



# Publications catalogue 2016/17

Essential information from the voice of social housing



## The Federation Bookshop

**The National Housing Federation is proud to be the voice of housing associations. We are committed to producing high-quality published content that will provide your staff and organisation with the most wide-ranging and reliable information in social housing.**

Offering a rich source of knowledge across many subject areas, the material we publish is considered essential reading for the housing sector.

All the books in this catalogue are written and edited by subject specialists and reflect the diversity of work undertaken by social housing providers.

Funds generated from sales are used to help the Federation support and promote the work that housing associations do and campaign for better housing and neighbourhoods.

Visit [www.housing.org.uk/bookshop](http://www.housing.org.uk/bookshop) to:

- see full details on all publications
- look at previews of books before you purchase
- buy books instantly in the online store.

# Contents

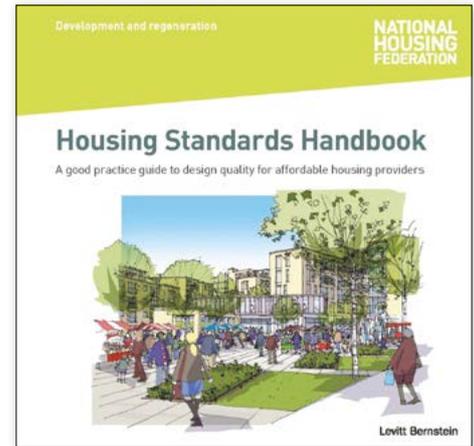
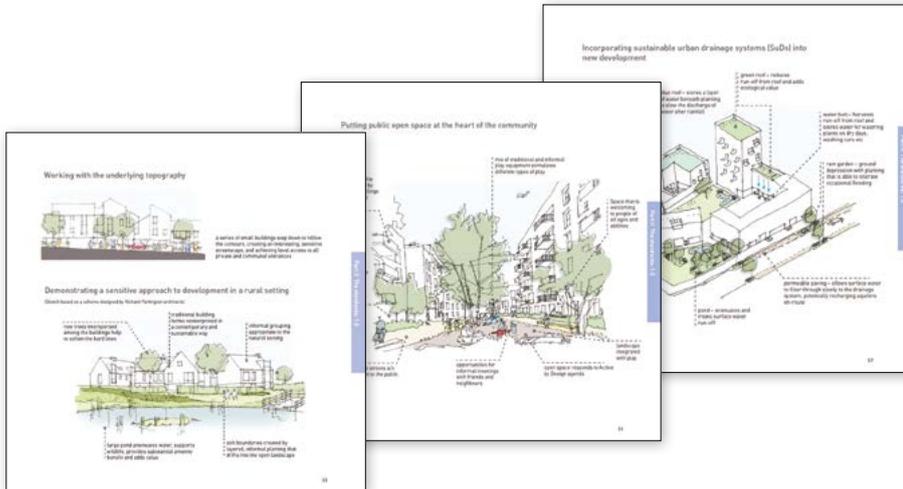
## **Federation books**

Development and regeneration.....	4
Finance .....	6
Housing management.....	7
Governance and regulation .....	8
Housing jargon .....	10
Federation codes.....	11
Asset management and maintenance .....	12
Care and support.....	14
Equality and diversity .....	16
Legislation.....	17
<b>Directory of Members.....</b>	<b>18</b>
<b>Discounts.....</b>	<b>20</b>

## Housing Standards Handbook

A comprehensive update on design quality for affordable housing.

- placemaking and the public realm standards
- communal space standards
- home standards
- managing the design process.



**Members: £44.95**  
**Non-members: £59.95**  
(up to 25% off digital copies)

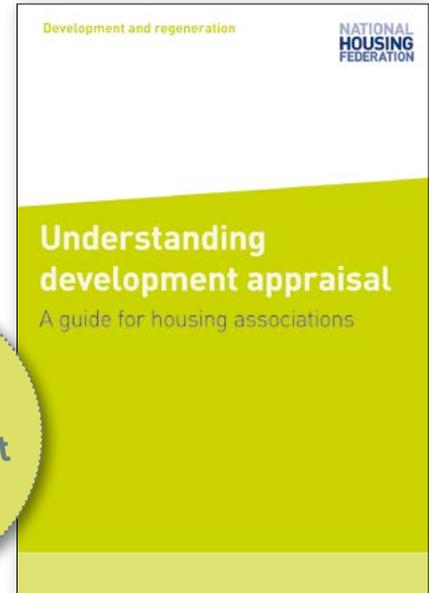
“A one-stop resource, a definitive, good practice, briefing tool”

RIBA Journal magazine

# Understanding Development Appraisal

A guide to assessing the financial viability of development projects.

