the last meeting. Nominations will only be considered if they are received on the official nomination form. The long citation and address details must all be on page 1 of the citation. A copy of the form can be found at appendix 2.

If the panel deems a nomination strong enough to proceed, it will be submitted to the Welsh Government.

The proposer will be informed of the panel's decision within two working days after the panel has met. Should a nomination be rejected, the panel will provide feedback to the proposer together with an indication as to whether the nomination would be considered if resubmitted. It is important to ensure the nomination is strong and robust especially if the individual is approaching retirement age, as retired candidates have to receive their award **within 12 months of their retirement date.**

3.2. Welsh Government

Once nominations arrive at the Welsh Government, the Health and Social Services nominations board meets and sifts. Citations will then be written and validation checks carried out; finally nominations are sent on to a Welsh Government-wide sift and on to the relevant central UK Honours Committee.

4. Making nominations

Whilst there is no fixed criteria for honours nominations, nominees are expected to:

- Have contributed above and beyond the call of duty
- Be acknowledged as exceptional by their peers and colleagues
- Where possible, to have made some kind of wider contribution beyond the requirements of their position, long service is not enough on its own to merit an award
- May have received an award or wider recognition for their role already.

The critical criterion is that candidates should have genuinely added value – either in their local communities or in Wales as a whole or helped to raise the profile of Wales internationally. In preparing nominations, it is reasonable to ask other people for information about the candidate, but is essential that all enquiries are handled in **strict confidence** and in no circumstances should the nominee be told that he/she is under consideration for an honour. The need for discretion when making enquiries which may be necessary is particularly important. If, when making enquiries, something of an adverse nature becomes known about the nominee it will be necessary to consider the most appropriate course of action and whether this is relevant to their employment and/or their nomination for an honour. Such findings can be discussed in confidence with the Board Secretary.

Appendices 1-4 provide guidance to assist you. If you require any further assistance or guidance please contact the Board Secretary.

When nominating a member of staff for an honour, consideration should also be given to the Public Health Wales Diolch! staff awards and vice versa.

5. Public Health Wales Honours nomination panel

5.1. Membership

Chair
Chief Executive
Board Secretary

The nominating Director may also be invited to attend the relevant part of the meeting to allow them to support their nomination and respond to any immediate queries.

5.2. Meeting frequency

The panel will meet at least twice a year in line with the Welsh Government call for nominations. The panel may decide to meet at any point when nominations are received to ensure early discussions with the Welsh Government if appropriate.

5.3. Papers

Nominations must be submitted to the Board Secretary or their nominated deputy. Nominations will only be considered if they are received on the nomination form, a copy of which is included in appendix 2. The long citation and address details must all be on page 1 of the citation. Nominations must be submitted by Executive Directors and Executive Team members / Director of NHS Wales Health Collaborative at least ten calendar days prior to the panel meeting. Any nominations received after that date will be considered at the next panel meeting.

6. Monitoring compliance

This protocol will be subject to review every three years. This will be to assess the effectiveness of the protocol in bringing forward nominations for honours from Public Health Wales.

7. References

- Welsh Government 'Honouring Outstanding People: a guide to honours nominations'. 2016
- Department for Communities and Local Government 'Honours – how to draft a nomination'. July 2015
- Direct.gov

Appendix 1: Things to consider when making a nomination

1. What makes a good nomination?

Successful nominations tell an interesting story about the person's achievements and the impact that they have had.

The nomination is the only evidence that people involved in the Honours process will see about your candidate; so the key to success is the quality of the information on the form.

In most cases your candidate will not be personally known to those making the decisions about them, so it is important that you tell an interesting and compelling story on their behalf. The nomination must cover the candidate's impact on their community or organisation and focus on their recent achievements. Consider why the candidate should receive an Honour and remain focused on that.

A nomination should not be an extended CV; a list of educational achievements, appointments, awards or posts; or a job description showing what the person has done. This is one of the most common reasons for a nomination to be unsuccessful.

Honours Committees actively look for the impact an individual has had on their community or profession and evidence that the candidate has gone above and beyond what is expected of their usual role. The Public Health Wales panel will do the same. Competition for Honours is so strong that this is often the dividing line between a successful and unsuccessful nomination. It is important to make it clear if someone's activities are part of their paid job or additional to it; if the Committee is unsure they will assume that what is being described is paid activity.

2. Why should your candidate receive an Honour?

What distinguishes the candidate from other people in a similar role?

Nominations should start with a strong sentence that sets out why the candidate should receive an honour. Follow up with achievements and supporting facts and figures. Make it clear in the first few lines why a nomination is being made. The rest of the text should provide evidence to substantiate this. The nomination should highlight how the candidate's contribution has affected the organisation or community and the outcomes of their activity.

3. Timing

When drafting a nomination you should consider why you are making it now. Timing may be an issue if your candidate has reached the end of a project or contract or is approaching retirement.

The candidate must still be doing what they have been nominated for six months before the Honours list is announced.

For the Birthday list they must still be in their role or carrying out the activity they are being nominated for in the December before the honours list is announced

For the New Year list they must still be in their role carrying out the activity they are being nominated for in the June before the honours list is announced.

Ensure you factor in the time for consideration and submission. The Welsh Government issues a call for nominations ten months prior to the honours being issued. The Public Health Wales panel will meet twelve months before to ensure the nominations can be submitted in a timely manner. The table below summarises the timescales involved.

Public Health Wales panel meeting	Welsh Government deadline for nominations	Honours issued
July	August	June the following year
January	February	January the following year

4. Confidentiality

As long as the candidate is not told, you can talk to anyone you wish in order to get the information needed to draft the nomination. Explain why you are asking and explain the conversation or correspondence is in confidence.

It is a myth that honours nominations cannot be discussed. In fact you should contact people who know your candidate. As long as you stress your conversation is confidential and that nothing can be guaranteed regarding an award, feel free to speak to whoever is required to get the relevant information to enable you to present the strongest possible case for the person you are nominating. The

only person you shouldn't talk to is the person that you are nominating.

5. Establish the facts about your candidate

It is important to be certain that the information submitted is accurate.

When writing a citation it is important to consider:

- Is there enough information about the candidate?
- Is the nomination appropriate?
- Is the right person writing the nomination or is someone else better placed?

- Who are they?
- What should they be doing?
 - what is the person paid to do or should do as part of their normal role
- What do they actually do?
 - There may be plenty of examples that demonstrate the candidate's achievements and impact. Select two or three of the most recent and strongest. The panel will be looking for recent achievements and impact.

Identify what the candidate is being nominated for. Look for specific achievements wherever possible and be aware of including implied achievements; a short general statement may be hiding a large amount of work.

6. Why have they done this work?

Think about their motivation and whether they have taken the initiative to implement a project or piece of work. This could turn a good nomination into an excellent one.

- Did they volunteer?
- Were they asked to carry out the work?
- Do all their peers undertake this kind of activity?
- Did their predecessor do similar work and what is the candidate doing differently?

Try to identify what makes this person different from others in the same or a similar field.

7. What level should be considered?

For honours nominations, it's important to make reference to the geographical reach of the candidate's work. This helps to determine the level of any award.

- Knight or Dame candidate will have had a national impact
- CBE candidate will have had national impact, but to a lesser extent than someone who has been nominated for a knighthood or damehood
- OBE candidate will have had a regional impact
- MBE candidate will have had an impact at county level
- BEM (British Empire Medal) candidate will have had an impact on a local community

8. Letters of support

Letters of support can be a useful addition if the person completing the citation does not have enough information. They can help verify the identity of the person being nominated, but should only be used if they contain significant information.

If you decide that letters of support are appropriate, target who you ask and request specific information.

Letters should:

- Confirm that the person is doing what they are being nominated for and that they are known to the organisation they are associated with
- Confirm that an honour would be supported by the community
- Include significant, recent achievements that the person has made
- Describe the impact that the person has had on their organisation or community.

9. What information should be included?

Evidence for honours purposes would usually be the outcomes of the candidate's actions. You should include facts and figures that support the outcomes, such as significant savings achieved, the number of people affected and an example of how things have improved.

The most important thing is to provide evidence of what the candidate has done and how they have improved matters for others. Every nomination is different, but it must tell the story of what your candidate has done and put it into context for a reader who won't necessarily have detailed knowledge of the subject.

A good nomination should describe in detail the difference the candidate's contribution has made. Try to cover the following:

- What was the situation before they began?
- What is it now and why is it better?
- What makes the candidate different from others occupying the same role?
- What has their impact been?
- When did they carry out their work?
- Why should they be recognised now? If there is a time factor – an anniversary, a launch, a closure of an organisation, a particular target reached or some other success – mention it in the nomination.

