



Permanent Secretary and
Clerk of the Crown in Chancery
Sir Hayden Phillips GCB

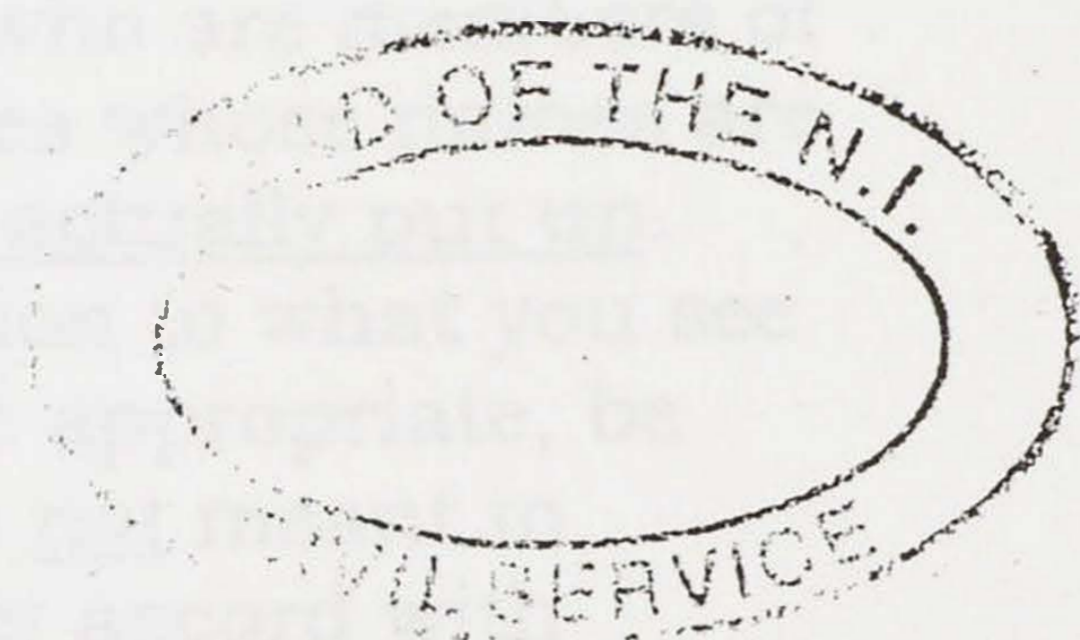
HOUSE OF LORDS
LONDON SW1A 0PW

Tel. 020 7219 3246
Fax. 020 7219 2075
e-mail: perm.sec@lcd.gsi.gov.uk

RESTRICTED - HONOURS

27th May 2003

Sir Richard Mottram KCB
Department for Work and Pensions
Richmond House
79 Whitehall
London SW1A 2NS



New Year Honours List 2004

I am writing, as is usual at this point in the honours cycle, to thank you and other colleagues, on Andrew Turnbull's behalf and my own, for your help in putting together the Birthday Honours List, and to emphasise few points which I would be grateful if we could all bear in mind during the next round.

The first is something which I, and Richard Wilson before me, have raised regularly. Of the candidates recommended to the Prime Minister for awards in the Birthday Honours List 2003, 36.2 per cent were **women** and 6.8 per cent were from **black and minority ethnic groups**. For awards at CBE and above the percentages were 21 and 3.0 respectively. The figures have fluctuated a little but have been at more or less this level for the last few years.

We can do better than this. It seems that Departments' regular contacts have not been able to produce enough good nominations from these groups. I would urge you therefore to cast your nets more widely than in the past and to make every effort to find strong candidates, at all levels, who reflect more closely the overall composition of the country's population. We are looking at ways in which we can assist Departments from the centre, but I hope you will all be able to make an extra effort in this direction for the New Year List.

I would also be grateful if you could make a special effort to identify good candidates from a full cross section of the population for **awards at MBEX** level. Our assessors found it difficult to fill all the available places from among

those put forward for the Birthday 2003 List. This was partly because many candidates had weak citations – long service does not equate with merit, although this sometimes seems to be assumed, especially for State Servants. It was also the case that too many candidates were drawn from a restricted number of fields which, although worthy, did not deserve to be represented in the List in the numbers suggested – for example the traditional school crossing patrol wardens, and particular types of charity. This is no doubt because Departments have established relations with these groups over the years, but it is important that other sectors are not excluded. It would be helpful if you could try to find candidates from areas which have not in the past had the recognition they deserve.

I would like to raise three points about **feedback**. Ceremonial Secretariat now send out to those Permanent Secretaries who are members of honours assessment committees full lists of the candidates whose names are likely to go forward to the Prime Minister before the list is actually put up. This is intended to give you an opportunity to draw attention to what you see as serious errors in the selection, so that these can, where appropriate, be corrected before the Prime Minister gets the List. But it is not meant to provoke immediate comment on all selections which do not accord with Departmental priorities. Ceremonial Secretariat are happy to provide feedback once the List has gone forward but they are under great pressure during the later stages of the honours round and cannot deal with any but the most urgent queries until this point. I should also stress that it is most important that these provisional lists of recommendations are handled in the strictest confidence and that their contents should not become known in your Departments until a day or two before the Honours List is to be published – and even then on a very restricted basis.

Over the next two months Ceremonial Secretariat will be carrying out a **Quinquennial Review** to determine the broad allocation of honours over the next five years between different areas of activity over the next five years. The results of this review will be reported to the Committee on the Grant of Honours, Decorations and Medals, but the Committee's final recommendations are unlikely to have been approved by the time you are putting together your lists for the New Year round. You should therefore put forward about the same number of candidates in each of the areas for which you are responsible as you have done in the recent past. The Prime Minister is however keen to see more good candidates with a philanthropic background and I would be grateful if you could emphasise this aspect of candidates' activities when you are drawing up citations for, for example, business men and women or people in the arts field.

Finally, could I ask you to do all you can to ensure that your nominations for the New Year List do reach No 10 in good time – the final date for delivery is 6 August 2003. The timetable for the New Year round is very tight and allows no flexibility at all. If there are last minute queries or hold

ups it is much better to send in a provisional list, which can be tidied up subsequently, than to hold back your recommendations for so long that some of your candidates may have to be left out of consideration for the honours round in question.

As always I am most grateful for the work colleagues and their departments - and in particular their Honours Secretaries - have put in during the Birthday honours round. Because of your contributions we have a good List which I think should be well received. Thank you very much.

Yours ever
Hayden