



Information Governance Team

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Dear Sir/Madam

Freedom of Information Act 2000 (FOIA)

Request ID: FOI648228053

Thank you for your request for information relating to AI copilot.

You have requested the following information:

Q1. How many apps and pieces of software do you provide to your employees that contain or use an AI copilot (e.g. Microsoft Copilot or SAP Joule)?

***By copilot, we mean an assistant using AI to assist the user – for instance by answering questions, automating tasks, or analysing/generating text or images**

- We do not know the exact number
- 0
- 1-9
- 10-19
- 20-29
- 30-39
- 40-49
- 50 or more

In response to Question 1, we confirm do not hold this information and are informing you under Section 1(1) of the Act. We do not the know the exact number, however please be advised we have been piloting the Microsoft CoPilots.

Q2. How much money has your organisation spent on training employees (including time

spent on internal training sessions, external contractors and third party courses) how to use AI for work-related activities (between 01/09/2023 and 31/08/2024)?

Our employees have not completed any specific training however, we facilitated a limited pilot group for up to 10 hours alongside Microsoft. This was done as per our Enterprise agreement.

Q3. Do you have a usage policy in place on the use of AI in the workplace? (for instance – have you banned all use of AI, or are employees advised to only use AI for set purposes)

We do not have a specific policy regarding the use of AI in the workplace, but we have provided internal communications and signposted to guidance from the ICO and the Cabinet Office etc.

Q4. Has your organisation taken disciplinary action against employees for their use of technology – e.g. using it outside the bounds of the workplace usage policy?

If yes, did any of the activity relate to the use of AI?

We confirm that no disciplinary action has been taken against employees for their use of technology and AI to date.

Q5. Are your employees using any of the following AI copilots?

- **Microsoft Copilot** - yes, however we have not rolled this out to all of our employees as of yet
- **SAP Joule** - no
- **WalkMe** - no
- **Salesforce Einstein Copilot** - no
- **Github** - no
- **Tabnine** - no
- **Other**

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Please remember to quote the reference number above in your response.

Yours faithfully
Information Governance