- development costs, income, subsidy and finance required
- long-term forecasting
- net rent and financial viability
- valuing land and Section 106 units
- financial appraisals of existing stock.

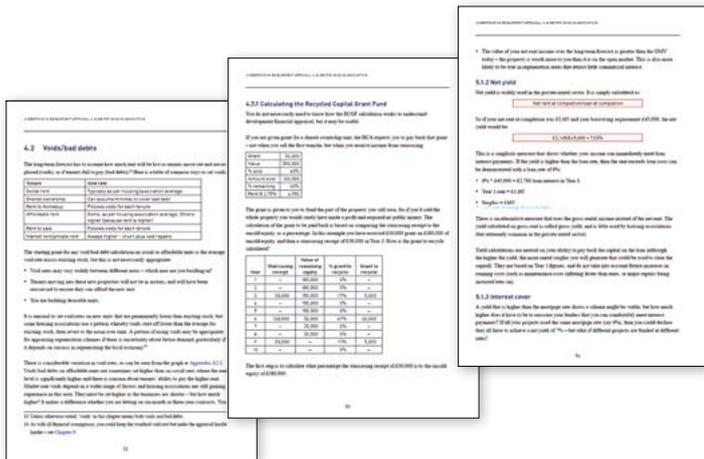


Essential reading for development staff

Members: £29.95  
 Non-members: £39.95  
 (up to 25% off digital copies)

“Appraisal assumptions are the numeric manifestation of appetite for risk, and desire to build”

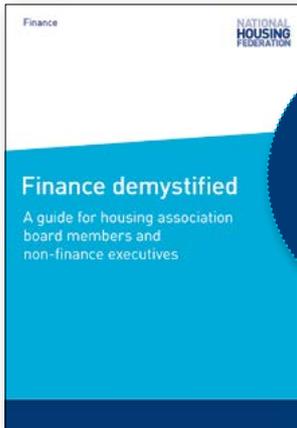
M3 Housing



## Finance Demystified

How to understand the financial wellbeing of a housing association business.

- audited financial statements
- financial reporting standards and SORPs
- treasury strategy
- taxation and pensions.



*Finance made clear for non-finance executives*

**Members:** £24.95  
**Non-members:** £34.95  
(up to 25% off digital copies)

## Housing SORP 2014

A guide to the changes to UK Generally Accepted Accounting Practice (GAAP).

Housing Statement of Recommended Practice (SORP) 2014 applies to all registered social housing providers in the UK and provides essential guidance on, and interpretation of, accounting standards for the sector.



*Approved by the Financial Reporting Council*

**Members:** £39.95  
**Non-members:** £59.95  
(up to 25% off digital copies)



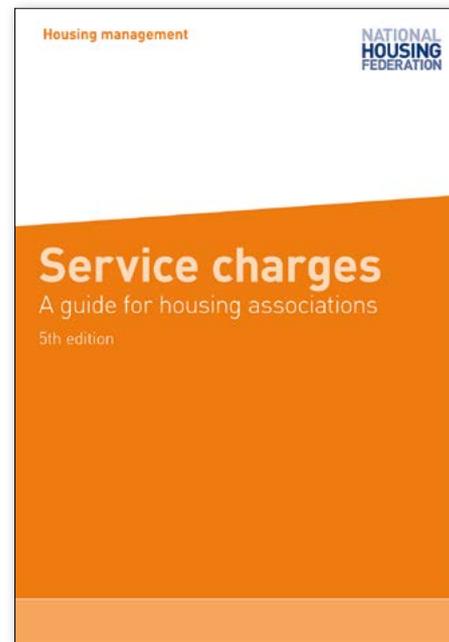
## Service Charges

**A guide to planning and delivering service charges – from strategy and scheme development, to consultation and accounting.**

- good practice examples from landlords
- top tips and checklists
- references to legislation and case law, with outcomes
- flowcharts and graphs
- references and definitions.

“This book has always been the go-to guide for housing practitioners... this new format includes resources, tips and toolkits, making it more useful than ever”

**Anthony Collins Solicitors LLP**



**Members: £44.95**

**Non-members: £59.95**

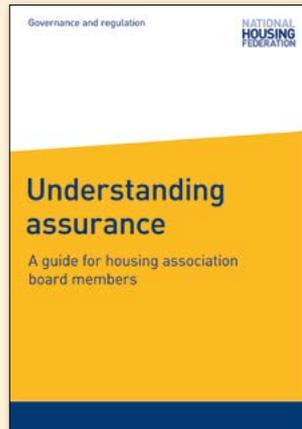
(up to 25% off digital copies)

Popular  
with board  
members

## Understanding Assurance

The principles of assurance – in the context of risk and internal control frameworks.

