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## Audit Wales Events: Terms of Reference

Audit Wales 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. Audit Wales is the non-statutory collective name for the Auditor General for Wales and the Wales Audit Office, which are separate legal entities with their own legal functions. Audit Wales is not a legal entity. The Auditor General has auditing and reporting functions. The Wales Audit Office's main functions are to provide staff and other resources for the exercise of the Auditor General's functions, and to monitor and advise the Auditor General.

### Attendance and Agreement

Staff of audited bodies, on behalf of their employing body, agree to receiving services provided by the Audit Wales through their registration to attend an Audit Wales 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.

Staff of third sector organisations, charities and social enterprises or associations, and other interested persons, are also welcome to attend Audit Wales events where there is sufficient capacity.

We usually provide Audit Wales events at no or minimal cost to attendees. We explain how we handle personal data provided by attendees and contributors in a fair processing notice which is available on our website.

### Purpose of Audit Wales Events

Audit Wales 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.

Audit Wales events<sup>1</sup> 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

Audit Wales staff organise and facilitate our events on behalf of Audit Wales, which may provide Audit Wales events solely or in collaboration (or jointly) with other public bodies and/or public sector organisations. 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. We publicise our events on our Audit Wales website, through our Facebook, LinkedIn and Twitter accounts 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

Audit Wales staff use social media to encourage interaction and discussion between staff, stakeholders and the general public. Audit Wales social media sites are managed in accordance with the [social media guidelines](#) on the Audit Wales website. We may write about Audit Wales events in advance so as to publicise them and generate interest. We may also invite contributors to do so. During events we encourage attendees to communicate questions, opinions and key messages and may share these through our website, via email and social media accounts.

<sup>1</sup> 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 [Audit Wales Events Privacy Notice](#)), and will continue to do so for the foreseeable future, in line with national guidelines.