

AI Readiness, Risk and Governance Audits

Service Definition

1. Service overview

AI Readiness, Risk and Governance Audits is an advisory service providing an objective assessment of an organisation's preparedness to adopt and use artificial intelligence. It supports public sector organisations that need clarity on risks, governance, data suitability and controls to enable safe, compliant and responsible use of AI technologies.

2. How the service works

The service is delivered as a structured, time-boxed audit based on an agreed scope and objectives.

Typical delivery activities include:

- Onboarding to confirm audit scope, objectives and stakeholders
- Review of current and planned AI use cases and intentions
- Assessment of organisational readiness for AI adoption
- Review of data availability, quality and suitability for AI use
- Identification and assessment of risks and potential impacts
- Review of governance, oversight and decision-making structures
- Assessment of legal, regulatory and policy considerations
- Review of security, privacy and information management controls
- Consideration of ethical, transparency and accountability factors
- Documentation of findings and prioritised recommendations

The buyer provides access to relevant documentation and stakeholders. Delivery is typically remote.



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3. Skills and experience

The service is delivered by practitioners with experience in digital governance, risk assessment and emerging technology adoption.

Roles typically involved include:

- Delivery or project manager
- AI Specialist
- Digital or technology consultant
- Risk or governance specialist
- Data or information management specialist

The team applies established audit and assessment approaches suitable for public sector contexts.

4. Relevant experience

The supplier has the ability to deliver readiness and governance assessments for public sector and regulated organisations.

Typical examples include:

- Reviews of organisational readiness for emerging technologies
- Risk and governance assessments to support compliant adoption
- Audits focused on data suitability and operational controls

Provides a clearer understanding of readiness gaps, risks and actions required before adoption.

5. Onboarding and offboarding

Onboarding

The service begins with mobilisation to confirm scope, timelines, stakeholders and information requirements. The buyer provides access to relevant policies, documentation and staff for interviews or workshops.

Offboarding

At completion, all audit findings, analysis outputs and recommendations are provided to the buyer in an agreed format. A close-out session is held to review findings and clarify next steps.

6. Service constraints

The service is advisory only and does not include AI system design, procurement or implementation. Findings depend on the quality and availability of documentation, data and stakeholder input provided by the buyer. Assessments reflect the organisational context at the time of review and may need updating as technologies, policies or regulations change.

7. Service management and support

Delivery is managed by a named delivery lead responsible for coordination, progress reporting and communication. Regular check-ins are used to validate findings and confirm direction. Issues and risks related to access or dependencies are escalated as required. Ongoing support after delivery is not included.

8. Technical and operational requirements (if applicable)

Buyer involvement may include providing access to internal documentation, policies, data inventories and relevant systems information. No specialist buyer-provided technical infrastructure is required beyond agreed access arrangements.



9. Hosting, data and security

The service does not include hosting or operation of systems. Buyer-provided information is used solely for delivery of the audit and handled in line with agreed confidentiality and security requirements. No long-term data storage is required.

10. Exit, data return and deletion

At the end of the service, all buyer-owned information and materials are returned as part of the agreed outputs. Any copies held for delivery purposes are deleted in line with agreed confidentiality arrangements. No ongoing access or transition support is provided beyond close-out activities.



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