



## Legal and other Requirements Factsheet 7

# PUBLICATIONS

The CVS holds a number of publications and books which groups and organisations affiliated to us can come into the office to look at for information. In certain circumstances, groups may also borrow the books for a limited time – just like the library!

### General Interest

#### **Community Work Skills Manual** – *Association of Community Workers*

This is a skills manual packed with ideas and techniques for people seeking to involve others in their communities and groups. Sections include -

- Introduction.
- Key Themes Around Equality.
- Gathering Information.
- Getting Started.
- Effective Groups.
- Organising an Event.
- People Management – including employing people, employment law and good practice, selection and recruitment, working with volunteers etc.
- Project Management – including report writing, different kinds of structures for groups.
- Campaigning and Lobbying.
- Funding.
- Monitoring and Evaluation etc.

It is easy to read and gives many practical examples in each of the sections.

# Law and Management for Voluntary Organisations & Community

## **Voluntary But Not Amateur (7th Edition)** *by Ruth Hayes & Jackie Reason*

Do you understand how the law affects your organisation? Frequent changes in the law makes it difficult to keep up to date with your obligations to employees, volunteers, self employed workers, service users and the general public. Whether taking on new staff, leasing premises, tendering for service contracts, you do need to understand the law. *Voluntary but not Amateur* explains the current law, warns of imminent changes and makes suggestions for good practice. The checklists and models are particularly useful.

## **Just About Managing (3rd Edition)** *Sandy Adirondack*

This book will help you manage in a planned, coherent way that will increase the effectiveness of your organisation and its management committee, managers, staff and volunteers. It covers many topics, ranging from teamwork to training. It provides a practical and comprehensive introduction to good management for everyone who has responsibility for organising, co-ordinating or making decisions about a voluntary organisation.

## **The Voluntary Sector Legal Handbook (2nd Edition)** *Sandy Adirondack & James Sinclair Taylor*

Although a lengthy book, this easy-to-use volume is the definitive guide to the law as it affects charities, community groups and other voluntary organisations. The book covers -

- Setting up an Organisation.
- Governance & Membership.
- Running an Organisation.
- Employees, Volunteers and Other Staff.
- Services and Activities.
- Funding.
- Finance etc., etc.

**The Complete Guide to Business and Strategic Planning for Voluntary Organisations (2nd Edition)** *by Alan Lawrie – Directory of Social Change*

This management guide provides an accessible introduction to the process of strategic planning. It shows how all staff can participate in developing a solid business plan that will increase the effectiveness of your organisation. This new edition has been fully revised and updated, drawing on the greater experience of business planning that many voluntary organisations now have. Features include -

- New exercises, activities and case studies.
- Greater coverage of how funders see and use business plans.

**A Help Pack on Constitutional and Legal Issues for Community and Tenant Groups** *by Nick Haberfield – Trafford Hall*

This is a guide to constitutional and legal issues in the community and has case studies and fact sheets on the different legal structures for groups and organisations, what is a constitution and how does it operate, unincorporated and incorporated legal structures etc., etc.

**Unconditional Leadership** – *David Robinson*

This book is a principle-lead approach to leadership, unleashing the potential of the individual and building successful teams whilst avoiding the limits of command and control. It is about developing people, building teams and maximising results.

**Planning Together – The Art of Effective Teamwork** – *George Gawlinski and Lois Graessle*

Planning Together is a way of helping a team to make sense of what it is trying to do and do it effectively. It presents a model of planning as a team in nine clear stages, with a choice of activities for each of those nine stages. It also offers ways of facing up to the conflicts, difficulties and unforeseen events that are always a part of the planning process.

**Information Management for Voluntary and Community Organisations** – *Paul Ticher and Mike Powell – Directory of Social Change*

Successful organisations use information effectively to support their activities by managing it as a positive resource. Starting from basic principles, this no-nonsense guide for managers and their teams is packed with practical tools and tips to help you review your approach to using information and use information technology effectively.

### **Developing your Organisation** – Alan Lawrie – *Directory of Social Change*

For managers, board members and staff of not for profit agencies who wish to build and develop their organisation. This accessible book is designed to help voluntary organisations adapt to new circumstances and challenges and features practical exercises to help identify blocks and barriers to change.

### **Costing for Contracts** – a practical guide for voluntary organisations *by John Callaghan – A joint NCVO/Directory of Social Change contract culture publication*

This practical book aims to help voluntary organisations, especially smaller ones, get their costing right when they are negotiating contacts or service agreements with local authorities and other buyers of their services. It deals with such difficult questions as how to reflect the “cost” of volunteering time as well as the straightforward procedures of costing a service and making a satisfactory allocation of overheads.

