



## HONOURS COMMITTEE POST

## FURTHER PARTICULARS

### Background

1. A new system of eight committees was formed in 2005 to advise the Cabinet Secretary on the composition of twice-yearly lists of recommendations for honours which are put by the Prime Minister to The Queen. Much of the detail of the new committees is based on a report to the Cabinet Secretary by Sir Hayden Phillips in July 2004. An essential part of the new structure is that the chairs and the majority of the members are independent of the government. In 2012 a ninth committee was added.
2. Nominations for honours are referred to the committees by members of the public, government departments and others. Each committee considers nominations in one of nine sectors of society (see below). All the recommendations will have gone through a rigorous and highly competitive appraisal and internal selection process. From these nominations, each committee has to select those it wishes to recommend to the Main Honours Committee. The honours system has recently expanded with the reintroduction of the British Empire Medal, aimed at nominees whose achievement or contribution takes the form of very “hands-on” service to the community in a local geographical area.
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. All nominees who have made a philanthropic contribution are also assessed by a new Philanthropy Committee, which is a sub-committee of the Main Committee.
4. Selections made by sub-committees are referred to the Main Honours Committee, which is chaired by the Head of the Home Civil Service or his nominee, and which 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 who submits them to The Queen.

5. Once the final list is agreed and The Queen's informal approval is obtained, the Honours and Appointments 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.
6. Members appointed to the committees are people with significant standing in their own fields of experience. They should be able to command the respect of the public, their fellow committee members and their peers. In addition, they are appointed for good judgement, integrity and discretion. They will be able to represent the views of their sector of experience, but will not be acting as a delegate of a particular interest group or organisation.
7. The criteria for successful members are:-
  - a. Knowledge of the area covered by the committee's work gained by paid or voluntary work within the scope covered by the committee.
  - b. Eminence in their own area of experience within the sector.
  - c. The ability to handle a large volume of submissions in a timely and efficient manner.
  - d. The ability to work closely with the supporting Secretariat and with their fellow committee members.
  - e. Sympathy with the aims of the revised honours system.
  - f. An awareness of the importance of diversity in the honours process.

### **Commitment**

8. Members will be expected to attend at least two meetings a year, each of half a day. They will need to do the preparatory reading prior to the meetings of the sub-committee.
9. The appointments to chairs and members will not be paid. Reasonable expenses will be met.

10. The names of those who agree to be chairs or members of the committees are made public at [www.gov.uk/honours-committees](http://www.gov.uk/honours-committees).
11. Absolute discretion is required from members. 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.
12. Appointments will normally be for three years in the first instance.
13. As noted above, an essential part of the new committee structure is that the chairs of the committees and the majority of members are independent of the government. If a chair or member who is not a government employee takes up a paid post working for the government their independence might be seen (however inaccurately) to be compromised. They will therefore be expected to stand down.

### **Support**

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

**Honours and Appointments Secretariat  
Cabinet Office**

December 2012

## HONOURS COMMITTEES

### ARTS AND MEDIA

#### 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, eg 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

## **SPORT**

Coaches  
Referees  
Sportsmen and women at national, regional and local level  
Sports administrators  
Sports volunteers  
Umpires

## **HEALTH**

Ambulance service staff  
British Red Cross Society staff  
Consultants  
Doctors in industry  
Food Safety  
Forensic scientists  
General dental practitioners  
General medical practitioners  
Governors of post-graduate teaching hospitals  
Health-related professionals, eg physiotherapists, occupational therapists,  
speech therapists etc  
Medical Research Council staff  
NHS staff  
Opticians  
Pharmacists  
Professional bodies' staff, eg Royal College of Surgeons  
Professors of medical faculties  
Radiologists  
Regional Health Authority staff  
St Andrew's Ambulance staff  
St John Ambulance staff  
Surgeons  
Toxicologists

## **EDUCATION**

Academic writers, scholars, researchers (if not covered by other committees)  
Business Education Links staff  
Connexions/careers service staff  
County and local education committees and authorities  
Governors and Chairs of Governors of HE, FE institutes and schools  
HEFCE and Universities UK staff  
Learning Skills Councils and Learning Enterprise Councils  
Officials of learned societies  
People involved in Early Years provision  
People working on Adult Learning Basic Skills  
School and college ancillary staff (including school crossing wardens and  
caretakers)  
Staff of education bodies/unions  
Staff of further and higher education establishments  
Teacher/Headteacher unions  
Teachers (excluding those not based in schools)  
University teaching staff (apart from medicine, science, architecture, art,  
drama and music)  
Special Education Needs services and charities staff  
Chief Education Officers/Directors or Education and other Local Education  
Authority employees

Principals of Further Education Colleges, lecturers and other FE staff  
Vice-Chancellors and heads of Higher Education Institutions, professors and  
other HE staff

## **SCIENCE AND TECHNOLOGY**

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

## **ECONOMY**

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 eg 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

## **COMMUNITY, VOLUNTARY AND LOCAL SERVICE**

### Law and Order

Bar Council staff  
Barristers and solicitors  
Boards of Prison Visitors  
Children's Panel staff  
Clerks of Court and Clerks to the Justices  
Community/race relations workers  
Coroners and staff  
Drug awareness organisations  
Inspectorates of Constabulary  
Judges, including Justices of the Peace and Sheriffs in Scotland  
Law Society staff  
Legal Services Commission staff  
Legal executives



Magistrates courts staff  
Members of police forces and police civilians  
Neighbourhood Watch  
Police authorities  
Prisoner welfare  
Probation service  
Recorders and Scottish Sheriffs

#### Local Government

Fire service  
Highway surveyors and county borough surveyors  
Library staff  
Local government elected members, officials and staff  
Social workers  
Valuation tribunal staff

#### Community Service

Animal welfare organisations  
Charity workers  
Citizens Advice Bureaux staff  
Civic societies  
Civil Defence  
Coastguards  
Conservation organisations, including heritage and environmental bodies  
Consumer Councils  
Credit Unions  
Disablement Advisory Committees  
Faith Groups  
Homeless people's charities and organisations  
Housing Associations and social housing  
Mountain rescue  
NAAFI central and local organisations  
National Rivers Authority staff  
Road safety  
Royal National Lifeboat Institution  
Services to ex-servicemen and women (eg Royal British Legion and SSAFA)  
Transport Users' Consultative Committees  
Women's Institutes and Town Women's Guilds  
WRVS  
Youth organisations (eg Scouts, Air Training Corps, Army Cadets Corps, Sea Cadets etc)

#### Miscellaneous

Anglo-overseas societies  
British Waterways Board  
Crown Agents staff  
Equal Opportunities (except in companies on Economy)  
International bodies (but be aware of the international rule)  
Meteorological Office observers  
OXFAM and other overseas charities' staff serving overseas

Royal Observer Corps  
VSO  
YMCA and YWCA

## **STATE**

Home Civil Service (including agencies and non-Ministerial departments)  
Devolved administrations

## **PARLIAMENTARY AND POLITICAL SERVICES**

Westminster Parliament, Members of the Devolved Legislatures, Staff of Westminster and other Assemblies, Staffs of bodies which report to them (Electoral Commission etc) and Party workers.

### COMMITTEE MEMBERS

Honours committees are comprised of independent and official members. The chair is always an independent member and there is always a majority of independent members who are appointed via a public appointments process. Official members are the Permanent Secretaries of the departments within whose remit the committee's specialism falls. A representative from No 10 is invited to attend each committee meeting.

### MAIN COMMITTEE

Each of the specialist honours committees agrees a list of recommendations, which are then submitted to Main Committee. The membership of Main Committee consists of:

The Head of the Home Civil Service (chair) - Vacant  
The Cabinet Secretary  
Chair of Arts and Media Committee: Sir Vernon Ellis  
Chair of Community, Voluntary and Local Services Committee:  
  Dame Clare Tickell DBE  
Chair of the Economy Committee: Sir Ian Cheshire  
Chair of Education Committee: Professor Sir Michael Barber  
Chair of Health Committee: Professor The Lord Kakkar  
Chair of Parliamentary and Political Services Committee: The Rt Hon The  
  Lord Spicer  
Chair of Science and Technology Committee: Professor Sir John Bell FRS  
Chair of Sport Committee: The Lord Coe CH KBE  
Chair of State Committee: Dame Mary Marsh DBE  
The Permanent Secretary of the Foreign and Commonwealth Office  
The Chief of Defence Staff  
Another Permanent Secretary, currently Dame Ursula Brennan CB,  
Permanent Secretary of the Ministry of Justice

### ARTS AND MEDIA

Sir Vernon Ellis – Chair, British Council (independent chair)

*Independent members:*

The Lord Fellowes of West Stafford - writer, actor and director

Dame Liz Forgan DBE – journalist

Ms Julia Peyton-Jones OBE, Director, Serpentine Gallery

Luke Rittner – Chief Executive, Royal Academy of Dance

Sir Peter Stothard – Editor, The Times Literary Supplement

*Official members:*

Ms Sue Owen CB – Permanent Secretary, Department for Culture, Media  
and Sport

Sir Peter Housden KCB – Permanent Secretary, Scottish Government

## **COMMUNITY, VOLUNTARY AND LOCAL SERVICES**

Dame Clare Tickell DBE – Chief Executive, Hanover Housing  
(independent chair)

### *Independent members:*

Ms Evelyn Asante-Mensah OBE – Interim Chief Executive, BHA for Equality  
Mrs Melanie Bryan OBE, Founder of WhyNotChange and Commissioner of  
the Greater Manchester Poverty Commission

Dilwar Hussain – Co-founder of New Horizons in British Islam

Dr Angus Kennedy OBE – Chief Executive, Community Regeneration  
Partnership

John Knight CBE – formerly Director of Policy at Leonard Cheshire Disability  
and Board Member, Charity Commission

Professor Dame Barbara Monroe DBE, Chief Executive of St Christopher's  
Hospice

Brian O'Doherty – lately Head of Housing, Newcastle City Council

Mrs Noreen Oliver MBE – Chief Executive, The Burton Addiction Centre

The Lord Shipley – Leader, Newcastle City Council

Sir Nicholas Young – Chief Executive, British Red Cross

### *Official members:*

Ms Helen Edwards CB CBE – Director General for Localism, Department for  
Communities and Local Government

Chris Wormald – Permanent Secretary, Department for Education

Mark Sedwill CMG – Permanent Secretary, Home Office

Sir Derek Jones KCB, Permanent Secretary, Welsh Government

## **ECONOMY**

Sir Ian Cheshire - Chief Executive Officer, Kingfisher plc (independent chair)

### *Independent members:*

Dame Helen Alexander DBE – Chair, UBM plc and Chancellor,  
University of Southampton

Dame Colette Bowe DBE – Chair, Office of Communications (Ofcom)

Mrs Sherry Coutu CBE - Non-Executive Member of Cambridge University  
(Finance Board), Cambridge Assessment, Cambridge University Press,  
Artfinder and Duofertility

The Rt Hon The Baroness Dean of Thornton-le-Fylde – Member, House of  
Lords Appointments Commission

Ms Anya Hindmarch MBE – fashion designer and businesswoman

Sir Richard Lambert – Chairman, Banking Standards Review

Ms Helen Mahy, Group Company Secretary/General Counsel, National Grid

Dr Yvonne Thompson CBE, an entrepreneurial business leader with her own  
PR company

### *Official members:*

Martin Donnelly CMG – Permanent Secretary, Department for Business,  
Innovation and Skills

Sue Owen CB – Permanent Secretary, Department for Culture, Media  
and Sport

Sir Nicholas MacPherson KCB – Permanent Secretary, HM Treasury

Sir Peter Housden KCB – Permanent Secretary, Scottish Government

## **EDUCATION**

Professor Sir Michael Barber – Chief Education Adviser, Pearson plc  
(independent chair)

### *Independent members:*

Graham Badman CBE – former Managing Director, Children, Schools and Education Directorate, Kent County Council

Professor Sir Deian Hopkin – former Vice Chancellor and Chief Executive, London South Bank University

Ms Marion Matchett CBE – Civil Service Commissioner for Northern Ireland

Sir Daniel Moynihan – Chief Executive of Harris Federation

Dame Rachel de Souza DBE – Chief Executive Officer, Inspiration Trust

Peter Williams CBE – former Chief Executive, Quality Assurance Agency for Higher Education

