

BROMSGROVE DISTRICT COUNCIL

Audit Standards & Governance Committee 24 November 2025

Artificial Intelligence (AI) Policy, WhatsApp Policy and Cyber Meeting Notes

Relevant Portfolio Holders	Councillor Sue Baxter
Portfolio Holders Consulted	Yes
Relevant Assistant Director	Debra Goodall
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Wards Affected	None
Ward Councillor(s) consulted	No
Relevant Council Priority	Governance
Non-Key Decision	
If you have any questions about this report, please contact the report author in advance of the meeting.	

1. RECOMMENDATIONS

The Committee is asked to RESOLVE:

- 1) That the minutes of the previous Cyber Security Board meeting, attached at Appendix 1, be noted.

The Committee is asked to RECOMMEND to Cabinet Committee:

- 2) That Cabinet adopts the Artificial Intelligence (AI) Acceptable Use Policy (Appendix 2) as a formal policy document.
- 3) That Cabinet adopts the WhatsApp Policy (Appendix 3) as a formal policy document.

2. BACKGROUND

- 2.1 The Artificial Intelligence (AI) Acceptable Use Policy has been developed to ensure the ethical, transparent, and responsible use of AI technologies across Bromsgrove District Council. The policy outlines the principles, governance, and operational expectations for AI use, including transparency in automated decision-making, data protection, and human oversight. It also addresses the use of third-party tools and the importance of training and education for staff.
- 2.2 The WhatsApp policy has been developed to provide staff guidance in use of the social media application and sets out when it is, and is not, acceptable to use WhatsApp, and how to reduce the risks of using it.

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- 2.3 The minutes of the previous Corporate Cyber Security Group are included to provide some background to what this group has recently been working on.

3. OPERATIONAL ISSUES

- 3.1 The AI policy mandates that all AI tools used within the Council must be approved and listed in the Information Asset Register. Automated decision-making must comply with UK GDPR and include human oversight. Staff must not input confidential or personal data into public AI tools. Procurement processes must include clauses prohibiting unauthorized AI use. Training programs will be developed to ensure staff understand responsible AI use.
- 3.2 The WhatsApp Policy states WhatsApp is only permitted for the narrow band of uses as set out in the document, where it helps to meet a particular need to communicate. In general, WhatsApp should be considered a last resort for work purposes, to be used when there is no viable alternative across the systems the councils provide for work purposes. WhatsApp is a social media application, and is therefore also covered by our Social Media Policy.
- 3.3 ICT will keep a list of permitted AI tools to be used by the Authority and will ensure these are upgraded where possible (some will be based solely in the cloud and upgraded by the vendor).
- 3.4 WhatsApp will not be updated by ICT where it is used on peoples own devices and will require the staff member to keep their apps up to date.
- 3.5 The minutes of the Cyber Security Meeting held on 14 October 2025 are attached at Appendix 1.
- 3.6 The Council held a Cyber Security Exercise on Wednesday 8 October 2025 to test the continuity plans. This was coordinated by Applied Resilience and there feedback from the exercise will be included in the next update.

4. FINANCIAL IMPLICATIONS

- 4.1 There are no financial implications.

5. LEGAL IMPLICATIONS

- 5.1 The AI policy aligns with UK GDPR and ICO guidance, particularly in relation to automated decision-making and data protection.
- 5.2 The WhatsApp policy tries to mitigate the potential for data breaches that could involve the authority being fined by the Information Commissioners Office.

6. OTHER - IMPLICATIONS

Local Government Reorganisation

- 6.1 There are no implications regarding Local Government Reorganisation or Devolution for either policy.

Relevant Council Priority

- 6.2 Both policies may help the council to deliver on all its priorities.

Climate Change Implications

- 6.3 The use of AI has raised questions about the amount of water used to cool cloud-based servers, however, the use of AI is now embedded into many computer systems and the AI policy sets out to ensure its correct usage and therefore limit any unnecessary use where possible.
- 6.4 There are no climate change implications for the use of WhatsApp.

Equalities and Diversity Implications

- 6.5 The policies attached apply to all staff.

7. RISK MANAGEMENT

- 7.1 Risks include misuse of AI tools, data breaches, and reputational damage. Mitigations include policy enforcement, training, DPIAs, and oversight mechanisms. The policy provides a framework to manage these risks effectively.

8. APPENDICES and BACKGROUND PAPERS

- 1. Minutes of last Corporate Cyber Security Group
- 2. AI Policy

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3. WhatsApp Policy

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9. REPORT SIGN OFF

Department	Name and Job Title	Date
Portfolio Holder	Councillor Sue Baxter, Deputy Leader and Cabinet Member for Finance	13/11/25
Financial Services	Debra Goodall, Assistant Director Finance and Customer Services	01/08/2025
Legal Services	Nicola Cummings, Deputy Monitoring Officer	10/10/2025
Policy Team (if equalities implications apply)	N/A	
Climate Change Team (if climate change implications apply)	N/A	

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Appendix 1

RBC/BDC CORPORATE CYBER SECURITY GROUP
NOTES OF MEETING HELD ON 14th OCTOBER AT 10.00 AM

Present: Bob Watson (Chair), Guy Revans, Nicky Parry, Ian Masterton, Mike Dunphy, Anne-Marie Harley, Phil Weston

In attendance: Susan Tasker (notes)

Apologies: John Leach, Mark H, Mark C, Darren B, Ruth, Sarah C

1. Notes & Matters Arising from Previous Meeting on March 2025

Agreed as a true record. Action Log updated.

2. Cyber Exercise – 8th October

The Exercise was discussed and how much value / learning it provided.

Ian suggested that IT set up some war games so test different plans.
Sue said this probably needs to be in tandem with the phased / priorities discussed/on action plan.

Meeting considered key actions arising from the exercise to help start pulling together an action plan.

As part of piece of work to prioritise service, it would help to have clarity around response times ie lifeline 30 mins currently in BIA and what they would do.

Action: IT

Nicki mentioned insurance claims and implications of personal data and how it can be protected. Ian said there would be a lot of similar sensitive data given early help team, legal etc.

Action: IT/Info Mgmt

3. Reports to Audit & Governance

Reports will include AI Policy, Whatsapp Policy and notes of this meeting.

4. Technical

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Nothing by exception.

5. Educational

Noted lessons from Cyber exercise and action plan coming out from it.

6. Communications

Cyber Exercise will be mentioned in John's message in Oracle, Mark's Cyber briefing and other routes.

7. AOB

None.

8. Date of Next Meeting

9th December