

Useful Documents

Name of Publication	Publisher/Author	Description
<u>A beginner’s guide to children & families’ workforce development</u>	NCVCCO	This guide addresses the basics of workforce development including requirements, standards, case studies and links to additional information
<u>Acevo – Full Cost Recovery software</u>	Acevo / The Tool Factory	Full cost business planner – an essential tool for voluntary organisations and social enterprises – for internal planning, putting together funding applications.
<u>Agenda for Change – From Pay Reform to System Improvement</u>	NHS	A report which shows the different ways that Agenda for Change is already being used to support increased quality and value.
<u>Baseline Report</u>	(2008)	A report on the evaluation of the National Programme for Third Sector Commissioning.
<u>Before Signing on the Dotted Line – Procurement Guide</u>	NCVO	A guide explaining how to go about engaging with purchases and becoming a successful service provider. Includes information on searching for public sector purchases, processes involved, practical help and checklists. The guide also includes case studies and guidance around where to go for further help.
<u>Birmingham Paper</u>	N/A	An independent summary of written submissions to the Commission by Alun Servern.
<u>Bristol City Council Select Committee on the Sustainability of the Voluntary Sector</u>	NACVS	An address to the Select Committee by Keven Curley, NACVS Chief Executive on 2 nd February 2006.
<u>Building Capacity and Partnership in Care</u>	Department of Health, (2001)	An agreement between the statutory the independent social care, health care and housing sectors.
<u>Business Case Guidance</u>	IDeA, CLG and the London Borough of Lambeth, (2007)	A guide aimed at all managers and decision-makers who have responsibilities for developing and approving e-Government type business cases.
<u>CC37 Public Service Delivery</u>	Charity Commission, (2007)	An Introduction and Overview of the Charities and Public Service Delivery.
<u>Change Here – Managing Change to Improve Local Services</u>	Audit Commission, (2007)	A guide to change for top managers of local government and NHS bodies who are responsible for delivering services to their communities.
<u>Change Management Review</u>	NCCSDO	A review for healthcare managers, professionals and researchers.

<u>Changing for the better</u>	Department of Health, (2008)	A guide for patients, the public and NHS staff on the processes underpinning changes to NHS services.
<u>Children's Plan: Building Brighter Futures</u>	Departments for Children, Schools and Families	The Children's Plan Executive Summary.
<u>Commissioning Framework</u>	HM Government	A guide which highlights issues to be considered in commissioning future Connexions services.
<u>Commissioning and Procurement Fit for Purpose?</u>	East London CVS Network	Report on the Infrastructure Conference held May 2006.
<u>Commissioning and Procurement: Older People's Health and Social Care ChangeUp Project</u>	N/A	A report based on the discussions and issues raised at a series of events held across the London region during 2006.
<u>Competitive Tendering – A voluntary and Community Sector Perspective</u>	HAVCO	Report highlighting some of the concerns expressed by the voluntary and community sector in Havering. Begins the process of addressing these concerns as they move to competitive tendering.
<u>Community Links Briefing</u>	N/A	An expert from: 'Living values; a report encouraging boldness in third sector organisations'.
<u>Delivering Health and Well-being in Partnership – The crucial role of the New Local Performance Framework</u>	Department of Health	A note offering support in making the most of the new local performance framework and signpost other documents that have recently been published.
<u>Developing Change Management Skills</u>	NCCSDO, (2004)	A document which illustrates the practical application of selected change management theories and tools.
<u>DfES Guidance on Commissioning</u>	PA Knowledge Limited, (2007)	The final report on Effective Practice in Commissioning in Children's Services.
<u>Drifting off Course</u>	McCarron and Reynolds, (2004)	A study into public service delivery between government and voluntary and community sector in Northern Ireland.
<u>Due Diligence Demystified</u>	NCVO – Cost £15	This publication will help Organisations understand what due diligence involves; it will enable them to explore opportunities and carry out due diligence in the most efficient and cost-effective way.
<u>Equal Opportunities Pre-Qualification Questionnaire</u>	N/A	A model equal opportunities PQQ.
<u>Equal Opportunities Policy and Guidance</u>	LVSC	A guide on Developing and Implementing an Equal Opportunities policy.
<u>Every Child Matters</u>	(2003)	A document written alongside the Social Exclusion Unit report on raising the educational attainment of children in care.
<u>Example of Strategic Commissioning Cycle</u>	GLE, (2008)	Example of Strategic Commissioning Cycle covering stages 1 to 10.
<u>Financial Pre-Qualification Question</u>	N/A	
<u>Financial Relationships With Third</u>	OPM	A National Audit decision support tool for public bodies in

