



# Essex Honours

*It's time to nominate  
someone exceptional*



# Essex Lord-Lieutenant and the Lieutenancy

The Essex Lord-Lieutenant is Mrs Jennifer Tolhurst who represents Her Majesty Queen Elizabeth II within our county.

The office of Lord-Lieutenant was established in the early 16th century to promote the interests of the Crown and support towns and parishes in Essex. The Lord-Lieutenant is supported by a team in the Lieutenancy office in Chelmsford.

These days the Lord-Lieutenant encourages voluntary service and philanthropy, helping to create a spirit of local co-operation. The Lord-Lieutenant also helps Essex business, industry and social activity to prosper for the benefit of local people.

Another important task of the Lord-Lieutenant, is to encourage nominations for national honours. While many athletes, celebrities and national figures are given honours, it is vitally important that local people are recognised too. Consequently the Lord-Lieutenant has a particular focus on identifying those individuals who don't make the headlines, especially in areas where people have not previously been recognised.



# Honouring the exceptional

**By Mrs Jennifer Tolhurst, Lord-Lieutenant of Essex**

Although many people in Essex give exceptional service to their communities, their efforts are often only known to a small number of people - until they are recognised through the national honours scheme.

National honours acknowledge the achievements of ordinary people who make an exceptional and significant contribution to their community. We want to see such recognition for more Essex people whose efforts are unrecognised but who make such a big difference.



Each year on average only about 45 people from Essex are awarded an honour. It means there are many more, often from charities or groups, who are not recognised for their amazing efforts.

You may know of someone who has consistently and diligently helped others. If so, please read through to find how you can nominate them for an honour. Anyone can make a nomination and there is guidance to help you through the process.

For voluntary groups in the county, the Queen's Award for Voluntary Service shines a light on outstanding achievement by groups which enhance and improve the quality of life and opportunity in communities. Again, you will find out how to nominate a group in these pages.

The qualities exemplified by all those who we honour are selfless support, a real interest in improving people's lives and making a considerable contribution to their communities. Without people such as these, our lives and our country would be much the poorer. I encourage you to nominate those special people in our county.

# What are honours?

Honours are special awards given to people who have done something significant or important. They are bestowed by Her Majesty the Queen twice a year and announced in her New Year and Birthday Honours lists.

It's not only celebrities, sportsman and famous people who are awarded honours such as an Order of the British Empire (OBE), or a Member of the British Empire (MBE). Most honours go to those people who make a big difference in their local communities.



There's now also a process to suggest an honour for those who have helped or made an exceptional contribution during the Covid19 pandemic.

Anyone can nominate anyone else for a national honour to recognise those individuals who have made excellent achievements in their community or in public life. They will usually have made life better for other people or will have been outstanding at what they do.

There is also a special award for volunteer-based groups - the Queen's Award for Voluntary Service. There are about 10,000 charities and voluntary groups in Essex, Southend and Thurrock, of which most provide significant help, service and support to their communities. You can find out in the following pages how to suggest Essex people and/or groups for honours and awards.

*You can see a full list of recent honours bestowed on Essex residents full [here](#).*

# How to nominate someone

Anyone can nominate anyone for a national honour, such as a British Empire Medal or Order of the British Empire award. Honours recognise people who have made achievements in their community or in public life. They will usually have made life better for other people or be outstanding at what they do.

It's important that the person you nominate is still actively involved in what you are nominating them for. It is also important the nomination is kept secret from the person you're nominating.

You cannot nominate yourself and you cannot nominate someone for a particular honour. That is decided by an honours committee whose recommendations go to the Prime Minister and then to Her Majesty the Queen.

## Why national honours are awarded

Honours are awarded for achievements such as making a difference to the community or in their field of work such as:

- Long-term voluntary service
- Innovation and entrepreneurship
- Changing things, with an emphasis on achievement
- Improving life for people less able to help themselves or displaying moral courage.

Honours lists are published twice a year – on the Queen's official birthday in June, the Birthday Honours, and at New Year, the New Year Honours.

To learn more about how to nominate people, please see the government's *easy-read* document [here](#).

# How to write a nomination

It's not difficult to nominate someone but you do need to write a detailed description explaining why you're nominating them. Every nomination is different, but your nomination must tell the story of what your candidate has done and give examples of how they have demonstrated outstanding quality.

It must include:

- Name, age, address and contact details of the person you are nominating
- Details of relevant work or volunteering they've done with evidence and how they have made things better for others
- Details of any awards or other recognition they have received
- Two supporting letters to back up your nomination from people who know the nominee
- Your contact details

You can include recognition your nominee has received - articles, photos or letters.

