

## **ESFA Honorary Auditors**

Terms of reference and protocols

### **A. Opening Statement**

The auditors' role is one of 'critical friend': a trusting relationship with a neutral outsider that brings about an element of detachment and an alternative perspective. The role is to monitor and question - not to usurp the work of the Council who are elected by membership to lead the Association.

### **B. Relationships and role**

Auditors should:

- build and maintain a relationship of trust with Council and staff members
- have relevant knowledge and experience relating to the ESFA
- motivate and reassure those with whom they work
- provide critical friendship through asking questions and providing feedback
- support learning through encouraging reflection

### **C. Scope of work**

#### **(i) Financial affairs**

The auditors will receive copies of all paperwork that the Finance Officer provides for the Trustees and copies of the approved minutes of Trustees' meetings. These papers will be received at the time they are produced.

#### **(ii) Professional development of staff**

The auditors will determine whether proper professional development and appraisal of staff performance have been carried out but will not be part of those processes. If concerns are raised during these discussions they will be referred to the Trustees.

#### **(iii) Monitoring the effectiveness of the governance of ESFA**

The auditors will receive copies of the approved minutes of meetings at the same time as Council and will scrutinise these to help them in their monitoring role. They will take heed of the Association's Mission Statement and Business Plan during the monitoring process.

#### **(iv) Monitoring the efficiency of staff and Council in communicating with membership**

The auditors will receive copies of all general communications that go to membership and will regularly review the web-site as a source of accurate communication.

#### **(v) Recruitment of staff members**

While recognising that recruitment is in the remit of the Trustees (as employers), the auditors would be available, if requested, to be part of any recruitment processes. They would not expect this to be standard practice.

#### **(vi) Independent Council Member**

The auditors will develop a strategy for identifying an Independent Council Member that they can nominate to Council in accordance with clause 14.3.c.iii of the Constitution

#### **(vii) Specific tasks**

The auditors will undertake specific tasks to help Council if requested.

**D. Working methods**

The auditors will use following methods of working in carrying out their duties:

- discussions and questioning sessions with staff and Council members
- examination of minutes, reports, web-site, communications to membership and other relevant documents
- attendance at meetings
- requesting written responses to questions they raise about the Association

Staff and Council members will be open to working with the auditors and respond positively to any reasonable request for information and opinions.

The auditors will receive out of pocket expenses in line with those paid to Council members.

**E. Reporting**

The auditors will report to membership annually on the work they have undertaken. Reports of the work of the auditors can be received at any council meeting at the request of either (a) the auditors themselves or (b) the Council, via the Chairman.

**F. Point of contact**

The auditors will nominate one member as a point of contact for matters relating to the Honorary Auditors.

NP

20.12.16