<u>Sector Organisations</u>		England.
<u>Full Value Public Services and the Third Sector</u>	Performance Hub	A think piece written by the performance hub for policy makers in government and the Third Sector who are interested in improving public services and working with charities, voluntary Organisations, community groups and social enterprises.
<u>Funding and costing workforce and governance development – A resource for the voluntary and community sector</u>	Governance Hub	A resource produced by the Governance Hub to help organisations better understand the costing and funding implications of workforce and governance development so they are able to better plan, budget and fundraise for these areas.
<u>Funding and Procurement – COMPACT Code of Good Practice</u>	Compact Voice, Office of the Third Sector, Commission for the Compact, LGA, (2008)	The Compact is the agreement between the Government and the voluntary and community sector to improve their relationship for the benefit of each other and the communities they serve. The Funding and Procurement Code aims to influence behavior in both the voluntary and community sector and Government to achieve financial outcomes.
<u>Future Role of the Third Sector in Social and Economic Regeneration: Interim Report (The)</u>	HM Treasury, Cabinet Office, (2006)	This review is part of the 2007 Comprehensive Spending Review (2007 CSR), which will set departmental spending plans and priorities for the years 2008-09, 2009-10 and 2010-11.
<u>Gershon Report</u>	Gershon, (1999)	A review of Civil Procurement in Central Government.
<u>Gershon Report – Releasing resources to the front line</u>	Gershon, (2004)	An independent review of Public Sector Efficiency.
<u>Glossary: Every Child Matters: change for children agenda</u>	NCVCCO	A short glossary of terms pertaining to the Every Child Matters agenda
<u>Guide Consortium Leaflet</u>	Tendering for Care	A Guide to Tendering as a Consortium.
<u>Guidance for Completion – Pre-Qualification Questionnaire</u>	N/A	A model Guidance for Completion PQQ.
<u>Guidance for Evaluation = Pre-Qualification Questionnaire</u>	N/A	A model Guidance for Completion PQQ.
<u>Hearts and Minds: Commissioning from the Voluntary Sector</u>	Audit Commission, (2007)	A public services national report.
<u>Health and Safety – Model Policy and Guidance</u>	LVSC, (2007)	A model policy which can be adapted as relevant to your Organisation.
<u>Health and Safety Pre-Qualification Questionnaire</u>	N/A	A model Health and Safety PQQ.
<u>Improving financial relationships with the third sector: Guidance to funders</u>	HM Treasury, Home Office (2006)	A useful guide for Third Sector Organisations and funders alike.

<u>Improving Service Delivery – Introducing Outcomes-based Accountability</u>	IDeA	A research report commissioned for the IDeA ‘better results’ programme which supports local councils in their focus on improved outcomes.
<u>Improvement Leaders Guide – General Improvement Skills</u>	N/A	Seven guides introducing a range of improvement advice.
<u>Joint Commissioning Strategy – Redbridge Adult Social Care 2005-08</u>	London Borough of Redbridge	The Strategy sets out the framework for how the local authorities and NHS will make decisions about services and agreed commissioning principles.
<u>Leading Evidence Informed Practice – A review of literature</u>	Research in Practice, (2003)	A review of literature on Leading Evidence Informed Practice.
<u>London Borough of Tower Hamlets: Third Sector Commissioning Code of Practice.</u>	London Borough of Tower Hamlets, (2005)	The code of practice can be found in the key documents section of the London Borough of Tower Hamlets website
<u>Merger – a Model of Collaborative Working</u>	NCVO	One of a series of models covering the different ways that voluntary or community Organisations can work together. The model outlines how Organisations handle the merger process and describes good practice in key areas and includes case studies.
<u>National Procurement Strategy for Local Government</u>	ODPM, Local Government Association	This strategy sets out how central and local government, working together with partners from the public, private and voluntary sectors, intend to set about improving local government procurement.
<u>NHS Improvement Plan (The)</u>	Department of Health, (2004)	This document sets out the priorities for the NHS from 2004-2008.
<u>Operating Framework (The)</u>	Department of Health, (2007)	The operating framework for the NHS in England 2008/09.
<u>Organisational Change</u>	N/A	A review for health care managers, professionals and researchers.
<u>Our health, our care, our say.</u>	N/A	A new direction for community services.
<u>PCT Commissioning Strategy Plan – Havering 2007-2012</u>	Havering PCT	The Plan states the commissioning intentions of the PCT in Havering and includes Collaborative Commissioning Initiatives with other PCTs across North East London. Views and comments on the type of health services delivered are being sought from stakeholders.
<u>PCT Recurrent Revenue Allocations</u>	N/A	A document which shows the PCT recurrent revenue allocations for 2008-2009.
<u>Personalising Care – Skills for Care, Summary 1</u>	N/A	A summary of recent research into new ways of working: Key messages about how social care is changing for managers and employers.

