



## Problem statement

Can AI absorb policy information from long-form policy documents and draft summarising products?

## Potential data sources

- [Policy papers and consultations](#)
- [Guidance and regulation](#)
- [News and communications](#)



## Case study: write rounds

*“The Cabinet system of government is based on the principle of collective responsibility. All government ministers are bound by the collective decisions of Cabinet, and carry joint responsibility for all the Government’s policies and decisions.”*

*- The Cabinet Manual*

Write rounds are how many Government decisions are taken. We are looking for an innovative way to pull this key decision making information out of policy documents.

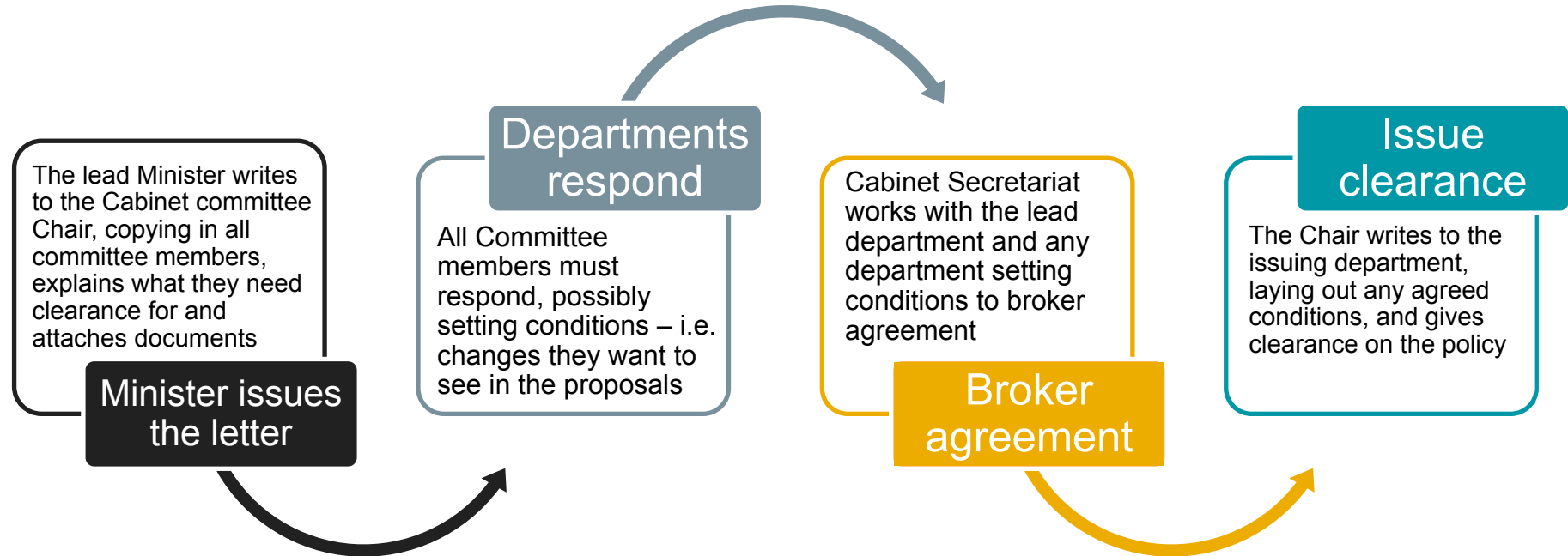
When Departments are considering new policy, their Minister writes to their colleagues to seek agreement. This is important to make sure that decisions 1) are fully considered by all relevant teams and 2) political agreement is obtained.

That letter has to summarise the issues, providing:

- **Clarity** – Ministers must have clarity on what they are being asked to decide
- **Sufficient information** – Ministers must receive high quality papers and documents to support that decision making



# Write round process





# Can AI write a 'write round' letter?

**Title:** The purpose or impact of the policy so that the clearance request is easily identified.

**Summary:** A clear statement of what Ministers are being asked to agree, what action is proposed and why, any controversial aspects, and when responses are needed by and why.

**Background:** A high-level explanation of the major changes the policy will result in – easy for ministers to understand in one reading. Highlight everything that ministers are most likely to care about including: controversy, impact on wider government policies, costs, links to previous work, links to manifesto and any changes which go against consultation responses.

Detail can be included in annexes

FOR TRAINING PURPOSES ONLY - NOT GOVERNMENT POLICY

The Rt Hon Rishi Sunak MP  
Chancellor of the Exchequer  
HM Treasury  
1 Horse Guards Road  
London SW1A 2HQ

16 November 2020

Dear Chancellor of the Exchequer,

## CLEARANCE REQUIRED TO PROHIBIT THE USE OF ELECTRIC KETTLES IN DOMESTIC PROPERTIES

I am writing to request clearance from the Domestic and Economy Implementation Committee and the Secretary of State for Foreign, Commonwealth and Domestic Affairs to prohibit the use of electric kettles in Great Britain and promote carbon neutral alternatives. **Clearance is required to publish a consultation response and to lay a statutory instrument to bring in these changes.** Electric kettle use represents a significant proportion of UK household energy consumption, reduction of which represents a key part of the Government's strategy towards our legal obligation to achieve net zero carbon emissions by 2050. Our proposals will prohibit the sale of electric kettles for domestic use under the Energy Act 2016 from 1 January 2021. We will also introduce an electric kettle buy back scheme and announce a £400 million innovation fund for the international development of low-carbon alternatives. Responses are requested by **Monday 23 November 2020** to allow an SI to be laid no later than Thursday 26 November.

### Background

Electric kettles represent 20% of UK domestic energy consumption and research undertaken by my department indicates that their use for preparing hot beverages adds an average of £900 per year to domestic consumer energy bills. They are also associated with around



# Can AI summarise the write round?

The Cabinet Secretariat also summarises all write rounds for No.10 and pulls out all key decision making information.

This should include:

- What ministers are being asked to clear
- Timings
- Any relevant background
- Any other intel received from talking to the department e.g. which departments may impose conditions.

## Example of Number 10 Summary

All,

The Rt Hon James Brokenshire, Minister of State for Security, has written to the Domestic and Economic Implementation Committee and the National Security Council seeking clearance to lay a the SI 'The Port Examination Codes of Practice and National Security Determinations Guidance Regulations 2020' - to give effect to provisions in the Counter-Terrorism and Border Security Act 2019 yet to be commenced.

**Timing:** Routine - Wednesday 3 June 2020

### **Detail:**

- The statutory instrument will, subject to Parliament's approval, bring into operation revised Codes of Practice for the counter-terrorism port examination powers under Schedule 7 to the Terrorism Act 2000 and for the new hostile state activity port examination powers under Schedule 3 to the 2019 Act; and revised guidance under the Protection of Freedoms Act 2012 relating to biometric retention provisions amended by the 2019 Act.
- The draft codes have been subject to public consultation and revisions to the biometric guidance have also been reviewed by the Biometrics Commissioner and Lord Advocate. However, some clarifications have been made, and additional safeguards included, which therefore require full collective agreement.
- The port and border powers to which these codes relate allow a police officer to stop, question, search and detain a person at a UK port or the Northern Ireland border area to determine whether they are or have been involved in terrorism (Schedule 7) or hostile state activity (Schedule 3).
- According to the Home Office, while the primary legislation for these powers has already been passed, the laying of this SI may provoke further Parliamentary discussion around: the definition of hostile state activity, protections for journalists, the exercise of new property retention powers, and the application of the powers to the Northern Ireland border area.
- A full handling plan has been agreed to facilitate passage of this SI, including ministerial engagements with key Parliamentarians, and official-led briefings with other interested parties and groups representing the media.
- All departments are expected to be content, only DCMS may raise conditions. Home Office are engaging with DCMS at official level now.