

Prince2 Pre-incubation Steering Group
Meeting 2 - Notes of meeting
@Wales, Mount Stuart Square, Cardiff
10am – 12noon on Tuesday 16th December 2008

1. Attendance

Andrew Freeguard	Stephen Brangwyn
San Leonard	Bill Daniels
Gary Williams	Paul Nagle
Eirwen Mathias	

Apologies

Apologies were received from Alun Taylor, Carol Pugh, Bernadette Jones, Christopher Emmanuel, David Griffiths and Steve Bowden.

2. Hello & Welcome

Paul Nagle welcomed everyone to @Wales and thanked them for their attendance. He introduced himself and this was followed by around the table introductions. Paul checked that all attendees had received papers for the meeting. Paul apologised to Gary for the low attendance, particularly in view of the catering provision.

3. Business Incubation Presentation

Gary Williams offered the meeting a presentation on the Incubation Chain. He pointed out that the main aim of a business incubator is to produce successful firms. He discussed the @Wales selection criteria and in particular the crucial role of technology in selection. Gary described the four phases of incubation and explained that very often the phases overlap – e.g. pre-incubation often overlaps with early stage incubation. He mentioned that @Wales does little in the line of pre-incubation, concentrating largely on the early and graduate phases.

Members expressed their gratitude to Gary for a very interesting presentation which was followed by a considerable period of discussion around the presentation. In summary Gary was able to supply statistics which demonstrate the success of @Wales and the incubation process in successfully establishing new businesses.

4 Project Co-Ordinators Report

Paul outlined the main outcomes required by the project funding, namely:

- From WAG (DE&T) funding
 - § Undertake Organisational Review
 - § Establish Policies, Systems & Procedures for the service
 - § Create a Web-Based Resource
- From RCT funding
 - § Establish a fully-funded Pre-Incubation Network across Communities First Partnerships within RCT by April 2008

PRINCE2 – Product List

Paul stated that PRINCE2 is a product based project management system and that the project team have produced their view of the products needed to meet the funders demands – copies supplied. He stated that his report will follow the headings and products in this Product List.

Organisational Review

Paul informed the meeting that this element had gained support from the Wales Co-operative Centre, via Glen Bowen. They have allocated Mike Jones, one of their Business Advisors, to offer advice and an external perspective. Mike has suggested a framework for the report and has suggested that we undertake a SWOT / PESTE analysis. Paul mentioned that he had hoped to spent some time discussing this at the meeting but due to limited time it was agreed that he would attempt the exercise and email to members for their comments. To date we have collated relevant information on the TABS organisation. The next step is to identify future developments and determine a number of organisational scenario's for consideration as vehicles for delivery. Currently we have created a working Project name of *NET@Work – New Enterprise Technologies at work*. Our rationale for the name is based on the:

- partnership / network delivery mechanism
- innovative approaches / new processes we are looking to develop
- use of ICT at the core of the service

In terms of PRINCE2 products we have developed a network diagram; a corporate logo and a promotional postcard – copy supplied.

Policies, Systems and Procedures

Paul referred members to the Product List where all the necessary elements that we consider necessary to support the organisation delivering the service are detailed. He asked if members all could examine this list and advise us on content.

In terms of the PRINCE2 Product List the Health And Safety Policy; the Health And Safety Action Plan and the Equal Opportunities Policy have been produced.

Website

Paul informed members that we have had support from UCW Swansea via the Community Progression Project (CPP) project. The website uses a Content Management Systems which allows ease in user update. The structure has been designed and created and we are about to start inputting the content. Paul also stated that the CPP project supported the production of a postcard which has the web address on it and we ask that in the New Year members look at it over a period and sent us your comments via the online survey (using surveymonkey.com). At this stage it will be the content we are interested in not the graphic look as we believe we will be reworking the website once the project is being delivered. At this stage the structure is based on 2 main areas of information namely Training and Business.

In terms of PRINCE2 products we have produced the Website Brief; Website Structure; the User Manual; the NET@Work postcard and the Blog.

Financial Investment

Paul stated that he would like to establish a sub-group of interested organisations to support this element and will contact these organisations over the next month.

Other

Leonardo visit – Slovenia

Paul informed the meeting that he had attended a 3 day contact seminar in Slovenia, along with Wayne Carter, Co-ordinator Penrhys Partnership. The aim was to meet partners from European counties interested in the development of enterprise, particularly social enterprise. He stated that they had met potential partners from Switzerland, France, Poland and Lithuania. We are looking to develop a Partnership Project based on indentifying the main barriers to enterprise, particularly social enterprise and developing learning modules to encourage people into enterprise.

Enterprise Training

Paul informed the meeting that he had attended a HOV workshop on Innovation at which he was informed of the HOV PIA. He had met with one of their Business Advisors with a view to investigating support for Social Enterprise Training. Obvious links with the Leonardo project. The PIA scheme will provide for a consultant to investigate feasibility and finance to support a service in this area.

Recruitment Agency

Paul stated that he had met with Dan Jolley, Move Recruit, with a view to establishing a presence in the TABS building. This will have clear links to individuals attending enterprise training and pre-incubation in their aim of gaining employment.

Communities First

Paul informed the meeting that he had received a request from Wayne Carter, CF Co-ordinator of the Penrhys Partnership, to attend the next meeting and facilitate a Focus Group on Communities First and Social Enterprise Development. Wayne is in the 3rd year of his Masters in Community Regeneration and is investigating that topic. The proposition is that Wayne and Gary Foreman deliver a presentation on the Communities First Regeneration Programme, followed by a discussion with steering group members as to their links to this programme. The proposal was agreed.

Action Points:

Paul to gather Win-Win Form and Training Template from all members; investigate the potential for a Financial Sub-Group and email SWOT and PEST Analysis

4. Any other business

No further business was discussed

5. Next meeting

Next meeting to be held in the Penrhys Enterprise Partnership on the 16th December, commencing at 10.00am and concluding at 12noon.

Meeting closed at 12 noon and was followed by lunch and a tour of the @Wales facility.