



## 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. The report can be found at [www.direct.gov.uk/honours](http://www.direct.gov.uk/honours). 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. 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. 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.

### **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.direct.gov.uk/honours](http://www.direct.gov.uk/honours). A list is annexed to this guidance.
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**

September 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 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 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

### 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)  
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 John Parker  
Chair of Education Committee: Professor Sir Michael Barber  
Chair of Health Committee: Sir Ian Carruthers OBE  
Chair of Parliamentary and Political Services Committee: The Rt Hon The  
  Lord Spicer  
Chair of Science and Technology Committee: The Lord Krebs FRS  
Chair of Sport Committee: The Lord Coe of Ranmore 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 Sir Paul Jenkins KCB QC, Treasury  
  Solicitor

#### ARTS AND MEDIA

Sir Vernon Ellis – Chair, British Council (independent chair)  
Independent members:  
  Dame Jenny Abramsky DBE – former Director of Radio and Music, BBC  
  Ben Okri OBE – novelist and poet  
  Luke Rittner – Chief Executive, Royal Academy of Dance  
  Sir Peter Stothard – Editor, The Times Literary Supplement  
  The Lord Fellowes, actor, writer, film director and screenwriter  
  Dame Liz Forgan DBE – Chair, Arts Council England  
Official members:  
  Jonathan Stephens – 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, Action for Children  
(independent chair)

Independent members:

Ms Evelyn Asante-Mensah OBE DL – Chair, NHS Manchester

Mrs Sue Charteris – former Director of Shared Intelligence; member of the  
England Committee, Big Lottery Fund and former Chief Executive of Merton

Dilwar Hussain – Head, Policy Research Centre

Dr Angus Kennedy OBE – Chief Executive, Community Regeneration  
Partnership

John Knight CBE JP – Board Member, Charity Commission

Brian O'Doherty – Head of Citywide Services, Your Homes Newcastle

The Lord Shipley – Leader, Newcastle City Council

Mrs Mary Thomas MBE JP – Non-Executive Director, Calderstones NHS  
Trust

Sir Nicholas Young – Chief Executive, British Red Cross

Official members:

Sir Bob Kerslake – Permanent Secretary, Department for Communities and  
Local Government

Chris Wormald – Permanent Secretary, Department for Education

Ms Helen Kilpatrick – Acting Permanent Secretary, Home Office

Mrs Ursula Brennan – Permanent Secretary, Ministry of Justice

Sir Peter Housden KCB – Permanent Secretary, Scottish Government

## **ECONOMY**

Sir John Parker GBE (independent chair) – Chairman, Anglo-American plc

Independent members:

Dame Helen Alexander DBE – former President, CBI

Peter Chappelow – Chairman, Portfolio

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

Ms Rosemarie Harris – farmer and county councillor, Powys County Council

Christopher Hyman CBE – Chief Executive, Serco plc

Sir Rob Margetts CBE – Chairman, Legal and General plc

David Thomas CBE LVO DL – former Chief Executive, Whitbread plc

Official members:

Dr Colette Bowe – Chair, Office of Communications

Sir Richard Lambert – former Director General, CBI

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

Jonathan Stephens – 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 the Baroness Afshar OBE – Professor, Politics and Women's Studies, University of York

Ms Sheila Gupta – Director of Human Resources, University of Edinburgh

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

Ms Marion Matchett CBE – former Chief Executive, Education and Training Inspectorate, Northern Ireland

Professor Graham Shipley – Professor of Ancient History, University of Leicester

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

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**

Sir Ian Carruthers OBE – Chief Executive, South West Strategic Health Authority (independent chair)

Independent members:

Dame Christine Beasley DBE - former Chief Nursing Officer/Director General at the Department of Health and Trustee of Marie Curie Cancer Care

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

Professor The Lord Kakkar - Director, Thrombosis Research Institute

Professor Sir Netar Mallick – Medical Director, Advisory Committee on Clinical Excellence Awards and Professor Emeritus in Renal Medicine, University of Manchester

Sir Nicholas Partridge OBE - Chief Executive, Terrence Higgins Trust

Official members:

Dame Sally Davies DBE – Chief Medical Officer (England)

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

David Sissling – Director General, Department for Health, Social Services and Children, Welsh Government

## **SCIENCE AND TECHNOLOGY**

The Lord Krebs FRS – Principal, Jesus College, 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

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

Official members:

Professor John Perkins CBE – Chief Scientific Adviser, Department for Business, Innovation and Skills

Professor Sir John Beddington CMG FRS – Chief Scientific Adviser to HMG and Head of Government Office for Science

## **SPORT**

The Lord Coe of Ranmore KBE – Chairman, London Organising Committee for the 2012 Olympic and Paralympic Games (independent chair)

Independent members:

Baroness Grey Thompson DBE – former Paralympic athlete

Tim Lamb – Chief Executive, Sport and Recreation Alliance

Sir Ian McGeechan OBE – Director of Rugby, Bath

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

Mrs Tessa Sanderson-White CBE – former Olympic athlete

Graham Taylor OBE – former England Football Manager

Official members:

Jonathan Stephens – 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:

Dame Suzi Leather DBE DL – former Chair, Charity Commission

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

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

Permanent Secretary members:

Sir Bob Kerslake – Head of the Home Civil Service

Sir Paul Jenkins KCB QC – Treasury Solicitor and Head of the Government Legal Service

## **PARLIAMENTARY AND POLITICAL SERVICES**

The Rt Hon The Lord Spicer (independent chair)

The Rt Hon Alistair Carmichael MP – Liberal Democrat Chief Whip

The Rt Hon Andrew Mitchell MP

The Rt Hon Rosie Winterton MP

Independent Members:

Ms Dianne Bevan

The Rt Hon The Lord Butler of Brockwell KG GCB CVO

The Rt Hon The Baroness Hayman GBE

Dame Mary Keegan DBE

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