Your nomination form doesn't need to be a work of art. There isn't a right or a wrong way to write a nomination and it doesn't need to be particularly formal. There is also no "right length" for a nomination, but it must tell the story of what your candidate has done.

Nomination details can be found on the Cabinet Office website [here](#). The website also has an *easy-read* guide and nomination form.



# What you need to know about the nomination form

*Nominating someone is a straight forward process, and anyone can do it!*

Completing the form isn't difficult. If completing it online, you will first need to register. You'll then be taken through 18 questions to answer. Most are straight forward such as filling in names, but others ask about what your nominee has achieved. The honours website also gives guidance and advice on writing a nomination which you can also see on the Essex Lieutenancy website [here](#).

## **The questions**

Questions 1 to 10 are about names and contacts. Question 11 asks: Describe the service your nominee has provided. (max 20 words) This could be for example: "Providing services to the disabled in Basildon" or "Long-term voluntary service and support to the community in Coggeshall and surrounding villages". Question 12 asks how your nominee gives their service, how long this has been for and, if with an organisation, the start and end date and what positions they may have held.

Question 13 is where you need to describe the impact your nominee has had.

- What has your nominee actually been doing?
- Say what things have been changed because of your nominee
- How has your nominee demonstrated innovation and entrepreneurship?
- Give examples of best sustained and selfless voluntary work
- How has your nominee delivered distinction to UK life?

## **Supporting evidence**

You can send a range of attachments as supporting evidence. This can be additional letters, testimonials, evidence supporting your written description & pictures etc.

*It is important to give as much detail as possible explaining about what your nominee has achieved. For instance:*

- What has been the impact and outcomes?
- How wide is the influence?
- What are their achievements?

## **Letters of support**

It is important to include two or more letters of support which endorse your nominee's contribution. These will be from people who know what your nominee has been doing.

## **Submit your nomination**

Most nominations are completed online, see above. Your nomination will be acknowledged but it could be up to 24 months before a result is known. If, after two years, your nominee has not been successful, you can assume the nomination has lapsed. You may re-nominate them if they are still actively involved, but a different outcome is unlikely unless your nominee has had additional achievements. All nominees are also checked by government departments to make sure they are suitable for an honour. This may include checks by HM Revenue and Customs.



# Nominate a hero

The Coronavirus pandemic has been hard on everyone. It separated loved ones, left many feeling isolated and alone. Arguably the worst affected were those who struggled to look after themselves and were forced to shield, owing to serious medical conditions.



Honours are usually published in the New Year, and on the Queen's official birthday in June. Whether it's a person who for months bought and delivered groceries to the elderly, or prescriptions to the sick, whether it's a doctor or nurse who worked extra shifts to help others despite putting themselves at risk, whether it's a local enterprise who went above and beyond to offer deals and savings to key workers and extraordinary deliveries to the vulnerable.

If you know of an individual, voluntary group or business that has made a big difference to others during lockdown, then please nominate them for an honour.

- Frontline workers supporting both the most vulnerable members of society & those who have contracted Covid19
- Individuals providing critical care to Covid19 patients
- People developing innovations to support the vulnerable & those with COVID-19
- Those who go to extraordinary lengths to keep critical services going
- The volunteering community, assisting service organisations in support of those affected by Covid19

Nominations for Covid and non Covid activities can be made through a special section on the cabinet website. You can download the nominations form from their page [here](#).

# The Queen's Award for Voluntary Service

The Queen's Award for Voluntary Service is the equivalent of an MBE for groups, and is the highest award given to local voluntary groups in the UK. It is awarded for life. Created in 2002 for the Queen's Golden Jubilee, QAVS honours have been shining a light on the fantastic work of voluntary groups for many years. If you know of a group which meets the high standard of achievements, then visit the QAVS website for more information [here](#).



**The Queen's Award  
for Voluntary Service**

Volunteer groups should have been running for three years or more to be nominated. Any group of two or more people doing voluntary work can be nominated but the majority of the group must be volunteers and more than half the volunteers must have the right to live in the UK. The group will need to know they are being nominated. To be nominated, a group should do work that:

- Provides a service and meets a need for people living in the local community
- Is supported, recognised and respected by the local community and the people who benefit from it
- And is run locally

To nominate a group, you must be independent from the group. You could be, for example, someone who benefits from the group's work or someone who is aware of the group's work.

Thank you for taking the time to nominate someone or to nominate a group. These honours and awards recognise the great work being undertaken around Essex.

*Produced by the Essex Association of Local Councils  
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