



New burden assessment pro forma


In advance of discussions with others, or as part of these discussions, the lead department should complete the pro forma below (this can be tailored to the specific policy where appropriate but should cover the same information). As highlighted in the guidance, these issues should be discussed with Communities and Local Government at the earliest possible stage, and the pro forma can be revised as the assessment is taken forward. The signed off pro forma should be sent to Communities and Local Government.

**★ If this is a first assessment, departments must complete these fields to provide a sufficient level of reassurance that the requirements of the Cabinet are being met. The remaining fields must then be completed when policy is more developed. Section 20 requires departments to state when a full assessment will be completed.**

Details of the proposal	
1. ★ Name of lead department.	Home Office – Office for Security and Counter-Terrorism (OSCT)
2. ★ Working level contact in lead department.	PreventDutyConsultation@homeoffice.x.gsi.gov.uk
3. ★ Name of policy/duty/expectation.	Counter Terrorism and Security Act 2015 (the Act) - Part 5 (Risk of people being drawn into terrorism) Chapter 1 (Preventing people being drawn into terrorism).
4. ★ Description of the policy objective.	<p>The Prime Minister's Extremism Task Force (ETF) committed to making the delivery of Prevent a legal requirement. This new duty will require certain bodies to have due regard to the need to prevent people from being drawn into terrorism. These bodies will include local government. The Duty will commence on 1 July 2015.</p> <p>The Government have produced guidance (Prevent Duty Guidance for England and Wales/ Scotland) (issued under section 29 of the Act) for specified authorities, which they must have regard to when complying with the Duty.</p>
5. ★ Stage proposal is at (e.g. initial draft, consultation document, Cabinet clearance, etc.). If first draft, please state when update will be submitted.	The Counter Terrorism and Security Act received Royal Assent on 12 February 2015. The Prevent Duty will commence for all local authorities in England, Scotland and Wales on 1 July 2015.

6. ★ Brief expected timeline of the forthcoming key stages, including committee clearance.	N/A
7. ★ What the proposal requires local authorities to do, and how this differs from what they are doing now. If there is no difference, why is the new power/duty/ expectation being made?	The responsibilities of local government bodies will not fundamentally change with the commencement of the Prevent Duty. Preventing people from being drawn into terrorism is part of a range of activities already undertaken by local authorities. In legislating, it is the intention of the Government that consistency is improved and best practice shared across all areas.
8. ★ Expected date the policy impacts on local authorities. If implementation is to be phased in, please give estimated dates for each phase.	The Duty will be commenced on 1st July 2015. Implementation will begin immediately from this date.
9. Is an impact assessment being completed? If this shows that the policy impacts on the private sector in the same way with no disproportionate impact on local authorities, contact the Communities and Local Government New Burdens Team to confirm that the new burdens rules do not apply in this case - this does not mean there are no local government finance matters that might need to be addressed.	Yes, this has been published.
<b>Estimated costs/savings</b>	
10. Has the proposal been appraised in accordance with HM Treasury <i>Green Book</i> principles? What was the outcome of the appraisal?	No, this policy was made as part of fast track legislation, therefore a full appraisal was not conducted. Illustrative estimates were utilised. The ROAMEF cycle has not been applied.
11.	
(a) Overall <b>additional</b> total costs to local authorities for each year.	There are no quantifiable costs. The proposal is to issue all non-Prevent priority local authorities £10,000 as a one-off payment to cover any implementation costs arising. In addition to this there will be a national offer of support that all local authorities will be able to access depending on need. See Annex A for further details. The new burden will be reviewed after 12 months.
i. Element attributable to 'one off' implementation costs.	There will be no explicit 'one-off costs' to implementation. Some areas may already be

	and partnership working.
ii. Recurring costs element (for the first 3 years).	N/A
(b) Estimated specific and identified <b>savings</b> for each year - these must be additional to the annual savings authorities are expected to make and their treatment consistent with the appropriate HM Treasury guidance on efficiency.	There will be no identified savings to LAs.
(c) What are the direct and indirect impacts on local authorities pay and pensions costs?	We do not expect any pension or pay impacts.
(d) Overall estimate of the <b>Net</b> Additional Cost (costs-savings) to local authorities for each year.	as in (a).
<b>Discussion with authorities</b>	
12. ★ What discussions have taken place with local authority associations, e.g. with the LGA or LC? If there is no planned contact with local authorities through representative bodies, please explain why.	A public consultation was carried out on the Prevent Duty in December 2014-January 2015 prior to the CT&S Act being taken through Parliament. Over 60 local authorities offered substantial responses. Subsequent conversations with the LGA and a number of local authorities have taken place to consider the potential impact of the Duty's implementation and the most appropriate support package for it. Separate conversations have taken place with the Devolved Administrations also affected by the Duty.
13. Give a brief description of the authorities' views, particularly on costs and financing (note: there is no obligation to agree final finance assessments with them).	During the consultation period some local authorities raised funding as a potential concern. This was in advance of the final published guidance and the national support package now developed. We have subsequently carried out further informal consultation with local authorities and the LGA. We are content that the proposed £10,000 and national package sufficiently cover any potential costs.
<b>Providing the resources</b>	
14. ★ If there are net additional costs, has the lead department identified where the funding for this new burden is coming from and agreed to fully fund them? Please give details.	The Home Office has obtained additional funding from HM Treasury for the implementation of the Prevent Duty. This will cover all additional estimated financial costs incurred. A one off payment of £10,000 will be provided to all local authorities not already designated a Prevent priority area in England, Scotland and Wales.

15. What costing evidence/analysis do you have/are you going to undertake to demonstrate that the funding is sufficient, and when will you be providing this?	See Annex A.
16. If costs are to be met by charging, do these cover the full net additional costs, and do authorities have the freedom to determine the fee levels consistent with recovering reasonable costs?	N/A
17. If your assessment is that the proposal will result in no additional costs being placed on local authorities, how will you ensure that this is the case?	N/A
<b>DCLG New Burdens Team Sign Off</b>	
18. ★ Have you shared your assessment with the New Burdens Team?	Yes
<b>Departmental Finance Director Sign Off</b>	
19. ★ Please state if this is a first or a final assessment of your proposal. If first please indicate when a final assessment will be submitted.	
20. ★ Certification that the estimated net additional costs falling on local authorities has been assessed in accordance with the guidance on new burdens and that this will be fully funded. That to the best of finance director's knowledge the estimates are a true and fair assessment of the net additional costs falling on authorities. Confirmation that their department is aware that if the proposed policy or initiative is implemented, there may be an independent post-implementation scrutiny carried out (paid for from within their department's existing resources) and that under or over-payments of grant revealed by the scrutiny may inform future decisions on funding.	<p><b>Signed:</b> </p> <p><b>Name:</b> Owen Mapley</p> <p><b>Date:</b> 19.6.2015</p> <p><b>Telephone Number:</b> 020 7035 1604</p> <p><b>Address:</b> Home Office 4<sup>th</sup> Floor Seacote SE 2 Marsham Street London SW1P 4DF</p>

**Please send the form to the relevant Communities and Local Government contact.**

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For completion by the DCLG New Burdens Team:

Date received: 25 June 2015