- Explains how boards may fulfil their responsibilities for scrutiny, challenge and obtaining adequate assurance.
- Gives examples of how boards can use both internal and external sources of assurance to best effect.



“An effective assurance framework will give you comfort that the association is achieving its objectives as intended”

**BDO LLP**

**Members:** £19.95  
**Non-members:** £24.95  
(up to 25% off digital copies)

## Board Member Pay

The implications of board member pay – as well as arguments for not paying.

- regulators and what they think
- governance issues
- options on payment
- fully updated model board agreement.



Includes the results of the most comprehensive and up-to-date survey of the sector on 'who pays what and why'

**Members:** £24.95  
**Non-members:** £34.95  
(up to 25% off digital copies)

# Risk Management

How risks can impact on business, and how to recognise and manage them.

- board's role and responsibilities
- regulator's expectations
- managing reputational risk.

# Countering Fraud

Guidance to help housing associations protect against fraud and minimise its cost.

- types of fraud affecting associations
- fraud reporting obligations
- building resilience against fraud.

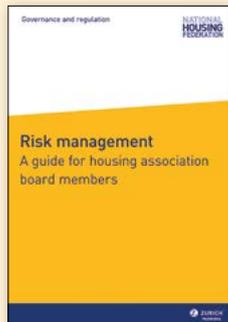
# Leadership and Control

A governance manual for board members, reflecting legislation and good practice.

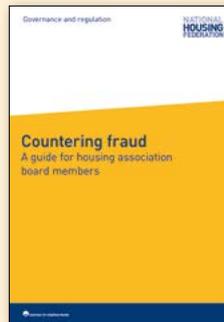
- the work of the board
- you as a board member
- the board as a landlord
- working with tenants
- the board as an employer.

“Now, more than ever, what boards do need is a practical, working knowledge of risk management”

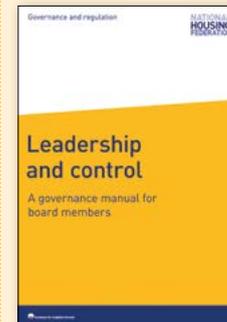
Zurich Municipal



**Members:** £24.95  
**Non-members:** £34.95  
(up to 25% off digital copies)



**Members:** £19.95  
**Non-members:** £25.00  
(up to 25% off digital copies)



**Members:** £19.95  
**Non-members:** £25.00

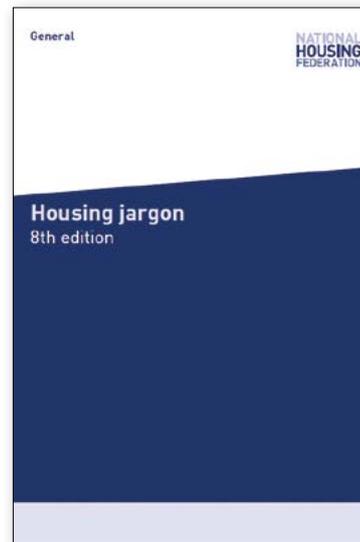
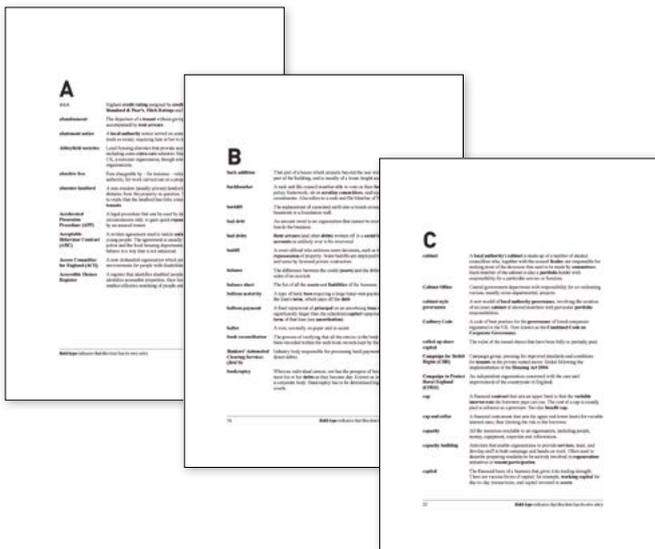
# Housing Jargon

**A specialist dictionary of over one thousand housing abbreviations, acronyms and acts.**

- simple definitions for abbreviations, acronyms and acts
- terms from housing finance, planning and regeneration
- introduces new agencies, and highlights those now obsolete.

“This guide is perfect for new starters in the sector, as well as more experienced industry professionals”

**David Orr, Chief Executive, National Housing Federation**

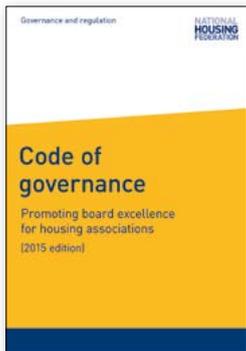


**Members: £20.00**  
**Non-members: £25.00**  
(up to 25% off digital copies)

## Code of Governance

Clear requirements and provisions to demonstrate the highest standards of governance.

- Emphasises the importance of boards and their strategic control.
- Includes more detailed provisions for groups, which may have several boards within them.
- Is relevant for housing associations regardless of size and complexity.

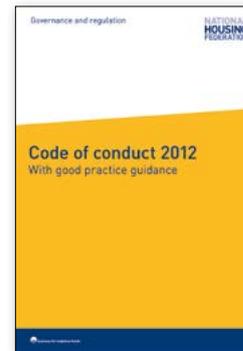


**Members:** £6.95  
**Non-members:** £9.95

## Code of Conduct

Defines a standard against which associations can assess their own standards and codes.

- probity
- loyalty and conflicts of interest
- remuneration
- personal benefit
- prevention of bribery and corruption
- respect.



**Members:** £5.95  
**Non-members:** £6.95

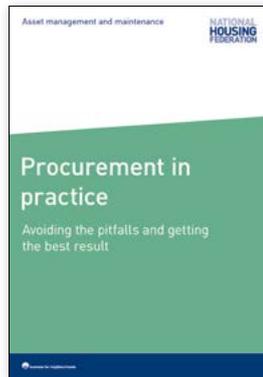
## Procurement in Practice

A guide to procurement focusing on maintenance and repair contracts.

- setting procurement objectives
- engaging residents in procurement
- framework agreements and e-tendering
- top ten pitfalls.

“Written specifically for people who do not have much experience of procurement or who do not have procurement as part of their everyday job”

**Members:** £35.00  
**Non-members:** £45.00

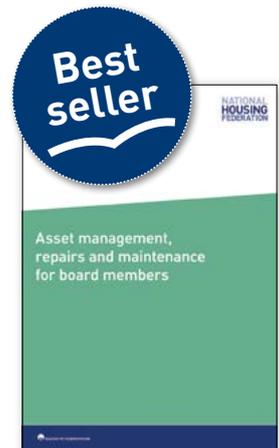


## Asset Management, Repairs and Maintenance for Board Members

The strategic decisions and performance monitoring required for asset management, repairs and maintenance.

- asset management strategy
- turning the strategy into action
- energy efficiency and environmental sustainability
- board responsibilities and monitoring.

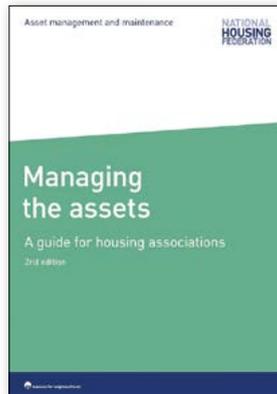
**Members:** £19.95  
**Non-members:** £25.00



# Managing the Assets

A guide for staff involved in developing and implementing asset management strategies.

- asset management terms
- objectives, markets and stakeholders
- standards and property information
- risks and rewards.



**Members:** £39.00  
**Non-members:** £45.00

# Repairs and Maintenance

A guide to delivering an effective service that meets expectations and improves sustainability.

- repairs, maintenance and IT
- responsive repairs
- voids, planned and cyclical maintenance
- legal background.

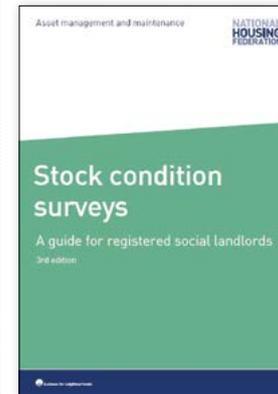


**Members:** £39.00  
**Non-members:** £45.00

# Stock Condition Surveys

A guide to data collection for informing decisions on future maintenance and repair of stock.

- approaches to condition surveys
- setting up a survey
- how much to survey
- the Decent Homes Standard.

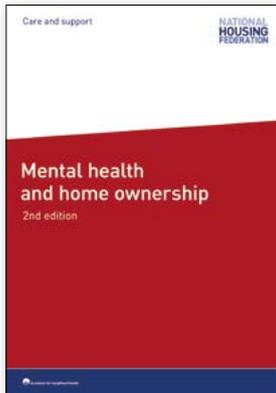


**Members:** £31.95  
**Non-members:** £39.95

## Mental Health and Home Ownership

How people with mental health problems can become homeowners.

- scale and nature of housing needs
- barriers and opportunities
- packages of care and support.



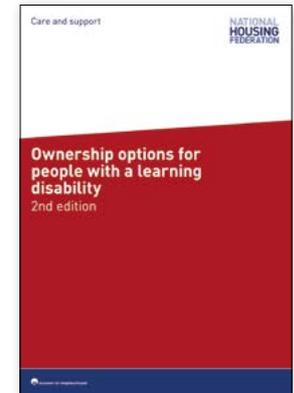
**Members:** £14.95  
**Non-members:** £24.95



## Ownership Options for People with a Learning Disability

Home ownership possibilities for people with a learning disability.

- Supplies an overview of the possibilities of ownership.
- Analyses ownership models and looks at how funding works.

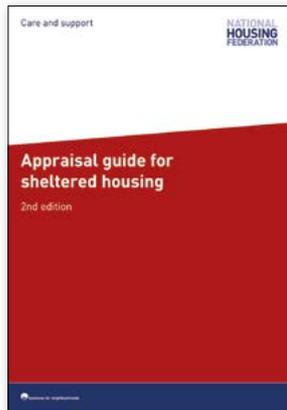


**Members:** £14.95  
**Non-members:** £24.95

# Appraisal Guide for Sheltered Housing

A tool for appraising schemes and accommodation-based support services.

- why appraise
- preparing for the appraisal
- appraisal checklist
- assessing results
- identifying the way forward.



**Members:** £19.95  
**Non-members:** £29.95

# Easy-read Tenancy and Support Agreements

Understanding tenancy and support agreements – including the text of an agreement for adaptation.

- making information easier to understand
- how tenancy and support fit together
- tenure and types of tenancy
- asking questions, making complaints.



**Members:** £25.00  
**Non-members:** £29.95

## Equality and Diversity

The legal requirements of equality and diversity – and how to carry out a review.

- why equality and diversity reviews are important
- the legal and regulatory context
- 20 self-contained modules on how to carry out detailed reviews.



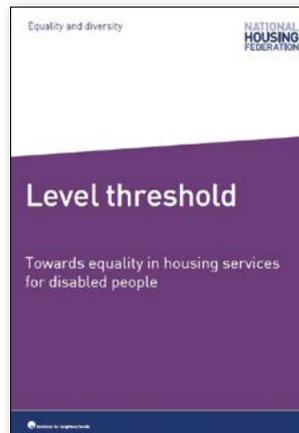
Used by housing associations as the basis of equality and diversity reviews

**Members:** £14.95  
**Non-members:** £24.95

## Level Threshold

A good-practice guide for equality in housing services for disabled people.

- access to aids and adaptations
- disability equality training
- building inclusive communities
- accessible communications.



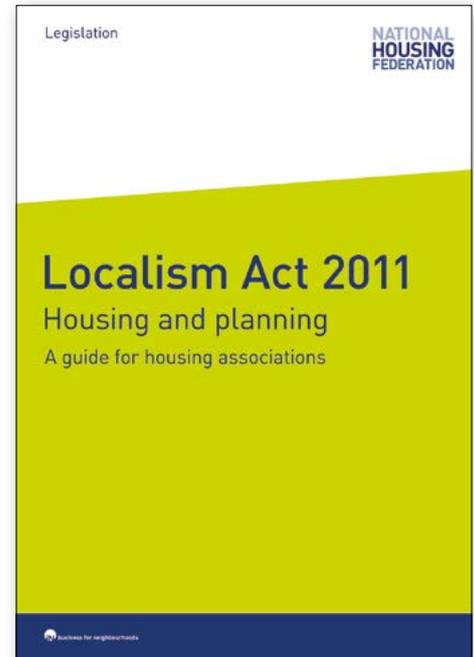
**Members:** £14.95  
**Non-members:** £24.95

## Localism Act 2011

**Expert commentary on the act – outlining the implications for housing associations.**

- the abolition of regional planning strategies
- changes to the rules governing Community Infrastructure Levy
- new neighbourhood planning regime
- changes to the rules governing allocations and nominations by local authorities
- transfer of the regulatory role to the Homes and Communities Agency
- major tenure changes.

