



Home Office

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CC: Lisa Riddle  
Ruth Walters

Dear Stephen,

### **Annual Prevent duty Assurance Process 2024/2025**

Local authorities and the Prevent Partnership have a critical role to play in countering terrorism at a local level and ensuring that people who are susceptible to radicalisation are supported.

As part of the Prevent duty refresh, the Home Office has updated its assurance process to help ensure that local authorities are delivering their statutory Prevent duty in line with the [Prevent duty guidance](#).

[The Prevent duty toolkit for local authorities](#) outlines the eight benchmarks Prevent delivery is measured against and includes suggested examples of good and best practice. The assurance process is designed for local authorities to assure themselves via a self-assessment that they are effectively delivering their statutory duty.

Once a Prevent Lead has completed a self-assessment, a Home Office Prevent Adviser will work with the local authority Prevent lead to identify both areas of good practice and areas for improvement, where required.

We recognise that every area is different, and that the threat and risk is variable, both in terms of its nature and scale. Our expectations of delivery in lower threat areas may be different to a higher threat area where we would expect local authorities to have

considered prioritising the delivery of the Prevent duty, including having dedicated Prevent resource in place.

The assurance process does not provide an in-depth evaluation of how effective the local Prevent partnership is at reducing risks from radicalisation and terrorism. Rather, it focuses on what we believe are the key elements of practice, policy and procedure that need to be in place to support the effective understanding and mitigation of Prevent-related risks.

Some benchmarks are more directly related to mitigating the risk of radicalisation e.g. benchmark 2 – local risk assessment, whereas others are more tangential e.g. benchmark 8 – *communications and engagement*. Therefore, benchmarks are not necessarily equally important in terms of mitigating the risk, and the importance of meeting some benchmarks will be more significant than others.

Please note that benchmark 5, in relation to your Channel Panel, has not been scored as part of this process. An assessment of Channel is completed separately.

### **Summary of Assurance Outcomes**

As part of the process the following strengths were identified as part of your Prevent delivery for financial year 2024/25.

**1. Reducing permissive environments (RPE)** – Cambridgeshire County Council have formalised their response to RPE, updating the MAPGs ToR, creating a bespoke venue hire guidance document as well as rolling out training for venue hire staff developed with neighboring Local Authorities.

**2. Training programme** – Excellent progress has been made this year against this recommendation, with the introduction of a tier training plan with uptake and completion rates monitored by the MAPG.

The process also identified the following actions/recommendations to assist you in improving your level of Prevent delivery, namely:

**1. Communications and engagement** – Build on the communications and engagement work for Cambridgeshire with the support of the Home Office funded training and engagement post holder.

I have attached a more detailed summary of the agreed assurance outcomes as an annex to this letter. Your Prevent Adviser would be very happy to discuss these in more detail with you, or your wider partnership.

Given that these also reflect the performance of your local Prevent partnership, I would encourage you to share these outcomes with your local Prevent governance group e.g., a

Prevent Delivery Group (PDG), with a view to including any actions resulting from this process in your Partnership Plan and report the outcome from this process with your local strategic governance group e.g., CSP.

Lastly, I would like to thank Lisa Riddle and Ruth Walters for engaging with this process, including completing and returning the self-assessment, and for their time in discussing this with their Prevent Adviser. I appreciate that this can be an onerous process, though we know from the feedback we receive from local authorities that this process has been helpful in clarifying the requirements of the duty, and identifying areas that may need additional attention. It has also been helpful in identifying areas of good practice, which we routinely share with other local Prevent partnerships to support their own work to build full compliance with the duty.

We look forward to continuing to work constructively and collaboratively with your team over the coming year.

