TEMPLATE · REPLACE EVERY [BRACKET] · TWO PAGES, QUARTERLY

AI at [Company] — position & risk briefing

PREPARED BY	[name]	PERIOD	[Q_ 20__]	DATE	[YYYY-MM-DD]

THE ONE-LINE STATUS — WRITE THIS LAST, PUT IT FIRST

e.g. "AI use is inventoried and governed; one near-miss this quarter, closed; two decisions needed below." One sentence a director could repeat accurately at dinner.

1 · Where we use AI today

Keep to what a board needs: what, where, and whether it touches customers or personal data. No tool logos, no vendor enthusiasm.

USE	BUSINESS AREA	CUSTOMER-FACING?	PERSONAL DATA?
[e.g. Drafting & research — approved assistants]	[all]	☐ yes ☐ no	☐ yes ☐ no
[e.g. Meeting transcription]	[sales]	☐ yes ☐ no	☐ yes ☐ no
[e.g. Agent — invoice chasing, human-approved sends]	[finance]	☐ yes ☐ no	☐ yes ☐ no

2 · Risk position — top three, honestly stated

Three risks, each with: what it is, what we have done, what remains. Resist the urge to list ten; the board can hold three.

#	RISK	CONTROLS IN PLACE	RESIDUAL / GAP
1	[e.g. Staff data entry into AI tools]	[policy issued · business tiers · training off]	[relies on behaviour; near-miss reporting active]
2	[e.g. Deepfake payment fraud]	[callback procedure · tabletop run MM-YYYY]	[procedure untested under real pressure]
3	[e.g. Agent/connector permissions]	[go-live checklist · quarterly review]	[one legacy connector pending re-scope]

3 · Incidents and near-misses this period

Near-misses are a sign the reporting culture works — present them that way. "Nothing to report" from a firm with no reporting mechanism is not good news; say which one you are.

DATE	WHAT HAPPENED	IMPACT	ACTION TAKEN
[date]	[two lines, plain language]	[none / contained / notified]	[what changed as a result]

4 · Money

ITEM	THIS PERIOD	NOTE
AI tooling spend (licences, business tiers)	[£]	[vs budget]
Time saved / value delivered (best honest estimate)	[hrs or £]	[method of estimate — say if rough]
Incident / remediation cost	[£]	[zero is a fine answer]

5 · Regulatory & contractual

- [UK GDPR position — where AI touches personal data, and the basis on which it does]
- [Customer/supplier AI clauses — questionnaires received, commitments made]
- [EU AI Act exposure, if selling into the EU — usually "transparency duties only; tracked"]

6 · Decisions needed from this meeting

The section the meeting exists for. Each decision: the ask, the cost, the risk of saying no. If there are no decisions, say so and take the ten minutes back.

#	DECISION SOUGHT	COST	RISK IF DEFERRED
1	[e.g. approve budget for business tiers, £X/yr]	[£]	[shadow use continues on consumer terms]
2	[e.g. approve first agent go-live under checklist]	[£0]	[manual process continues; no control precedent set]

WRITING GUIDANCE — DELETE BEFORE CIRCULATING

- Two pages. If it doesn't fit, it isn't summarised yet.
- Numbers and dates over adjectives. "Contained in 40 minutes" beats "swift response".
- State uncertainty plainly: "we don't know yet — answer by [date]" builds more trust than false precision.
- Repeat the format every quarter. Boards learn to read a stable shape fast.

 Companion: the 90-day roadmap (01) and self-assessment (06) supply this briefing's first two quarters of content.