



Cantley With Branton
Parish Council

Artificial Intelligence (AI) Policy

1. Purpose

This policy sets out how the Parish Council will use Artificial Intelligence (AI) responsibly, ethically and lawfully. AI supports drafting and administration but never replaces human judgement or democratic accountability.

2. Scope

Applies to councillors, staff, volunteers, contractors and all AI used for Council business including drafting documents, research and communications.

3. Guiding Principles

Transparency, Accountability, Accuracy, Privacy and Fairness underpin all AI use.

4. Acceptable Uses

Drafting agendas, minutes, reports, newsletters, website content, grant applications, consultation material, summaries, proofreading and idea generation.

5. Unacceptable Uses

AI must not make Council decisions, replace professional advice, process confidential information in unauthorised systems or create misleading content.

6. Human Oversight

All AI outputs must be reviewed and approved by an authorised person before use.

7. Meeting Minutes

AI may assist drafting but approved minutes remain the official record.

8. Data Protection

Comply with UK GDPR, Data Protection Act 2018 and Council policies; do not upload confidential or personal information to unauthorised AI services.

9. Procurement

Assess security, privacy, governance, accessibility and value before adopting AI.

10. Training

The Clerk should receive formal training. Councillors should be made aware of their responsibilities with the use of AI, cybersecurity and data protection.

11. Monitoring

The Clerk will monitor AI use and review this policy every two years or sooner.

12. Responsibilities

Councillors and officers remain responsible for all outputs and decisions.

13. Policy Statement

AI supports, but never replaces, the judgement and accountability of the Council.

14. Legislative and Regulatory Framework

Relevant legislation: Local Government Act 1972; Data Protection Act 2018; UK GDPR; Freedom of Information Act 2000; Equality Act 2010; Human Rights Act 1998; Copyright, Designs and Patents Act 1988; Public Records Act 1958 (where applicable); Computer Misuse Act 1990. Have regard to ICO and LGA guidance on AI and digital governance.

15. Transparency Statement

The Council may use AI to assist with drafting and administration. All AI-generated content is reviewed by the Parish Council's Responsible Officer before publication. The Council remains fully accountable.

Dated:	21 st July 2026
Date Adopted:	7 th October 2026
Review Date:	October 2028

Appendix A

AI Impact Assessment Checklist

- Clear business need?
- Efficiency benefit?
- Named accountable person?
- Human review?
- Personal data involved?
- Data Protection Impact Assessment (DPIA) considered?
- Confidentiality assessed?
- Cybersecurity assessed?
- Supplier reviewed?
- Bias considered?
- Legal compliance checked?
- Clerk/Council approval obtained?

Appendix B

Declaration of Compliance

I confirm that I have read and:

- understood the AI Policy;
- will verify AI outputs;
- will protect confidential information;
- will comply with Council policies;
- understand responsibility remains with me/the Council; and will report concerns.

To be read, signed and returned to the Clerk by all staff and councillors.

Name:

Position:

Signature:

Date: