



Nottinghamshire Honours and Awards Panel

Supporting Nominations for UK Honours

Nottinghamshire Lieutenancy Handbook:

Nominating for Honours and Awards

September 2020 Edition

The purpose of this handbook is to provide guidance and the framework for those who are considering nominating individuals or voluntary organisations for a UK Honour, or those businesses who are considering applying for the Queen's Award for Enterprise.

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Part A: Individual Honours

1.0 Introduction

The purpose of this section of the handbook is to guide those who are recommending individuals for consideration for a UK Honour via the **public nominations route**. The Lord-Lieutenant is keen to identify people who have made a truly exceptional, sustained contribution which provides inspiration for others, has influenced change, made an impact and demonstrable contribution to the community. This may be in a voluntary capacity or by far exceeding their professional remit for the good of all. Further guidance can be found at the UK gov.uk website: www.gov.uk/honours/nominate

2.0 Protocols for Nominating an Individual for a UK Honour

These protocols have been developed by the Nottinghamshire Lieutenancy Honours and Awards Panel and provide focus for nominations.

Confidentiality:

- Breaches can render a nomination invalid;
- Under no circumstances should a nominee be contacted;
- Contain contact with as small a group as possible, stressing the need for confidentiality.

No self-nominations:

- Not acceptable under any circumstances.

Focus on individuals who make a difference:

- Explaining the **impact** of what they do on individuals/society/environment provides the basis for a very strong case;
- Highlighting the **benefits** of their actions/activities/commitment, rather than simply describing the features, considerably strengthens the nomination.

Qualify claims:

- Give examples and be sure these will stand up to rigorous scrutiny;
- The examples need to be cited with verbal and written evidence and, where available, should be cross-referenced with the letters of support.
- Using facts and figures to illustrate the claims being made will considerably strengthen the case being made.

3.0 Identifying Nominations

This is intended to help you think about a range of ways in which you can identify potential nominees for an award as part of your daily activities.

How do you find potential nominees?

- Consider how you might utilise your existing networks to identify potential individuals for nomination.
- How could you use work/leisure opportunities to observe / talk to people about their roles/volunteering?
- Consider what systems you are able to access which might assist you to encourage colleagues to suggest potential nominees to you. Are there existing initiatives you could access, for example: employee of the month, Citizen of the Year/Local Hero awards?
- Consider who you have come across during the course of your activities that has left a lasting impact on you. Should they be put forward for an award?
- Think about individuals who might either help you make a nomination or maybe nominate individuals themselves.

4.0 Structuring your nomination (See section 5)

- The nomination should be well-structured and logical, clear, precise and succinct.
- Present evidence to support your claims in as chronological order as possible to demonstrate progression.
- Do not shy away from superlatives – if you think the person is brilliant, say so!

5.0 Key Features

Having identified someone you would like to recommend for an honour, think about the key features that you might highlight to justify the nomination and demonstrate that they are exceptional.

Are you sure there is sufficient:

- Evidence the individual is **inspirational** – examples of individuals who have changed the way they work or the work they do as a consequence of watching / listening to the nominee. Is there evidence of individuals changing the way they behave as a consequence of watching how the nominee behaves?
- Evidence the nominee is **influential** – what has changed as a consequence of their involvement? What are people doing that they wouldn't have done before the nominee became involved? How far does their influence spread?
- Evidence the nominee has had an **impact** – not just on people but also in other ways such as the environment, the culture of an organisation or a department, humanity or society locally (where they live or work) or more widely. Have the individual's actions created conditions and/or opportunities, which effected changes resulting in exceptional benefits to others? Some examples might include reducing isolation, reducing

crime, increasing inclusiveness, increasing self-confidence and self-respect, accessing education, reducing poverty, gaining employment, coping with serious illness, coping with exceptional challenges, such as a global pandemic.

