

Reference: Law & Ethics

Date issued: October 2020

Good Practice Exchange Events – Terms of Reference

Background

- 1 The Public Audit (Wales) Act 2013 ('the Act') established the Wales Audit Office (the WAO) as a corporate body responsible for:
 - Providing resources for the exercise of the Auditor General for Wales' (the Auditor General) functions, and
 - Monitoring the exercise of the Auditor General's functions.
- 2 Under section 19 of the Act the WAO may also provide administrative, technical or professional services to other public bodies by agreement.
- 3 The Good Practice Exchange (GPX) is a department of the WAO that provides shared learning seminars, webinars and events ('GPX event(s)') to audited bodies by agreement under section 19 of the Act.

Attendance and Agreement

- 4 Staff of audited bodies, on behalf of their employing body, agree to receiving services provided by the WAO through their registration to attend a GPX 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.
- 5 Staff of third sector organisations, charities and social enterprises or associations, and other interested persons, are also welcome to attend GPX events where there is sufficient capacity.
- 6 We usually provide GPX events at no or minimal cost to attendees.
- 7 We explain how we handle personal data provided by attendees and contributors in a fair processing notice which is available on the Audit Wales website.

Purpose of GPX Events

- 8 The GPX designs events to:
 - facilitate the sharing of good practice examples and case studies;
 - develop and apply learning from examples of good practice;

- 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.

9 GPX events may be in the format of¹

- **Shared Learning Seminar**, combining presentations from key speakers and practical, facilitated workshops. Seminars will usually be held at two locations, one in South Wales and one in North Wales.
- **Webinar**, involving a facilitated panel discussion and exploration of a specific topic with the opportunity for contributions and questions from the online audience.
- **WAO Event**, such as a conference for larger numbers of attendees, with presentations from key speakers and facilitated workshops and discussions.

Organisation of Events

- 10 GPX staff organise and facilitate GPX events on behalf of the WAO, which may provide GPX Events solely or in collaboration (or jointly) with other public bodies and/or public sector organisations.
- 11 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.
- 12 The GPX publicises its events on the Audit Wales website, through its blog and Twitter feed to audited bodies whose staff can participate, suggest ideas and contribute to events. The GPX also send a diary marker out to key contacts with details of new events.

Publicity and Social Media

- 13 The GPX has a blog and twitter account and will write about GPX events in advance of the event to publicise it and generate interest. We may also invite contributors to write for the GPX blog.
- 14 During events the GPX team encourage attendees and online audiences to tweet questions, opinions and key messages and may share these through the GPX twitter account.

¹ Since March 2020, our events have been conducted virtually via video conferencing as a result of the Covid-19 restrictions and guidelines (please see our GPX Events Privacy Notice), and will continue to do so for the foreseeable future.