10. Rules for writing a nomination

- The ideal length is approximately 400 words.
- Use full sentences and not bullet points
- Written in the third person and not referring to 'I' or 'we'.
- Refer to the candidate as they, he, she etc rather than by name
- Talk about the individual personally rather than their team or organisation.

11. Top tips

- Ensure the nomination is as well written as possible
- Provide evidence including relevant facts and figures to show the impact the candidate has had.
- Highlight what the candidate has done differently
- Be direct and say what you mean
- Don't assume people know everything about what the candidate does
- Be transparent
- Spell out acronyms and avoid jargon
- Be clear about what you want to say
- Keep sentences short

Appendix 2: Welsh Government citation proforma

HONOURS CITATION FORM

Dept (A-L)	-----	Dept (M-Z)	-----
Surname	Forename(s)		
Title	Post Noms	Preferred Name	AKA
Voluntary	<input type="checkbox"/>	Public	<input type="checkbox"/>
Gender	Male	Nationality	Foreign <input type="checkbox"/>
Nominee's Origin	Not Known	Nominator's Origin	Not Known

List	NY	2019	Award	-----	Rating	Date of Birth	Approx DoB	<input type="checkbox"/>	Age
Committee	Don't Know				Category	Don't Know			
Length of Service	In Current Post	In Grade	Leaving Post						
Prev Hons & Dates					Prev Recs & Dates				

Short Citation	
Long Citation	
<p><u>Voluntary and Charitable Services-</u></p>	
Support from other Depts	

Building	No. & Street	Village	
Town	County	Postcode	
Country	Telephone	Secure Address?	<input type="checkbox"/>

Recommended	
Supported by	
COMMENTS (Honours and Appointments Secretariat only)	

Appendix 3: Citation proforma guide

SURNAME: Insert surname only.

TITLE: Insert Mr/Mrs/Ms/Miss/Professor/Dr etc. If you do not know what title a woman candidate likes to use, put Ms.

FORENAME(S): Do not use nicknames.

PREFERRED NAME: Enter the preferred name if not the same as FIRST Forename. Do not use nicknames.

NATIONALITY: Please put the nationality, including British and for dual nationals, enter both nationalities.

DATE OF BIRTH: Enter the day, month and year for all candidates, including those where this is a best guess. Eg. 01/01/1945

TELEPHONE: Telephone number if known.

LENGTH OF SERVICE: Insert figure in full years, rounding up or down as appropriate.

IN CURRENT POST: Insert figure in full years, rounding up or down as appropriate.

LEAVING POST: Give date and reason for leaving post eg. retirement, end of contract, age, health, etc.

AWARD: Enter the level of award for which the candidate is to be considered.

PREVIOUS HONOURS AND DATES: If known, insert award given and the List eg. MBE NY99.

SHORT CITATION: This should indicate the main reason for the award and include a job title if possible eg. Chair, Age Concern, Cardiff. For services to Elderly People in Cardiff.

LONG CITATION: The ideal length is approximately 400 words. The long citation and address details must all be on page 1 of the citation. Give a rounded picture of the person, which makes him/her stand out against others as the citation will be read by people who do not know the individual's achievements. Include any relevant previous service and details of any positions held, including voluntary or similar work of benefit to the community. The overall

emphasis must be on practical achievement and “making a difference” Also, please consider the following:

- In what role(s) or area(s) has the nominee excelled?
- How has the nominee’s contribution impacted on a particular field, locality, group or community?
- Over what period of time has the nominee made a major commitment?

Do not include quotation marks, italics, underlined or bold text. Citations should be factual and should not include subjective opinion or superlatives. All acronyms should be explained in full the first time they are used.

RECOMMENDED BY, POSITION, ORGANISATION, ADDRESS, TEL. NO. : Insert the details of the nominator.

SUPPORTED BY: Please list the details of the supporters

ETHNIC ORIGIN FORM: Please complete for you and the candidate

PASSWORD PROTECTION: To password protect in Word go to TOOLS, PROTECT DOCUMENT, FORMS, ENTER PASSWORD.

Appendix 4: Welsh Government [guidance](#)

Available using link in heading above