



Ministry of Housing, Communities & Local Government

By email

Date: xx July 2018

Our Ref: BD2019

Dear Sir or Madam,

Birthday 2019 Honours: Deadline – 14 September 2018

I am writing to invite you to make recommendations for the Birthday 2019 Honours List. I would be grateful if you could also circulate this request to as many members of your organisation as possible. There are two honours rounds in each year, one at the time of the Queens Birthday and one at new year, we start work roughly a year in advance of each Honours list. While we are happy to accept honours nominations at any time, we need citations by **14 September 2018 if they are to be included in the Birthday 2019 Honours Round.**

The Ministry of Housing Communities and Local Government is especially interested in people who are working or volunteering in their local communities to further their community's ambitions. They could be using Community Rights, working with the homeless or in housing more widely, or supporting community integration and interfaith work or they could be working as an official in local government over an extended period to achieve the council's local ambitions who have achieved success above and beyond their recognised role.

Each nomination needs to include a story of positive change, significant outcomes and some evidence to support the case, the bulk of the nomination should cover achievements and roles from the last five years.

To make a nomination, please complete that attached form and return it to honours@communities.gsi.gov.uk with at least two letters of support; guidance on how to complete the form and who to approach for letters of support is attached, but please feel free to contact me if you need any help or advice.

Please note that names which you have previously submitted will not automatically go forward for the Birthday 2019 Honours round. If you would like these candidates to be reconsidered, you must resubmit their nomination using a new form and updating the information it contains.

The person you are nominating for an honour should not be told that they are being considered as there is no guarantee of success. You can however, consult anyone you need to about the nomination to obtain the information that you need - just explain that your conversations or correspondence are in confidence.

All the decisions taken about honours candidates are based on merit and achievement as set out in the citation; only the strongest candidates are selected for further consideration. But to allow us to ensure that the honours list is fair, diverse and reflects the society we live in, we need to ensure that we have enough nominations from all areas of the country and all social groups.

To ensure that the honours system fulfils its role and remains credible and respected it needs to be seen to recognise the best from across the whole of diverse British society today. That can only be achieved if there is a wide range of top quality candidates, nominated from a rich variety of sources. We therefore continue to stress the importance of drawing nominations from as wide a pool as possible to reflect the diversity of today's society including women, black and ethnic minority communities and people with disabilities.

If you do not feel that this request is relevant to you or your organisation or you are receiving similar requests from elsewhere in Whitehall or if you do not wish to receive further communications about Honours please let me know and I will remove your contact details from the circulation list.

If you have submitted a nomination and would like some feedback, please contact me at Jennifer.Ryan@communities.gsi.gov.uk or 0303 444 1467.

Yours sincerely,

Jennifer Ryan
Honours Secretary
MHCLG