

# Board AI Oversight Pack + Agenda Template

A ready-to-use quarterly structure for board AI oversight. Free resource from AI Act Ready - [aiactready.co.uk/board-ai-governance/agenda-template/](https://aiactready.co.uk/board-ai-governance/agenda-template/)

## Quarterly board agenda template

- 1. AI strategy update and material changes since last quarter.
- 2. Risk appetite review - any changes needed?
- 3. Top AI risks (from the risk register) and mitigation status.
- 4. Compliance status against the EU AI Act and other applicable frameworks.
- 5. Incidents since last meeting and lessons learned.
- 6. Resource or budget decisions needed.

## Reporting dashboard structure

- AI inventory coverage (% of known AI systems classified)
- Risk register: number of high/medium/low risks and trend
- Control adherence (% of required controls in place)
- Incidents logged and resolved this quarter
- AI literacy training completion rate
- Upcoming regulatory milestones

## Questions directors should ask

- Where is AI used across the business?
- What could go wrong, and how would we know?
- Who is accountable for each AI system?
- Are we compliant with the EU AI Act and other relevant rules?
- What evidence do we have to prove it?

## When to convene an out-of-cycle session

A material AI-related incident occurs, a significant regulatory change is announced (e.g. Digital Omnibus developments), or a high-risk classification is confirmed for a new system.