Then use the **“So What test”**. When you have assembled all your thoughts about the individual you are nominating try one additional check. We call this the “So What” test. Check if you have demonstrated:

- The nominee has undertaken roles / duties beyond what is expected of them in their substantive job – i.e. additional areas of service such as fundraising, working for a charity, leading a youth group.
- That the depth and breadth of their volunteering involvement is truly impressively significant.
- That the length of time the person has given to their volunteering/additional role(s) demonstrates not only that their commitment has been sustained, but also their contribution / ideas have not been abandoned.
- What colleagues/the community/others would say about the nominee being given an award? How do they, for example, compare with others undertaking similar roles/activities?
- That what exactly makes them “special” and what makes them “stand out” is adequately described. You may find it helpful to ask yourself these final questions in order to ascertain if you have adequately described the individual:
 - Have you described their reported behaviours when undertaking this role? For example, are they described by others as going about their work quietly, are they well known for undertaking this role, have they sought personal publicity for either themselves, or have they shared the outcomes of their work/activities?
- What would be the impact of their actions if they stopped doing this? Have you described this?

Check if any other awards have been presented:

- Have you or anyone else put the individual forward for any other awards for example local awards such as Nottingham Post “local hero” award? If so, include these details.

6.0 Letters of Support

Two or more letters are necessary to endorse the nomination from those who have had direct experience of the nominee’s activities and/or benefitted in some way. These must include the full contact details of the supporter.

- They should be based on providing evidence of what a difference the nominee has made to them/ society/the environment.
- Those providing letters of support **should not** be selected only on the basis of their position and standing.

- All beneficiaries have equal value. Let them use their own words- guide them but do not write the letters for them. All letters need to be different.

Part B: The Queen’s Award for Voluntary Service

This award is the MBE equivalent for the voluntary sector. Anyone can nominate a group; and often the most compelling cases come from those who have directly benefitted in some way from the actions of the group. Nominated groups could be supporting individuals or providing facilities or experiences for others in the community.

For full information about nominating a group refer to the Government website, which can be found at <https://qavs.culture.gov.uk> In addition, it might be helpful to note the following key points:

- Nominations have to be returned, usually by the end of September - in 2020 this is 25th September.
- Nominated groups must have been operating for at least three years.
- More than half the group must be volunteers, and half of those volunteers must have the right of residence in the UK.
- The nominated group could be preserving local heritage or the environment; they could be promoting community cohesion.
- They must be UK based and could be benefiting people overseas or in the UK or both.
- They may be part of a national organisation, but the nomination will need to demonstrate a distinctive local approach and one which goes beyond what is expected of similar groups: in other words what makes them different and stand out from the crowd?

Part C: The Queen’s Award for Enterprise

This award is available to celebrate and reward the most outstanding and entrepreneurial businesses in the UK. The application (rather than nomination) process requires businesses to apply directly on-line via the Government website at: www.gov.uk/queensawardsforenterprise

There are four categories for this award:

- Innovation;
- International;
- Promoting Opportunity;
- Sustainable Development.

There are two key points to highlight:

- The application process opens on the 1st May each year and closes around the 9th September.
- Any company with 2 or more full-time employees (or part time equivalent) is entitled to apply.

Appendix 1.0: Mentoring an Honours Nomination

NB These notes are intended to help those who are guiding others to nominate an individual for a UK honour. The guidance provided by the Cabinet Office has been expanded to provide further explanation. The text in the boxes, highlighted in blue, has been taken directly from the Government website: www.gov.uk/honours/nominate

The nominator must have knowledge and understanding of the nominee's contribution to society in order to explain exactly why they believe the individual is worthy of an honour; and to enable them to describe the impact the nominee has made.

Who are UK Honours for?

The nominator should think about what difference their nominee has made to their community or field of work; have they **enhanced Britain's reputation, undertaken long-term voluntary service, innovated or displayed entrepreneurship?** Have they **improved life for people less able to help themselves, have they changed things, have they displayed moral courage?** In other words what has been the **impact** of their actions/activities.

