

Resource List

Books

Title	Author
"a what enterprise?" a beginner's guide to social enterprise	Heath, Susan
Enterprise for Communities: Proposals for a Community Interest Company	
Making a success of ebusiness	
Mutual Obligations - NCVO's Guide to Contracts with Public Bodies	Saunders, J
A Practical Guide for Disabled People or Carers: where to find information, services and equipment	
Cultural Diversity Guide	
Double Discrimination: Issues and services for People with Learning Difficulties from Black and Ethnic Minority Communities	Baxter, C., Poonia, K, Ward, L., Nadiershaw, Z
Fail to Plan: Plan to Fail: A toolkit for black voluntary and community organisations	White, L.
Making Diversity Happen! A practical guide for voluntary & community organisations with case studies and checklists	Hann, C
Money Matters: Helping people with learning difficulties have more control over their money	Bewley, Catherine
Recruiting and Supporting Black and Minority Ethnic Trustees	Akpeki, T
A Practical guide to Financial Management for Charities and voluntary organisations	Sayer, Kate
AAT Interactive Text foundation unit 1 : Recording Income and Receipts	
AAT Interactive Text foundation unit 2: Making and Recording payments	
AAT Interactive Text foundation unit 3: Ledger Balances and Initial Trial Balance	
AAT Interactive Text foundation unit 4: Supplying Information for Management Control	
AAT Interactive Text foundation unit 5: Financial Records and Accounts	
AAT Interactive Text foundation unit 6: Cost Information	
AAT Interactive Text foundation unit 7: Reports and Returns	
The Good Financial Management Guide	Bashir, Haroon
The Good Financial Management Training Manual	Palmer, Paul
A Guide to Company Giving	Brown, P & Smyth, J
A guide to Grants for Individuals in Need	French, Alan Griffiths, Dave, Jepson, Emma, Ryland, Rebecca
A guide to Local Trusts in the North of England	French, A & Traynor, T

A guide to Local Trusts in the North of England	Walker, L
A guide to Major Trusts Volume 1	French, Alan Traynor, Tom
A guide to Major Trusts Volume 2	Griffiths, Dave, McGuire, Chris, Ryland, Rebecca
A guide to the Major Trusts Volume 1	FitzHerbert, L Forrester, S & Grau, J
A guide to the Major Trusts Volume 1 2001/2002	Fitzherbert, L & Richards G
A guide to the Major Trusts Volume 2 2001/2002	Walker, L & French, A
A guide to the Major Trusts Volume 3	Harland, S & Walker, L
Community Fundraising: The effective use of volunteer networks	
Finding Finances: The essential guide 2005/2006	van Vark, C
Finding Funds: General Information on Funding for Voluntary Groups	
Funding Guide: Arts	Forrester, Susan, Lloyd, David
Funding Guide: Environmental	Forrester, Susan, Casson, Dave
Funding Guide: Youth	Eastwood, Nicola
Fundraising and Trustees the essential guide	
Fundraising Strategy	Mullin, Redmond
Grants from Europe	Davison, Ann
Guide to the National Lottery Charities Board	
IOF: codes of fundraising practice for all voluntary and community organisations	
Making giving go further: A fundraiser's Guide to Tax-Effective giving	Campbell, B
North East Guide to Grants for Voluntary Organisations	Whitfield, Linda, Youll, Tony, Cherif, Suzanne
North East Guide to Grants for Voluntary Organisations	
Promoting your Cause: A guide for fundraisers and campaigners	Gilchrist, Karen
Quickguides: Fundraising from Grantmakers	Tovim, Ruth
Quickguides: Sources of funding	Ritchie, Jill
Raising Money from Industry	Norton, M
The Complete Fundraising Handbook	Botting, N & Norton, M
The Directory of Grant Making Trusts 1997-98 Vol 1	
The Directory of Grant Making Trusts 1997-98 Vol 2	
The European Social Fund: Finance Guide	Goddard, M
The Millionaire Givers	Hurd, Howard and Lattimer, Mark
The Sports Funding Guide	Eastwood, Nicola
Tried and Tested ideas for local fundraising events	Passingham, Sarah
Trust Fundraising	
Writing better fundraising applications: A practical Guide	Eastwood, Mike, Norton, Michael
Effective fundraising: An informal guide to getting donations and grants	Fitzherbert, Luke
Assessing Your Board's Performance: A DIY Guide to Board Self-evaluation	Balkam, S

