

# CLIFTON COMMUNITY COUNCIL

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## Clifton Community Council AI Policy

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### 1. Purpose

This policy establishes a framework to guide the ethical, transparent, and accountable use of Artificial Intelligence (AI) by Clifton Community Council in supporting its statutory duties and community services. It ensures AI is used to enhance operational efficiency without undermining public trust, legal obligations, or democratic values.

### 2. Scope and Applicability

This policy applies to all members, staff and external organisations providing services on behalf of Clifton Community Council who may utilise AI systems, tools, or outputs during the execution of Council business. This policy covers all AI systems and applications with examples such as ChatGPT, Co-pilot and narrow AI such as Alexa.

### 3. Definitions

- *Artificial Intelligence (AI)*: Any system or software application capable of performing tasks that typically require human intelligence—such as data analysis, decision support, natural language processing, automated communication and the production of text, design and images.

### 4. Core Principles

- **Human Oversight and Responsibility**: AI must operate under human supervision. No AI system may independently make decisions with legal or reputational impact on individuals or the community.
- **Transparency and Disclosure**: Council shall openly communicate when AI is or has been used in services, decision-making, or communications that affect the public, ie drafted with AI assistance.
- **Data Protection and Security**: All AI deployments must comply with UK GDPR, the Data Protection Act 2018, and Council's own privacy policies. At all times, NO personal data will be entered into the AI system
- **Fairness, Equity, and Accessibility**: AI must not discriminate on the basis of protected characteristics, and the Council will periodically assess outcomes to mitigate potential bias outputs to ensure accessibility across on and offline media.
- **Sustainability and Public Value**: Technology solutions must demonstrate value for money.

### 5. Permitted Use Cases

AI may be used for the following functions, subject to human review and approval:

- Drafting of routine public communications (e.g. newsletters, notices, social media posts).

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- Summarising minutes or public feedback for internal use.
- Drafting of consultation responses subject to human review & approval
- Administrative support (e.g. task reminders, scheduling assistance).
- Translation or simplification of Council content for accessibility.
- Non-binding policy research or evidence gathering – the source must be accurate, up to date and verifiable.
- All AI generated text must be in GB English.
- An AI system must be approved for usage by the council and included in the councils AI register as approved for usage by the council before the system can be used.

## 6. Prohibited or Restricted Activities AI

may **not** be used for:

- Making binding decisions.
- Surveillance or monitoring of individuals without statutory authority.
- Generating or disseminating communications without human verification.
- Engaging residents in dialogue that may be misleading or manipulative.
- Processing special category personal data without consent or legal basis.

## 7. Risk and Impact Assessment

Before adopting any new AI tools, the Council must:

- Conduct an *AI Impact Assessment* to evaluate risks to privacy, equity, safety, and legal compliance.
- Ensure vendors provide sufficient technical documentation for explainability and auditability.
- Verify that human intervention is possible at every stage of use.

## 8. Governance and Oversight

The Clerk shall act as **AI Compliance Lead**, responsible for:

- Maintaining an *AI Use Register*, documenting all tools in use, their purpose, and any associated risks.
- Ensuring regular audit and review of AI systems.
- Reporting annually to the Council on AI use and performance.

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- Referring unresolved issues of ethics or legality to council for determination on actions to address.

## 9. Training and Awareness

Staff and councillors who are required to use AI as part of their duties will receive training in:

- AI literacy and limitations
  - Data protection principles
  - Ethical and lawful use of automated systems
- Ongoing awareness materials will be provided as technology and policy evolve.

## 10. Community Engagement and Redress

The Council commits to:

- Informing the public when AI is used in any form of decision-making or communication.
- Providing accessible contact routes for residents to query or challenge any use of AI.
- Engaging in public consultation where new AI tools are introduced that may materially affect service delivery.
- Full Human Oversight and Responsibility
- No AI system may independently make decisions

## 11. Review Schedule

This policy will be formally reviewed **annually**, or earlier if legislation, regulation, or significant technological advancements necessitate revision. Revisions must be approved by Full Council before becoming active policy.

**Approved: November 2025**

**Review: Annually, for most recent review date visit the policies page of <https://cliftoncommunitycouncil.uk>**