

10 SIMPLE STAGES

social audit network	ACTION		REASON WHY
1	Think It Through	\longrightarrow	To get buy-in, resources and approval to progress, where needed.
2	Clarify Your Purpose	\longrightarrow	To set out what your organisation does, why it does this, and any values / core principles that you have in place to guide your work
3	Identify / Prioritise Stakeholders	\longrightarrow	To map out the people and organisations with an interest in your organisation and decide which you need to involve in your social accounting
4	Define the Scope and Plan	\longrightarrow	To put together a plan of what data you will need to collect, who you will need to engage with, when you might do this and how.
5	Collect the Data and Determine Materiality	\longrightarrow	To pull together the information, data, feedback etc. as evidence and decide what's important to fully describe your social, environmental and economic outcomes and impacts
6	Make Comparisons	\longrightarrow	To think about the answer to the 'so what' question. What comparators, standards or benchmarks can you use to show how good or how valuable your work actually is?
7	Prepare the Social Accounts	\longrightarrow	To pull the evidence together into one place - quantative, qualitative and analysis / context to explain the results.
8	Verification - the Social Audit	\longrightarrow	To put in place independent review and verification - to ensure the reporting is robust and reliable. Social Audit Panel can also be a 'peer review'
9	Be Transparent and Accountable	\longrightarrow	To publish your results and share with stakeholders as a social report with highlights from the social accounts, evidence and analysis
10	Embed and Improve	\longrightarrow	Reflect on the process and use the information collected to improve performance next time.