### **The Employment Record Handbook for Voluntary Organisations** *by Paul Ticher with Gill Taylor – Directory of Social Change*

This book concentrates on the very practical question of record keeping, both the “what?” and the “how?”. The book covers -

- The main legal requirements for record keeping in areas such as recruitment and selection, employment contracts, pay and prevention of discrimination.
- Practical areas where you may need to record evidence that you have followed correct procedures, such as probationary periods.
- Tricky areas that may well arise – such as when you should disclose information about your staff to other organisations and when you should not.
- Good practice, both for the employing organisation and for the well being of staff.

## **Community Buildings**

### **Managing your Community Building (3rd Edition)** *by Peter Hudson and Community Matters*

Whether you run a community centre, village or church hall, this book offers comprehensive information on all aspects of running a community building and advice on good practice is also contained in this user-friendly, easy to read handbook, including –

- Constitutional and organisational matters.
- Staffing – both voluntary and paid.
- Finances.
- Health and Safety, etc. etc.

**Occupying Community Premises (2nd Edition)** *Community Matters*

This book is about the legal basis on which charitable community organisations occupy community buildings, whether they are owned by public or private bodies. It explains the alternative legal methods of occupying community premises and outlines the relevant charity law requirements and valuable practical aids including a specimen lease.

## **Committee and Organisational Skills**

**Governance Stories – A practical guide to setting up your management committee and sustaining its work** *by Shirley Otto and Jo Clifton – Russell House Publishing*

Being a member of a management committee or board is vital work but complex and demanding. Yet members of management committees can have little or no preparation for fulfilling their vital roles. Governance Stories fills the gap by giving important practical guidance or good governance – on the effective functioning of a voluntary management committee and its members.

It will help management committee members –

- Focus their attention on the most important areas of work.
- Avoid mistakes, or learn from them.
- Maintain enthusiasm.
- Develop skills.
- Move on with a sense of accomplishment when the time is right.

Both first-time and experienced management committee members can benefit from this book.

**The Minute Taker's Handbook** *by Lee Comer and Paul Ticher*

Minute taking is an important activity in all voluntary and community groups. This publication provides essential, in-depth guidance on how to produce accurate, brief and clear minutes, which will meet all legal requirements. It shows how to –

- Prepare agenda.
- Take notes.
- Transcribe notes.
- Produce action lists.
- Record decisions.
- Check facts.
- Lay out types of minutes.

It is invaluable to chairs, minute takers and everyone concerned with the management and recording of meetings.

**Once Upon a Group** *Michael and Maggie Kindred*

This book is aimed at providing a light-hearted and amusing approach to gaining insight into how groups tick, while at the same time helping to overcome some of the anxieties and doubts which can make people shy away from anything to do with groups and their workings.

**So, You're on a Committee Now** *Michael Kindred and Malcolm Goldsmith*

An easy to read guide for everyone involved in the work of a committee, covering the purpose of a committee and the roles of committee members.

**Organising Effective Events** *by Karen Gilchrist – Croner Publications*

This book provides guidance on planning a range of events, from village fetes to national conferences. It takes the reader through all the stages of organisation and the issues to consider, including pinning down the ideal timing of the event, identifying a suitable venue, transport, equipment and weather implications.

# Volunteers and Volunteering

## **The Good Practice Guide (for everyone who works with volunteers) (2nd Edition)** by Kate Bowgett, Kathryn Dickie and Mark Restall (*Volunteering England*)

This fully revised and updated edition of the Good Practice Guide will tell you everything you need to know, from the basic principles of good practice to more complex areas such as benefits law or screening; from practical issues like insurance or paying expenses, to questions such as how and where to advertise for volunteers, taking up references and dealing with problems. With clear and easy-to-read text, it is an essential read for those organisations working with volunteers.

## **Deciding Whether to Involve Volunteers** by Kate Bowgett (*Volunteering England*)

This is one of a series of good practice booklets published by the National Centre for Volunteering for volunteer managers. It looks at questions your organisation needs to ask and what procedures it needs to put in place, before going ahead with recruiting volunteers.

## **Selecting Volunteers** by Kate Bowgett (*Volunteering England*)

Again, a good practice booklet published by the National Centre for Volunteering. This one looks at how to develop an application process that is suitable for your organisation, allowing you to select people who are right for the role without creating an obstacle to involvement.

## **Volunteers and the Law** by Mark Russell – *Volunteering England*

It is very important that organisations understand both the good practice and the legal implications of volunteer involvement, in order to ensure that volunteering remains a valuable experience for all. *Volunteers and the Law* is not intended to be a textbook or a technical reference guide to legal issues. The aim has been to create a readable overview of legal issues for volunteer managers and anyone who works with volunteers. The book covers:

- Volunteers and employment rights
- Benefits and tax
- Safety and security
- Data protection, copyrights and the Human Rights Act
- Specific volunteering situations.

## **Volunteering Impact – Assessment Toolkit – a practical guide for measuring the impact of volunteering** – *Volunteering England*

This toolkit provides clear and accessible guidance on how to carry out an impact assessment in a volunteer-involving organisation. It also contains a complete set of tools with which to tackle the job. These include Questionnaires for volunteers, staff, users, community leaders and residents, alongside audits and focus group topic guides. It is easy to use and adaptable, as well as comprehensive and it has been thoroughly ‘tried and tested’ and could prove an invaluable resource for managers.

## **Risk Management** by *Kathryn Dickie (Volunteering England)*

This small booklet looks at risk management as a process whereby an organisation anticipates the things that can go wrong and how to put in place measures to minimise the likelihood of those things happening.

## **Essential Volunteer Management** by *Steve McCurley and Rick Lynch (Directory of Social Change)*

This clearly structured and highly readable book is an invaluable guide for new volunteer managers wishing to identify good practice and challenges all voluntary sector managers to make their volunteers add value and feel valued. It includes –

- An introduction to volunteer management
- Planning a volunteer programme
- Creating volunteer jobs that motivate
- Recruiting and lots more including sample policies, lists and forms to adopt

## **Good Practice Guides**

### **Volunteering by Young People**

### **Volunteering by Black People**

### **Volunteering by Unemployed People**

### **Volunteering by People with Disabilities**

This is a series of books which look at good practice in recruiting and retaining volunteers from groups that traditionally have been under-represented as volunteers. Some of the important themes are –

- The need to challenge the negative image of volunteering
- The creation of an appropriate organisational atmosphere
- The empowerment of volunteers
- Removing practical barriers

Other books looking at the issues above are –

### **Involving Volunteers with Mental Health Problems**

**You Cannot be Serious** *by Sherry Clark*

**Volunteers and Mental Health Befriending** *by Alex Parish*

This book covers the context, issues and findings and case studies around mental health befriending.

### **Involving Older People in Volunteering**

**Lifelong Action – a guide to recruiting and retaining older volunteers**

**Volunteering by Older People (good practice guide) see above**

**Older and Bolder: involving older people in volunteering**

**Involving the BME Community in Volunteering**

**My time, My Community, Myself – experiences of volunteering within the black community** *by Seeme Bhasin*

**Volunteering by Black People (good practice guide) see above**

**Employee Volunteering Guide – The Summary** *Volunteering England*

This booklet serves as an appetiser for the in-depth resource *Employee Volunteering the Guide*.

**Recruiting Volunteers “how to” Guide – attracting the people you need** *by Fraser Dyer and Ursula Jost – Directory of Social Change*

Volunteers are the life-blood of many voluntary organisations, yet finding the right people who are prepared to commit themselves can be a real challenge. The practical advice and imaginative ideas will help you take a fresh approach to –

- Planning your recruitment
- Finding people with the right skills
- Using your networks
- Producing effective recruitment messages
- Making your organisation attractive to volunteers
- Bringing diversity to your volunteer workforce

**Supervising Volunteers – an action guide for making your job easier** *by Jarene Frances Lee with Julia M. Catagnus – The Collective Wisdom Series*

This book collects the advice, wisdom and experience of over 85 real-life, on-the-job supervisors of volunteers. They tell you what works and what doesn't – and why.

**The Volunteer Recruitment (and membership development) Book** *by Susan J. Ellis*

Susan Ellis offers clear and sensible solutions to all your recruitment questions and the book explains how it is essential to design the types of volunteer assignments that will attract the most qualified people. It covers information on –

- Where to look for new volunteers
- How to design the best jobs for volunteers
- Why some people volunteer ... and why others do not
- The many techniques of recruitment

## **Fundraising**

**Effective Fundraising – an informal guide to getting donations and grants** *by Luke Fitzherbert – Starter Guide*

Are you faced with raising money and don't know where to start? Or do you need fresh ideas and inspiration? This guide is packed with useful ideas to help you –

- Find the right funding sources
- Think creatively and practically about your fundraising
- Be informed and successful in your approach

**Community Fundraising** – The effective Use of Volunteer Networks – *Directory of Social Change, CAF and ICFM*

This book is a comprehensive overview of community fundraising and draws on the experience of a range of contributors to demonstrate how to make the most of your volunteers. It covers –

- What community fundraising is and its context
- Why people volunteer, the value of volunteers and staff attitudes to volunteers
- Management issues, including the management of staff working with volunteers
- The recruitment, retention and development of volunteers

**Running a Local Fundraising Event** – a guide for small voluntary organisations *by Janet Hilderley – CAF*

This book provides practical information and advice on the enormous range of activities which can make up a local fundraising campaign and helps readers to assess which options would be most appropriate for their charity.