<u>Personalising Care – Skills for Care, Summary 2</u>	N/A	A summary of recent research into new ways of working: Key messages about commissioning.
<u>Positively Safe – a guide to developing safeguarding policies</u>	NCVCCO	A guide to developing safeguarding practices is a toolkit to help organisations working with children, young people and families stay safe. It gives clear guidance and contains worksheets, check lists and where to go for additional information.
<u>Portalguide – Public Sector Contracts</u>	DTI, (2006)	A guide to the new portal for lower-value public sector contracts.
<u>Pre-Qualification Questionnaire – Sample Document</u>	N/A	A model PQQ Sample.
<u>Personalisation Report</u>	Voluntary Action Sheffield, (2008)	A report on the event ‘Let’s Get Personal’.
<u>Procurement Guide</u>	NCVO, (2006)	A guide on procuring public sector contracts.
<u>Putting People First</u>	H M Government	A document which shows the shared vision and commitment to the transformation of Adult Social Care.
<u>Re-thinking Social Care and Support: What can England learn from other countries?</u>	(2008)	This report draws on the experiences of other countries and sets out a number of principles that should underpin reform of care and support arrangements in England.
<u>Report of the Third Sector Commissioning Task Force</u>	Department of Health, (2006)	Task Force Report containing outputs which are intended as practical tools for those involved in commissioning, procurement, contracting and regulation of health and social care services across the statutory and third sectors.
<u>Risk Appraisal</u>	HM Treasury, (2005)	A guidance on Appraisal to all Government Departments and Agencies.
<u>Seven Steps Commissioning Tool</u>	Department for Children, Schools and Family	A paper which sets out a commonly used process of self directed support.
<u>Staffing a Collaborative Project</u>	Workforce Hub, NCVO	Guidance for voluntary and community organisations on staffing a collaborative project.
<u>Selection Mechanism</u>	N/A	An illustrative example of selection mechanism.
<u>Sustainability and Government Procurement</u>	National Procurement Strategy, (2003)	A guide on how local authorities can develop and implement a sustainable procurement policy and a risk-based strategy designed to tackle the categories of spending that have the greatest environmental and social impacts,
<u>Small Business Friendly Concordat</u>	Local Government Association, (2005)	A guide on Good Practice.
<u>Squaring the Circle – Prevention, Personalisation and Prioritisation in Social Care</u>	Commission for Social Care Inspection	A report commissioned by CSCI for the review of eligibility.
<u>Think Smart, Think Voluntary Sector</u>	Home Office, (2004)	A Good Practice Guide on procurement of Services from the Voluntary and Community Sector.

<u>Third Sector Commissioning Code of Practice</u>	London Borough of Tower Hamlets, (2005)	This Code generally reflects best procurement practice in working together with the Third Sector in search for value for money and excellent public services.
<u>Third Sector Commissioning Task Force - Report</u>	Department of Health, (2005)	A report intended as a practical tool for those involved in the commissioning, procurement, contracting and regulation of health and social care services across the statutory and Third sectors.
<u>Third Sector Checklist Template</u>	N/A	A model Third Sector Checklist template.
<u>Third Sector Guide for Public Commissioning in Norfolk</u>	Voluntary Norfolk	A guide used as a tool both commissioners and procurement staff and designed to work alongside existing commissioning framework.
<u>Together (The answer is...)</u>	Kirton and Leach, (2006)	A study into Funding Diversification in West Yorkshire.
<u>Transform</u>	NCVO, (2006)	A report on how voluntary and community organisations can help transform public services.
<u>Transforming Social Care</u>	Department of Health, (2008)	Information on how to support the transformation of social care signalled in the Department of Health's social care Green Paper and reinforced in the White Paper.
<u>Urban Forum Research Report</u>	Urban Forum, (2006)	A report on the research conducted into the relationship between the voluntary and community sector and local authorities.
<u>Voluntary and Community Sector Commissioning Programme – Waltham Forest 2007-2012</u>	London Borough of Waltham Forest	Prospectus setting out the services required for commissioning from the voluntary and community sector in Waltham Forest to help deliver priority outcomes and targets.
<u>Voluntary and Community Sector Review</u>	H M Treasury, (2004)	A second review of the voluntary and community sector in service delivery.
<u>Voluntary Norfolk</u>	Voluntary Norfolk	Guide giving commissioners and procurement staff a better understanding of how involving the third sector can help meet local service outcomes. The guide is designed to work alongside existing commissioning frameworks – a checklist is also available.
<u>Waltham Forest Voluntary Sector Funding and Commissioning Programme</u>	London Borough of Waltham Forest	The funding and commissioning programme document can be found in the voluntary sector development section of the London Borough of Waltham Forest website.

If you know of any other documents please let us know.