

# LEEDS INFRASTRUCTURE CONSORTIUM RESOURCE PACK

## SECTION 8 – RESOURCES

### **Introduction**

This section on **Resources** is part of an 8-pack series of resource materials that has been produced by the Leeds Infrastructure Consortium. For further information, please go to [www.leeds-ic.org.uk](http://www.leeds-ic.org.uk).

### **Resources for operation**

#### Recruitment Issues

The Pay and Employment Rights Service (PERS) provides a wide range of free publications covering all aspects of employment law. The information is free to download from the PERS website but they do ask for your postcode and other basic information before you can access the publications. Go to [www.pers.org.uk](http://www.pers.org.uk) or call 01924 428030.

You can advertise for paid job vacancies on the Voluntary Action-Leeds website – go to [www.val.org.uk/page/jobs](http://www.val.org.uk/page/jobs)

**Payroll** – Voluntary Action-Leeds provides a chargeable payroll service for help paying your staff. For more information go to [www.val.org.uk/page/payroll](http://www.val.org.uk/page/payroll) or call 0113 297 7929.

#### Volunteering

**Developing a Volunteer Programme** - including help with the placement and recruitment of volunteers and ensuring that volunteers have maximum impact and benefit to your organisation, as well as meeting their own needs. For more information contact Leeds Volunteer Centre at Voluntary Action-Leeds – go to [www.val.org.uk/page/i-need-volunteers](http://www.val.org.uk/page/i-need-volunteers) or call 0113 395 0405.

#### Venue search

**Finding venues** – for office space, meetings or service delivery. Use the Leeds Community Accesspoint database hosted on the Leeds City Council website ([www.leeds.gov.uk/communityaccesspoint](http://www.leeds.gov.uk/communityaccesspoint)) to search for organisations with meeting rooms and accommodation in Leeds.