



Stocktake — 23 standard letters, 7 to rework

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Cross-checked against the register of resolutions · fictitious document

Fictional document — demonstration example

This document is produced by the Blue Lemon Agent website to illustrate what an AI agent hands to its users. The companies, matters, amounts and people in it are invented. It has no legal, accounting or commercial value.

Fictitious document, produced for the demonstration. **The agent has written the 7 updated versions**, each aligned on the resolution in force, **with the replaced line and the line replacing it side by side**. **The CCAS rereads, corrects with a word and settles the version — and it is that signature which makes the letter enforceable against a resident who challenges it.**

What the 23 standard letters produce each year

Family of letters	Annual volume	Templates concerned
Award notification	268	1 template — the one quoting the replaced scale
Request for missing documents	197	1 template

Family of letters	Annual volume	Templates concerned
Reasoned refusal	47	1 template — the most closely read, because a resident rereads it before challenging
Invitations, referrals, acknowledgements and other letters	100	20 templates
Total	612 letters a year	23 templates

Three templates out of twenty-three produce 512 of the 612 items sent — more than eight letters in ten. **Reworking those three first means dealing with the bulk of the output in twenty minutes of validation**, and the other twenty can wait until the autumn without changing anything to the team's workload.

The 7 letters predating the resolution that amends them

Standard letter	What no longer matches	Governing resolution	Items sent per year
Award notification	Quotes the former disposable income threshold	Resolution revising the means scale	268
Reasoned refusal	Relies on a replaced scale	Resolution revising the means scale	47
Heating assistance letter	Revised income ceiling	Resolution revising the means scale	38
Address registration certificate	Amended period of validity	Resolution on address registration	31

Standard letter	What no longer matches	Governing resolution	Items sent per year
Meals-on-wheels letter	Revised daily contribution	Resolution on charges	26
Committee invitation	Address of a room that has changed	Notice published by the service	22
Overpayment recovery letter	Revised instalment terms	Resolution on the assistance rules	9
Total	—	—	441 letters a year issued from an out-of-date template

These 7 gaps existed before the agent. They only show up when the template and the register of resolutions are put side by side — **and nobody had the time to do it, because this work only shows when it has not been done.**

The routine that stops it happening again

When	What the agent does	What is for the CCAS
The day after every board meeting	It flags any standard letter that an evening resolution amends, and writes the updated version	The read-through and settling the version
On request	It costs what the updated version would have changed over the past year, letter by letter	Go-live, signed — it takes a word

For the CCAS to settle

Order of rework for the 7 standard letters, approved by the head of service: _____

Scope of this document: the service operated by Blue Lemon Agent. For an agent deployed at your premises, the applicable location is that of the architecture set out in the quotation and verified before commissioning; local execution is announced only for the configuration explicitly described and accepted in the quotation; the applicable isolation depends on the deployment mode set out in the quotation, no dedicated isolation being presumed; the encryption mechanisms in transit and at rest, their components and key management are those documented for the architecture chosen; roles and permissions are configured and accepted for the identities and systems actually connected; the events logged, their content, their retention period and who may access them are defined for the deployment chosen.