

Useful Information

Health and Safety Executive (HSE)	HSE is the official organisation that makes sure organisations keep within the law. Advice on health, safety and illness. See: "Voluntary Organisations: Managing Low Risk and Health and Safety Made Simple"	www.hse.gov.uk/ www.hse.gov.uk/voluntary/index.htm www.hse.gov.uk/simple-health-safety/index.htm
ACAS (Advisory, Conciliation and Arbitration Service)	Support in the area of employment relations - information, advice, training and direct work with employers and employees.	www.acas.org.uk/index.aspx?articleid=1461
Equality and Human Rights Commission	Provides advice and guidance on rights, responsibilities and good practice, based on equality law and human rights. Helpful if you are preparing an Equal Opportunities or Equality and Diversity policy.	www.equalityhumanrights.com/advice-and-guidance/
GOV.UK - Employing People	A Government website that gives guidance on a wide variety of issues.	
KnowHow Non Profit - Part of NCVO	Learning and sharing community. Useful for getting started.	http://knowhownonprofit.org/
Information Commissioner's Office	Information on Data Protection	http://www.ico.org.uk/
National Council for Voluntary Organisations (NCVO)	Various - particularly advice and support sections	www.ncvo-vol.org.uk/
The Resource Centre	Based in the Brighton and Hove area, with lots of information for small voluntary organisations.	http://www.resourcecentre.org.uk/
The Safe Network	Providing information and resources to help keep children safe.	www.safenetwork.org.uk/Pages/default.aspx
Solihull SUSTAIN	Voluntary support agency based in Solihull. Useful and up-to-date 'Resources and Fact Sheets' section	http://solihull-sustain.org.uk/resources/
Volunteering England	The national body for organisations working with volunteers. Covers everything to do with volunteering.	www.volunteering.org.uk/index.php

Supporting Information

Wolverhampton Support Organisations

These are the organisations who came together as part of the Wolverhampton Transforming Local Infrastructure Project (TLI) and who developed the Guide. For more details on Wolverhampton TLI, see page .

All of these organisations will be able to refer you on to the person who can best help with explaining the Guide. Just call or email any organisation using the numbers below.

Explain if you are looking for a particular area, for example, safeguarding - and the organisations will pass you onto the relevant support, for example, Youth Organisations Wolverhampton who are known for their safeguarding expertise.

Name	Contact	Phone	Email
Wolverhampton Voluntary Sector Council	Julia Overs (Development) Melissa Smith (Finance)	(01902) 773 761	info@wolverhamptonvsc.org.uk
Youth Organisations Wolverhampton	Sharon Thompson	(01902) 877 545	sharont_yow@yahoo.co.uk
Women of Wolverhampton	Amanda Bevan	(01902) 572 122	amanda.bevan@wowonline.org.uk
Access to Business	Josie Kelly Susan Hughes	(01902) 572 398	Josie@access2business.co.uk Susan@access2business.co.uk
Wolverhampton Network Consortium	Betty Taylor Louisa Edwards	(01902) 877 535	btaylor@w-n-c.org lpreece@w-n-c.org
Ethnic Minority Council	Suffia Perveen	(01902) 313 052	sperveen@ethnicminoritycouncil.org
BME United	Mohammed Nazir	(01902) 772 600	bmeunited@btconnect.com
TLC College	Mahmood Khan	(01902) 714 433	MKhan@TLCCOLLEGE.ORG.UK

Other Information

If you are a medium/large scale organisation, you may wish to use the [Firm Foundations Toolkit](#) .

Look at the website and contact the Development Worker at WVSC on 01902 773 761 or info@wolverhamptonvsc.org.uk for more information.

Credits and Thanks

The Wolverhampton Guide for Small Groups has been created with the time and expertise of many different individuals and organisations. Our sincere thanks go to:

Consultation and Pilot Testing

A Singh

Alder Allen

Andrew Walters

Annie Fletcher-Hall

Ash Chahal

Barbara Nelson

Bhupinder Sangha

Chiman Patel

Clara Chindodo

Dana Tooby

Deborah Simpson

Dinah Joseph

Edward Grizzle

KIRPA Foodbank

Learning Links International CIC

CLIC-UK

Central Youth Theatre

Finchfield Community Association

Various groups including Redcotts Close and ACOV

SEWA Centre

Seniors' Board Games & Puzzles Club

Terrence Higgins Trust

Tettenhall Wood Community Association

Big Sisters

Dinah J's World of Fitness and Dance

All Cultures One Voice

Edwin Ladd	Asian Business Forum
George Marston	Low Hill Community Drama Group
Glynis Myles	Lighthouse Support Group (Parents with children with ADHT)
Godfrey Fletcher	Neo2Soul 4 Youth CIC
Hernani Gabriel	Academy for Karate
Hiran Patel	Black Country Befriending & Mentoring Social Inclusion Forum
Ian Peddie	Various groups
Janet Mahey	Congens
Jasdeep Dhadley	Good Shepherd Ministry
Jaswant Patel	Sahkar Day Centre
Joe Deans	Raise your bar
Joy McLaren	All Cultures One Voice
Karyne Tazi	African Women of Substance
Keptreene Finch	Hanover and Wolverhampton Link Organisation Project Ltd
Laura Gradwell	One Voice
Liz Millman	Jamaica 2000
Marie Lane	Rake Gate Girls Club
Mark Risby Bishop	YETGA
Marlene Kneller	New Park Village Cheerleaders
Matilda A	African Women of Substance
Michelle Barton	Whitmore Reans Welfare Centre, Wolverhampton
Nelson Douglas	Azumah Community Media Project
Niu Chen	Chinese Welfare and Information Centre
Nudrat Quazi	Nissa Women's Support Group
Opeyemi Odejimi	IDEA (Initiative Development in Education and Achievement)
Patricia Barrett	Xpressive Arts
Ralph Oakley	BEME
Rev Desire Mutumba	Francophone Development Enterprise
Rita Chongwa	Secret to a Happy Home CIC
Rosemary Graham	Heath Town Senior Citizens Welfare Project
Sally Cook	Whitmore Reans Credit Union
Satnam Lyall	SEWA Centre
Sharon Bains	Ekta Sangat Ladies Group
Suzy Eteson	Timken

Project Leadership, Delivery and Supporting Partners

Funding

BIG Lottery - Wolverhampton Transforming Local Infrastructure Project

Steering Group and Partners

Ian Darch	Wolverhampton Voluntary Sector Council (Accountable Body)
Amanda Bevan	Women of Wolverhampton
Stephen Dodd	Youth Organisations Wolverhampton
Josie Kelly, Susan Hughes	Access to Business
Mahmood Khan	TLC College
Mohammed Nazir	BME United
Suffia Perveen	Ethnic Minority Council
Betty Taylor, Louisa Edwards, Kim Payne	Wolverhampton Network Consortium
Karen Cross and Community Initiatives Team	Wolverhampton City Council
TLI Cluster Leads	Edwin Ladd, Luke Fellows, Sian McClure, Catherine Perry, Colin Robinson, Maria Winnall
WVSC Team Members	Wendy Walker, Manjeet Singh, Amanda Williams, Sharon Essex, Saffi Price

Credits

Author

Helen Ryman, supported by Access to Business

Additional writing and content from Julia Overs, Wolverhampton Voluntary Sector Council

Advisers and Sources of Information

Any errors in adapting material for this Toolkit remain the responsibility of the Author and the Steering Group.

Julia Overs	Wolverhampton Voluntary Sector Council	
Stephen Dodd	Youth Organisations Wolverhampton	
Sharon Thompson		
Becky Pickin	Dudley Council for Voluntary Service	
Claudia Page Ebbans	Birmingham Voluntary Sector Council	Quality First Workbook, Tony Farley
Charities Evaluation Service	CES planning triangle© and examples Jargonbusters	www.ces-vol.org.uk/
Green Fish Partnership	Factsheets	www.green-fish.org.uk/resources/factpack/free/factsheets.htm
National Council for Voluntary Organisations	Various - particularly advice and support sections and HR Bank	www.ncvo-vol.org.uk/
Solihull SUSTAiN	Resources and Fact Sheets	solihull-sustain.org.uk/resources/
WVSC	Firm Foundations Toolkit, with Pulse Regeneration	www.wolverhamptonvsc.org.uk/

Design and Print

Art Design Solutions Limited www.artdesignsolutions.com

Background to this Guide

The **Wolverhampton Guide for Small Groups** is funded by the Wolverhampton Transforming Local Infrastructure Project (TLI) through a [BIG Lottery grant](#) and supported by the Wolverhampton Third Sector Partnership.

TLI is delivered by the following partners: Access to Business, BME United, Ethnic Minority Council, TLC College, Wolverhampton Network Consortium, Wolverhampton Voluntary Sector Council, Women of Wolverhampton and Youth Organisations Wolverhampton.

The partners are known as infrastructure support organisations. They exist to support voluntary and community organisations and enterprises achieve their aims, such as:

- organisational development to improve organisational performance/local impact
- influencing - better representation on decision-making bodies
- collaborative working to make efficiency savings – time and money
- collaborative working for large scale contracts or grant funding

The Wolverhampton TLI website can be found at www.togetherwecan.net.uk

The Facebook page can be found by searching for Wolverhampton TLI.

The TLI project formally closes at the end of September 2013 when BIG Lottery funding ceases.

The infrastructure support work will continue through:

- a new organisation - People in Partnership CIC
- collaborative groups (Clusters) of voluntary sector organisations
- information and social media channels - Wolverhampton's Facebook page is Wolverhampton Together

You can contact any of the TLI partners to ask questions or get involved, page .

Disclaimer

Wolverhampton Voluntary Sector Council (WVSC) is the Accountable Body for the Wolverhampton TLI project. WVSC has taken care to ensure that the information in this Guide is accurate and relevant at the time of publication (Summer 2013). The Guide has been written to assist organisations improve their performance. It is designed for general guidance only. It should always be applied in context. It is not an advice manual and does not replace professional advice where required. No responsibility can be accepted by WVSC for any loss or damage, occasioned to any person, acting or refraining from acting, as a result of any statement in the Guide.