



# Government Legal Department

G Davies  
By e-mail

Finance and Operations T +44 (0)20 7210 3000  
One Kemble Street F +44 (0)20 7210 3001  
London  
WC2B 4TS

DX 123242 Kingsway 6 [www.gov.uk/gld](http://www.gov.uk/gld)

26 June 2017

Your ref:  
Our ref:  
RM 43/17

Dear Mr Davies

## Your Freedom of Information Act request

On 27 May 2017 you wrote to the Government Legal Department (GLD) requesting the following information.

### Our response is in bold typeface

Please provide a copy of the following;

1. *the guidance for using external solicitors who are not on the Treasury Solicitor/Government Legal Department [GLD] framework or panel. **The guidance is attached as Annex A to this response***
2. *the template or form or other means for recording the use of a non-panel solicitor [going off panel] and recording the justification in going off panel including proof/evidence of best value. **This is contained in the guidance which is in Annex A of this response***
3. *the template or form or document with guidance or use as a method or means of excluding any favouritism or impropriety when selecting and/or using a non-panel solicitor. **GLD does not hold this information in a centrally recorded form. You may wish to refer to the annex above for assistance***
4. *the document of authorisation required to ensure or record compliance with the statutory guidance and/or European Directive for ensuring best value for the taxpayer when using non-panel solicitors/lawyers **GLD does not hold this information in a centrally recorded form***
5. *A copy of the Treasury Solicitors lawyer/solicitor panel for or covering the period 01.01.2015 to 31.12.2016 for civil/county court proceedings. **This is attached as Annex B to this response***
6. *A copy of the Treasury Solicitors lawyer/solicitor panel for or covering the period 01.01.2011 to 31.03.2014 for civil/county court proceedings. **This is attached as Annex B to this response***

If you are unhappy with the level of service you have received in relation to your request you may ask for an internal review within two months of the receipt of this response. If you wish to do this you should contact me at the above address. It will help ensure that your complaint is properly considered if when requesting an internal review you also set out the reasons why you are unhappy with the service you have received.

If you are not content with the outcome of an 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

If you have any queries about this letter, please contact me. Please remember to quote the reference number in any future communications.

Yours sincerely

**Paul Woods**  
**DRO, FOI/DPA Co-ordinator, Head of Library Services**  
**Operations, Government Legal Department**

**One Kemble Street, London WC2B 4TS**  
**Telephone: +44 (0)20 7210 3045**  
**[paul.woods@governmentlegal.gov.uk](mailto:paul.woods@governmentlegal.gov.uk)**