UK honours are for people:

- who have changed things, especially by practical achievement;
- have demonstrated innovation and entrepreneurship;
- are examples of the best sustained and selfless voluntary service;
- whose work has brought distinction to British life or enhanced the UK's reputation in their area of activity.

What makes a successful nomination?

Many more nominations for honours are made than are successful. The nominator needs to express the nominee's merits in a concise and dynamic manner, with **clear evidence**, in order to maximise the potential success of the nomination. Using **facts and figures** to strengthen the evidence is a vital aspect of any nomination.

As previously mentioned, the nominator needs to explain what **impact** the nominee's contribution has made. If relevant, how they enhanced a particular field, and how widely the impact has been felt within the field or beyond.

It should be explained what it is that has made the nominee's contribution so **significant**. What is **special/unique** about it? How does it **differ** from existing systems/policies/practices? Is the contribution **beyond** what could reasonably be expected of someone doing their job/fulfilling their role?

Identify evidence

Once the grounds for nomination have been established, the nominator should describe **evidence** that can be provided to **substantiate** these: how do they know this? How have they changed things? What were things like

prior to their involvement? How are things now? What is the evidence, particularly of **impact**?

There is a need to provide evidence of:

- what they have done;
- how they have made things better for others.

Provide examples

How has the nominee demonstrated **innovation and entrepreneurship**? Is what they have done new? Has it built on what already existed? If so, in what ways have they **improved** the situation that previously existed?

Where indicated, it should be explained how they have delivered in a way that has brought **distinction to UK life**. Have they shared what they have done? Has this been by speaking or publishing? Have they encouraged others throughout the process? Have they brought others along with them?

There is a need to provide examples of:

- how they have demonstrated outstanding quality;
- how they have contributed in a distinctive way to improving the lot of those less able to help themselves;
- how they have devoted themselves to sustained and selfless voluntary service and over what period of time;
- how they have shown innovation or creativity in delivering lasting results.

What difference they have made

It is important to explain the difference they have made. Are there examples which demonstrate they are the **best in their field**? how they have earned the **respect** of their peers and become a **role model**?

There is a need to describe the difference their contribution has made:

- how were things before they began?
- how are they now?
- what makes them different from others doing the same things?

There is a need to provide details to support these claims by showing how they have:

- earned the respect of their peers and become a role model in their field;
- produced, perhaps against the odds, sustained achievement, which has required moral courage, vision, the ability to make tough choices;
- shown determined application and hard work.

The nominee's **sphere of influence** and **achievements** need to be explained. How widespread is their sphere of influence? Is it organisation-wide/local/national/or international? Examples should be given.

The **key elements** of their achievements should be described and include how they have been **sustained**? If they have been sustained, how has this been achieved? Explain at what personal cost success has been. For example, have they needed moral courage, vision, the ability to make tough choices/decisions or been determined in their application and demonstrated their hard work? What **benefits have resulted** for individuals, groups or communities?

There is a need to:

- emphasise the nominee's sphere of influence: local/regional/national/international
- indicate how the awarding of an honour would be received by peers/sector/locality.

It is important to remember the nomination should not be just a description of the feature of this person's activities, but should focus on the benefits these activities have brought to individuals and/or communities and/or society and/or the environment. In other words, what effect has their achievement had and why is this so important?

Do not be afraid of using superlatives! The Government web site has a number of examples.

Describe how the nominee and their contribution **stands out from others**. Are there others giving a similar service to that of the nominee? If yes, what is it that makes the nominee and their contribution stand out from them?

If the nominee has been **recognised elsewhere** explain where: in the media, by awards, by professional/interest groups, through local government, other. If possible, provide evidence of this, e.g. newspaper clippings or letters.

Letters of Support

Two or more letters are necessary to endorse the nomination, from people who are familiar with the nominee's service. Whilst additional letters from well-known people can be added (e.g. MP, local mayor), it is important that the two main supporters know them well and can witness their contribution in some detail. Those who have benefitted from the nominee's actions are a preferred choice.

