

Appendix 1

Management Action	Action Owner	Deadline
1. Ensuring Shareholders Agreements are signed and kept in a readily accessible central location. (Medium)	Interim Deputy Monitoring Officer	2 stages – review of all SHAs (by end of September) – see appendix 3, Update for signatures (by end of October)
2. A Programme Management Committee will be established for the Business Growth Company, which will meet monthly to support the work of the company Board, as required by the Shareholder Agreement. (Medium)	SRO for Business	By end of November
3. CPCA will ensure that business plans are in place for each of its subsidiary companies and ensure that these business plans (and business cases where relevant) are being reviewed and updated periodically, in line with each company's Shareholder Agreement. (High)	Subsidiary company Boards (SRO for each)	By end of Feb 2023
4. CPCA will ensure that risk registers are in place for all current and future operational subsidiary companies and will establish a standard approach to risk management. (Medium)	Head of PMO	By end of November
5. CPCA will establish a clear governance, reporting and oversight structure for its existing subsidiary companies. As part of this structure, the methods by which the Overview and Scrutiny Committee and the Audit and Governance Committee will fulfil their responsibilities in relation to these subsidiary companies will be established and implemented. (High)	Interim DMO and Interim Head of Governance	By end of Feb 2023