

AI Strategy and Governance Advisory

Service Definition

1. Service overview

AI Strategy and Governance Advisory is an advisory service supporting public sector organisations to define their approach to the responsible use of artificial intelligence. The service helps buyers establish clear strategy, governance, decision-making and oversight arrangements to guide AI adoption and ongoing management.

2. How the service works

The service is delivered as a structured advisory engagement, tailored to the buyer's organisational context, objectives and maturity.

Typical activities include:

- Understanding organisational goals, constraints and current AI use
- Identifying and prioritising potential AI use cases
- Defining AI strategy principles and direction
- Designing governance, assurance and decision-making frameworks
- Assessing risks, impacts and ethical considerations
- Producing documented recommendations and guidance

Delivery is usually workshop-based and remote, with document review and stakeholder interviews. Buyers are responsible for providing access to relevant stakeholders, policies, data governance materials and strategic documentation.

3. Skills and experience

The service is delivered by consultants with experience in:

- AI strategy and digital transformation
- Governance, operating models and assurance

- Risk management, ethics and responsible technology use
- Data governance and information management
- Public sector policy and regulatory environments

Experience includes working with public sector organisations to define governance models, strategic roadmaps and controls for emerging technologies.

4. Relevant experience

The supplier has the capability to deliver advisory engagements for public sector organisations, including the ability to:

- Support the definition of AI and data strategies aligned to organisational objectives
- Design and advise on governance frameworks for digital and data driven services
- Identify and assess potential risks and impacts associated with emerging technologies
- Provide evidence-based insight to support senior decision makers

These capabilities are informed by experience working with central government departments, local authorities and public sector bodies, with a focus on enabling clearer decision making, reducing risk and strengthening oversight where required.

5. Onboarding and offboarding

Onboarding

- Initial mobilisation meeting
- Confirmation of scope, objectives and stakeholders
- Agreement of delivery approach and engagement plan
- Access to relevant documentation and systems



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Offboarding

- Delivery of final strategy and governance outputs
- Handover of documentation and findings
- Knowledge transfer sessions where required
- Confirmation of completion and next steps

6. Service constraints

The service is advisory only and does not include AI system design, development, procurement or implementation. Delivery is time-bound and dependent on timely access to stakeholders and organisational information. Recommendations reflect the regulatory, policy and organisational context at the time of delivery and may require review if circumstances change.

7. Service management and support

Delivery is managed through a named engagement lead responsible for coordination, communication and reporting. Progress updates are provided at agreed intervals. Issues or risks are raised promptly with the buyer and managed collaboratively. Ongoing operational support after completion is not included unless agreed separately.

8. Technical and operational requirements (if applicable)

Not applicable.

9. Hosting, data and security

The service does not include hosting or operation of systems. Any buyer data shared is used solely for the purpose of delivering the advisory service. Information is handled in line with agreed security and confidentiality requirements. No live production data processing is required.

10. Exit, data return and deletion

On completion, all buyer-owned materials and outputs are returned to the buyer. Any copies of buyer data held by the supplier are securely deleted in line with agreed



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retention periods. Transition support is limited to handover activities described in the offboarding process.



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