

## **Governance Framework for Business Accreditation Scheme**

As per the Terms and Conditions of the Business Accreditation Scheme once a business has been awarded with accreditation, this is a permanent award which does not require annual resubmission or re-evaluation. However, the Council reserves the right to terminate a business's accreditation if terms of the Contract are breached or if the ethos and working practices of the business no longer align with the work originally presented within the original application.

When a business is accredited, there is the expectation and understanding that the business will continue to conduct itself legally and within the ethos and actions laid out within its original application. If this is not being done, residents and businesses are within their right to raise concerns with the Council and the Council reserves the right to revoke any accreditation when deemed necessary to ensure the standard of the accreditation is upheld.

### **1. Raising Concerns**

- a. Any concerned residents or businesses reserve the right to raise any concerns regarding accredited business at any time. Contact regarding the concerns should be made directly to the Climate Change Team by emailing [climatechange@chorley.gov.uk](mailto:climatechange@chorley.gov.uk)
- b. Any raised concerns should be as detailed as possible with any evidence collected presented to the Climate Change Team when contacting them.
- c. All parties who raise concerns, all communication will be kept confidential.
- d. The Council reserves the right to contact any business or resident who has raised concerns to obtain further information.

### **2. Action Taken**

- a. Concerns raised will initially be evaluated internally for gravitas and additional information collected.
- b. Following due process, the concerns raised, and all information will be collated and presented to the Lead Judge of the Accreditation Judges Panel. At this time, the business in question will be invited to a meeting to discuss the concerns and be provided with an opportunity to defend or provide contradictory evidence.
- c. All information will be unbiasedly evaluated by the lead judge and the Climate Change Team.
- d. A final recommendation as to the accreditation status of a business will be made by the Lead Judge with a report and final decision being made by the Executive Member for Climate Change.
- e. Once a final decision has been made, all relevant parties will be informed.

### **3. Following Termination**

- a. Following a termination, a formerly accredited business reserves the right to reapply for the accreditation the following year.
- b. Data following termination will be stored according to the agreed privacy notice.
- c. The application process for a formerly accredited business will be the same as those businesses applying who are not accredited. The terminated business will need to complete the full application and judgement process.

#### **4. Raising general concerns regarding the scheme**

- a. If a business or resident has any concerns regarding the scheme, it's governance or functionality, which is not related to a specific business these should be raised with the Council's Climate Change Team by emailing [climatechange@chorley.gov.uk](mailto:climatechange@chorley.gov.uk)
- b. All concerns raised should be detailed and as constructive as possible
- c. All concerns raised to the Council will be considered and raised with the Executive Member for Climate Change.
- d. The Council reserves the right to contact any person/s who has raised concerns to obtain further information of insight.