

AI Working Group - Terms of Reference

Endorsed 02/05/24

Background:

Social Security Scotland needs to position itself in the Artificial Intelligence space to ensure we have a clear intent on adoption or not. How will establish governance and guard rail the organisation, manage risks and ensure opportunities can be realised. Initial outcomes would be to educate, inform, improve awareness and get the organisation to a ready state.

Chair: [REDACTED] - Lead Data Architect

Members:

[REDACTED] - Chief Data Officer

[REDACTED] - Head of Data Services

[REDACTED] - Head of Data (Programme)

[REDACTED] Head of Statistics

[REDACTED] - Data Protection Officer

[REDACTED] - Head of Business Owners

[REDACTED] - Solution Architect

[REDACTED] Enterprise Architect

[REDACTED] - Data Architect

[REDACTED] - Data Architect

[REDACTED] - Statistician

[REDACTED] - Chief Information and Security Officer

[REDACTED] - Enterprise Architect

[REDACTED] - Fraud and Error System Process Lead

[REDACTED] - Head of Counter Fraud

[REDACTED] - Head of Security Operations

[REDACTED] - Business Resilience Lead

██████████ -Elected branch rep of the PCS west and Central Scotland branch.

██████████ Procurement Portfolio Manager

██████████ - Head of Test

██████████ - Service Desk Analyst

██████████ - Senior Content Designer

Frequency:

Monthly

Task:

- To support and structure Social Security Scotland's approach for the application of Artificial Intelligence.
- Offer the organisation a group to interact with for AI knowledge.
- Guide next steps
- Education and awareness.

Responsibility:

Enable and de-risk AI adoption on the ground, without getting in the way, considering both opportunities and risks, and avoiding reinventing the wheel?

Ways of working:

E-Mail for communication formal communication

Teams for collaboration

Planner for Task Management

Confluence for collaboration/knowledge management: [Artificial Intelligence - Data - Confluence \(atlassian.net\)](#)

Conflicts of interest to be declared