



HONOURS COMMITTEE CHAIRS:

FURTHER PARTICULARS 2008

Background

1. A system of committees has been formed to decide upon the recommendations which should be put to The Queen through the Prime Minister on the composition of twice-yearly lists of recommendations for honours. Much of the detail of the new system is based on a report to the Cabinet Secretary by Sir Hayden Phillips in July 2004. The report can be found at www.honours.gov.uk/upload/assets/www.honours.gov.uk/honours.pdf
2. The committees have referred to them nominations for honours by members of the public, government departments and others. Each committee considers nominations in one of eight sectors of society (see below). All the recommendations will have gone through a rigorous and highly competitive appraisal and internal selection process within the relevant government department. From these nominations, each committee has to select those it wishes to recommend.
3. The committees are intended to cover all aspects of national life. They bring together experts and specialists in order to assess the relative eminence, contributions, service and achievements of competing candidates from each of the fields. Committee members are themselves appointed for a record of performance and achievement that has earned them the recognition and respect of their peers. In addition, they are appointed for good judgement, integrity and discretion.
4. Selections made by sub-committees are referred to the Main Honours Committee, which is chaired by the Cabinet Secretary or his nominee, and also includes the chairs of the sub-committees and the Permanent Under Secretary of State of the Foreign and Commonwealth Office and the Chief of the Defence Staff. Another Permanent Secretary is also a member. The Main Committee reviews the work of the sub-committees, reassesses any sensitive or controversial recommendations or omissions and seeks to ensure that the balance between the various sectors is satisfactory. In the

light of all this, the chair of the Main Committee submits a list of recommendations to the Prime Minister for onward transmission to The Queen. The Prime Minister has undertaken that he will not alter the recommendations in any way. His role in the honours process is to set the strategic priorities for the system as a whole. Mr Brown is particularly keen that people giving their own time and effort for the benefit of the community at local level should be recognised.

5. Once the final list is agreed and The Queen's informal approval is obtained, Ceremonial Secretariat in the Cabinet Office sends sounding letters to all those on it asking if they are content for their names to be put forward to The Queen.

The Committees

6. The eight committees are:-

Arts and Media
Sport
Health
Education
Science & Technology
The Economy
Community, Voluntary and Local Service
State Servants

Details of the areas of life covered by these committees are given below.

Chairs

7. The chairs of the committees will be individuals who are sufficiently senior and experienced in the field of responsibility of the committee to stand above the whole scene. They will be people with standing in their own field of expertise who will command the respect of the public and of their fellow committee members.

8. The criteria for successful chairs are:-

- a) The ability to stand above sector or interest groups in the subject areas covered by the committee.
- b) Chairing experience at national level of a board or a committee.
- c) Eminence in their own area of expertise.
- d) The ability to handle a large volume of submissions in a timely and efficient manner.

- e) The ability to work closely with the supporting Secretariat.
- f) Sympathy with the aims of the revised honours system.
- g) Awareness of the importance of diversity in the honours process.

Commitment

- 9. It is expected that chairs will be called upon to chair two meetings a year, each of half a day, and to take part in two meetings of the Main Honours Committee. Chairs will be expected to read significant volumes of preparatory paperwork and to work with their sub-committee as an efficient group.
- 10. The appointments to chairs will not be paid. Reasonable expenses will be met.
- 11. The names of the chairs and members of the committees are made public.
- 12. Absolute discretion is required from all participants in the process. The citations for honours deal with the personal details of individuals. In some cases these individuals may be well known to the public; most are not. In either case it is essential for the confidence of the public and the duty towards fellow citizens that the details of individual cases are never revealed outside the work of the committees.
- 13. Appointments will normally be for three years but can be extended for a further three. In order to preserve continuity the changeovers may be staggered. The current recruitment of chairs is the first occasion for such changeovers.

Support

- 14. The work of the committees is supported by the team in Ceremonial Secretariat in the Cabinet Office. They can provide further copies of this guidance and can answer requests for further information from interested parties.

**Ceremonial Secretariat
Cabinet Office**

SOME EXAMPLES OF COVERAGE OF THE THREE COMMITTEES

ARTS AND MEDIA (Current Chair Lord Rothschild)

Architecture

Architects, in private practice and the public sector
Officials of architectural bodies, for example, RIBA
Professors of architecture

Art

Art galleries staff, including directors
Art historians
Arts Council staff
Bookbinders
Calligraphers
Designers, including designers of coins and stamps etc
Embroiders
Floral artists
Industrial designers, including fashion though some may be on ACI
Museums staff, including directors
Officials of arts bodies, for example, Royal Academy
Painters
Photographers
Potters
Sculptors
Sponsors of the arts
Stained glass craftsmen

Dance

Choreographers
Dancers
Teachers of dance (excluding those in schools covered by Education)

Drama

Actors
Designers for the stage, television, screen etc
Directors
Entertainers
Managers
Organisers of drama festivals
Producers
Teachers of drama (excluding those in schools on Local Services (Education))

Literature

Authors and writers
Editors of literary magazines
Literary critics
Organisers of literary festivals
Novelists

Playwrights
Poets

Music

Composers, conductors, instrumentalists (solo and orchestral)
Conductors of choirs and adjudicators
Instrumental craftsmen, for example, makers of instruments
Officials of festivals and local music or choral societies
Professors of music or instruments
Singers
Staff of music academies and colleges
Teachers of music (excluding those covered by schools in Education)

Media

Advertising managers
Cartoonists
Chairmen
Critics
Editors
Freelance writers
Journalists in every category
Journalists' trades unions
News broadcasters on television and radio
News managers
Newspaper correspondents in every category
Photographers
Press gallery members
Proprietors
Public relations
Staff of general subject magazines
Staff of press and news organisations
Television and radio management and staff

SCIENCE AND TECHNOLOGY (Current Chair Lord May)

Arctic explorers with a scientific purpose
Astronomers
Biologists, botanists and zoologists
Economists
Engineers
Environmental scientists
Geographers/Geologists
Mathematicians
Psychologists
Scientific, but not administrative staff of UKAEA
Social scientists
Staff of most Research Councils
Staff of the Royal Society
Technologists

THE ECONOMY (Current Chair Sir John Collins)

Accountancy
Actuaries
Adult employment related training
Agricultural and veterinary colleges
Agricultural executive committees
Animal health
Banking
Chambers of Commerce
Communications industry
Confederation of British Industry
Construction industry
Co-operative movement
Dealers
Defence industry
Economists
Engineering industry, but engineers are on Science and Technology
Entertainment industry proprietors, administrators and other non-artistic staff
Farmers and farm workers
Farming unions and federations
Fishing industry, trawling etc
Forestry
Garden designers
Horticulture
Hotels
Industrial Training Boards
Insurance industry
Lawyers in industry and management
Manufacturing and processing industries
Motoring organisations
New Town Development Corporations
Pensions Industry
Postal workers
Power industries
Publishing industry
Regulatory bodies for example; Ofgas, Oftel, Ofwat, Offer etc
Retail industry
Rural enterprise/productivity
Shipbuilding industry
Stock Exchange personnel
Surveyors and Quantity Surveyors
Tourism
Trade Marks
Trades unions
Transport industry:
Buses and coaches
Canals
Civil aviation including test pilots

Merchant Navy
London transport
Ports, docks and harbours
Railways
Roads (excluding Highway Surveyors and County Borough Surveyors
on Local Services (Local Government)
UKAEA (non scientific)
Valuers
Veterinary staff
Water Boards

Ceremonial Secretariat
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