![Gedling Borough Council logo]

Report to Cabinet

Subject: Artificial Intelligence (AI) Policy

Date: Thursday 9 October 2025

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Wards Affected

(All Wards);

Purpose

To seek Cabinet approval for the implementation of an AI Policy for Gedling.

To seek cabinet approval that any future decisions on changes to the policy be delegated to the Assistant Director of Digital, Data and Technology in conjunction with the relevant portfolio holder.

Key Decision: No

Recommendation(s)

THAT:

1) **Cabinet approves the implementation of an AI Policy for Gedling Borough Council.**

2) **Cabinet delegates future decisions on changes to the policy to the Assistant Director of Digital, Data and Technology in conjunction with the relevant Portfolio holder.**

1   Background

1.1   Although AI has been available and in use for several years, over the last 2 – 3 years its prevalence has grown, and generative AI models are now increasingly being used within local government.

1.2   The Council has recently started to make use of generative AI and the software that Gedling uses is increasingly making use of wider AI tooling, with vendors embedding AI capabilities as part of their product roadmaps.

1.3   It is therefore appropriate to consider a specific AI Policy (Appendix 1), which supplements and complements existing policies through which AI must be considered including the Council's Data Protection Policy and its Equalities Policy.

1.4   The draft policy has been reviewed with input from the Assistant Director – Governance and Democracy, by colleagues in ICT and by Data Protection colleagues. All feedback given on it has been incorporated.

1.5   Analysis has also been undertaken of national AI guidance, as well as guidance from the LGA and other sources to ensure that the Council aligns with current best practice.

2   Proposal

2.1   The Council proposes to introduce a dedicated Artificial Intelligence (AI) Policy to ensure that the adoption and use of AI technologies across Gedling Borough Council are safe, ethical, transparent, and aligned with our organisational values and statutory obligations.

2.2   The rapid advancement and increasing prevalence of AI—particularly generative AI models—present both significant opportunities and new risks for local government. AI has the potential to improve service delivery, increase efficiency, and support better decision-making. However, without clear governance, there is a risk of unintended consequences, including data breaches, bias, discrimination, and reputational harm.

2.3   Introducing an AI Policy will:
- Provide a clear framework for the responsible use of AI within the Council.
- Ensure compliance with relevant legislation, including data protection and equalities requirements.
- Support staff in understanding when and which AI tools can be used

appropriately.
- Promote transparency and public trust in the Council's use of new technologies.
- Enable the Council to maximise the benefits of AI while minimising potential risks.

2.4 The policy has been developed in consultation with key stakeholders and is informed by national guidance and best practice. It is intended to be a living document, reviewed and updated as technology and regulatory requirements evolve.

2.5 Suggestions were made during consultation with key stakeholders that an AI FAQ would be useful once approved. FAQs will be created and used to explain the policy (and the wider use of AI) as part of roll out following final approval along with any training or workshops deemed applicable.

3 Recommendations

3.1 It is recommended that Cabinet approve the implementation of the AI policy.

3.2 It is recommended that Cabinet delegates future decisions on changes to the policy to the Assistant Director of Digital, Data and Technology in conjunction with the relevant Portfolio holder.

4 Alternative Options

4.1 The alternative option is to do nothing. While the majority of AI risks are already covered under the existing Data Protection Policy, the rise in the use of AI means that a separate Policy is prudent and aligned to good practice.

5 Financial Implications

5.1 Although the policy has no direct financial implications, there is a cost to using AI that will be considered as part of any requests for its enablement.

6 Legal Implications

6.1 The legal implications of misuse of AI are potentially significant and include the potential for:

- Personal data breaches (GDPR breaches)
- Intellectual property and Copyright infringement
- Bias and discrimination, failure to adhere to the Equalities Act.
- Weaponisation / creation of distrust.

The implementation of a specific AI Policy, consistently applied, will help Gedling to mitigate these risks.

7   Equalities Implications

7.1   Generative AI has a potential for bias and may unintentionally discriminate or reinforce social inequality. This can be mitigated by appropriate controls, included within the proposed policy.

8   Carbon Reduction/Environmental Sustainability Implications

8.1   There are no known carbon reduction or sustainability implications as a direct result of this paper, however the ongoing deployment of AI at a global scale requires additional computing power, and therefore increased energy use that is not always obvious. While Gedling alone cannot mitigate these risks, being cognisant of using AI only where there is wider benefit and carefully considering the supply chain as far as reasonably possible can help to offset some of this impact.

9   Appendices

9.1   Appendix 1 – Artificial Intelligence (AI) Policy v0.2

10   Background Papers

10.1

10.2

11   Reasons for Recommendations

11.1   To ensure that Gedling Borough Council makes safe, ethical, and effective use of AI technologies, maximising benefits while minimising potential risks.

Statutory Officer approval

Approved by:
Date:
On behalf of the Chief Financial Officer

Approved by:
Date:
On behalf of the Monitoring Officer