Boards that Work: A Guide for Charity Trustees	Fishel, D
Charitable Status: A practical Handbook	Phillips, Andrew
Community Start up: How to start a community group and keep it going	Pinder, Caroline
Getting it right Legally: Status and Structure for Play and Childcare organisations	
Good Governance: A Code for the Voluntary and Community Sector	Tickell, J
Involving Young People	Akpeki, T
Recent Trends in Charity Governance and Trusteeship: The results of a survey of governing bodies of charities	Cornforth, C
So, you're on a committee now....	Kindred, Michael and Goldsmith, Malcolm
The Good Governance Action Plan for Voluntary Organisations	Adirondack, S
Volunteers on management committees: A good practice guide	Hedley, Rodney and Rochester, Colin
Charity and voluntary workers: A guide to health and safety at work	
The Health & Safety Handbook	Hinde, Al, Kavanagh, Charlie
2001 Home Office Citizenship Survey: people, families and communities	Attwood, C, Singh, G, Primes, D, Creasey, R
Charities Digest	
Directory of Community Venues and Voluntary and Community Organisations in Redcar & Cleveland 2004	
Good Mind Guide	
No Secrets: Protecting Vulnerable Adults from Abuse July 2003	
Social Services Year Book 2003	
Towards Full Employment	
Word for Windows 6 for Dummies	Gookin, D
A Practical Guide to Community Legal Service Funding	
The fundraiser's guide to the law	Bates, Wells & Braithwaite
The Voluntary Sector Legal Handbook	Adirondack, Sandy & Sinclair Taylor, J
Voluntary but not Amateur	Hayes, R and Reason, J
Business Equipment Contracts: How to avoid pitfalls	
The Complete Guide to Business and Strategic Planning	Lawrie, Alan
The Campaigning Handbook	Lattimer, Mark
The Good Campaigns Guide	Lamb, Brian
Safeguarding Children and Young People	childprotectionuk.net
Sportscheck: a step by step guide for sports organisations to safeguard children	
Stopcheck: a step by step guide for organisations to safeguard children	NSPCC
Effective Customer Care	Knight, Amanda
Building Community Strengths: A Resource Book on Capacity Building	Skinner, S
Developing Aims and Objectives	Whitting, Gill

Developing your Organisation	Lawrie, Alan
Dealing with Disputes in Voluntary Organisations: An Introduction	Laurance, L and Radford, A
The Charity Treasurer's Handbook	Morgan, Gareth G
The Charity Trustees Handbook	Eastwood, Mike
The Minute Takers Handbook	Comer, Le & Ticher, Paul
HR2 Managing Human Resources: Supervising with Authority	Johnson, J
HR9 Managing Human Resources: Performance Appraisal	Duddy, C
Managing Recruitment & Selection	Taylor, Gill
Managing Staff Problems Fairly: A Guide for Voluntary Organisations	Potter, E & Smellie, D
National Minimum Wage: Guidance for the voluntary sector	
Quickguides: Staff Recruitment	Hukins, Caroline
Data Protection for Voluntary Organisations	Ticher, Paul
How to produce inspiring annual reports: A guide for voluntary, arts and campaigning organisations	Burnett, K & Weatherup, K
IN6 Managing Information: Project Preparation	Wendy & Payne, WM
Making News: Producing a community newspaper	Lowndes, Barbara
Quickguides: Handling the Media	Pearson, Jo
Quickguides: Newsletters	Ritchie, Jill
Quickguides: Public Relations	Scaife, Wendy
The DIY Guide to Charity Newsletters for Charities Voluntary Organisations and Community Groups	Wells, Chris
The Internet: A Guide for Voluntary Organisations	
Insurance Guide for Voluntary Organisations	
Effective Management: How to plan, make decisions, lead and motivate	McCollin, T
Joint working and mergers in the voluntary sector	Leat, D & Passey, A
Just about managing?	Adirondack, Sandy
Making it Balance: a business case for work-life practices in the voluntary sector	
Managing at the leading edge	Hudson, Mike
Managing Conflict	Taylor, Gill
Managing without profit: The art of managing third-sector organisations	Hudson, Mike
Quickguides: Events Planning	Hukins, Caroline
Quickguides: Overseas Challenges	Hukins, Caroline
Quickguides: Special Events	Ritchie, Jill
Taking control in your community: A guide for housing association tenants	Duncan, P, Bliss, N
The Complete Guide to Creating and Managing New Projects	Lawrie, Alan
The Good Management Guide	Harris, John

