

**Notes of meeting**  
**PRINCE2 Steering Group**  
**Penrhys Community First Partnership**  
**10am – 12noon on Friday, 16<sup>th</sup> January 2009**

**1. Attendance**

**Present at meeting:**

Alun Taylor  
Gary Foreman  
Wayne Carter  
Andrew Freeguard  
Stephen Brangwyn  
Glen Bowen  
San Leonard  
Paul Nagle  
Eirwen Mathias  
Christopher Emmanuel  
Bill Daniel  
David Griffiths

**Apologies**

Apologies were received from Carol Pugh, Bernadette Jones and Gary Williams

**2. Business**

**2.1 Presentation on Community First programme**

After providing WAG's definition of Community First, Gary Foreman introduced the Communities First Vision Framework (CFVF) as it currently stands:

- jobs and business;
- environment;
- health and well-being;
- education and training;
- community safety; and
- active communities.

Gary made the point that child poverty was going to be an added criterion under the CFVF. Gary also made the point that many Community First partnerships do not work together, and often pass up, as they pass by, the opportunities of working together on a project.

Focussing particularly on business support, Gary made the following points:

- Business support had to be local in disadvantaged communities;
- 'Community enterprise' is currently very undefined – should there be a clearer definition, or not?

- Identifying skills and markets. Gary mentioned procurement of tendered contracts is currently creating a lot of problems.

## **2.2 Wayne's presentation**

Wayne Carter, Manager of the Penrhys Partnership, offered a presentation on the work of the Penrhys Partnership. The presentation looked at the work of the partnership over the years since its creation in 1968. Wayne looked at the role of social enterprise in addressing current challenges, and in particular the relationship between the community's first programme and the development of social enterprise. This was followed by a discussion among members on some of the main areas of concern, such as the identification of the barriers and levers to social enterprise development and how member organisations could help the development of this business model.

## **2.3 Project Managers Report**

Paul briefly outlined the main tasks that the project needed to address, 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 his report would follow the headings and products in this PRINCE2 Product List (distributed or see website [www.tabstraining.co.uk](http://www.tabstraining.co.uk))

### **Organisational Review**

Paul mentioned that this element had gained support from the Wales Co-operative Centre, through Mike Jones, one of their Business Advisors. Mike has suggested a framework for the report and has suggested that we undertake a SWOT / PESTE analysis. To date we have collated relevant information on the TABS organisation to this date. Clearly the next step is to identify future developments and determine a number of organisational scenario's for consideration as vehicles for delivery.

For now, 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 (we are a network)
- the innovative approaches/ways of working/new processes we are looking to develop

- the use of ICT at the core of the service

In terms of PRINCE2 products, we have developed a network diagram, a corporate logo to represent the network and a postcard to promote the network.

### **Policies, Systems and Procedures**

Paul informed members that the product List details all the elements that we consider necessary to support the organisation delivering the service. In terms of PRINCE2 products, we have produced the Health And Safety Policy, the Health And Safety Action Plan and the Equal Opportunities Policy

### **Website**

Paul stated that the project had gained support from UCW Swansea via the CPP project. The website uses a content management system that allows easy user update. The structure has been designed and created and we are about to start inputting the content. 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 content management system user manual, the NET@Work postcard and the blog. Currently working on identifying, formatting and uploading content.

### **Financial Investment**

Little has been done on this element and Paul stated that he would like to establish a sub-group of interested organisations to support on this. He believed that we are looking at a fully funded core service along with some element of income generation via training and business support.

### **Other Activities**

#### **Leonardo Partnership Project: Wales, Switzerland, Poland, France and Lithuania**

Paul stated that the project is looking to develop a European Partnership Project with the above named countries aim at supporting the development of enterprise, particularly social enterprise, in a European context.

### **Enterprise Training**

Paul mentioned that he was still waiting to meet with the consultant from the HOV PIA scheme. He also mentioned that he had attended a Learning For Life sub-group meeting organised and chaired by INTERLINK, which stated that Bro Dysg does not have any plans at this stage to support enterprise training. It was suggested that the best vehicle for this was the Social Economy and Community Development Planning Group. Paul offered to attend this meeting and discuss the situation.

### **3. Next meeting**

Next meeting to be held at GTI on Thursday, 19<sup>th</sup> February 2009, commencing at 10.00am and concluding at 12noon.

Meeting closed at 12.15pm.

Dated: 16<sup>th</sup> February 2009

Signed: Christopher J. Emmanuel (Note-taker)