



Ministry of Housing,
Communities &
Local Government

Jennifer Ryan
Honours Secretary

**Ministry of Housing, Communities and Local
Government**
2 Marsham Street
London SW1P 4DF

Honours@communities.gov.uk

www.gov.uk/mhclg

Our Ref: BD2021

Dear Sir or Madam,

Birthday 2021 Honours: Deadline – 10.00am Monday 21 September 2020

I am writing to invite you to make recommendations for the Birthday 2021 Honours List. I would be grateful if you could also circulate this request to as many members of your organisation as possible. While we can accept Honours nominations at any time, **we need citations by Monday 21 September if they are to be included in the Birthday 2021 Honours Round.**

The Ministry of Housing, Communities and Local Government (MHCLG) is especially interested in people who are working or volunteering in their community. They could be working with the homeless or in housing more widely, supporting community integration and interfaith work, or working in local government over an extended period to achieve the council's local ambitions.

To make a nomination, please complete this [online form](#) and send two letters of support to Honours@communities.gov.uk. Please feel free to contact me if you need any help or advice or if you have any technical difficulties when using this form.

Information needed

You will need to supply the following information about your candidate to nominate them for an Honour:

- Name
- Home address
- Telephone number (home or work)
- Email address (home or work)
- Date of birth
- 500 words of text about your candidate
- At least 2 letters of support

Honours are exempt under GDPR, as such you do not need to ask the candidate's permission to share their personal details.

Resubmissions

Please note that names which you have previously submitted will not automatically go forward for the Birthday 2021 Honours Round. If you would like these candidates to be reconsidered, you must resubmit their nomination using the [online form](#). You will need to update the information you submit. Nominations on previous versions of the form will be rejected.

Confidentiality

The person you are nominating for an Honour must not be told that they are being considered as there is no guarantee of success. You can, however, consult anyone else about the nomination to obtain the required information - just explain that your conversations or correspondence are in confidence.

Diversity

All the decisions taken about Honours candidates are based on merit and achievement, and only the strongest candidates are selected for further consideration; but to allow us to ensure that the Honours list is fair, diverse and reflects the society we live in, we need to ensure that we have enough nominations from all areas, backgrounds and social groups. This can only be achieved if there is a wide range of top-quality candidates, nominated from a rich variety of sources. We therefore continue to stress the importance of drawing nominations from as wide a pool as possible to reflect the diversity of today's society.

Training

We are offering training opportunities to help you get the best from the Honours system, please book a place [here](#).

The available dates are:

- 21 August – 10:30 – 12:00
- 24 August – 11:00 – 12:30
- 26 August – 14:00 – 15:30
- 28 August – 15:00 – 16:30
- 1 September – 10.30 – 12:00
- 3 September – 14:00 – 15:30
- 17 September – 14:00 – 15:30

Training will take place via Microsoft Teams, joining instructions will be sent before the event. If you would like bespoke session for your organisation or would prefer to use a different platform, please let me know.

Finally, if you do not feel that this request is relevant to you or your organisation, if you are receiving similar requests from elsewhere in Whitehall or if you do not wish to receive further communications about Honours then please let me know and I will remove your contact details from the circulation list.

If you have any further questions, please do contact me at Honours@communities.gov.uk

Yours sincerely,

Jennifer Ryan