

Climate Change Accreditation terms and conditions

Introduction:

Entering terms and conditions:

Entries will open on ***** 2023.

1. All businesses seeking Accreditation must have a Chorley Borough presence, this will be shown by having a Chorley address or presence will have to be otherwise proven and agreed with the judges of the accreditation scheme.
2. The award is exclusively for all businesses within the Chorley Borough (**charities and community groups are excluded from this award**). All sizes and sectors will be eligible for entry.
3. All entries for the Accreditation should provide the name of the company involved, as well as any campaign, project, or individual you would like to appear on the shortlist.
4. All entries should be primarily focused on achievements from the past 18 months. However previous achievements can be noted with relevant dates provided.
5. All work should be entered through email following the entry details provided via the Chorley Council website:
 - Ensure all guidance is read carefully, understood, and adhered to.
 - Ensure any word counts are adhered to.
6. Entries will be judged by a distinguished panel of experts who are not paid for their time. Decisions of the judges will be final. No correspondence will be entered into. Entries will remain strictly confidential between the entrant and the Accreditation judges.
7. The closing date for entries is ***** 23.
8. Entries arriving after the closing date will be disqualified.
9. You will be informed in ***** 23 if you have reached the short-list and be given time to prepare for the short-list interview stage. The short -list interviews will take place in December 2023. The successful businesses will be informed by the end of 2023.
10. Any entries received that are incomplete, illegible or do not comply with the entry criteria will be disqualified subject to the discretion of the chair of the judging panel.
11. If you have not received confirmation that your entry has been received, please contact the climate change team on climatechange@chorley.gov.uk . No responsibility can be accepted for entries lost during online submission. Chorley Council recommend that you keep a copy of your submission.

12. You will be informed via email if your entry has been shortlisted
13. Chorley Borough Council reserves the right to reschedule the award or change the judging panel.
14. Once Accreditation has been awarded to a specific business there will be no need for resubmission. The Accreditation will be retained as long as terms and conditions continue to be met.

1. By submitting an application to the Accreditation Scheme, the organisation/business named in the application (referred to as “you” in these conditions) agrees, if awarded Accreditation under the Scheme (“Accreditation”), to:

- a. act lawfully in operating your business, in accordance with guidance from your regulators
- b. acknowledge the Accreditation Scheme in accordance with any relevant Accredited Chorley Borough Council brand guidelines;
- c. provide the Council promptly with any information we reasonably require about your organisation relating to your Accreditation;
- d. ensure that you have and adhere to all policies, procedures and regulations that meet all relevant legal, ethical, safety, equality, environmental and planning requirements and comply with best practice in governance, reporting and operation.
- e. Keep accurate records of the schemes and work you are undertaking relating to climate change and your application for use as evidence during the judging process. Continue to keep records as reasonable but you note that follow up communication and evidence following Accreditation is beneficial during the duration of Accreditation.

2. Termination of participation in Accreditation

The Council shall be entitled to terminate your participation in Accreditation immediately without liability to the Consultant and reserving all rights to the Council, by giving notice to the Consultant at any time if:-

- a. the business is in breach of any of its obligations under these Conditions
- b. if the business, being an individual, or where the business is a firm, and partner in that firm, shall at any time become bankrupt, or shall have a receiving order or administration order made against him
- c. if the business, being a Company, shall become insolvent
- d. the Council reasonably believes that any of the above events is about to occur
- e. You do anything which might bring the Council into disrepute

3. Corrupt Gifts

You shall not offer or give, or agree to give, to any employee or representative of the Council, any gift or consideration of any kind as an inducement or reward for doing or refraining from doing or for having done or refrained from doing, any act in relation to Accreditation. with

4. Equal opportunities

You agree to comply with the Equality Act 2010 the business warrants that its own practices and procedures comply with legislation to prevent unlawful discrimination and that its employees are fully trained on matters relating to the prevention of unlawful discrimination;

5. Copyright

All reports and other documents and materials and the copyright or similar protection therein arising out of Accreditation shall belong the Council absolutely.

6. You acknowledge that:

- a. we have no liability for any costs or consequences incurred by you or third parties that arise directly or indirectly from your participation in the Accreditation Scheme, or from non-award or removal of Accreditation status, save to the extent required by law;
- b. we may use any other information that we or the Accreditation Partners hold about you in the assessment, review and decision making on your application;
- c. any information we receive from you will be subject to the Freedom of Information Act 2000. By law, we may have to provide your information to a member of the public if they ask for it under the Freedom of Information Act 2000.
- d. if you have any concerns, you should let us know as some information may be covered by exemptions if it is sensitive or confidential, but any decision to release information is at our absolute discretion in accordance with the Freedom of Information legislation.
- e. these terms and conditions will continue to apply until the Accreditation award expires or is removed.

I have read, understood and accept the terms and conditions that apply on submission of my application. I further understand and accept that these terms and conditions will continue to apply throughout the duration of the organisation's Accreditation award.

Signed:

Name:

Position:

Date: