

# COUNCIL BUSINESS COMMITTEE

## UK National Honours Awards 15<sup>th</sup> November 2007

### Report of Head of Democratic Services

#### PURPOSE OF REPORT

To consider how the City Council can increase awareness of the UK National Honours System.

**This report is public**

#### RECOMMENDATIONS

**That the City Council include a link on the Ceremonial pages of the City Council's website, and issue a press release on a regular basis to increase awareness of the UK Honours system and provide details of how to apply.**

#### 1.0 Introduction

- 1.1 The City Council has often been the first port of call for people who wish to make an honours application and who are unsure where or how to apply. On these occasions the Mayor's Office has provided details of the office of the Lord Lieutenant where further information could be obtained.
- 1.2 A review of the nomination processes for UK National Honours has been undertaken by the Government which has reviewed not only the processes to be followed and the allocation of awards but which has also, through statistical analysis, identified areas of the Country where fewer applications for Honours Awards are submitted. The north of England has been identified as one such area.

#### 2.0 Proposal Details

- 2.1 Nominations can be made by anyone at any time, as there are no strict deadlines for receipt of nomination forms by the Ceremonial Secretariat of the Cabinet Office. Consideration of any nomination is likely to take at least 12 to 18 months. Full details of the process for nominations and downloadable application forms are now available on the Cabinet Office website.
- 2.2 Anyone can submit a nomination for an honour, and application forms are readily available in a number of formats from the Cabinet Office. The form is relatively uncomplicated, but the lack of applications may be more to do with not knowing where to obtain the forms, than collecting the information required.

2.3 All nominations for honours should be treated with the strictest confidence. Nominees should not be made aware of their nomination as it would be unfair to raise expectations.

2.3 The Chief Executive has been briefed by the Lord Lieutenant of Lancashire on the availability of these awards, and the City Council has been asked to assist in the promotion of the awards system in the district.

2.4 The Council Business Committee are asked to consider how the City Council can publicise and promote the awards to encourage more nominations to be submitted.

### **3.0 Details of Consultation**

3.1 None.

### **4.0 Options and Options Analysis (including risk assessment)**

4.1 Option 1 – That the City Council include a link on the ceremonial pages of the City Council's website, and issue a press release on a regular basis to increase awareness of the awards and provide details of how to apply.

4.2 Option 2 – That the City Council include a link on the City Council website to the Cabinet Office pages which provide details of the honours system.

4.3 Option 3 – That the City Council take no further action to promote the honours system and continue to provide information to callers on an as and when basis.

### **5.0 Conclusion**

5.1 There must be numerous examples of excellence within the north of England and if the Council can encourage more applications this would seem the right thing to do. By providing information to the public via the website and the local media, the City Council would be attempting to increase the number of nominations being submitted and would provide people with the means to know where they can obtain the necessary forms.

<b>CONCLUSION OF IMPACT ASSESSMENT</b> <b>(including Diversity, Human Rights, Community Safety, Sustainability and Rural Proofing)</b>
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None.
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<b>FINANCIAL IMPLICATIONS</b>
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There would be no financial cost to the Council in adding a link to the website and issuing information to the local media.
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**SECTION 151 OFFICER'S COMMENTS**

The Section 151 Officer has been consulted and has no comments to add

**LEGAL IMPLICATIONS**

There are no legal implications.

**MONITORING OFFICER'S COMMENTS**

The Monitoring Officer has been consulted and has no comments.

**BACKGROUND PAPERS**

Application form for a UK National Honour  
downloaded from the Cabinet Office website.

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