

AI Use Policy

To ensure Artificial Intelligence (AI) is used responsibly and appropriately within the Parish Council, the following policy recommendations are proposed:

AI as an Administrative Tool Only

AI should be used to assist with administrative and communication tasks, such as drafting documents, summarising information, creating templates and preparing public information. AI should not make decisions on behalf of the Council or the Parish Manager.

Human Oversight and Approval

All AI-generated content must be reviewed, checked and approved by the Parish Manager before being:

- Published on the website.
- Displayed on noticeboards.
- Distributed to residents.
- Included in council papers.

Councillors remain responsible for decisions taken by the Council, regardless of whether AI was used to assist with drafting documents.

Protection of Confidential Information

Confidential, personal or sensitive information must not be entered into public AI systems. This includes:

- Personnel matters.
- Legal advice.
- Personal data.
- Confidential council business.
- Information discussed in private session.

The Council must continue to comply with UK GDPR and data protection legislation.

Accuracy and Verification

AI-generated content should always be checked against original source documents. Particular care should be taken with:

- Minutes and reports.
- Planning responses.
- Financial information.
- Policy documents.
- Legal or statutory information.

AI outputs should never be accepted without verification.

Transparency

Where AI has been used to assist with preparing a document, the Parish Manager should be able to explain:

- How AI was used.
- What information was provided to the AI system.
- What checks were undertaken before publication.

No Delegation of Professional Judgement

Professional advice, legal interpretation, financial decisions and policy recommendations must remain the responsibility of the Parish Manager and councillors. AI should support, not replace, professional judgement.

Public Communications

AI may be used to make council information easier for residents to understand by producing:

- Plain English summaries.
- Noticeboard updates.
- Newsletter articles.
- Social media posts.
- Engagement materials.

This aligns with the publish simplified meeting minutes for review before publication.



Council's decision to summaries of residents, subject to

Regular Review

The Council should review its use of AI annually to ensure it remains:

- Safe.
- Effective.
- Cost-effective.
- Compliant with legislation and best practice.

Recommended Resolution

"That Oakthorpe, Donisthorpe & Acresford Parish Council approves the use of Artificial Intelligence as an administrative support tool, subject to appropriate human oversight, data protection requirements, and verification of all AI-generated content prior to publication or use."

Version number	Purpose/change	Author	Date
0.1	Initial draft	KG	01/08/26