

Valcon G-Cloud Lot 3 Service Definition

AI Governance

[Set Up and Migration | Data auditing and organising, Data/Information structure design]

Version 1.0

1. About Us

Valcon is a leading European consultancy specialising in AI and data-driven business transformation, with a growing and established presence in the UK. A trusted partner to major organisations including multiple UK Government departments and public sector agencies. Valcon connects strategy and operations, helping organisations create value in their transformation programmes.

With over 1,750 consultants across Europe, Valcon brings deep expertise across data, AI, technology and consulting. In the UK, Valcon works with clients across financial services, public sector, retail, industrials and infrastructure. Valcon is backed by private equity firm Rivean Capital.

2. Service Description

Our AI Governance service operationalises Responsible AI applying the Data & AI Ethics Framework, Algorithmic Transparency Record Standard (ATRS), ISO/IEC 42001 governance, DPA 2018/UK GDPR/DUAA 2025 compliance, model risk management, assurance, and auditing. Establishing policy, risk, ethics, oversight and monitoring, built on AI-ready data, secure architecture, undeprived by continuous improvement.

Features

- Establish AI policies, roles, responsibilities, and decision rights.
- Implement desired risk management framework and standards e.g. ISO/IEC 42001.
- Define algorithmic transparency records for public accountability and scrutiny.
- Integrate model risk taxonomy, thresholds, and escalation workflows.
- Create Responsible AI ethical review and impact assessments.
- Operationalise data governance for AI-ready, compliant training datasets.
- Build monitoring, bias detection, and performance measurement dashboards.
- Implement AI assurance, audit trails, and compliance evidence repositories.
- Define vendor management and procurement guardrails for AI solutions.
- Train stakeholders on governance processes, risks, and accountability.

Benefits

- Strengthens public trust through transparent and accountable AI decision making.
- Enables Responsible AI solutions through clear, trusted data and governance.
- Optimises organisational performance by ensuring strong AI-ready data foundations.
- Reduces regulatory risk with structured compliance and documented evidence.
- Improves AI quality via systematic monitoring and continuous improvement.
- Mitigates bias with targeted controls and Responsible AI impact assessments.
- Accelerates adoption through clear roles, responsibilities, policies, and processes.
- Supports audit readiness with robust traceability and assurance artefacts.
- Protects citizens' rights under UK GDPR/DPA 2018 and DUAA 2025.
- Aligns with UK government standards and best practice frameworks.

3. Approach

Discovery, Assessment and Ambition

We begin with a discovery phase to understand your existing and desired future use of AI. This involves collating information from across programmes, projects, datasets, systems, contracts, and third party solutions. We gather evidence and requirements through a number of mediums including: stakeholder interviews, surveys, artefact reviews and working sessions. We assess current governance maturity against required regulatory obligations and preferred frameworks, standards and guidance, including: UK GDPR, Data Protection Act 2018, DUAA 2025, PECR, UK Data & AI Ethics Framework, UK Algorithmic Transparency Record Standard (ATRS), AI Playbook for Government, ICO guidance, ISO/IEC 42001:2023 AI management system (AIMS), ISO/IEC 23894:2023 (AI risk), NIST AI Risk Management Framework and identify gaps between the current and desired state to form a practical set of recommendations to close the gap.

Design and Define

Next, we design the new combined Data & AI governance framework, including: principles, policies, standards, and controls covering AI lifecycle stages e.g. problem framing, data acquisition, model development, validation, deployment, monitoring, retirement. We define clear roles and decision rights for senior responsible owners, model risk committees, ethics boards, and service teams, as necessary, adapting and aligning our approach with your existing governance and escalation routes to achieve the optimal blend of control and efficiency. We establish a model risk taxonomy, impact thresholds, and escalation paths aligned to government/organisation/departmental risk appetite. We create algorithmic transparency record aligned to ATRS, to ensure rationale and limitations can be accurately communicated to the public, ensuring accessibility and accountability.

Operationalise and Improve

We operationalise your AI governance through practical workflows underpinned by key artefacts: AI impact assessments, data protection impact assessments, explainability statements, fairness evaluations, monitoring plans, drift and performance metrics/dashboards, incident response playbooks, and audit trails. We embed data governance controls to ensure data is AI-ready so models are trained on compliant, reliable datasets. This comprises, for example, data that: has documented provenance; a clear lawful bases for intended processing; is the minimum set required for the purpose (data minimisation), conforms to acceptable data quality thresholds; has complete metadata; and is subject to appropriate protections. We embrace an agile delivery approach prioritising rollout by addressing high risk or high impact AI services first, for maximum value. We implement continuous improvement mechanisms, including periodic governance reviews, metrics, and updates based on regulatory changes or audit findings. We can also assist with defining and establishing procurement guardrails and vendor governance to manage third party AI risks.

Adoption and Handover

We assure adoption of new ways of working with our world class change management expertise and experience that employs targeted communications, training, role-based enablement, and tailored guidance materials. All supported by comprehensive knowledge transfer, supervision and hypercare to ensure maximum uptake and a seamless transition to business as usual (BAU).

Deliverables

Subject to budget and agreed scope, typical deliverables include:

- Initial findings & recommendations
- Full findings & recommendations incl. current state assessment and desired future state
- Prioritised implementation roadmap
- Backlog setup
- AI governance policies
- Governance structures, including Board, committee setup decision rights charter or equivalent
- Roles and responsibilities definition incl. RACI matrices
- Control library and standards
- Model risk taxonomy and procedures
- Transparency record templates

- Responsible AI assessment toolkits
- Monitoring and assurance dashboards incl. OKRs/KPIs
- Operating procedures
- Procurement and vendor governance requirements
- Structured multi-channel comms plan and content
- Training materials and guidance

4. Effort and Cost

Effort will be determined collaboratively between the Valcon and the client based on the skills mix and scope required.

Please refer to the Pricing Document for current rates.

- Rate card prices are exclusive of VAT.
- Expenses are recharged at cost and supported by receipts.
- Expenses may include reasonable travel, accommodation, and subsistence costs.
- The payment schedule will follow milestone completions as agreed in the Statement of Work.

5. Assumptions

The successful delivery of the engagement depends on assumptions and dependencies jointly agreed between the Valcon and the client. These may include (but are not limited to):

- Access to required stakeholders, systems, or information
- Timely decisions and approvals
- Availability of resources and infrastructure
- Defined governance and communication processes

All assumptions and dependencies will be recorded and validated as part of the Statement of Work (SoW).