



9th Annual Cornwall Sustainability Awards 2011

Guide to Applicants

CORNWALL SUSTAINABILITY AWARDS

The aim of these awards is to encourage, reward and gain recognition for some of the excellent work Cornish businesses are doing to improve their sustainability

WHAT DOES SUSTAINABLE DEVELOPMENT MEAN?

'Development that meets the needs of the present without compromising the ability of future generations to meet their own needs.'

Bruntland Report for the World Commission on Environment and Development (1992)



AWARD CATEGORIES

Best Managed Company

(Small, Medium and Large)

For organisations that have demonstrated best practice for the benefit of the environment, their employees and the wider community.

Best Small Business

(less than 10 employees)

Sponsored by **Wardell Armstrong**

Best Medium Business

(11-75 employees)

Sponsored by **Exeter University**

Best Large Business

(more than 75 employees)

Sponsored by **NISP**

Low Carbon Business

Sponsored by **Oxford innovation**

For organisations that have reduced the greenhouse gas emissions associated with their business, for example through energy efficiency, renewable energy, transport, supply chain management, etc.

Sustainable Procurement

Sponsored by **Clear about Carbon**

For organisations that are greening their supply chain, for example by specifying greener products, working with suppliers to reduce impacts, creating your own market for re-used or recycled materials or components, specifying re-useable and recyclable materials and components, and supporting the local economy.

Products and Services

Sponsored by **Manufacturing Advisory Service in the South West (MAS-SW)**

For organisations that have developed innovative or new products or services that are of low environmental impact, for example buildings or components thereof, retail goods, engineering products or components, cleaning services, etc.

Best individual

Sponsored by the **Environmental Skills Network**

For employees who have made an outstanding contribution towards the company's sustainable work practices.

Sustainable Construction

Sponsored by **Cornwall Sustainable Buildings Trust**

For applicants who have constructed or retro-fitted a building where they have addressed the following issues; energy conservation, water conservation, treatment & drainage, materials, waste, pollution, maintenance, ecology & biodiversity, health & wellbeing, access, equality & diversity, communities, and the local economy.

There will be separate awards for new-build and retro-fit.

Healthy Workplaces

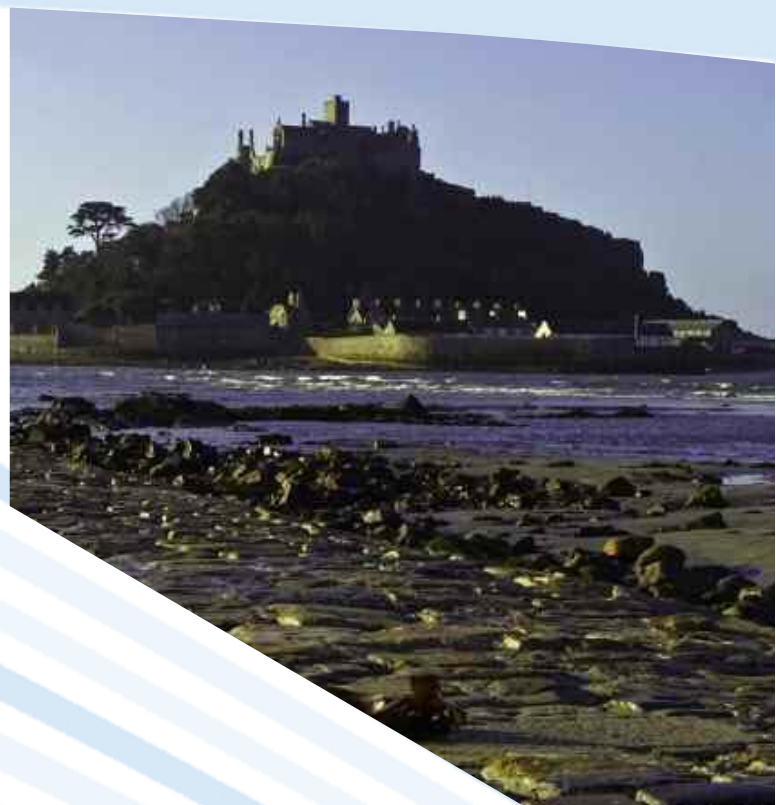
Sponsored by **Ginsters**

For organisations that are supporting the physical and mental wellbeing of staff, for example, encouraging staff to adopt active lifestyles and healthy eating.