Confidentiality

Strict confidentiality **must** be maintained throughout, especially when collecting evidence. This may be collected in the following ways – written, verbal and observed. The purpose is to show how the individual has made things better for others.

The importance of highlighting as many **different sources of evidence** as possible is a key aspect of the nomination. For example: formal written e.g. publications/media reports; informal written e.g. notes/reports made by the individual or others about their achievement; discrete discussions with as wide a range of people as possible about the nominee's achievements.

Appendix 2: Example (fictitious) Honours Nomination, Letters of Support and other Evidence

NOMINEE

Please clearly print or type the following details about the person you are nominating. You must ensure that all sections of this form are completed or we will be unable to consider your nominee.

I nominate the following person for a UK national honour:

Surname:	Lightwood	<i>It is most important that the name given is accurate and that the spelling is correct.</i>
Forenames:	Mortimer	
Known as:		<i>If different from above.</i>
Title:	Dr	<i>E.g. Mr, Mrs, Miss, Ms, Dr, Rev etc.</i>
Address:	The Larches ,	<i>Please include as full an address as possible.</i>
	Elliot Drive	
	Middlemarch	
County:	Darkshire	
Post Code:	DA2 1BP	
Date of Birth:	3/3/1955	<i>Or approximate age if date of birth is not known.</i>
Telephone no:	01223 883092	<i>If known. (Incl. area code if land line number.)</i>
Nationality:	<input checked="" type="checkbox"/> British <input type="checkbox"/> Other (please specify)	<i>Please tick.</i>
		<i>We need to know the nationality of your nominee in order to decide the appropriate type of award. Certain non-UK citizens may only receive honorary awards.</i>

The information contained in this nomination is strictly confidential and will not be communicated to any person other than those involved in the administration of the Honours System with the exception of background information provided overleaf, which may be used in association with the announcement of any honour granted.

THE RECOMMENDATION

In this section, space has been provided for you to set out details of how the nominee has made a significant contribution in their area of activity whether it is in the public, private or voluntary sectors.

We are looking for people with exemplary service, which may be paid or unpaid, who have changed things, with an emphasis on practical achievement; have demonstrated innovation and entrepreneurship; are examples of the best sustained and selfless voluntary service or have delivered in a way that has brought distinction to UK life.

It is important that you give as much detail as possible about what your nominee has achieved which makes them stand out against others and make it clear if the achievement is in one area or in a number of different areas.

Please state in not more than 20 words the service for which you consider that the nominee should receive an honour (for example, services to disabled people in Rochdale).

Over 30 years as General Practitioner, services to adults and children with disability in Middlemarch including Multiple Sclerosis in unpaid capacity.

Please list the post(s), with start and end dates, in which the nominee has excelled.

- **If you do not know exact dates, please estimate the period of time.**
- **Please state if the post was paid or unpaid or you do not know.**

1998 - date Chair of Saturday club for disabled children

Unpaid

1998 – date Medical Adviser and Doctor on trips for the disabled to Lourdes

Unpaid

2002 – 2015 Chairman and fundraiser for Middlemarch Multiple Sclerosis Society

Unpaid

2014 – 2017 Member of Regeneration Board

Unpaid

1996 – 2017 Governor of Milton School

Unpaid

1985 – 2019 General Practitioner in Middlemarch

Paid

Please describe the benefits resulting from the nominee's service to a particular field, area, group, community or humanity at large.

- **What has their impact been?**
- **How wide is their influence?**
- **What are their achievements?**

Dr Lightfoot has undertaken over a prolonged period of time a variety of leadership roles in addition to maintaining his excellent medical practice. With the exception of his General Practitioner position, all other roles have been selflessly undertaken in his own time. His level of commitment providing support, funding and good governance guidance in an isolated area of the County that has a relatively high level of social deprivation and very little social support, is impressive.

The impact therefore of his unique contribution over a sustained period of time is considerable, and his influence will be lasting. For example:

He was commended in the 2016 Care Quality Commission Report for the excellent care he has provided as a General Practitioner for over 30 years. His leadership and commitment to excellence in the clinical care provided by the practice resulted in the Practice being rated as “good”.

