**Jennifer Ryan**

Honours Secretary

**Ministry of Housing, Communities and Local Government**

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Our Ref: NY2021



Dear Sir or Madam,

**New Year 2021 Honours: Deadline – 10.00am Monday 6 April 2020**

I am writing to invite you to make recommendations for the New Year 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 are happy to accept honours nominations at any time, **we need citations by 6 April if they are to be included in the New Year 2021 Honours Round.**

If you do not feel that this request is relevant to you or your organisation or 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.

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

To make a nomination, please complete the attached form and return it to Honours@communities.gov.uk with at least two letters of support. Please feel free to contact me if you need any help or advice.

Please note that names which you have previously submitted will not automatically go forward for the New Year 2021 Honours round. If you would like these candidates to be reconsidered, you must resubmit their nomination using a new form and updating the information it contains. Nomination on previous versions of the form will be rejected.

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

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 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.

Yours sincerely,

**Jennifer Ryan**