

Reference Books for Money Advisers

(England and Wales only)

Compiled by Meg van Rooyen, Money Advice Trust

Reference Book Title	Author/s	Publisher and edition	Comments	Approximate price
Benefits				
Welfare Benefits and Tax Credits Handbook	Various	CPAG 13th edition 2011/12	Indispensible comprehensive handbook. Published annually in April. Available as on-line information system by subscription.	Price £39 Online subscription prices on sliding scale.
Disability Rights Handbook	Ian Greaves	The Disability Alliance 36th edition 2011/12	Straightforward and easy to use handbook on social security benefits, tax credits and related services for disabled people. Published annually in April. Also available as a CD ROM.	Price £23 (2010 edition) If include the updates service price £36. Various price combinations.
Employment and Support Allowance (ESA)		The Disability Alliance 2nd edition 2011	Straightforward and easy to use handbook on ESA and the claims and migration process. Regular new edition.	Price £10
Social Security Legislation volume I Non-Means Tested Benefits and Employment and Support Allowance	David Bonner, Ian Hooker, Richard Poynter, Robin White, Nick Wikeley and Penny Wood	CPAG 11th edition 2010/11	For more in depth income maximisation advice. Published annually including supplement.	Price £92 for main volume.
Social Security Legislation Volume II Income Support, Jobseeker's Allowance, State Pension Credit and the Social Fund	Penny Wood, Richard Poynter, Nick Wikeley and David Bonner	CPAG 11th edition 2010/11	For more in depth income maximisation advice. Published annually including supplement.	Price £92 for main volume.
Social Security Legislation Volume III Administration, Adjudication and the European Dimension	Mark Rowland and Robin White	CPAG 11th edition 2010/11	For more in depth income maximisation advice. Published annually including supplement.	Price £92 for main volume.
Social Security Legislation Volume IV Tax Credits and HMRC administered Social Security Benefits	Nick Wikeley, David Williams and Ian Hooker	CPAG 8th edition 2010/11	For more in depth income maximisation advice. Published annually including supplement.	Price £92 for main volume.
Supplement to Social Security Legislation Volumes I to IV	As above	CPAG 11th edition 2010/11	Published annually. Updates the main volumes.	Price £59 for all four supplements.

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Benefits (cont.)				
Housing Benefit and Council Tax Benefit Legislation	Lorna Findlay. Revised by Richard Poynter, Carolyn George, Stewart Wright, and Martin Williams	CPAG 23rd edition 2010/11	For more in depth income maximisation advice, benefit legislation and commentary. Published annually including supplement. Available as on-line information system by subscription.	Price £100 including supplement. Online subscription prices on sliding scale.
A Guide to Housing Benefit and Council Tax Benefit	John Zebedee, Martin Ward and Sam Lister	Shelter 2010/11	Definitive text on Housing Benefit and Council Tax Benefit. Published annually.	Price £26
The Social Fund Law and Practice	Trevor Buck	Sweet and Maxwell 3rd edition 2009	The discretionary and regulated social fund schemes with explanatory chapters plus a reference section. For more in depth income maximisation advice. Regular new edition.	Price £104
Student Support and Benefits Handbook	David Malcolm	CPAG and National Union of Students 8th edition 2010/11	Definitive guide to support for students. Will be invaluable for income maximisation. Published annually.	Price £13.50
Paying for Care Handbook	Helen Winfield, Gary Vaux, Counsel and Care	CPAG 6th edition 2009	A practical and straightforward guide to services, charges and welfare benefits for adults in need of care in the community or in residential or nursing care homes. Will be invaluable for income maximisation. Regular new edition.	Price £19.50
Welfare to Work Handbook	Centre for Economic and Social Inclusion and Neil Bateman	Centre for Economic and Social Inclusion 4th edition 2010	Reference guide to financial support and welfare to work and employment programmes. Regular new edition.	Price £22
Courts				
The Civil Court Practice		LexisNexis Next edition April 2011	Invaluable for all money advisers. Commonly referred to as 'The Green Book.' Two volume set which comes with CD ROM and additional volumes of court forms and procedural tables. Published annually in April. Volume One replaced with updated version in October. Available on cheaper standing order basis.	Price £417