Dr John J Guy OBE – Independent Chair, Surrey Health Clinical Commissioning Group

### *Official members:*

Martin Donnelly CMG – Permanent Secretary, Department for Business, Innovation and Skills

Chris Wormald – Permanent Secretary, Department for Education

Dr Malcolm McKibbin – Head, Northern Ireland Civil Service

## **HEALTH**

Professor The Lord Kakkar – Director, Thrombosis Research Institute  
(independent chair)

### *Independent members:*

Dame Christine Beasley DBE - former Chief Nursing Officer for England

Professor Sir Leszek Borysiewicz – Vice-Chancellor, University of Cambridge

Dame Ruth Carnall DBE - Chief Executive, NHS London

Professor Sir Ian Gilmore - Chair of Liverpool Health Partners, University of Liverpool

Professor Dame Janet Husband DBE – former Chair, Royal College of Radiologists Council

Sir Nicholas Partridge OBE – former Chief Executive, Terrence Higgins Trust

Professor Sir John Wessely, Director, King's Centre for Military Health Research, King's College London

### *Official members:*

Dame Sally Davies DBE – Chief Medical Officer, Department of Health

Ms Una O'Brien CB – Permanent Secretary, Department of Health

Andrew Goodall – Director General, Department for Health, Social Services and Children, Welsh Government

## **SCIENCE AND TECHNOLOGY**

Professor Sir John Bell FRS – Regius Professor of Medicine, University of Oxford (independent chair)

*Independent members:*

Professor Sir Tony Atkinson FBA – Senior Research Fellow, Nuffield College

Professor Dame Janet Finch DBE DL – former Vice Chancellor, Keele University

Professor Dame Julia King DBE – Vice-Chancellor, Aston University

Martyn Rose - Director, Martyn Rose Ltd

Professor Dame Nancy Rothwell DBE FRS DL – President and Vice Chancellor, University of Manchester

*Official members:*

Professor Sir John O'Reilly FEng - Director General, Knowledge and Innovation, Department for Business, Innovation and Skills

Sir Mark Walport FRS – Chief Scientific Adviser to HM Government

## **SPORT**

The Lord Coe CH KBE – Chairman, CSM Sport and Entertainment (independent chair)

*Independent members:*

Giles Clarke CBE – Chairman, England and Wales Cricket Board

Baroness Grey Thompson DBE – former Paralympic athlete

Tim Lamb – Chief Executive, Sport and Recreation Alliance

Tim Phillips CBE – former Chairman, All England Lawn Tennis Club

*Official members:*

Ms Sue Owen CB – Permanent Secretary, Department for Culture, Media and Sport

Dr Malcolm McKibbin – Head, Northern Ireland Civil Service

## **STATE**

Dame Mary Marsh DBE – Director, Clore Social Leadership Programme (independent chair)

*Independent members:*

The Rt Hon the Baroness Bottomley of Nettlestone JP DL – Chair, Board Practice, Odgers Berndtson and Member of the House of Lords

Ms Elizabeth McMeikan – Non-Executive Director, J D Wetherspoon plc and former Civil Service Commissioner

Dr Diana Walford CBE – former Principal, Mansfield College, Oxford

Dr Suzy Walton – Deputy Chairman of the RSA, University of Westminster and Internet Watch

*Official members:*

Head of the Home Civil Service

Dame Ursula Brennan DCB – Permanent Secretary, Ministry of Justice

## **PARLIAMENTARY AND POLITICAL SERVICES**

The Rt Hon The Lord Spicer – Member of the House of Lords (independent chair)

### *Independent Members:*

Ms Dianne Bevan – Chief Operating Officer, National Assembly for Wales

The Rt Hon The Lord Butler of Brockwell KG GCB CVO – Member, House of Lords

The Rt Hon The Baroness Hayman GBE – former Speaker of the House of Lords

The Rt Hon Peter Riddell CBE – Director, Institute for Government

Sir Robert Rogers KCB – formerly Clerk of the House of Commons and Chief Executive of the House of Commons Service

### *Official Members:*

The Rt Hon Don Foster MP – Liberal Democrat Chief Whip

The Rt Hon Rosie Winterton MP – Labour Chief Whip

The Rt Hon Michael Gove MP – Government Chief Whip