**Applying to a Grant Making Trust** – A guide for fundraisers *by Anne Villemur – CAF*

This book provides step-by-step guidance on drawing up a well-rounded case for support which contains all the information which trustees require when considering an application. It includes practical advice on project costing, selecting appropriate trusts and chasing up applications.

**In addition to the FunderFinder and Directory of Social Change programmes, where groups can do specific searches for funding, the library does have specific guides for funding as follows –**

**The Sports Funding Guide** - *Director of Social Change*

This practical guide will help all organisations and individuals looking to raise money and win support for their sport. It covers raising money from the National Lottery, The Sports Council, The Foundation for Sports and the Arts, Grant-making Trusts, Company Sponsorship, central and local government, Europe.

**The Arts Funding Guide** – *Directory of Social Change (6th Edition)*

Everything you need to know about UK sources of funding for all art forms, arts organisations and arts events. Clearly written and comprehensively indexed, this guide is a must for anyone looking to raise money for the arts.

**The funding guides below may now be out of date but could still prove useful in searching for funds**

**Environmental Funding Guide** – *Directory of Social Change (1998)*

This guide still provides comprehensive information on funding, partnership and in-kind provision of resources for environmental groups.

**The Youth Funding Guide** – *Directory of Social Change (1997)*

This clearly written and highly practical book will help all youth clubs, youth services and anyone working with young people. Packed with ideas, case studies and helpful tips, it covers strategies on raising money from various sources.

**Educational Grants Directory** – *Directory of Social Change (1998/99)*

Again, this directory might be out of date but it does give details of a wide range of funding and other support available for children and students in need up to and including first degree level.

**A Guide to Local Trusts in the Midlands** – *Directory of Social Change (2002/2003 edition)*

This book is a guide for anyone looking to raise money from grant-making trusts in the Midlands area and covers almost 600 trusts which concentrate their grant-making in the Midlands. It provides clear descriptions of trusts' grant-making policies and practices, as well as examples of donations made.

**The Guide to UK Company Giving** – *Directory of Social Change (1999 edition)*

This guide contains information for all voluntary and community organisations seeking to raise money or win support from companies. It includes contact details, examples of grants, etc.

## Ideas and Innovations

### **Ground Up** – *Community Links*

This easy to read book features good ideas for tackling family poverty from the ground up. The authors have been in contact with hundreds of community led and voluntary sector projects across the country. It is the views of people who are already tackling the issues of child poverty and family poverty, offering many examples of good practice, of what people have come up with to tackle issues.

### **Visible Voices** – **Young People's Ideas Annual** – *Community Links*

This publication is full of innovative ideas and examples of good practice of successful projects. It is split into chapters based on both issues and the process of young people's community action and reveals how young people's inclusion in the development and regeneration of their communities is essential, both for the young people themselves and for the long term sustainability of change and development in local communities.

## Diversity

### **Fail to Plan: Plan to Fail** – **A toolkit for black voluntary and community organisations** – *NIACE*

This practical toolkit is designed to help black voluntary and community organisations who have missed out on funding and financial support in adult and community learning. It stresses the importance of planning, strategic thinking and working with infrastructure networks and looks at how the system works and what you need to be successful within it. It also provides insight for policy makers and potential funding partners into the nature, experiences and expectations of black voluntary and community organisations.

### **Development through Diversity** – **A step-by-step toolkit for community organisations** – *bassac*

This toolkit is designed to be used by groups and organisations interested in developing diversity effectively, both within their organisation and within their wider community. It is a practical step-by-step guide to provide managers, staff, board members, volunteers and anyone who wants to get involved in developing a truly diverse organisation and community.

## Reports

### **Self-employed People in the Informal Economy – Cheats or Contributors? –**

*Rosalind Copisawrow and Aaron Barbour*

A report outlining the evidence, implications and policy recommendations, which has been produced by two community-based, non-profit organisations. The aim is to raise awareness of the informal economy, resulting in broad policy recommendations.

Whilst every effort has been made to check the information contained in the publications, legislation may change. This information is given in good faith. Telford and Wrekin CVS does not therefore accept any responsibility for actions, events or associations arising from any information, omissions or inaccuracies in the aforementioned publications.

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