



## **Keynsham Town Council Large Language Models (LLM) (also known as AI) Policy**

### 1. Purpose

This Policy sets out the principles and procedures for the safe, responsible, and ethical use of large language models (LLM) within Keynsham Town Council (the Council). It ensures that any use of LLM supports the Council's commitment to transparency, accountability, and service to the public.

### 2. Scope

This policy applies to:

- Council officers and Councillors using LLM tools for council business;
- contractors, consultants, and third parties providing LLM-driven services on behalf of the Council, and
- LLM systems used for communication, document generation, data analysis, or public engagement

### 3. Definition of LLM

For the purposes of this Policy, LLM includes but is not limited to:

- machine learning tools (e.g. predictive analytics)
- generative LLM (e.g. ChatGPT, Copilot, Claude)
- Natural Language Processing systems (e.g. virtual assistants, chatbots)
- automated decision-making tools

### 4. Guiding Principles

The use of LLM within the Council must be:

a) Transparent – LLM assisted content or communications must be clearly labelled or explained if relevant to public-facing work.

b) Ethical and inclusive - LLM must not be used in ways that discriminate, mislead, or reinforce bias. The Council will seek fair and inclusive outcomes in its use of technology.

c) Human-centered - LLM will assist, not replace, human judgement. Council officers remain responsible for reviewing and approving LLM-generated outputs.

d) Compliant with Data Protection Law - All LLM use must comply with the UK GDPR,

Data Protection Act 2018, and Freedom of Information Act. No personal data should be entered into publicly available LLM platforms without appropriate safeguards.

#### 5. Permitted use

Keynsham Town Council may use LLM for:

- drafting reports, minutes, and publicity materials (with human review);
- analysing trends in local feedback or surveys.
- supporting accessibility (e.g. speech-to-text tools, translation), and
- improving efficiency of internal processes.

#### 6. Prohibited uses

LLM must not be used for:

- making decisions that have legal or significant effects on individuals.
- any form of surveillance or facial recognition.
- generating or spreading misinformation, and
- entering sensitive or confidential data into unsecured or public LLM platforms.

#### 7. Oversight and training

The Town Clerk will oversee LLM-related use and compliance.

Council staff and Councillors will receive guidance/training as needed.

Any significant LLM implementation must be approved by the Council.

#### 8. Public transparency

The Council will maintain openness about its use of LLM and respond to public queries accordingly.

LLM-generated content that is published or shared with the public will be marked or acknowledged as appropriate.

#### 9. Monitoring and review

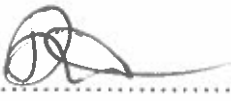
This policy will be reviewed annually or in response to changes in regulation or technology. Breaches of this policy may lead to restrictions on LLM use or disciplinary action, where applicable.

## **Amendment History**

<b>Paragraph</b>	<b>Detail</b>	<b>Committee or Town Council</b>	<b>Approval date</b>
Original Adopted		Town Council	19 <sup>th</sup> May 2026
Review of original		Finance & Policy Committee	April 2027
		Town Council	April 2027

Signed: .....  .....  
Chair of Council

Date: 210526 .....

Signed: .....  .....  
Town Clerk

Date: 21<sup>st</sup> May 2020 .....

