

Report of the Portfolio Holder - Resources and Personnel Policy

Use of Generative AI1. Purpose of Report

To seek Cabinet approval for the adoption of the 'Use of Generative Artificial Intelligence' Policy, which provides a governance framework for the ethical and secure use of GenAI tools such as Co-Pilot or virtual agents by council employees.

2. Recommendation

Cabinet is asked to APPROVE the new Use of Generative Artificial Intelligence Policy:

- 1. Approve the Use of Generative Artificial Intelligence Policy v1.3.**
- 2. Authorise its publication on the Council's intranet and integration into the Information Security Policy Centre.**
- 3. Endorse the policy's inclusion in the broader ICT governance framework and its alignment with existing data protection and ethical standards.**
- 4. Approve to review this policy every 6 months to ensure the latest developments in AI technology is continually reviewed and included.**

3. Detail

The policy was developed in response to the increasing use of GenAI tools across local government and the need for clear guidance on their responsible use. It draws on the LGA template and incorporates feedback from internal stakeholders including ICT, Legal, and Information Governance teams. The policy is scheduled for Cabinet consideration following its inclusion in the Chair's briefing pack.

Policy Summary:

The policy outlines:

- Governance and oversight mechanisms for GenAI use.
- Vendor and copyright considerations.
- Confidentiality and ethical use provisions.
- Legal compliance, bias mitigation, and data protection safeguards.
- Responsibilities of users and enforcement protocols.

Copy of this policy is attached as an appendix.

GenAI tools will only be installed or used after receiving approval from the Chief Information Officer. All users are required to complete council-approved training beforehand.

4. Key Decision

Is this report a key decision as defined under Regulation 8 of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012?

N/A

5. Updates from Scrutiny

N/A

6. Financial Implications

There are no direct financial implications arising from the adoption of this policy. Any future procurement of GenAI tools will be subject to separate approval and budgetary consideration.

7. Legal Implications

The policy ensures compliance with relevant legislation including GDPR, the Data Protection Act 2018, and aligns with the Council's Information Governance framework.

8. Human Resources Implications

The comments from the Human Resources Manager were as follows:

HR support the proposals and will monitor use of AI in relation to HR matters and will review any relevant policies accordingly.

9. Union Comments

N/A

10. Climate Change Implications

N/A

11. Data Protection Compliance Implications

This report does not contain any OFFICIAL(SENSITIVE) information and there are no Data Protection issues in relation to this report.

12. Equality Impact Assessment

The policy includes provisions to mitigate bias and discrimination in GenAI outputs and supports inclusive use of technology.

13. Background Papers

Nil.