



Date issued: July 2018

Wales Audit Office Events: Terms of Reference

Background

- 1 The Wales Audit Office (may provide conferences and events ('Wales Audit Office event(s)') to audited bodies by agreement under section 19 of the Public Audit (Wales) Act 2013.

Attendance and Agreement

- 2 Staff of audited bodies, on behalf of their employing body, agree to receiving services provided by the Wales Audit Office through their registration to attend a Wales Audit Office event, which refers to these Terms of Reference. In registering for an event, staff confirm that they are authorised to agree for the provision of service on behalf of their employer and are permitted to attend.
- 3 Staff of third sector organisations, charities and social enterprises or associations, and other interested persons, are also welcome to attend Wales Audit Office events where there is sufficient capacity.
- 4 We usually provide Wales Audit Office events at no or minimal cost to attendees.
- 5 We explain how we handle personal data provided by attendees and contributors in a fair processing notice which is available on the Wales Audit Office website.

Purpose of Wales Audit Office Events

- 6 The Wales Audit Office designs events to:
 - engage with staff at audited bodies;
 - develop, reflect on and apply learning from our work and work practices;
 - facilitate the provision of professional development to public sector finance staff, including finance trainees;
 - facilitate the development of supportive networking and collaboration across public sector bodies; and
 - help public bodies to consider how to improve practices and effect change.
- 7 Wales Audit Office events may be in the format of:.
 - **Engagement or other meetings or events** involving presentations, discussions, networking and/or the exploration of specific topics with the opportunity for contributions and questions from attendees.

- **Conferences**, with presentations from key speakers and facilitated workshops and discussions.

Organisation of Events

- 8 Wales Audit Office staff organise and facilitate Wales Audit Office events on behalf of the Wales Audit Office, which may provide Wales Audit Office events solely or in collaboration (or jointly) with other public bodies and/or public sector organisations.
- 9 We may consult external contributors in the scoping and development of events, and we may invite them to speak and take questions at an event.
- 10 The Wales Audit Office publicises its events on the Wales Audit Office website, through its Facebook and Twitter feeds to audited bodies whose staff can participate, suggest ideas and contribute to events. We may also email those who have attended previous similar events.

Publicity and Social Media

- 11 The Wales Audit Office may write about Wales Audit Office events in advance so as to publicise them and generate interest. We may also invite contributors to do so.
- 12 During events the Wales Audit Office encourage attendees to communicate questions, opinions and key messages and may share these through the Wales Audit Office website, blog, twitter account or other social media such as LinkedIn.