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Ref No: FOI 25_237

22/12/2025

Dear [REDACTED],

Thank you for your email of 31 October 2025 containing your request for information. The Government Legal Department ("GLD") have considered your request under the Freedom of Information Act 2000 ("the Act", "FOIA")

Request

Could I get a copy of the document:

"Roles and Responsibilities in Conducting Litigation".

Response

Pursuant to Section 1(1)(a), GLD confirms that it holds the information you have requested. Please see appendix 1.

Your Rights

If you are dissatisfied with the handling of your request, you have the right to ask GLD for an internal review. Internal review requests should be submitted to GLD within two months of the date of receipt of the response to your original correspondence. Please use the contact details provided at the top of this letter in order to request an internal review relating to your original request.

Please remember to quote the reference number above in any future communications.

If you are not content with the outcome of the internal review, you have the right to apply directly to the Information Commissioner for a decision. The Information Commissioner can be contacted at:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow

Cheshire
SK9 5AF
www.ICO.org.uk

Yours sincerely,

Freedom of Information Team
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Roles and responsibilities in conducting litigation

Roles and responsibilities in conducting litigation

This page provides general advice applicable to everyone involved in conducting litigation, as well as specific guidance for advisory lawyers and litigators.

Everyone

- Respect each others' professional expertise.
- Together devise and agree the litigation strategy and tactics that are appropriate to the nature of the case(s), e.g. complexity, political sensitivity, value.
- In light of that, have an express understanding of respective roles. Ensure that tasks are carried out by the most appropriate person, taking into account role, skills and workloads, avoiding duplication.
- Speak to the client with one voice, resolving any differences between lawyers.
- Use the GLD risk guidance consistently from initial advice and throughout the litigation.
- On complex or demanding cases, consider creating a virtual team of advisers and litigators, including co location where appropriate.
- Agree who is best placed to draft ministerial, parliamentary and media briefings relating to the litigation.

Advisory lawyers

- Introduce litigation colleagues to the clients and help them build their relationship so that they can progress the litigation without the advisory lawyer acting as a post box, avoiding duplication and delay.
- Invite the litigator to meetings with clients and/or ministers when the case is being discussed.
- Lead on ensuring that the policy context and ministerial objectives are properly considered throughout the litigation, and that the wider effect of the litigation on departmental operations or policy is understood.
- Input knowledge of the background and purpose of the decision, policy or legislation at issue.
- Share any relevant previous advice on the issue.
- Lead on supporting the litigation team to understand any specialist legislation or EU points raised by the litigation.

- Lead on identifying and addressing contingent risks arising from adverse rulings.

Litigators

- Lead on options for litigation strategy and tactics.
- Advise on merits and explain the litigation risks of alternative courses of action.
- Identify relevant case law and other relevant current litigation, advising on potential impact.
- Advise on procedure and timetables.
- Lead on the preparation of witness evidence.
- Advise on disclosure and ensure obligations under CPR 31 or the duty of candour are met.
- Instruct counsel and chair conferences with counsel.
- Draft all communications with the court and claimant.
- Co-ordinate the input of multiple client departments.
- Advise on costs and prepare cost budgets.
- Advise on appeals and consequential orders.

Litigation support staff job roles

- [Administrator – Casework Support \(without line management role\).](#)
- [Administrator – Casework Support \(with line management role\).](#)
- [Paralegal Case Officer – \(without line management role\).](#)
- [Paralegal Case Officer – \(with line management role\).](#)
- [Administrator – Team Secretary.](#)