Marketing communications an integrated approach	Smith, P.R.
Marketing Strategy for effective fundraising	Maple, Peter
Marketing: A Handbook for Charities	McIntosh D & A
PS12 Managing Products and Services: Marketing	Senter, H
Quickguides: Marketing	Jones, Kylie
The New DIY Guide to marketing for Charities and Voluntary Organisations	Ali, Moi
First steps in monitoring and evaluation	Ellis, Jean
Monitoring ourselves	Connor, Anne
Practical monitoring and evaluation a guide for voluntary organisations	Ellis, Jean
First steps in quality	Murphy, Eileen, & Ellis, Jean
Pathfinder: an accreditation and networking guide	
Enhancing Trusteeship Through Mentoring	Akpeki, T & Brown, A
Building on Success: Strategy for Volunteering Infrastructure in England 2004-2014	Penberthy, C. & Forster, A
Building Staff/Volunteer relations	Scheier, Ivan H
Essential Volunteer Management	McCurley, S & Lynch, R
Quickguides: Working with Volunteers	Bushell, Cherry
Recruiting volunteers: attracting the people you need	Dyer, F & Jost U
Sparing Time: The Observer Guide to Helping Others	Gundrey, E
The (Help!) I don't have enough time guide to Volunteer Management	Noyes-Campbell, K & Ellis, SJ
The Good Practice Guide: For everyone who works with volunteers	Bowgett, K, Dickie, K & Restall, M
Volunteers A practical guide for local groups	
Plain English for Social Services: A Guide to Better Communication	Hopkins, G
Skills for Communities: Skills for life	

Charity Commission Publications

CC2: Charities and the Charity Commission	
CC3: Responsibilities of Charity Trustees	
CC3(a): Responsibilities of Charity Trustees, A Summary	
CC4: Charities for the Relief of Financial Hardship	
CC6: Charities for the Relief of Sickness	
CC8: Internal Financial Controls for Charities	
CC9: Campaigning and Political Activities by Charities	
CC12: Managing Financial Difficulties and Insolvency in Charities	

CC13: The Official Custodian for Charities' Land Holding Service	
CC14: Investment of Charitable Funds, Basic Principles	
CC15 :Charity Reporting and Accounting: The essentials	
CC18: Use of Church Halls for Village Hall and Other Charitable Purposes	
CC19: Charities' Reserves	
CC20: Charities and Fund-raising	
CC20(a) Charities and Fund-raising, A summary	
CC21: Registering as a Charity	
CC23: Exempt Charities	
CC24: Users on Board, Beneficiaries who become trustees	
CC27: Providing Alcohol on Charity Premises	
CC29: Charities and Local Authorities	
CC33: Acquiring Land	
CC35: Charities and Trading	
CC36: Amending Charities' Governing Documents: Orders and Schemes	
CC37: Charities and Contracts	
CC38: Expenditure and Replacement of Permanent Endowment	
CC43: Incorporation of Charity Trustees	
CC45: The Register of Charities, Information and services available	
CC47: Complaints about Charities	
CC47(a) Inquiries into Charities, Your rights and obligations	
CC48: Charities and Meetings	
CC49: Charities and Insurance	
CC60: The Hallmarks of an Effective Charity	
CC61: Charity Accounts, The framework	
Charities Act 2006: What trustees need to know	

Reports

Title	Author
A National Framework for Youth Action and Engagement: Executive Summary of The Russell Commission	Russell, Ian M
A Neighbourhood Renewal Strategy for Redcar & Cleveland 2003-2007	
A new rural agenda	
A part of society: Refugees and asylum seekers volunteering in the UK	Wilson, R & Lewis, H