“The Localism Act 2011 is a ground-breaking piece of legislation, and its provisions on planning and housing will have a profound impact on the way housing associations will operate”



**Members:** £29.95  
**Non-members:** £39.95

# DIRECTORY OF MEMBERS

The Directory of Members contains comprehensive, up-to-date information on almost 1,000 Federation member housing associations.

It is a trusted information source for housing associations, commercial enterprises involved in social housing, and anyone with an interest in the sector.



The annual subscription package provides 24-hour access to the directory, including:

- comprehensive **A-Z listings** of Federation member housing associations with named chief executives, company secretaries and chairs
- **regularly updated** information recording changes to housing associations as they happen
- **ability to browse** by region, local authority, size, units managed, and units in development
- capacity to locate housing associations by **map tool**
- option to **export data** for analysis and reformatting (additional cost applies).

Free for  
Federation  
members

**Browse the directory** **Know who you're looking for?**

Region  
 ▼

Size (no. of units)  
 ▼

Type of organisation  
 ▼

[> FILTER BY LOCAL AUTHORITY](#)

Search by organisation name

Showing results 1-10 of 926 SORT BY  ▼

Screenshot of the directory browse options.



Screenshot of the directory map tool.

There are two subscription options:

- **Online access only:** £150+VAT per year (just £12.50 per month).
- **Online access and data export package:** £300+VAT per year (just £25 per month) – allowing you to download information from the directory into a csv file.

You can buy an annual subscription online or through the Federation Bookshop.

## Interested in advertising?

Many suppliers to the housing sector advertise in the directory year-on-year to promote their products and services.

**For questions, contact Emily MacKenzie:**  
[emily.mackenzie@housing.org.uk](mailto:emily.mackenzie@housing.org.uk)  
 020 7067 1073

## Discounts on digital books

Several of our print publications are also available digitally, allowing you to access our books on-the-go and across different devices. Publications that you can purchase digitally are:

- Housing Jargon
- Housing Standards Handbook
- Understanding Development Appraisal
- Service Charges
- Finance Demystified
- Housing SORP 2014
- Board Member Pay
- Code of Conduct 2012
- Code of Governance 2015
- Countering Fraud
- Risk Management
- Understanding Assurance.

Discounts are available when you buy several digital licenses for a publication – the more you buy, the more you save.

Licenses	Discount
0–9	5%
10–24	10%
25–49	15%
50–100	20%
100–500	25%

One license is required for every person that uses a digital publication. Digital publications are subject to our terms and conditions.

For questions, contact the Federation Bookshop:

[bookshop@housing.org.uk](mailto:bookshop@housing.org.uk)

020 7067 1066



# Discounts on packs

## Board members' resource pack

The Federation's top-selling books tailored into a pack specifically for board members and directors.

### What's included?

1. Asset Management, Repairs and Maintenance for Board Members
2. Code of Conduct 2012
3. Code of Governance 2015
4. Countering Fraud
5. Finance Demystified
6. Housing Jargon
7. Leadership and Control
8. Risk Management
9. Understanding Assurance.

Individually these books would cost £212, but as a pack you pay just:

**Members: £119.95**

**Non-members: £149.95**

## Asset management pack

A collection of six asset management titles, essential in supporting sound business planning and development.

### What's included?

1. Contract Management
2. Stock Condition Surveys
3. Repairs and Maintenance
4. Managing the Assets
5. Procurement in Practice
6. Understanding Development Appraisal.

Individually these books would cost £275, but as a pack you pay just:

**Members: £170**

**Non-members: £200**

## How to order our books

- **Online:** [www.housing.org.uk/bookshop](http://www.housing.org.uk/bookshop)
- **Email:** [bookshop@housing.org.uk](mailto:bookshop@housing.org.uk)
- **Phone:** 020 7067 1066
- **Post:** complete the order form on the back page of this catalogue and return to the National Housing Federation.

### **National Housing Federation**

25 Procter Street, London WC1V 6NY

Tel: 020 7067 1010 Email: [info@housing.org.uk](mailto:info@housing.org.uk)

**[www.housing.org.uk](http://www.housing.org.uk)**

Find us or  
follow us on:

