

A guide for voluntary and community groups

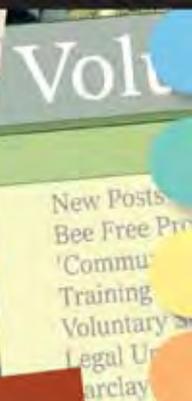
The Really Useful Stuff Handbook

Voluntary News



Lincolnshire Multi Use Centres 2008

Access to a range of information, education, health and advice opportunities



Voluntary News

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INCORPORATING VILLAGE HALL NEWS



By Mark Restall
Volunteers and the Law



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You to vo



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COUNTY COUNCIL

Welcome and introduction to the Really Useful Stuff Handbook

We are delighted that you have chosen to use this handbook to help you run your voluntary group. It was designed by Lincolnshire County Council, based on years of experience supporting community and voluntary groups.

Each chapter covers those areas we are asked about the most. What seem like complicated issues have been put into a format providing simple step-by-step guidance and advice. Please do dip into our handbook and use it to support your community activities.

Madeline Barden

Madeline Barden
Head of Service, Healthy Communities
Lincolnshire County Council

On the next two pages you will find guidance on the symbols and layout used. Please take a moment to look at these so that you can familiarise yourself with the layout of the handbook.

Disclaimer: information in this handbook was up-to-date at the time of publication in Autumn 2008.

About the chapters

The handbook has ten dividers, three of which are for you to store your own material.

The other seven divisions consist of the following chapters:

- Resources, full of useful addresses.
- Running your group outlines clearly all you need to run your group effectively.
- Equality and diversity gives useful information on what you need to know about this subject.
- Employment law is a guide to legislation for the workplace and includes a wide range of material.
- Policies and procedures can be daunting, but this chapter will help you to work out what you need to include for your own organisation.
- Working in partnership is essential to be truly effective and this section gives guidance and requirements for this practice.
- Finally, the Jargon buster is a compilation of all the words which may need an explanation.

Guide to the layout

 Jargon buster

Jargon	Special words or expressions that are used by a particular profession or group and are difficult for others to understand
Ownership	Take responsibility for, care for; sense of a project belonging to the community. In this context it doesn't refer to possessions that can be given away or sold A group of people or

Understanding the text

Words and acronyms that may need explanation are listed at the beginning of most sections in a Jargon buster. These words are **highlighted** in the text.

A separate series of definitions for different equality and diversity terms are found in the Equality and diversity chapter.

Black or Minority Ethnic

Referring to other information

Links to other information (cross-references) within the same chapter are usually highlighted with a flag in the chapter colour and given a page number.



Links to information in other chapters will have the name of the chapter as well as the flag in that chapter's colour and will usually have the page number.

See **Running your group** Chapter

Page 86

In the Policy and procedure chapter, the links indicate where it would be good to refer to another policy on the subject.

LINKS TO POLICIES

- Employment
- Food / food handling
- Safety
- Staff training
- Working in partnership with...

Following the layout



Income Budget	Year One
Parents' Fees	9,201
Funding for Four-year-olds	2,225
Funding for Three-year-olds	
Lottery Funding Distributors	

S Samples, **E** examples

P and policy discussion notes are

displayed as above, whatever chapter they are in. Smaller examples within the text are indicated by the use of the gold colour.

Example of a mission statement for a village hall

To improve the quality of life for those in the Denby and



SIMPLE CHECKLIST What to do whe

Ensuring you are more equality and diversity friendly

Checklist pages have tickboxes to help you deal methodically with various subjects.

Helpful hints



Tips and pointers are indicated by the lightbulb symbol and bold, coloured text.

Activity

Boxes like these contain questions designed to help you and your group apply the information you have just read to your own group or situation. There are several activities throughout the handbook.

Photos and illustrations

Mainly sxc.hu, stockxpert.com, Lincolnshire County Council and Rubicon Designs. Specific permission for use in this handbook has been obtained from many of the photographers. Please do not extract these photos for your own use without permission from them.

Acknowledgements

Lincolnshire County Council would like to thank all those who contributed to the development and publication of this handbook.

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Karen Austin has been working in the Equality field for over 15 years, starting her career as a disability rights worker. She is passionate about Equality and Diversity and is currently working on a number of innovative projects to improve access to employment and services in the NHS for disadvantaged people. Karen lives on a boat in Newark with her partner and a small shaggy dog.

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Ruth's voluntary sector career spans 15 years and has included working for a number of regional and national charities at managerial level. She is currently on the management committee of a regional counselling charity and a trustee of Hearing Concern Link, a national charity

providing support and information to people with a hearing loss.

In 1998 Ruth achieved a personal ambition of setting up Holmes Consultancy Services (HCS) with her husband, Mike, offering consultancy and training to voluntary and community organisations in governance, charity management, fundraising, marketing, publicity and computing.

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Christopher Moses is Managing Director of Personnel Advice and Solutions Ltd and a Chartered Fellow of the Chartered Institute of Personnel and Development. He has worked with the Lincolnshire Voluntary Sector for over a decade. His company is currently (Autumn 2008) contracted to Lincolnshire County Council to provide support and guidance to managers in the voluntary sector regarding their Human Resources issues.

Anne Mumby FRSA

RACoL Community Development Worker

Anne also co-ordinated the development of the Really Useful Stuff Handbook.

Anne worked for 17 years in the voluntary sector as a member of various committees, and in paid work as a development worker, tutor and quality assurance assessor. Anne started up and ran the Market Rasen Badger Sett, and was Tawny Owl with Second Market Rasen Brownies for several years. More recently Anne has been employed by Lincolnshire County Council as Community Development Worker on the RACoL project (Regeneration Across Communities of Lincolnshire). Anne lives on a farm near Market Rasen.

With contributions from:

Officers from across Lincolnshire County Council

RACoL and Multi Use Centre development workers

Lincolnshire voluntary support organisations

Those who gave suggestions and comments at workshops, road shows, and by emails

PrintTalk Ltd printed the handbook

Pitney Bowes produced and designed the artwork for the memory sticks for the digital version of this handbook.

What is RACoL?

RACoL is an acronym for Regeneration Across Communities of Lincolnshire. The RACoL initiative began in 2001 and ran until December 2008, supporting community regeneration activity within the Objective 2 area of Lincolnshire (North Kesteven, East Lindsey, and West Lindsey).

Partners within the programme formed a steering group that was responsible for strategy, providing guidance and approving RACoL policies. The steering group was supported by a delivery team consisting of a project manager, four local community development workers, a monitoring officer and admin support officer.

The RACoL Business Plan recognised the strengths of rural communities, encouraging community-led schemes to develop, helping to attract investment, facilitate economic opportunities, raise the quality of life and tackle exclusion.



districtnk
100 flourishing communities
North Kesteven District Council

Lincolnshire
COUNTY COUNCIL

East Lindsey
DISTRICT COUNCIL

West Lindsey
DISTRICT COUNCIL



Ky informacion mund të sigurohet në një gjuhë apo format tjetër.
Për çfarëdo pyetje, ju lutem kontaktoni numrin e mësipërm.

يمكن تزويد هذه المعلومات بلغة أو صيغة أخرى. الرجاء الاتصال بالرقم أعلاه لكل الاستفسارات.

本资料亦有其他语言版本和另外的版式。请拨打上面的号码询问。

Tyto informace jsou k dispozici i v jiném jazyce nebo formátu.
Se všemi dotazy se prosím obraťte na výše uvedené číslo.

Cette information peut être fournie dans une autre langue ou sous un autre format. Pour tous renseignements, veuillez appeler le numéro ci-dessus.

આ માહિતી તમને બીજા ભાષામાં અથવા બીજા રીતે મળી શકે. એ વિષે તમને વધુ જાણવું હોય તો ઉપર આપેલ નંબર પર ફોન કરી શકો.

Ezt az információt megadhatja más nyelven vagy formátumban is. Ha bármilyen kérdése merülne fel, kérjük hívja fel a fenti telefonszámot.

نہم زانیاریانہ دھکرت بہ زمانیکی تر یان شیوازیکی تر دابین بکرت۔ نہکمر ہر
پرسیارنکت ہبوی تکایہ پیوہندی ہم ژمارہی سہرودہ بکہ.

Informācija var tikt sniegta citā valodā vai formātā. Jautājumu gadījumā lūdzam zvanīt uz iepriekš minēto numuru.

Ši informacija gali būti pateikta kitoje kalboje ar formate. Visiems pasiteiravimam prašome susisiekti su viršuj nurodytu numeriu.

Ta informacja jest także dostępna w innym języku i formacie. W razie jakichkolwiek pytań zadzwoń pod powyższy numer.

Esta informação pode ser fornecida em outro idioma ou formato. Para quaisquer inquéritos, contacte o número acima.

Această informație poate fi furnizată în altă limbă sau format.
Pentru toate nelămuririle vă rog contactați numărul de mai sus.

Эта информация может быть предоставлена на другом языке или в другом формате. По всем вопросам пожалуйста звоните по вышеуказанному номеру.

Tieto informácie vám tiež môžeme poskytnúť aj v inom jazyku alebo formáte. Prosím, so všetkými dotazmi sa obráťte na vyššie uvedené číslo.

Bu bilgiyi başka bir dilde veya formatta temin edebilirsiniz.
Diğer sorularınız için lütfen yukarıdaki numarayı arayınız.

یہ معلومات کسی دوسری زبان یا کسی دوسری صورت میں فراہم کی جاسکتی ہیں۔ تمام انکوآزیوں کے لیے براہ مہربانی مندرجہ بالا ٹیلیفون نمبر پر رابطہ کریں۔

Lincolnshire County Council 01522 550500

This information can be provided in another language or format. For all enquiries please contact the above number.

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