Overall Winner

Sponsored by **TJ International**

Award given to the organisation that shows the most outstanding achievement in delivering sustainable outcomes. This award will be selected from the winners of the categories above.



Guide to Applicants

Essential requirements when completing your entries:

General requirements

Briefly describe your business, services or products, premises, employee numbers and highlight what is distinctive about your company, what you aim to achieve and what you have accomplished.

Applications will be enhanced by the inclusion of figures showing targets and actual achievements, e.g. reductions in tonnes of waste to landfill, energy use, vehicle miles, etc.

Supporting documentation may be included as appendices with your application. These include external audit reports, company environmental / sustainability / purchasing policies, tables, etc. Company literature is acceptable where relevant, but must be kept to an absolute minimum.

Companies that have won an award are not allowed to re-enter the same category in the following year. Following on from this, where a company is applying for an award in a category that it has previously won, it is important that the application shows how the company has continuously improved since winning.

Entries must be submitted by email only.

Best Managed Small, Medium and Large Company categories

Entrants must answer the following ten questions, answers must be concise and must not exceed 500 words per question and 5000 words in total excluding graphs and appendices.

1 Energy

Do you reduce energy consumption, maximise energy efficiency and / or generate energy from renewable sources? If 'yes' please give details.

Note: applications will be enhanced by figures showing the carbon footprint or energy consumption of the business or some of its aspects, and how measures have led to reductions; also any measures taken that help to influence the carbon emissions of customers.

2 Pollution

Do you take measures to minimise air, water, land, noise and / or light pollution? If 'yes' please give details.

Note: please differentiate between measures required by legislation and measures taken that are in excess of minimum legal requirements.

3 Waste and resource management

Do you take measures to reduce excessive consumption of resources and reduce waste? (See also Purchasing & the Local Economy) If 'yes' please give details.

Note: measures you may want to describe include the following:

** Re-use and / or repair of materials or equipment*

** Waste reduction through re-use and recycling (give percentages if available).*

4 Water

Do you take measures to reduce water consumption? If 'yes' give details.

Note: you may want to include water monitoring information, any arrangements for collection and re-use of water on site, and efforts made to encourage staff and / or customers to reduce consumption (as appropriate).

5 Transport

Do you take measures to minimise the transport impacts associated with your business & those of your staff & any visitors you may have? If 'yes' give details.

Note: include any information you may have regarding the following (as appropriate):

** Efforts taken to encourage staff to walk, cycle, use public transport or car share in order to travel to work or for work journeys*

** Vehicle purchasing policy (e.g. company cars, vans & lorries) and alternative fuels*

** Efforts taken to reduce business miles or 'dead' (i.e. empty lorry) miles*

6 Purchasing and the Local Economy

Do you purchase in a sustainable way, e.g. buying locally to help the local economy, buying re-used and / or recycled products, buying products that have minimal energy or water consumption, buying from companies that have ethical or environmental policies, and / or buying fair-trade products, etc? If 'yes' give details.

7 Buildings and Land Use

Are your buildings constructed in a sustainable manner, and are they and any land you have managed sustainably? If 'yes' give details.

Note: include any information regarding construction and / or maintenance using materials with low environmental impact and appropriate measures to maximise natural habitat which protects, conserves and encourages biodiversity; also any measures regarding disabled access (as appropriate).

8 Community participation

Do you support the local community in any way (e.g. do you make efforts to increase employment opportunities for local people through recruitment practices, are you involved in any local or community partnerships, or do you support any charities or wildlife projects, etc)? If 'yes' give details.

9 Employment practices

Do you increase the skills & education of your workforce and raise staff awareness of sustainability issues? Do you offer or allow any arrangements for flexible working (e.g. for working parents of young children) or provide crèche facilities. Do you encourage healthy workplaces initiatives such as healthy food or active travel (walking & cycling)? If 'yes' give details?

10 Environmental management

Do you have an environmental policy or policies? Are you working towards or have you achieved accreditation of a formal environmental management system? If 'yes' give details and date adopted. What would you identify as your businesses most significant environmental impacts? Have you any objectives and targets to address these impacts? If 'yes' give details

Low Carbon Business award

Entrants must submit a report showing how the business has reduced its greenhouse gas emissions, for example through energy management, renewable energy, transport, supply chain management, etc.

