

<b>CONSTITUTION AND ETHICS COMMITTEE</b>	AGENDA ITEM No. 4
<b>17 JULY 2023</b>	<b>PUBLIC REPORT</b>

Report of:	Rochelle Tapping, Director of Law and Governance and Monitoring Officer	
Cabinet Member(s) responsible:	Councillor Andy Coles, Cabinet Member for Legal, Finance and Corporate Services	
Contact Officer(s):	Rachel Edwards, Head of Constitutional Services Susan Proctor, Executive and Members Services Manager	Tel. 452277

**HONOURS PANEL – NATIONAL HONOURS**

<b>RECOMMENDATIONS</b>	
<b>FROM: ROCHELLE TAPPING, DIRECTOR OF LAW AND GOVERNANCE AND MONITORING OFFICER</b>	<b>Deadline date: N/A</b>
<p>It is recommended that the Constitution and Ethics committee</p> <p>1. Notes the process for submitting National Honours applications</p>	

**1. ORIGIN OF REPORT**

- 1.1 This report was requested by the Constitution and Ethics Committee to understand the process for submitting National Honours applications to the Cabinet Office.

**2. PURPOSE AND REASON FOR REPORT**

- 2.1 The purpose of this report is for the Constitution and Ethics committee to note the process for members submitting National Honours applications to the Cabinet Office.
- 2.2 Although this report does not sit under the Committee's terms of reference, the report is being presented to members to help understand how Councillors can make nominations for national honours.

**3. TIMESCALES**

Is this a Major Policy Item/Statutory Plan?	<b>NO</b>	If yes, date for Cabinet meeting	
Date for relevant Council meeting		Date for submission to Government Dept. (Please specify which Government Dept.)	

**4. BACKGROUND AND KEY ISSUES**

- 4.1 Every year, people who have made a significant contribution to public life through vital and extraordinary work are recognised with an honour awarded by the King.
- 4.2 Most awards are given to those who have been nominated by a colleague or member of the public and are then recommended by the Prime Minister or senior Government Minister.
- 4.3 Nominating someone for an honour is a way to recognise those who are making a positive impact through their service, going above and beyond in their role.
- 4.4 There are different types of honours awards, ordered by rank (for example):
- Knight or Dame
  - Commander of the Order of the British Empire
  - Officer of the Order of the British Empire
  - Member of the Order of the British Empire
  - British Empire Medal
- 4.5 Guidance has been sent to all members on how to complete a National Honours.
- 4.6 The process takes a long time and can take between 12 – 18 months to work its way through the system.
- 4.7 Training has been requested to the Cabinet Office for members.

## **5. CORPORATE PRIORITIES**

- 5.1 The recommendations link to the Sustainable Future City Council Corporate Priorities and recognises the hard work and dedication of the nominees.

## **6. CONSULTATION**

- 6.1 All members will have received guidance on how to write a nomination.

## **7. ANTICIPATED OUTCOMES OR IMPACT**

- 7.1 Increase in National Honours for Peterborough.

## **8. IMPLICATIONS**

### **Financial Implications**

- 8.1 None.

### **Legal Implications**

- 8.2 There are no legal implications in respect of what is proposed

### **Equalities Implications**

- 8.3 None.

## **9. BACKGROUND DOCUMENTS**

Used to prepare this report, in accordance with the Local Government (Access to Information) Act 1985

- 9.1 <https://www.gov.uk/government/publications/honours-how-to-write-citations/how-to-write-a-nomination-html>

<https://www.gov.uk/honours/nominate-someone-in-the-uk>

**10. APPENDICES**

10.1 None.

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