Request

I would be grateful if you could please provide the following information:

1. 1 A copy of the policy on the use of artificial intelligence / machine learning tools for decision-making by officers or elected members of the Authority, in PDF or Microsoft Word format.
2. 2 A copy of the policy on the use of artificial intelligence / machine learning tools, specifically relating to the conduct of public procurement by the Authority (where different from the policy in Point 1 above) in PDF or Microsoft Word format.
3. 3 A copy of any report(s) created as part of the Authority's governance process and procedures (in either PDF or Microsoft Word format) in the last five years recommending the adoption of any policy relating to the use of artificial intelligence or machine learning tools by the Authority.
4. 4 Procurement Policy Note 017 and 02/24 provide ways in which a public authority conducting a procurement can collect information on whether a bidder has used artificial intelligence or machine learning in the creation of their tender response. Where the Authority has requested bidders to declare the use of artificial intelligence in the generation of content for the bidder's tender response, please provide in excel spreadsheet format (in three separate columns):
   a) The number of public contracts advertised for competition by or on behalf of the Authority in each month for the period September 2024 to September 2025.
   b) The number of tender responses received in each month from September 2024 to September 2025 which have declared that artificial intelligence has been used in the creation of the tender response;
   c) the number of tender responses received in each month from September 2024 to September 2025 which have declared that artificial intelligence has not been used in the creation of the tender response.

Where the Authority has not requested bidders declare whether or not bidders have used artificial intelligence in the creation of their tender response for the period of September 2024 to September 2025, please confirm.

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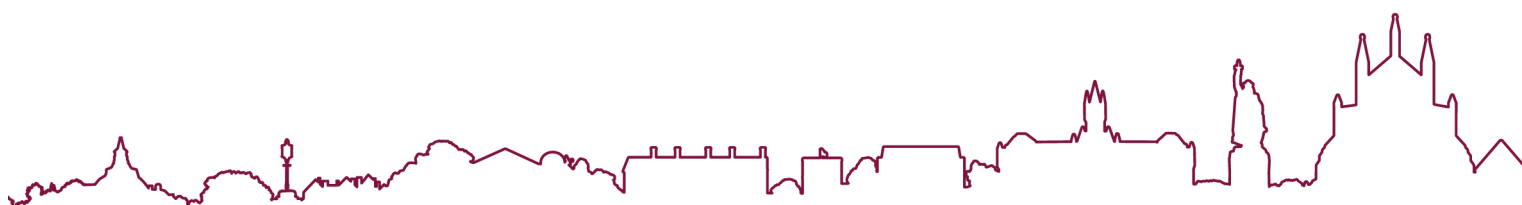
Response

1. Policy drafted and currently under internal review before publication

2. Policy drafted and currently under internal review before publication

3. No reports created.

4. The measures outlined in PPN 02/24 (March 2024) and its updated version, PPN 017 (February 2025), are optional for Local Authorities. However, we have incorporated the optional disclosure questions — such as those in Annex B of PPN 017 — into the council's updated Procurement Act 2023 (PA23) templates (open and flexible procedures) for procurements valued above threshold.

Since the Procurement Act came into force on 24 February 2025, we have issued one publicly advertised tender valued above threshold. As part of that process, bidders were asked to declare whether artificial intelligence had been used in the creation of their tender response.

Month and Year	The number of public contracts advertised for competition by or on behalf of the Authority in each month	The number of tender responses received in each month from September 2024 to September 2025 which have declared that artificial intelligence has been used in the creation of the tender response;	The number of tender responses received in each month from September 2024 to September 2025 which have declared that artificial intelligence has not been used in the creation of the tender response.
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