He utilises his medical knowledge and compassionate support of sick individuals and those living with a disability through acting as a volunteer for trips to Lourdes for 10 years. He was awarded a Benemerenti Medal by the Pope in recognition of his outstanding contribution supporting sick and disabled individuals in 2014.

He has led the provision of meaningful social activities for disabled children in a deprived area of Middlemarch through his chairmanship of the Saturday Sunshine club for 20 years and provided the opportunity for friendships to develop between children and their families. The club provides both vital support and entertainment and Club members' comments on the club website over a lengthy period of time confirm the sustainability of the club. Importantly without the club many of the children and their families would be socially isolated.

He has raised funds by organising, for example, summer fetes and cricket matches over the last six years for the local Multiple Sclerosis Society in order to improve/ provide a good quality of life for people living with the condition in Middlemarch. Both fetes and matches also provide much needed entertainment and networking opportunities for families.

As a School Governor he has consistently demonstrated his passion for the provision of excellent education comparable with other schools in the region. His determination has ensured that all children, particularly those living in deprived areas are able to have full access to extra – curricular activities offered by the school.

He was commended by the town council in 2015 with the Middlemarch Citizenship Award. The award was for his “unfailing support” of the community in a variety of

ways for over 30 years including, as a member of the Milton Regeneration Board. The Board benefited from a significant contribution him while developing a planning programme for the regeneration of the area.

Are there others giving a similar service to that of the nominee? (Please delete as appropriate.)

Yes, but not in the Middlemarch area where Dr Lightfoot has been committed to support the community in a variety of ways.

If YES, please what makes the nominee and their contribution stand out from such people?

Dr Lightfoot stands out from others because of his total commitment and passion to improve the daily living of many deprived, sick or disabled individuals in Middlemarch. Notably his patients, the disabled children accessing the Saturday Club, the children who gain from extracurricular activities now provided by Milton School, and all those who seek comfort when on pilgrimage to Lourdes. He is considered to be an “outstanding” citizen of Middlemarch. If awarded an honour it would be well received by the whole community.

Please list any other ways in which the nominee’s contribution been recognised elsewhere (for example, in the media, by awards, by professional/interest groups or through local government)?

The Care Quality Commission (CQC) Report which specifically mentions his impressive leadership over a prolonged period of time providing high quality patient care.

See the synopsis of Milton Health Centre CQC report

The Town Council who commended him by awarding a “Middlemarch Citizenship Award. See Citation from the Mayor of Middlemarch.

The Catholic Church awarded him in 2017 a Papal Medal for his work as a volunteer supporting individuals during annual visits to Lourdes.

Mencap’s report of a survey they conducted in 2014 provides clear evidence the club provides “the opportunity to share experiences and spend time together which helps families cope during difficult times”.

Please attach any documents which provide evidence of that recognition (for example, newspaper clippings or letters).

LETTERS OF SUPPORT

Please obtain two or more letters which endorse the nominee's contribution from people who are familiar with his or her services. Ideally these should be attached to this form, but they may be sent separately. Please list below the names of the supporters, and **tick the box if their letter is to follow**.

Supporter's name	Role in which the supporter has known the nominee (for example, colleague, friend).	Please tick the box if their letter of support is to follow.
Daniel Deronda	Mayor of Middlemarch who awarded Dr Lightwood with the Citizenship Award	attached
John Thornton	Town Councillor as a councillor of 15 years he has been aware of Dr Lightwoods work	Attached
Margaret Hale	Parent of disabled child who uses the club	Attached
Eugene Wrayburn	Medical colleague	Attached

DETAILS OF PERSON MAKING THE NOMINATION

My name and address:

Surname: Wrayburn

Forenames: Eugene

Title: Doctor

Address: Milton Health Centre

Marner Road ,

Middlemarch

Darkshire

Post Code: DAR 1BB

01223344556

This address will be used for an acknowledgement and any future correspondence.