Ambitions and Aspirations of Workers and Volunteers from the Voluntary and Community Sector in the North East	
An Environment for Everyone: Social exclusion, poverty and environmental action	Church, C, Cade, A, Grant, A
Charities Taxation presentation November 05 Haines Watts	
Community Appraisals for Redcar & Cleveland Target Communities	
Community Matters: Reference Manual for Community Organisations Advisers, A practical reference guide for people advising community organisations in local communities.	
Connexions Tees Valley: Redcar & Cleveland Local Delivery Plan 2006/7	
Getting Citizens Involved: Community Participation in Neighbourhood Renewal	Bourn, J
Getting to know your local voluntary and community sector: developing voluntary and community sector profiles	
Improving our skills: A skills strategy for the Voluntary and Community Sector	Dwyer, F, Fleming J & Hamilton A
Let's Get Going: An action guide for Rural and Community Transport in England	
Living in Harmony: Research into the Needs of Ethnic Minority Communities in Redcar and Cleveland	
Local Strategic Partnerships: Shaping their future: A consultation paper	
Making Changes: a strategic framework for community development learning in England	
Mutual Advantage: Working with Voluntary and Community Organisations on Learning and Skills: Part 2: Case Studies and Resources	
National Strategy for Neighbourhood Renewal: Policy Action Team Audit	Social Exclusion Unity
Public Health Profiles: Wards in Numbers & Graphs	
R & C BC Anti-Bullying Policy 2007	
R & C Community Cohesion 2003	
R & C Surestart Plan 2004-2006	
R & CBC Communications and Engagement Strategy 2004	
R & CBC Community Safety Partnership: Community Safety Strategy 2002-2005	
R & CBC Corporate Plan 2005-08	
R & CBC Local Development Framework: Draft Statement of Community Involvement	
R & CBC Local Transport Plan, Annual Progress Report 2005	
R & CBC Provisional Local Transport Plan 2006-11	
Recent Trends in Charity Governance and Trusteeship: The results of a survey of governing bodies of charities	Cornforth, C
Redcar & Cleveland Carer's Strategy 2004-2007	
Redcar & Cleveland Compact	
Redcar & Cleveland Local Plan: First Review, Key Issues Report, March 2002	
Regeneration and Sustainable Communities	Chanan, G and West, A

Regional Economic Strategy for the North East: Unlocking our Potential	
Safer and Stronger Communities Fund: Taking the agreements forward	
Strategy for Development of the Non-Profit Sector	Pavol Fric et al.
The Contribution of the Voluntary and Community Sector in Redcar & Cleveland: October 2002	
The Disability Equality Duty: Guidance on Gathering and Analysing Evidence to Inform Action	
The Learning Curve: Developing skills and knowledge for Neighbourhood Renewal: Summary	
Thinking locally, acting nationally: Lessons for national policy from work on local sustainability	Church, C & Elster, J
Volunteering: Compact Good Code of Practice	
Would you live here? Making the growth areas communities of choice	Bennett, J, Hetherington, D, Nathan, M & Unwin, C
Youth Matters: Next Steps Something to do, somewhere to go, someone to talk to	

Research

Title	Author
Positive Energy: Harnessing people power to prevent climate change	Retallack, S & Lawrence, T
Safeguarding civilians: Delivering on the responsibility to protect in Africa	Mepheam, D & Ramsbotham, A
States of Reason: Freedom, responsibility and the governing of behaviour change	Lewis, M
Can governments make a difference?	
Holding on: Recruiting and retaining black volunteers	
Making waves: Volunteers in Green peace	
At the cutting edge: The Green Gym	
New Deal: New Volunteers?	
Volunteering: A Global Force for Change	
Volunteering's democratic voice: A report of the UK parliamentary hearings	
Talking about volunteering: A discourse analysis of volunteer motivations	
Volunteering for All? Exploring the link between volunteering and social exclusion	Smith, JD, Ellis, A, Howlett, S, O'Brien, J

Toolkits

Title	
Helping the Groups: Information Pack	
R & C BC Anti-Bullying Policy 2007 Tool kit	

Volunteering in Prison: A Resource Pack to support and train Voluntary and Community Sector Staff and Volunteers	
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Media

Title	
Being an effective board member	Video/Charity Management Consortium
Cleaner, Safer, Greener Communities	DVD/ ENCAMS
Development Workers: A common Agenda	Video/Media Trust
Extra Time: Football, Skills and Volunteering	DVD/Media Trust
How "NOT" to speak to young people	DVD/ The National Youth Agency
How to be accessible: The top 5 things you need	Video/Learndirect
Involving Disabled People Research Project	DVD/Centre for Public Policy: Northumbria University
It's My Life: A friendly video about person centred life planning	Video/Speakup Self Advocacy
Making it Visible	Video/Community Matters
Making time: In the office, On your own, Work and home	Video
R & C Mind Nuts & Bolts	Video/R & C Mind
Teenage Grief	DVD/Leeds animation workshop
Test your Aptitude Vol 1	DVD/The Times
The geridramas DVD Gender Equality & Race Inclusion Series one	DVD/geriproject
Trustees:when the going gets tough	Video/Media trust
voluntarymatters ³ A unique and essential training resource for everyone who works with volunteers	Video/Media trust
What's Good Support	Video/Mencap
Why am I being assessed	Video/Speakup Self Advocacy