

DHSC Covid-19 Honours - FAQs for stakeholders

Do I need to obtain consent from the individual before I nominate them?

- Please note that the honours nominations process is exempt from the GDPR (under paragraph 15, Part 2, Schedule 2 to the Data Protection Act 2018) and you are not required to obtain consent from the individual under consideration due to the confidential nature of the process.
- **We would therefore ask that you do not inform the nominee of this process.**
- Cabinet Office also provide information on this process [here](#). The standard DHSC privacy notice can be found [here](#). If you have any questions, about GDPR please contact the honours team at england.cso@nhs.net

Who should complete the nomination form?

- The form should be completed by someone who knows the nominee well enough to answer the questions, this may be their line manager or it might be several people who they have worked with coordinating their contributions
- You might need different people to complete different sections of the form (e.g. HR for the personal details). It is ok for colleagues to be approach for assistance with completing the form, however please ensure that they're aware of the confidential nature of the process

I have someone great to nominate for an honour but it's not Coronavirus-related. Can I still put in the nomination?

- We continue to welcome nominations for individuals who meet the usual criteria and are whose contribution is not related to the Coronavirus response.
- These nominations will be processed and considered in the usual way, on the usual form.
- To nominate someone who is not Coronavirus-related please email england.cso@nhs.net and request information on how to do this.

I'm too busy to write anything at the moment but I have someone I want to nominate. What should I do?

- If you don't have time, it may be worth seeing if somebody else who knows the nominee well could provide details for you to reduce the burden.
- If this is also not possible, you can arrange a time to speak to the Honours team for 15 minutes and we will take as many details as possible to write a nomination for you, however, you may find that such a nomination is unlikely to do the person you

are nominating justice as we will not be able to include the types of details and perspective that bring nominations to life for the committee.

- The full name, address, date of birth and contact details of the nominee will still need to be provided.

I can't get the person's information details on time. Does this mean they will miss out on an honour?

- NHS England have deadlines for submitting nominees for specific honours rounds. NHS England has set a deadline of 3rd July for stakeholder nominations to be considered for the initial Covid-19 and New Year 2021 round.
- We need some basic information about a nominee in order to process their nomination, please see the nomination form for details of the information that we require.
- However, there is no deadline to making nominations for future rounds and should you submit a nomination without the required details, we will put them forward for the next available round once they have been provided.

The nomination form asks for the nominees' nationality. Does our nominee need to be British?

- We do need to know if the nominee is a foreign national or does not hold a British passport.
- Not being a British national does not exclude them from the process, it just means that additional steps will be taken in processing the nomination.
- If your nominee's nationality is not available but you are able to provide an indication of what it is, please add this to the form along with a note that you aren't certain.

The person who I am nominating is terminally ill, do I need to do anything differently?

- Honours cannot be given posthumously. However, if The Queen has given Her informal approval to an honour and the nominee has accepted, their next-of-kin can receive the award if they sadly die before publication of the relevant honours list.
- If you are nominating someone who is terminally ill, then please include a note about this on the covering email.

Will it be easier to get an honour for COVID-19 related work?

- The process will be streamlined to ease the burden on departments who have competing priorities but the process for honours assessment will remain robust.

- Nominations will be considered by an independent expert honours committee, each chaired by an independent chair and comprising a majority of independent members, selected after open advertisement.
- Final recommendations from the Main Honours Committee will be agreed and sent through the Prime Minister to The Queen.

Are you only looking for medical professionals?

- No, we welcome nominations from a much wider section of the workforce.
- Much of the incredible work that has taken place has been behind the scenes by those in support roles and we would like to see them recognised for their work. We would still like to know something of their career to date to understand how they have excelled both now and before.

When will we know if our nomination is successful?

- Successful nominees will be informed of their nomination by Cabinet Office before the announcement.
- We will not be able to provide progress reports on individual nominees. Honours list are published in the London gazette and other national newspapers, as well as on Gov.uk.

Who do I send the completed form to and what is the deadline?

- Completed forms should be returned to – england.cso@nhs.net
- The deadline is 3 July 2020 for consideration for the initial round, nominations submitted after this date will be considered for a future round.

Who should I contact if I have any questions?

Please contact the honours team via england.cso@nhs.net