Telephone no: _____ (incl. area code)

Facsimile no/Email address: wrayburn@gmail.com

Relationship to nominee: Medical Colleague *Please state your relationship to the nominee (e.g. son, wife, colleague, friend).*

Signature: _____ Date: _____

Please send this form and any enclosures to:

**Northern Ireland Honours Secretariat
THE EXECUTIVE OFFICE
Stormont Castle
BELFAST
BT4 3TT**

Email: honours@executiveoffice-ni.gov.uk
Telephone no. (028) 9037 8143
or (028) 9037 8138

FOR HONOURS SECRETARIAT USE ONLY:

Date form received: _____

Reference number: _____

Date acknowledged: _____

EQUALITY MONITORING

The information provided in this section is used for monitoring purposes only, to allow us to compile information about who nominates and is nominated for honours. It is not used to assess nominations and has no bearing on the outcome of the nomination. You do not have to provide this information, but it helps the monitoring of the honours system if you do.

Disability

Under the Equality Act 2010, a person has a disability if they have a physical or mental impairment and the impairment has a substantial and long term adverse effect on their ability to perform normal day-to-day activities.

Do you consider that you have a disability? (Please delete as appropriate.)
Yes/No/Prefer not to say.

Do you consider that the nominee has a disability? (Please delete as appropriate.)
Yes/No/Prefer not to say.

Ethnic Origin

Which group do you identify with? Please tick one box. The options are listed alphabetically.

Asian	Black	
<input type="checkbox"/> Bangladeshi	<input type="checkbox"/> African	
<input type="checkbox"/> Indian	<input type="checkbox"/> Caribbean	
<input type="checkbox"/> Pakistani	<input type="checkbox"/> Any Other Black Background (specify if you wish)	<input type="checkbox"/> Any
Other Asian Background (specify if you wish)	
.....	Mixed Ethnic Background	
Chinese	<input type="checkbox"/> Asian and White	
<input type="checkbox"/> Any Chinese Background (specify if you wish)	<input type="checkbox"/> Black African and White	
.....	<input type="checkbox"/> Black Caribbean and White	
	<input type="checkbox"/> Any Other Mixed Ethnic Background (specify if you wish)	
	
White		
<input checked="" type="checkbox"/> White background (specify if you wish)	Any Other Ethnic Background	
.....	<input type="checkbox"/> Any Other Ethnic Background (specify if you wish)	
	

Example (fictitious) letters of Support and Citations

Lark Rise Cottages
Candleford Lane
Middlemarch
DA2 7LR

3 February 2020

Dear Dr Wrayburn

As a ward councillor for Milton and as former Mayor of Middlemarch I wholeheartedly support the nomination of Dr Lightwood. I have known Dr Lightwood for the last 15 years and I can bear testimony to his commitment to the community in all the years I have known him. I am very familiar with his work at the Milton Community Centre on Saturdays when he supports the Sunshine Club for young people with severe disabilities. This he has done unceasingly for over 20 years and I know from talking to the parents of the children how much they appreciate this club and the impact it has had on the lives of the young people. Many is the time I have seen him out with a group of children for a trip to the bowling alley or cinema and know that the trips to the coast are always popular. This much needed break for parents is greatly valued.

As a fellow Rotarian I know Dr Mortimer has done much for our community and when he was Chair of Middlemarch Rotary, he was active in fundraising for bursaries for young people to travel and study. His role as a school governor at the Milton School had highlighted to him the importance of providing opportunities for those who are disadvantaged. During his time on the Governing Body, the school made great strides in progress and much of this is down to Dr Mortimer's support. The last OFSTED report praised the work of the Governing body.

We were pleased to award him a Middlemarch Citizen Award in recognition of his work and this is in addition to the Benemerenti Medal presented by the Pope in 2014 in recognition of his work with sick and disabled individuals.

Milton is a deprived area of Middlemarch and Dr Mortimer has been an active member of our Regeneration Board, working alongside Council officers and other community groups to develop a regeneration programme. His wealth of knowledge and commitment to the people of our town has had real impact in improving services and opportunities especially for young people. A keen musician, his fundraising concerts for Multiple Sclerosis are well known in Middlemarch.

I have no hesitation in supporting your nomination.

Yours sincerely

Councillor John Thornton

3 Alma Grove

Milton

DA5 8RT

1st Feb 2020

Dear Dr Wrayburn

I am the mother of Ronnie, who has Down Syndrome and is now 17. As a young mother I was desperate about what to do when I was given the news in the hospital that my son had disabilities. Dr Lightwood is my GP and he has been a tower of strength to me over the years as well as to many other parents of disabled children in Milton. He is there when I need advice or a shoulder to cry on. He has given me support to get services, which my son so urgently needs.

Not only has he been there as my doctor, he has made sure that the Saturday Sunshine Club, which he established some twenty years ago, has been there to support families and provide fun activities for young people with disabilities. This club has been invaluable and a real life-saver for so many families over the years. It ensures friendships for the youngsters, so important in ensuring good mental health. Dr Lightwood has raised thousands of pounds to keep the club going and as Chair has made sure that parents and families are actively involved in the running of the club. This empowering of parents has really raised our self-esteem. He is very hands on and can be seen with glue and glitter all over him as well as entertaining the children. As a very good musician he brings a great deal of pleasure.

Even when his wife was seriously ill he made sure that activities were always in place. There are many children and young people in Milton who have reason to be grateful to Dr Mortimer. If Ronnie were able to do so he would be adding his thoughts to this letter. He can't wait for Saturdays and we as a family are entirely grateful to Dr Mortimer.

The many parents who use or have used the club think he should be given a medal for all he does.

Yours sincerely

Margaret Hale (Mrs)

Middlemarch Town Council

Middlemarch Citizen Award

Citation

March 2019

In recognition of his unfailing support for the community of Milton, within the township of Middlemarch, the Citizen Award is presented to Dr Mortimer Lightwood. Dr Lightwood has served his local community not only as a local GP for over 30 years but has volunteered unstintingly of his time. For twenty years he has been Chair of the Milton Saturday Club, providing support for disabled young people and their families. He has been most active in the Multiple Sclerosis Society, helping to raise many thousands of pounds to support the cause, ensuring appropriate services for those with the condition. As a school governor at Milton School, Dr Lightwood has demonstrated his commitment to the young people of our town and we wish to recognise his contribution to the life and well-being of Middlemarch

**Daniel Deronda
Mayor of Middlemarch**

From Mencap's Review of Social Activities

July 2018

Particular mention was made by parents in the County of Darkshire. Researchers were told frequently by parents and families about the importance of the Saturday Sunshine Club run for over 20 years in Middlemarch. Young people who were surveyed at the Club spoke of the importance of the club for maintaining their friendships. It was evident that the management committee led by Dr Lightwood had established a sustainable facility for the young people which was innovative and much valued.

**Synopsis of Milton Health Centre , Darkshire Care Quality
Commission (CQC) Report dated February 2017.**

The inspectors recognised the hard work and dedication of the whole team led by the Senior Partner (Dr. Lightwood) in achieving a "Good" rating. This was based on no breaches of regulations, the wide range of sessions provided, and the close working relationship with Community Services.

The report highlighted the Senior Partner was "keen to support" staff to work with others in the Community, to be responsive to people's needs by planning services to meet their different needs, and improving access to care. A notable example in the

report is the locally relevant guide for parents with a disabled child. It explained a wide range of services and included a simple guide to common childhood illnesses. The inspectors found examples of a well led Practice with strong leadership and a culture conducive to learning lessons when things go wrong and making improvements. As a consequence, there were reliable systems, processes and practices in place. Care is monitored and treatment outcomes audited. Staff and services work well together using audited data effectively. Importantly the culture of the Practice reflects the role model of the senior team. Evidence was found of staff treating people with kindness, dignity, respect and compassion.