Note: applications will be enhanced by figures showing the carbon footprint or energy consumption of the business or some of its aspects, and how measures have led to reductions; also any measures taken that help to influence the carbon emissions of customers. Judges will select winners based on best practice relative to their sector, not necessarily the business with the lowest carbon footprint or the one that has made the greatest percentage reduction.

Sustainable Procurement award

Organisations that are greening their supply chain, for example by specifying greener products, working with suppliers to reduce impacts, creating your own market for re-used or recycled materials or components, specifying re-useable and recyclable materials and components, and supporting the local economy.

Note: include any information you may have on targets and progress towards achieving them, such as waste minimisation, or incorporation of recycled materials into new products, or percentage of new product that is re-useable or recyclable.

Products and Services award

Entries must submit a report showing how they are creating a greener future for Cornwall and the world through the product or service they have designed, manufactured or developed. This may be by reducing greenhouse gas emissions, waste, pollution etc. Examples of entries include but are not limited to such things as buildings or components thereof, retail goods, engineering products or components, cleaning services, etc. We would like to know about the background of the product or service, but in particular we would like you to tell us what has been delivered or achieved in the previous year as well as growth expectations.

Best Individual award

Entrants must submit a report explaining the responsibilities associated with the persons job, what the person has achieved in terms of tackling environmental or sustainable development issues, and why the achievements are considered over and above those deemed reasonable for their job.

This category is also suitable for individuals who have shown initiative, for example by establishing an innovative new business or service that is of lower impact than its competitors or helps others to reduce their impacts.

Sustainable Construction award

Applicants must submit a report showing how the building they have completed addresses the following issues:

1 Energy Conservation

Applicants should provide information regarding how the building is efficient in its use of energy, making use of renewable sources where practicable. Energy issues should include that associated with manufacture, transport, assembly, use, maintenance and decommissioning of the building as a whole as well as component materials and products.

2 Water Conservation, Treatment & Drainage

Applicants should provide information regarding how water conservation technologies have been incorporated into the building (for example spray taps, grey water recycling, etc), and any measures taken to manage surface water run-off (e.g. SUDS) and treatment of foul sewage.

3 Materials

Applicants should provide information regarding how their building is efficient in its use of resources, for example making use of re-used, recycled or sustainably managed renewable resources as appropriate, and how consideration has been given to deconstructing the building at the end of its life for re-use, recycling or down-cycling.

4 Waste

Applicants should provide information regarding how waste has been minimised during the construction process and any facilities that have been provided to help occupants minimise and recycle their waste during occupancy.

5 Pollution

Applicants should provide information regarding how adverse environmental impacts have been considered and avoided in the choice of materials and finishes used in the building, for example timber (which can be associated with deforestation), chemicals, varnishes, paints, etc.

6 Maintenance

Applicants should show how the building has been designed to allow for easy, efficient and low maintenance, repair, alteration and improvement which avoid complicated systems and resource intensive operations.

7 Ecology & Biodiversity

Applicants should provide information regarding how the building impacts on local biodiversity and measures taken to reduce impacts and enhance biodiversity.

8 Health & Wellbeing

Applicants should show how the building will maximise the health and overall well-being of the occupants.

9 Access, Equality & Diversity

Applicants should show how the design of the building is mindful and inclusive of the varying needs of the occupants.

10 Communities

Applicants should show how the building enhances the local community.

11 Local economy

Applicants should show how the building maximises opportunities for the local economy, for example, by using locally available materials, use of local design expertise and local labour.

Healthy Workplaces

Does your organisation encourage staff to adopt healthy lifestyles, for example encouraging walking and cycling, healthy eating, stopping smoking, reducing alcohol consumption, etc; does the organisation take a serious approach to minimising risks to health and safety and reducing work related stress? If 'yes' please give details.



APPLICATION

When applying for the awards, please ensure your e-mail includes the information requested below.

If entering more than one category please submit individual applications.

Please email your application to:
aweight@cornwall.gov.uk

The closing date for entries is
30th September 2011

Please tick which award category you are entering:

BEST MANAGED COMPANY:

BEST SMALL BUSINESS

BEST MEDIUM BUSINESS

BEST LARGE BUSINESS

LOW CARBON BUSINESS

SUSTAINABLE PROCUREMENT

PRODUCTS AND SERVICES

BEST INDIVIDUAL

SUSTAINABLE CONSTRUCTION

HEALTHY WORKPLACES

Name of your business/organisation

Address

Contact

Telephone

e-mail

What are the main goods/services you produce or provide?