

AI Council Terms of Reference

1. Introduction

- 1.1. This framework document received Ministerial approval was approved by Ministers from the Secretaries of State for the Department for Business, Energy and Industrial Strategy (BEIS) and the Department for Digital, Culture, Media and Sport (DCMS).
- 1.2. This document must be reviewed and, if necessary, revised by no later than May 2022. It may be reviewed at any time prior to this. An earlier review may take place if there is a significant change in government policy, a change in the Chair of the AI Council, or with the agreement of the Council.

2. AI Council Role

- 2.1. The AI Council is a non-statutory expert committee of independent members set up to provide advice to government and high-level leadership of the AI ecosystem. Its purpose is to put the UK at the forefront of artificial intelligence and data revolution.
- 2.2. The AI Council will:
 - a. Provide an open dialogue and exchange of ideas between industry, academia and government, connecting and building on existing activities where they exist, and ensuring fresh action where it is needed;
 - b. Advise across government on priorities, opportunities and challenges for the responsible adoption of AI for the betterment of society;
 - c. Share research and development expertise;
 - d. Horizon-scan for new AI technologies, applications and their impact; and
 - e. Work on public perception and raising the profile of the AI and Data Grand Challenge.

3. Membership

- 3.1. Members will sit on the Council in a personal and voluntary capacity, not representing their organisation or any affiliation. A Chair will be appointed to oversee the work of the Council.

- 3.2. The AI Council Chair will join by invitation of the Secretaries of State for Business, Energy and Industrial Strategy and Digital, Culture, Media and Sport. Members will join by the invitation of the AI Council Chair and Secretaries of State.
- 3.3. Members are invited to sit on the Council for up to three years, which constitutes one term. Membership will be reviewed regularly by the Chair and Office for AI to ensure engagement, expertise and emerging areas of priority are covered by appropriate Council membership. There is a presumption members of the Council will not serve more than two terms.
- 3.4. Members are expected to attend the majority of Council meetings (minimum two a year) and cannot send deputies to attend in their place. It is anticipated that the time commitment will be circa 2 days a quarter, including a half day meeting quarterly.
- 3.5. All members of the AI Council are expected to follow public service values, for example:
 - a. Following the Seven Principles of Public Life (Annex A); and
 - b. Not misusing information gained in the course of their activity for personal gain or for political purpose, nor seeking the use of the AI Council to promote their private interests or those of connected persons, firms, businesses or other organisations.

4. Ways of working

- 4.1. The AI Council will be supported by a small Secretariat formed of civil servants from the Office for AI. The primary function of the Secretariat is to support the Council by arranging and minuting meetings, facilitating and coordinating papers and providing guidance to the Council.
- 4.2. The Council will agree a set of annual priorities with advice from the Office for AI.
- 4.3. The AI Council will meet quarterly, with the expectation that the Council will meet outside of London twice a year.
- 4.4. Working Groups will be formed depending on the priorities of the Council and the advice of the Office for AI. These will be led by members but may include participants from the wider AI community. Depending on the topic of the working group, members of relevant government departments will be engaged. In order to ensure government is well placed to respond to their findings, the Council and any Working Groups will maintain a dialogue with the Office for AI throughout any projects including likely findings, recommendations or advice.

- 4.5. The Office for AI will attend Council meetings to provide information to inform the Council members' discussion as well as provide the Secretariat function. Ministers from BEIS and DCMS will attend the AI Council at least once a year, and at the invitation of the Council Chair whenever there are relevant items. Other individuals, including policy officials, may be invited to attend on the agreement of the AI Council Chair.
- 4.6. The relevant government department(s) will provide responses to any recommendations made by the AI Council, at the following Council meeting. The Chair is expected to meet with the Secretaries of State annually to discuss the Council's work programme and progress.
- 4.7. A Ways of Working document has been written alongside this Framework which includes clarity on the Secretariat's role and working with Officials.

5. Transparency

- 5.1. The AI Council will operate with a presumption of openness and transparency. Where possible and practical, the AI Council will make public (through publication online) relevant papers. The contents of the papers should not be publicly disclosed by Council members until they have been formally released by the Secretariat.
- 5.2. A summary of AI Council meetings will be published. These will reflect discussions on a non-attributable basis, unless conflicts of interest need to be recorded.
- 5.3. If Council members wish to raise a concern, this can either be through the Chair or Secretariat of the Council. Concerns can be raised confidentially, though we encourage transparency in all ways of working.

6. Communications

- 6.1. The Chair of the AI Council should be the primary spokesperson for any contact with the media.
- 6.2. If a member of the AI Council is approached for an interview/media on behalf of the AI Council this should be referred to the Secretariat for advice where possible.
- 6.3. If a member is speaking or writing in a personal or professional capacity to the media and identified as a member of the AI Council, it should be made clear that the individual's view is not necessarily that of the AI Council and the AI Council does not represent Government policy.

Annex A: The Seven Principles of Public Life

Selflessness

Holders of public office should act solely in terms of the public interest.

Integrity

Holders of public office must avoid placing themselves under an obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

Objectivity

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

Openness

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for doing so.

Honesty

Holders of public office should be truthful.

Leadership

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.