

# **SWALLOWFIELD PARISH COUNCIL**



## **ARTIFICIAL INTELLIGENCE USE POLICY**

*Adopted at the  
Parish Council Meeting held on  
11<sup>th</sup> August 2026*

**Revisions**

| <b>Adopted</b> | <b>Significant Amendments</b>                                       |
|----------------|---------------------------------------------------------------------|
| August 2026    | First adopted<br>GovAssist and Gemini used to draft initial version |
| Next Review    | Annually or if guidance changes                                     |

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## **1 PURPOSE**

This policy outlines the acceptable, safe, and transparent use of Artificial Intelligence (AI) tools by council officers and elected members. It ensures compliance with data protection laws, maintains human accountability, and protects council integrity.

## **2 SCOPE AND DEFINITIONS**

**Applicability:** This policy applies to all Parish Council Employees, contractors and elected councillors.

**AI Tools:** Refers to generative AI software including text generators (e.g ChatGPT, Gemini, Copilot), image creators and automated transcription services.

## **3 PERMITTED AND PROHIBITED USE**

The council may use approved AI tools to assist with routine administrative tasks, drafting, summarising, and idea generation. AI must support, not replace, councillor or officer judgement.

AI may be used for:

- first drafts of emails, notices, reports and policies
- summarising public documents or meeting notes
- improving plain English and formatting
- generating ideas or options for consideration

### **3.1 Parish Clerk & Council Officers (Governance & Administration Focus)**

The Clerk's office may use AI to streamline day-to-day administration, project management, and public communication.

**Permitted**

- first drafts of emails, reports, policies, newsletters, web updates, social media.
- summarising public documents or meeting notes.
- improving plain English and formatting.
- generating ideas or options for consideration.

**Prohibited**

- Writing formal, legally binding council minutes.
- Drafting final decision without human review.
- Processing private resident complaints, HR matters, or staffing issues unless expressly authorised.
- give legal, financial, HR, planning, or VAT advice without appropriate checking.

### 3.2 Elected Councillors (Governance & Research Focus)

Councillors may use AI to support their research, community advocacy, and understanding of complex policies.

#### Permitted

- Brainstorming community event ideas, engagement strategies, or slogans.
- Structuring motions, research notes, or speeches for council meetings.
- Breaking down complex national planning policies into simple summaries.

#### Prohibited

- Make decisions on behalf of the council.
- Generating definitive legal advice on local planning disputes.
- Using AI to write official responses.
- Inputting private parish resident correspondence into AI tools.

## 4 HUMAN OVERSIGHT

All AI output must be checked by a responsible officer, and if appropriate a councillor before use, sending, or publication. The council remains fully responsible for accuracy, legality, fairness, and tone.

- AI tools are strictly advisory and operational aids.
- AI must never make final decisions on council matters.
- The Parish Clerk or relevant Councillor retains full legal and moral responsibility for all published outputs.
- All AI-generated text must be thoroughly reviewed, fact-checked, and edited by a human before distribution.

AI responses may include mistakes.

## 5 DATA PROTECTION AND CONFIDENTIALITY

Users must not enter personal data or confidential council information into AI tools unless the tool has been approved and a data protection assessment has been completed.

- Strict Prohibition: No personal data, identifiable resident information, or confidential council data may be entered into any public AI tool.
- Council staff must treat AI prompt boxes as public forums.
- Entering sensitive data into third-party AI platforms constitutes a breach of data security.

## **6 TRANSPARENCY AND RECORDS**

Where AI has materially assisted in preparing a document, the final human author must take responsibility for it. Users should keep an internal note of material AI use where appropriate.

- The council will be open about its use of AI tools to support efficiency.
- Major public-facing documents created significantly by AI must carry a brief note of disclosure.
- AI must never be used to misrepresent the opinions, voice, or identity of the council or its members.

The council will publish a Public Transparency Notice on the Parish Website.

## **7 INTELLECTUAL PROPERTY AND ACCURACY**

Users must be aware that AI tools can "hallucinate" false facts, laws, or statistics.

- Staff must manually verify all legal, financial, and planning references against official sources.
- Staff must ensure AI-generated images or media do not breach third-party copyrights.

## **8 APPROVED TOOLS**

Staff and councillors must only use AI tools approved by the council for council business. Approved AI tools, with examples of their use are:

- Copilot - for general office tasks, drafting, and spreadsheet formatting as it provides enhanced corporate data privacy.
- Gemini - for summarising long public government reports, consultation feedback, and external PDFs.
- ChatGPT - for non-confidential creative brainstorming, social media text drafting, and structural templates
- GovAssist – for sector-specific guidance