Yours sincerely,

**Nimisha Green**

Head of Local Delivery & Communities

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Annex A

	Benchmark	Delivery Outcome	Summary of outcome
1	<b>Multi-Agency Partnership Group-</b>	Exceeding	<p>Cambridgeshire County Councils Multi-Agency Partnership Group (MAPG) meet quarterly, with all specified authorities represented.</p> <p>The board has oversight of Prevent delivery including referral pathways, Channel, training, reducing permissive environments and local risks and threats as well as updating and agreement of the partnership plan within the meeting.</p> <p>The council's Prevent policy-setting, delivery and communications is led by Service Director. Cambridgeshire County Council have active involvement with other Eastern region local authorities, who consistently share best practice and utilise opportunities to work together and develop a consistent approach to Prevent.</p> <p>Proactive involvement of a designation elected member is evidenced through the role of Community Safety Champion, currently held by Councillor Slatter. Cambridgeshire facilitate an elected member briefing session, supported by the Home Office and CT police.</p>
2	<b>Local Risk Assessment -</b>	Exceeding	<p>Cambridgeshire County Council has a written SRA, which includes local, regional, and national risks, with data taken from the CTLP, local crime and community data sets.</p> <p>The risk assessment is reviewed quarterly in line with the MAPG, Police leads, and local authority district Prevent leads provide quarterly updates on local risks and this is fed into the countywide risk assessment. The corporate risks of not meeting the Prevent duty are logged in GRACE (last updated 6 February 2025).</p> <p>The risk assessment is shared with local partners at the quarterly Prevent board and is reviewed at least twice a year in line with the CTLP.</p> <p>The Partnership plan is informed by the risk assessment, focusing on local risks, as well as the corporate risks of not meeting the Prevent duty. There is a process in place to ensure that any risks</p>

			<p>identified within the CTLP or SRA are taken to the council's Corporate Leadership Team for review before being disseminated back through the Executive Directors of the council's services and fed to operational teams.</p> <p>Eastern region local authorities engage quarterly with the development of the CTLP via regular contact at Prevent group meetings with CTP Insps, through an ERSOU questionnaire that is disseminated from the CTP analyst team and via the ongoing strong relationships from communities' teams, local police all the way through to the CTP teams to ensure thorough information sharing.</p>
3	<b>Partnership Plan -</b>	Exceeding	<p>Cambridgeshire's Prevent partnership plan (PP) has been tailored to local circumstances and has been developed using the Cambridgeshire local situational risk assessment and CTLP.</p> <p>The role of each partner / board member is outlined, the plan outlines the actions agreed at Prevent board meetings to reduce risks that have been identified. Each action is linked to the risk assessment and has a clear timescale and owners. Decision making and action setting is informed by the principles of the Security Threat Check, as outlined in the partnership plan.</p> <p>The partnership plan is shared and reviewed quarterly in line with the MAPG, and is included in several corporate strategies and plans, for example the Communities Service Plan.</p>
4	<b>Referral Pathway -</b>	Exceeding	<p>There is a clear referral pathway in place across Cambridgeshire, this is shared, reviewed and discussed at the MAPG. The most up to date version of the national referral form is in use.</p> <p>All referrals go to the CT Prevent team and the Fixed Intelligence Management Unit (FIMU). CTP action a dual pathway where referrals go to the Police MASH, to ensure the sharing of any relevant information with the correct safeguarding teams.</p> <p>Information about the referral pathway is available on the Prevent area of internal intranet for Cambridgeshire County Council staff, and on external portals. The success of the pathway is regularly reviewed, and training is prioritised accordingly. For example, as evidenced in the action log, in September 2024, CT Police noted examples of poor referrals. This informed conversations around improving training among partners.</p>
5	<b>Channel Panel-</b> not included in this process.	N/A	
6	<b>Training Programme -</b>	Exceeding	<p>Cambridgeshire County Council have a tiered training plan which illustrates the levels of Prevent training required from each member of staff. The county-wide plan is regularly reviewed by the Prevent</p>

		<p>board and Cambridgeshire County Council has oversight on the training being delivered by partners tracked through the MAPG partnership plan.</p> <p>The Home Office e-learning is available through the internal staff training platform and is essential training, being automatically reassigned every two years and is part of the induction programme for new staff. Uptake is tracked through training platform and reviewed quarterly, with completion of essential learning monitored by managers annually. All staff with Prevent and Channel responsibility receive a comprehensive Prevent training.</p> <p>Clear and accessible information about Prevent is available on Cambridgeshire internal intranet as well as public facing sites.</p> <p>Venue Hire training has been co-delivered by Local Authority leads across the Eastern region. DfE and Cambridgeshire County Council Education colleagues meet regularly, and review Prevent training delivered in schools (all are also represented at MAPG for oversight).</p>
7	<p><b>Reducing permissive environments-</b></p>	<p>Exceeding</p> <p>The Cambridgeshire County Council MAPG acts as the formal multi-agency group for RPE, outlined in the groups ToR there is a named 'Reducing Permissive Environments group' who can be called at short notice when required. The aim of the group is identifying, discussing and disrupting radicalising influences and its methods.</p> <p>Decision making is recorded through the partnership plan, and at county council level decision making is recorded through an Officer Decision log and Emergency Planning processes where relevant.</p> <p>This group has been stood up at short notice, for example during civil unrest in summer 2024, the group were in daily contact to ensure that all risks were captured. The actions of the group were informed by the Cambridgeshire and Peterborough Local Resilience Forum.</p> <p>Cambridgeshire County Council has bespoke guidance document for staff with venue hire responsibility. This guidance explains the risk of permissive environments in relation to radicalisation and extremism and provides practical steps to making decisions about venue hire and external speakers. This document is available to all staff.</p> <p>Cambridgeshire County Councils Internet Use Policy prevents staff from accessing any inappropriate sites or content, and outlines that doing so may result in disciplinary action or criminal charges. This policy was last reviewed in May 2024 and is reviewed annually.</p> <p>Cambridgeshire County Council has developed a supplementary Venue Hire Guidance document, that is available to all internal staff and has been shared with all partners through the Prevent board.</p>

			<p>Between August and December 2024, online training sessions were delivered for local authority, education, or community group staff with responsibility for venue hire or booking external speakers. This training explained the permissive environments and the risks attached and provided practical steps staff could make to ensure due diligence is carried out.</p> <p>Guidance is shared with the wider community through Cambridgeshire and Peterborough Association of Local Councils (CAPALC). The Council's Migration Policy &amp; Partnerships Officer works with local community organisations and faith groups. During the civil unrest in summer 2024, officers met daily to identify any additional threats to local mosques, and identify any further support needed.</p>
8	<b>Communications and Engagement-</b>	Exceeding	<p>Communications and engagement activity is outlined in the Cambridgeshire County Councils communications and engagement plan, and included in the partnership plan, where it can be monitored and reviewed for impact by the MAPG.</p> <p>Clear and accessible information about Prevent is available on Cambridgeshire County Council Internet and intranet sites. Information is shared with district, town and parish councils, along with elected members and community groups through local newsletters such as Cambridgeshire Matters and the Cambridgeshire and Peterborough Association of Local Councils (CAPALC) newsletter.</p> <p>Community visits are scheduled for 2025, and Prevent discussions are facilitated with the Council's Community Safety Partnership leads and Community Safety Officers across the county.</p> <p>Cambridgeshire County Council is currently working with Lasting Support Services, funded by the Preventing Radicalisation Initiative, to support young people in Cambridgeshire susceptible to radicalisation. The project will also produce a suite of resources that can be used by schools and other youth groups to support conversations around radicalisation online. The project has been developed alongside district partners and CT Police, ensuring it is proportionate and relevant to local risks and threats in Cambridgeshire.</p>



## Annex B - Prevent Local Authority Assurance Criteria

Benchmark	Evidence & Self Assessment
Multi-agency partnership group	<p data-bbox="483 317 546 344">Met</p> <p data-bbox="483 400 2069 475">There is a multi-agency partnership group in place meeting quarterly (unless there are circumstances where this would only need to be twice per year).</p> <ul style="list-style-type: none"> <li data-bbox="539 488 1496 520">• The group oversees prevent delivery. This includes evidence of:               <ul style="list-style-type: none"> <li data-bbox="589 572 1794 604">- oversight of all statutory Prevent delivery including referral pathways and Channel</li> <li data-bbox="589 619 1323 651">- agreeing and updating the local risk assessment</li> <li data-bbox="589 665 1397 697">- developing and agreeing the Prevent partnership plan</li> <li data-bbox="589 711 2069 775">- facilitating the sharing of information among partners e.g. emerging threats, risks and information vital for Prevent delivery</li> <li data-bbox="589 790 1630 821">- monitoring and reviewing performance of Prevent partnership delivery.</li> </ul> </li> <li data-bbox="539 874 1561 906">• All specified authorities under the duty are represented on the group.</li> <li data-bbox="539 920 1469 952">• Decisions of the group are guided by a Security Threat Check.</li> <li data-bbox="539 967 1321 999">• The chair is not also the chair of the Channel panel.</li> </ul> <p data-bbox="483 1051 1021 1083">Exceeding – in addition to Met criteria</p> <ul style="list-style-type: none"> <li data-bbox="539 1136 1989 1200">• A strategic officer with senior authority is proactively involved in Prevent policy-setting, delivery, and communications.</li> <li data-bbox="539 1214 2085 1278">• The local authority secures opportunities to work with other local authorities and has effective dialogue and coordination with community-based organisations.</li> <li data-bbox="539 1292 1487 1324">• There is proactive involvement of a designated elected member.</li> </ul>

	<p>Not met</p> <ul style="list-style-type: none"> <li>• There is no governance or only single agency governance of Prevent.</li> <li>• Prevent is rarely discussed within governance structures.</li> </ul>
<p>Local risk assessment process</p>	<p>Met</p> <ul style="list-style-type: none"> <li>• There is a written situational risk assessment (SRA) in place which clearly integrates all local risks including radicalising influences.</li> <li>• The corporate risks of not meeting the duty are identified and noted.</li> <li>• Relevant local partners of appropriate seniority are made aware of the risk assessment, and the risks identified are regularly discussed across the partnership at the Prevent partnership group and relevant boards.</li> <li>• The risk assessment is reviewed at least twice a year and is the basis of the partnership plan, which should seek to effectively mitigate the identified risks.</li> <li>• Risks are mitigated effectively.</li> <li>• There is a process to ensure that risks identified within the CTLP and SRA are effectively shared with frontline staff in order to ensure Prevent is delivered more effectively.</li> </ul> <p>Exceeding- In addition to Met criteria</p> <ul style="list-style-type: none"> <li>• Local authority partners engage with the police to develop and input into the CTLP.</li> <li>• The risk assessment is updated and agreed with the multi-agency partnership group quarterly.</li> </ul> <p>Not met</p> <ul style="list-style-type: none"> <li>• Local authority Prevent leads are uninformed about the local threat of radicalisation and terrorism.</li> <li>• The CTLP is not utilised and there is no written local Prevent risk assessment in place.</li> </ul>

	<ul style="list-style-type: none"> <li>Any risk assessment largely correlates with the national risk rather than the local picture.</li> </ul>
Partnership plan	<p>Met</p> <ul style="list-style-type: none"> <li>The Prevent partnership plan is tailored to the local circumstances and developed using local risk assessments, including the CTLP, situational and corporate risk assessments.</li> <li>The plan outlines the role of each local partner (specified authority or other Prevent multi-agency partnership group member) in delivering Prevent and sets out the actions planned to reduce the identified risk.</li> <li>Actions are clearly linked to the risk assessment and have clear timescales and owners.</li> <li>The decision making for the plan is informed by a Security Threat Check.</li> <li>The plan is discussed and updated in line with the Prevent multi-agency partnership group meeting schedule.</li> </ul> <p>Exceeding - In addition to Met criteria</p> <ul style="list-style-type: none"> <li>The Prevent partnership plan is referenced in relevant corporate and service strategies, plans and policies.</li> <li>Completed actions are reviewed to assess their impact and used to set future direction.</li> <li>The plan is updated quarterly.</li> </ul> <p>Not met</p> <ul style="list-style-type: none"> <li>There is either no partnership plan in place or a plan exists but is owned by a single agency with no link to risk assessments.</li> <li>Actions have no timeframes or owners and are not regularly reviewed.</li> </ul>
Referral pathway	Met

	<ul style="list-style-type: none"> <li>• There is a clear referral pathway for those who are identified as susceptible to radicalisation or supporting terrorism, which has been agreed by the Prevent multi-agency partnership group.</li> <li>• Counter Terrorism Police are notified of all Prevent referrals for deconfliction.</li> <li>• The pathway is widely shared with staff, and relevant staff are trained to understand the pathway.</li> </ul> <p>Exceeding - In addition to Met criteria</p> <ul style="list-style-type: none"> <li>• The Prevent National Referral Form is used where appropriate, and there is a dual referral pathway in place to simultaneously send referrals to Counter Terrorism Policing and to children's or adult social care.</li> <li>• The success of referral pathways is reviewed regularly with partners, with training plans adapted accordingly.</li> </ul> <p>Not met</p> <ul style="list-style-type: none"> <li>• There is either no agreed local process in place for the referral of those who are susceptible to radicalisation or supporting terrorism,</li> <li>• The agreed referral pathway is inconsistently applied or understood.</li> </ul>
Channel panel	Channel is assured via a separate process. For further information contact your Channel Quality Assurance Lead or email <a href="mailto:Channel@homeoffice.gov.uk">Channel@homeoffice.gov.uk</a>
Training programme	<p>Met</p> <ul style="list-style-type: none"> <li>• The local authority has a training plan that measures and accounts for different levels of training need across different teams within the local authority.</li> <li>• All relevant staff in the local authority and its commissioned services receive the appropriate Prevent training, enabling them to recognise when a person might be susceptible to radicalisation.</li> </ul>

	<ul style="list-style-type: none"> <li>• The Prevent multi-agency partnership group seeks reassurance from partner organisations about the level and uptake of training.</li> <li>• Prevent training plan utilises the home office e-learning products found at <a href="http://www.gov.uk/prevent-duty-training">www.gov.uk/prevent-duty-training</a></li> <li>• Suitably experienced trainers deliver face to face sessions.</li> </ul> <p>Exceeding - In addition met criteria</p> <ul style="list-style-type: none"> <li>• Those with Prevent-specific responsibilities refresh their training at least every two years.</li> <li>• Clear, accessible information and publicity material on Prevent is widely available for staff within the organisation.</li> <li>• A training or induction process is in place for new staff who are responsible for delivering Prevent in the area, including new Channel panel members.</li> <li>• Prevent training is embedded in all LA staff induction programmes.</li> <li>• A plan is in place to identify and deliver training jointly with statutory partners, ensuring clear uniformity and reduction in mixed messages.</li> <li>• Relevant staff have training to understand the local risk profile, ideologies, and emerging groups.</li> <li>• There is a programme which works with a variety of educational institutions in the area, to train staff members on identifying children at risk of radicalisation.</li> </ul> <p>Not met</p> <ul style="list-style-type: none"> <li>• Training only exists as signposting to e-learning and is voluntary.</li> <li>• There are no records in place of those undertaking learning.</li> </ul>
Reducing permissive environments	Met

- There is a regular formal multi-agency group in place (this could be at the regular Prevent multi-agency partnership group meeting or equivalent) for identifying, discussing, and disrupting radicalising influences and the methods used to draw people into terrorism.
- This group has a clear understanding of radicalising influences and there are auditable processes in place to track decision making.
- There is a public sector venue hire policy in place that ensures measures are taken to prevent local authority venues being used by radicalisers to spread or promote terrorist ideologies and extremist narratives used to support them.
- There is a local authority IT policy in place.
- All policies are regularly reviewed to ensure measures are taken to stop those who may create a permissive space for radicalisation into terrorism.

Exceeding - In addition to Met criteria

- Prevent multi-agency partnership group members maintain current knowledge of local issues and those who create or take advantage of permissive environments for radicalisation.
- There is evidence of responding to risk and threat in the Prevent partnership plan e.g. through communications or training activity.
- Venue hire staff have access to the relevant training on due diligence, including for public sector staff who deal with venue hire.
- Good practice venue hire processes are shared with the wider partnership and non-local authority owned premises.
- Structural arrangements exist to ensure the wider community (parish councils, faith & community organisations, private sector companies) understand the threat.

Not met

	<ul style="list-style-type: none"> <li>• There is no formal mechanism or strategy in place for identifying and disrupting those who create a permissive space for radicalisation.</li> <li>• There is limited understanding of the local risk and available disruptions methods.</li> <li>• Any activity conducted is solely by police.</li> <li>• There are no venue hire or IT policies in place.</li> </ul>
<p>Communications and engagement</p>	<p>Met</p> <ul style="list-style-type: none"> <li>• Communications and engagement activity takes place as detailed in partnership action plan with aim to:</li> <li>• improve awareness and understanding of Prevent</li> <li>• increase trust and willingness to support Prevent delivery among local partners and the public</li> <li>• Activity is monitored by the Prevent multi-agency partnership group.</li> <li>• Information about the Prevent programme accessible through the local authority's platforms such as websites and social media pages.</li> <li>• Proactive communications activity takes place proportionate to the risk and threat in the area.</li> <li>• There are engagement activities in place with a range of community groups to raise awareness and discuss how Prevent is implemented relative to the local risk and threat.</li> </ul> <p>Exceeding - In addition to Met criteria</p> <ul style="list-style-type: none"> <li>• There is a bespoke communications and engagement strategy in place.</li> <li>• Regular engagement e.g. events, meetings and roundtables are held with local citizens, including members of the public and key community figures such as school governors and faith leaders to increase awareness off Prevent.</li> <li>• There is regular (e.g. monthly) publication of new materials and resources to owned channels.</li> <li>• Appropriate opportunities for proactive positive messaging is utilised</li> <li>• Work is ongoing with civil society organisations to deliver local initiatives that build resilience to radicalisation.</li> </ul>

- Prevent Advisory Group, or similar, are in place to allow community members to be consulted on and support local delivery of Prevent.
- Communications and engagement activity is tailored to different sectors – for example, specific products for designated safeguarding leads.
- Where Prevent projects are funded, there is an effective monitoring and evaluation of project delivery.

Not met

- There is very limited communications and engagement activity taking place relative to the risk and threat in the area.
- Updates to information about Prevent is out of date or incorrect.
- Communications and engagement activity is not detailed in the partnership plan.
- Activity within the partnership plan or communications and engagement strategy is not undertaken.