



HONOURS COMMITTEE POST

FURTHER PARTICULARS

Background

1. A new system of 8 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. The report can be found at <http://www.cabinetoffice.gov.uk/media/cabinetoffice/corp/assets/publications/reports/honours/honours.pdf>. An essential part of the new structure is that the Chairs and the majority of the members are independent of the government.
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 eight 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.
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.
4. Selections made by sub-committees are referred to the Main Honours Committee, which is chaired by the Cabinet Secretary 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. The Prime Minister does not alter the recommendations.

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.
8. Current membership of the committees is shown at Annex.

Commitment

9. 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. .
10. The appointments to chairs and members will not be paid. Reasonable expenses will be met.
11. The names of those who agree to be chairs or members of the committees are made public.

12. 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.
13. Appointments will normally be for three years.
14. 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

15. 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
August 2010**

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, 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

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 for example physiotherapists, occupational therapists, speech therapists etc
Medical Research Council staff
NHS staff
Opticians
Pharmacists
Professional bodies' staff, for example, 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 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 of 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 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

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 (for example, Royal British Legion and SSAFA)
Transport Users' Consultative Committees
Women's Institutes and Town Women's Guilds
WRVS
Youth organisations (for example 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

Staff of the Houses of Parliament

ANNEX

COMMITTEE MEMBERS

ARTS & MEDIA

The Lord Stevenson of Coddendam CBE (Chair)
Sir Peter Housden KCB (Permanent Secretary, Scottish Executive)
Mr Jonathan Stephens (Permanent Secretary, DCMS)
Dame Jenny Abramsky DBE (independent member)
Mr John Gross (independent member)
Mr Ben Okri OBE (independent member)
Sir Peter Stothard (independent member)

COMMUNITY, VOLUNTARY AND LOCAL SERVICES

The Lord Newton of Braintree OBE DL (Chair)
Mr David Bell (Permanent Secretary, Department for Education)
Sir Suma Chakrabarti KCB (Permanent Secretary, Ministry of Justice)
Dame Helen Ghosh DCB (Permanent Secretary, Home Office)
Sir Bob Kerslake (Permanent Secretary, DCLG)
Dame Gill Morgan DBE (Permanent Secretary, Welsh Assembly Government)
Mrs Sue Charteris (independent member)
Mr Dilwar Hussain (independent member)
Mr Brian O'Doherty (independent member)
Mrs Mary Thomas MBE JP (independent member)

ECONOMY

Sir John Parker (Chair)
Mr Martin Donnelly CMG (Permanent Secretary, BIS)
Sir Peter Housden KCB (Permanent Secretary, Scottish Executive)
Sir Nicholas Macpherson KCB (Permanent Secretary, HM Treasury)
Mr Jonathan Stephens (Permanent Secretary, DCMS)
Ms Helen Alexander CBE (independent member)
Mr Peter Chappelow (independent member)
The Rt Hon The Baroness Dean of Thornton-le-Fylde (independent member)
Councillor Rosemary Harris (independent member)
Mr Christopher Hyman CBE (independent member)
Sir Rob Margetts CBE (independent member)
Mr David Thomas CBE LVO (independent member)

EDUCATION

Chair - vacant

Mr David Bell (Permanent Secretary, Department for Education)

Mr Martin Donnelly CMG (Permanent Secretary, BIS)

Sir Bruce Robinson KCB (Permanent Secretary, Northern Ireland Executive)

The Baroness Afshar (independent member)

Mr Graham Badman CBE (independent member)

Ms Sheila Gupta MBE (independent member)

Professor Sir Deian Hopkin (independent member)

Ms Marion Matchett CBE (independent member)

Mrs Mary Oliver MBE (independent member)

Professor Graham Shipley (independent member)

Mr Peter Williams CBE (independent member)

HEALTH

Sir Ian Carruthers OBE (Chair)

Dame Sally Davies DBE (Acting Chief Medical Officer)

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

Dame Gill Morgan DBE (Permanent Secretary, Welsh Assembly Government)

Professor Sir Mansel Aylward CB (independent member)

Dame Karlene Davis DBE (independent member)

Mr Niall Dickson (independent member)

Professor Irene Gray (independent member)

Professor Dame Janet Husband DBE (independent member)

Sir Netar Mallick (independent member)

Sir Neil McKay (independent member)

Professor Sir Anthony Newman Taylor (independent member)

SCIENCE & TECHNOLOGY

The Lord Krebs FRS (Chair)

Professor Sir John Beddington CMG FRS (Chief Scientific Adviser)

Mr Martin Donnelly CMG (Permanent Secretary, BIS)

Professor Sir Richard Brook OBE (independent member)

Professor Dame Janet Finch DBE DL (independent member)

Sir Rob Margetts CBE (independent member)

SPORT

The Lord Coe KBE (Chair)
Sir Bruce Robinson KCB (Permanent Secretary, Northern Ireland Executive)
Mr Jonathan Stephens (Permanent Secretary, DCMS)
The Baroness Grey-Thompson DBE (independent member)

Mr Tim Lamb (independent member)
Sir Ian McGeechan OBE (independent member)
Mr Tim Phillips CBE (independent member)
Ms Tessa Sanderson CBE (independent member)
Mr Graham Taylor OBE (independent member)

STATE

Dame Mary Marsh DBE (Chair)
Mr Alex Allan (Chairman, Joint Intelligence Committee)
Sir Suma Chakrabarti KCB (Permanent Secretary, Ministry of Justice)
Sir Gus O'Donnell KCB (Cabinet Secretary)
Dame Suzi Leather DBE DL (independent member)
Ms Elizabeth McMeikan (independent member)
Dr Diana Walford CBE (independent member)