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Courts (cont.)				
Magistrates' Court Guide	Anthony and Berryman	LexisNexis 2011	Essential for advisers dealing with magistrates' courts. Index of offences, commentary and case law. Published annually.	Price £79
Road Traffic Offences Handbook	Kenneth Carr, Frank Lockhart and Patrick Musters	The Law Society 2008	Useful handbook on road traffic offences procedure in magistrates' courts.	Price £47
Police Law	Jack English and Richard Card	Blackstone's 12th edition 2011	Comprehensive guide to criminal law and procedure. Regular new edition.	Price £36.99
Money Advice				
Debt Advice Handbook	Mike Wolfe updated by Peter Madge	CPAG 9th edition 2010	Essential standard handbook for all money advisers. Invaluable. Regular new edition.	Price £22
Fuel Rights Handbook	Alan Murdie, Emma Langrish Smith and James Morris	CPAG 15th edition 2011	Essential comprehensive handbook for all money advisers. Regular new edition.	Price £19
Council Tax Handbook	Martin Ward updated by Alan Murdie	CPAG 8th edition 2009	Essential comprehensive handbook for all money advisers. Regular new edition.	Price £17
Enforcement of Local Taxation	Alan Murdie and Ian Wise	LAG 1st edition 2000	Now in need of a new edition, but still very useful as goes through council tax and community charge collection in detail from billing to committal.	Price £12.50
Law of Seizure of Goods – Debtor's Rights and Remedies	John Kruse	Hammicks Legal Publishing 2nd edition 2009	Essential tool for money advisers covering the levy procedure from issue to sale and both remedies and complaints. Occasional new edition.	Price £49
Personal Finance Handbook	Jonquil Lowe	CPAG 3rd edition 2009	Introduction to financial products and financial literacy, pensions, saving, banking and insurance. For generalist advisers. Regular new edition.	Price £16.50
Child Support Handbook	Updated by Sarah Alcock, Rachel Hadwen, Yvonne Snape and Martin Williams	CPAG 18th edition 2010/11	Standard guidance on child support. Essential for money advisers. Regular new edition.	Price £27

Reference Book Title	Author/s	Publisher and edition	Comments	Approximate price range
Money Advice (cont.)				
Child Support: the legislation	Edward Jacobs	CPAG 9th edition 2009/10	This contains the primary and secondary legislation relating to all three child support schemes plus commentary and guidance. Regular new edition plus supplement available plus as on-line information system by subscription.	Price £82 Supplement to 9th edition £49. Online subscription prices on sliding scale.
Child Maintenance: the new law	Roger Bird and David Burrows	Family Law Jordan Publishing 1st edition 2008	The law, practice and procedure under the Child Maintenance and Other Payments Act.	Price £47
Consumer Credit				
Goode: Consumer Credit Law and Practice	Sir Roy Goode	Butterworths	Comprehensive and definitive. Loose leaf 5 volume set and 3 volumes of Consumer Credit Reports plus CD Rom available on subscription basis. First year's updating issues as part of the price.	Price £1,099 Subscribers are then charged annually for subsequent updating.
Consumer Law and Practice	Geoffrey Woodroffe and Robert Lowe	Thomson Sweet and Maxwell 8th edition 2010	Comprehensive and practical guidance on consumer law and consumer protection. Regular new edition.	Price £30.95
Consumer Credit Act 2006 - a guide to the new law	Julia Smith and Sandra McCalla	The Law Society	Part of series of legislation guides. Includes useful commentary to the 2006 changes and the 1974 Consumer Credit Act as amended.	Price £47
Insolvency				
Muir Hunter on Personal Insolvency	John Briggs and Christopher Brougham	Thomson Sweet and Maxwell	Definitive annotated guide to the insolvency legislation, containing the full text of all relevant legislation and insolvency rules. Loose leaf 2 volume set available on subscription basis with 3 yearly updates.	Price £1,096
Butterworths Insolvency Law Handbook	Michael Crystal, Mark Phillips and Glen Davis	LexisNexis 12th edition 2010	Comprehensive single collection of statutory source material and practice directions relating to insolvency law. Regular new edition.	Price £107.12

Reference Book Title	Author/s	Publisher and edition	Comments	Approximate price range
Housing				
Sealy and Milman: Annotated Guide to the Insolvency Legislation	Len Sealy and David Milman	Sweet and Maxwell 13th edition 2010	2 volume set although volume 1 should be adequate for most advice agencies. Volume 1 contains in-depth explanations of the main insolvency legislation. Volume 2 features the Company Directors Disqualification Act 1986, Cross-Border insolvency law and other acts, statutory instruments and practice directions.	Price £227 as a set or available separately at £173 for volume 1 and £140 for volume 2.
Shelter Legal		Shelter	Online subscription service. Shelter's law resource for housing and homelessness. Comprehensive but easy to use.	Price £300 plus on sliding scale annually.
Fisher and Lightwood's Law of Mortgage	Edited by Wayne Clark	LexisNexis 13th edition 2010	Definitive guidance on mortgage related legislation and principles including second mortgages, consumer credit agreements and charging orders. Regular new edition.	Price £277
Defending Possession Proceedings	Jan Luba, John Gallagher, Derek McConnell and Nic Madge	LAG 7th edition 2010	An essential reference source for anyone advising on housing debt issues. Regular new edition.	Price £55
Manual of Housing Law	Andrew Arden and Andrew Dymond	Thomson Sweet and Maxwell 8th edition 2007	Essential guide for housing advice. Security of tenure, harassment, disrepair, relationship breakdown, homelessness. Regular new edition.	Price £62
Housing Law Casebook	Nic Madge and Claire Sephton	LAG 4th edition 2008	In depth case summaries across the whole breadth of housing law including possession procedure. Regular new edition.	Price £55
Housing Law - an adviser's handbook	Diane Astin	LAG 1st edition 2008	Comprehensive handbook on tenancies, repossession and homelessness. First edition with update to download on LAG website.	Price £35
Homelessness and Allocations	Andrew Arden, Emily Orme and Toby Vanhegan	LAG 8th edition 2010	The definitive guide to homelessness law, regulations and guidance. Regular new edition.	Price £48

Reference Book Title	Author/s	Publisher and edition	Comments	Approximate price range
General				
Housing Rights Guide	Geoffrey Randall	Shelter 14th edition 2010	Useful reference guide covering a range of housing topics in outline. Regular new edition.	Price £17.50
Flat Owner's Guide	Paul Walentowicz and Charles Robinson	Shelter 4th edition 2007	Essential for advisers dealing with leasehold flats, service charges, buying the building and repairs. Regular new edition.	Price £13
Textbook on Land Law	Judith-Anne MacKenzie and Mary Phillips	Oxford University Press 13th edition 2010	Accessible textbook covering registered and unregistered land, freehold and leasehold, trusts and licences. Regular new edition.	Price £28.99
Charging Orders Against Land: law, procedure and precedents	Philip Walker and Michael Buckley	Barry Rose Law Publishers Ltd 2nd edition 2004	Authoritative and comprehensive commentary on charging orders.	Price £55
Advisernet		Citizens Advice	Comprehensive information system available on subscription on CD ROM to non-bureaux agencies.	Price £519 upwards plus VAT on sliding scale yearly.
The Guide to Grants for Individuals in Need	Catriona Chronnell and Sarah Johnston	Directory of Social Change 11th edition 2009	Provides information on a wide range of over 2,300 funds and other support available for the relief of individual poverty and hardship. Regular new edition.	Price £50
Charities Digest		Waterlow Legal and Regulatory 2011	Provides contact information on 5000 charities alphabetically and in subject order. Regular new edition.	Price £45
Voluntary Agencies Directory		National Council for Voluntary Organisations 29th edition 2010	Contact information on over 2000 organisations in the voluntary and community sector. Regular new edition.	Price £70 or £40 if member.

This list is not exhaustive and there are a range of other resources that advisers might already be using that are equally useful.

