



Prevent Duty — Hiring Guidance

The Counter Terrorism and Security Act 2015 and the Prevent Duty Guidance place an expectation on Cheshire West and Chester Council to ensure that all publicly owned venues and resources do not provide a platform for extremists and are not used to disseminate extremist views or ideologies. This guidance has been developed to assist Council staff and relevant partners to meet these obligations. In general, bookings must not incite hatred, intolerance, law breaking or violence, nor must they pose a reputational risk to the Council.

Follow the steps below to mitigate the risk of undesirable bookings. This document is not a definitive list and should be used in conjunction with other checking mechanisms and booking arrangements.

ASK - What is planned and who is planning it?

1. Who is the individual or organisation booking the event?
 - ask for their name and any associated names they operate under.
 - ask if the person making the booking is doing so for themselves/their organisation or are they doing this on behalf of someone else and/or in partnership with another organisation.
 - ask for their address and a phone number.
 - get details of the individual or organisation's website and associated websites.
2. Do they implement a policy that promotes equality and diversity and challenges all forms of discrimination? If not, they should agree to their event subscribing to the Council's equality and diversity policy. **Equality and Diversity Policy | Cheshire West and Chester Council**
3. Ask for details of the event including: theme; title; agenda; content; speakers; expected audience numbers and demographics including whether children will be present; details of how the event will be promoted (ask for copies of flyers/posters). Is the event open to the public or ticket only?

CHECK - Undertake due diligence to confirm what you've been told and find out more.

1. Run a check on the individual/organisation/speakers by:
 - viewing their websites, articles or speeches.
 - considering what other people are saying about them (articles/blogs etc.).
2. Ask for a reference from a venue provider previously used by the individual/organisation.
3. If the booking is for a charity, check the charity number of the organisation with the Charity Commission. **The Charity Commission - GOV.UK (www.gov.uk)**

DECIDE - Use the information collected to inform your decision.

- Do you let the event go ahead?
- Or take action to reduce the risks? These might include ensuring the event is ticket only, increasing security, banning alcohol, restricting numbers and if children are attending, putting in additional measures.
- Failure to take appropriate steps to prevent extremist organisations using your premises may cause significant reputation damage.

Top tips when taking bookings

- if the booking is being arranged by an event management or another company, make sure you know who their client is.
- be wary of individuals only giving mobile numbers.
- if enquiries are made about internet use and bandwidth, investigate whether any speakers are participating in the event remotely.
- be wary of individuals/organisations making large cash payments.
- ensure that in the event of reputational risk to your organisation you have the ability to withdraw from the contract.

Top tips when researching organisations/individuals online

- complete a thorough check on any speakers by looking at what other people are saying about them (articles/blogs etc.).
- when you are looking at a website check if it's being kept up-to-date.
- if you are unsure about an organisation check if it has a landline number and business address.
- where possible use primary evidence - an organisation's manifesto or a person speaking on YouTube.

More information

Proscribed terrorist groups or organisations - GOV.UK (www.gov.uk) List of terrorist groups or organisations banned under UK law.

Prevent | Cheshire Constabulary

Other types of concerns | Cheshire West and Chester Council

Further training is available on this topic

Training | Cheshire West and Chester Council

Prevent duty training: Learn how to support people vulnerable to radicalisation | Prevent duty training (support-people-vulnerable-to-radicalisation.service.gov.uk)