

			ESPO Internal Audit Plan 2024-25	APPENDIX 1
Reference	Control env't component	Entity	The indicative audit objective is to ensure that...	Risk Reg
ESPO 24/25 - A	Various	Continuation of work commenced in 2023-24	To complete any outstanding audits that overlap the financial year	N/A
ESPO 24/25 - B	Governance	Annual Governance - Areas for further development	Areas of the Annual Governance Statement highlighted for further development have been addressed (covering supplier code of conduct/ethical standards, legislative compliance, carbon strategy/targets, cyber security)	8 & also indirectly 2, 6, 20, 37, 82 & 83
ESPO 24/25 - C	Governance	Cyber Security	Adequate Cyber Security arrangements are in place in accordance with nationally issued good practice guidance and associated self-assessment - focus will be on the 18 actions that remained either outstanding or WiP during our 23/24 coverage	1, 8, 20, 79 & 82
ESPO 24/25 - D	Risk Management	Warehouse Expansion Project Board	Robust Governance and Management of Risk in the delivery in respect of the additional warehouse capacity at Grove Park (Critical friend project board role)	51, 91, 92 & 93 & also indirectly 1, 8, 20, 33 & 67
ESPO 24/25 - E	Risk management	Counter Fraud - NFI specific	Ensure relevant data is extracted at 30 September 2024, uploaded in October 2024 and assessment of output reports commenced in Feb 2025 with the overall objective of results being correctly interpreted and investigated on a risk-assessed basis and have due regard for a segregation of duties (report of resultant findings in Q1/2 of 25/26)	20 & 82 & indirectly 8 & 79
ESPO 24/25 - F	Risk Management	IT Developments	Work to be conducted in accordance with ESPO IT Key Deliverables 23/24	1, 5, 8, 20, 30, 34, 47, 48, 71, 79 & 82
ESPO 24/25 - G	Risk Management	Warehouse Expansion - Risk Mitigation Temporary Revised Ways of Working	Assessment of Temporary Health & Safety, Business Continuity & Security Risk Mitigation Procedures in place	1, 8, 20, 33, 91, 92 & 93 & indirectly 34, 47, 67 & 79
ESPO 24/25 - H	Risk Management	Emerging risks	ESPO identification and preparedness for any emerging risks e.g. Legislative changes, continued adjustments as a result of legislative requirements, material changes to the 5-Year business strategy and other 'in year' matters requiring urgent attention	Various
ESPO 24/25 - I	Internal control	General Financial Systems (*)	To discuss with the External Auditor and the ESPO Financial Controller/Consortium Treasurer, but typical coverage includes reconciliations; receivables; payables; payroll and stock	1, 5, 6, 8 & 20
ESPO 24/25 - J	Internal control	IT general controls (*)	The range of Information Technology General Controls (ITGC) expected by the External Auditor are well designed and consistently applied.	1, 5, 8, 20, 30, 34, 47, 48, 71, 79, 82 & 84
ESPO 24/25 - K	Internal control	Rebates income	Annual audit to evaluate whether rebates received conform to estimates of supplier business generated - focus will be on site visits	45, 46 & also indirectly 25 & 89
ESPO 24/25 - L	Governance	Procurement	Policies and procedures in place have due regard for legislative requirements and timeliness and appropriateness of decision making (Key focus being Transforming Public Procurement requirements and associated governance and training)	80, and indirectly 8, 32, 35 & 37
ESPO 24/25 - M	Risk Management	Enterprise Resource Planning Migration	Migration of ESPO's Enterprise Resource Planning (ERP) System to externally hosted software as a service offering	1,79, Indirectly 2, 5, 8, 10, 47, 48, 60, 82
ESPO 24/25 - N	Internal control	Temporary staff - pre employment & onboarding processes	All necessary pre employment and onboarding requirements have been undertaken	8, 33 Indirectly 5,20, 34, 55, 70, 82, 85
ESPO 24/25 - O	Risk Management	Safe Systems on Working - Warehouse Expansion	Revised safe systems of working are in place and staff are adequately trained prior to go live with revised warehouse layout	1, 8, 33 & 93 indirectly 34,
ESPO 24/25 - P	Internal control	Cashflow	Provide assurance that cashflow calculations are timely and accurately inform business decision making.	1 & 8 & indirectly 89
ESPO 24/25 - Q	Governance	Dividend Calculation	The dividend calculation is robust and accurate and has appropriate oversight and approval	8 & 60 & indirectly 89
ESPO 24/25 - R	Internal control	Counter Fraud - Fuel Cards	Fuel card spend is for authorised business purposes and aligns to policy	8, 20 indirectly 79 & 82
ESPO 24/25 - S	Internal control	Counter Fraud - Purchase Cards	Purchase card spend is appropriate and aligns to corporate policy	8, 20 indirectly 79 & 82
ESPO 24/25 - T	Governance	Value for Money Product Benchmarking	Policies and procedures to ensure ESPO continuously benchmark key product ranges against competitors and make timely adjustments where appropriate/economical to do so	2, 8, 10, 25, 41, 57, 66
ESPO 24/25 - U	Various	Contingency	Unforeseen events brought to the attention of the Head of Internal Audit Service by either ESPO Leadership Team or the Consortium Officers - examples may include loss of customers/business, MTFs targets not being met, Failure to retain staff, staff sickness, energy related risks, major health & safety/legislative issue, warehouse issues, supply chain issues, adverse reputational issue, climate change, risks associated with ways of working	Various
ESPO 24/25 - V	N/A	Client management	Planning & research; progress meetings; servicing Committees; HoIAS requirements; confirming implementation of HI recommendations; External Audit liaison; advice	N/A
			<b>Total days = 150</b>	

(\*) Annual audits undertaken that may assist the External Auditor

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