

FOR CHAMBERS, CLERKS, AND BARRISTERS

# COUNSEL INFORMATION

**Litigation Support & Front-Loaded Case Preparation for Direct Access Counsel**

Generic Estate Management Service



Management & Litigation Consultants

ADVOCACY

Public Access Barristers  
INTERMEDIARY SERVICE



INTEGRATING MANAGEMENT EXCELLENCE & LEGAL ACUMEN TO BRING SOCIAL VALUE TO PUBLIC SERVICE

5 GEMS Ltd is a specialist Litigation Support and Legal Management Consultancy providing structured case preparation, evidence analysis, and Front-Loaded Pre-Action Strategy (FLPAS) support for Direct Access Barristers and Chambers.

We are not a law firm. We operate exclusively within non-reserved legal activities under the Legal Services Act 2007, providing high-quality case organisation, pre-action drafting, regulatory assessment, and procedural structuring. As a multidisciplinary management and legal consultancy with a strong social mission, we do not bill by the hour. Instead, we use a project-based fee structure for each assignment or for each phase of multi-track projects.

Our core mission is to ensure that every matter delivered to counsel is:

- fully prepared,
- accurately evidenced,
- procedurally compliant,
- narratively clear, and
- ready for efficient instruction and representation.

Our work improves access to justice while reducing Counsel's preparatory burden and ensuring clients avoid unnecessary solicitor costs.

## How We Add Value to Counsel

- High-confidence briefing packs that reduce Counsel preparation time
- Robust factual and legal foundations for complex cases
- Clear division of labour that preserves regulatory compliance
- Professional management expertise alongside legal reasoning
- Transparent communication and respectful collaboration
- Proven track record across public law, housing, and commercial property

## Why To Choose 5 GEMS

- High-confidence briefing packs that reduce Counsel preparation time
- Robust factual and legal foundations for complex cases
- Clear division of labour that preserves regulatory compliance
- Professional management expertise alongside legal reasoning
- Transparent communication and respectful collaboration
- Proven track record across public law, housing, and commercial property
- Socially responsible practice supporting vulnerable clients

## Compliance & Professional Governance

We operate under a strict Legal Services Act 2007 compliance framework, including:

- **Client-signed correspondence**
- **No reserved activities**
- **Clear Client Care Letters**
- **Documented authority and audit trail**
- **Full confidentiality and data governance**

This ensures Counsel, clients, and the consultancy remain protected at every stage.

## How We Add Value to Counsel

We bridge the gap between client-side confusion and barrister-ready case clarity, transforming raw, disorganised disputes into structured, coherent, investigation-ready bundles. We work alongside barristers, not behind them, providing pre-action and case-management expertise that improves outcomes and efficiency. Our support provides Counsel with:

### 1. Fully Structured Case Foundations

- Chronology mapping
- Evidence indexing and gap analysis
- Contractual/policy/statutory cross-referencing
- Identification of decision-making errors in public law and housing

### 2. High-Quality Pre-Action Drafting (Client-Signed or Under Express Authority)

- PAP-compliant letters before claim
- Regulatory challenge letters
- Procedural correction requests
- Negotiation correspondence

Letters and document are drafted for client signature where appropriate or issued under expressed written authority, maintaining full LSA 2007 compliance.

### 3. Counsel Briefing Packs

Every matter sent to Counsel can include:

- Case summary and background
- Factual matrix and chronology
- Legal Position Paper
- Evidence bundle with index
- Issue lists and draft grounds
- Settlement/negotiation history
- Client objectives and instructions

These packs reduce preparation time significantly.

### 4. Litigation Preparation Support

While not conducting litigation, we assist clients with:

- Organising documents for pleadings
- Preparing witness statements (client-signed)
- Clarifying procedural steps
- Ensuring Counsel's directions are executed correctly

### 5. A Managerial Approach to Dispute Resolution

Drawing on senior management, housing, and public law experience, we utilise:

- root-cause analysis
- negotiation frameworks
- proportionate resolution planning
- public-sector procedural modelling
- compliance assessment

**This leads to more efficient case strategy and earlier settlement where possible.**

# Our FLPAS Model (Core Collaboration Framework)

**FLPAS — Front-Loaded Pre-Action Strategy** — is our specialist method for delivering pre-litigation clarity and robust case preparation. It is built on our 5 key principles:

## **I. Front-loading the Factual Record**

Comprehensive gathering, indexing, and analysis of evidence from the outset.

## **II. Structured Pre-Action Communication**

Disciplined, legally reasoned letters grounded in statute, policy, and case law.

## **III. Managerial Dispute-Resolution Techniques**

Investigation, negotiation, option-building, and proportional ADR.

## **IV. Direct Access Counsel Integration**

Instruction only when necessary — and only after the case is methodically prepared.

## **V. Strict Legal Services Act 2007 Compliance**

Transparent, ethical practice that avoids any reserved legal activity.

### **Why FLPAS benefits Counsel:**

- reduces unnecessary litigation
- ensures Counsel receives a clean, coherent brief
- improves the quality of instructions
- strengthens grounds for judicial review or defence
- avoids duplicative or inefficient solicitor work
- provides continuity if Counsel takes over for hearings

## **Areas of Support for Counsel**

### **Housing & Public Law**

- Homelessness & suitability reviews
- Allocation disputes
- Enforcement & compliance challenges
- Public-sector procedural errors
- Regeneration & housing-policy cases

### **Residential & Commercial Property**

- Contractual misinterpretation
- Service-charge & Section 20 matters
- Rent reviews & lease disputes
- Tenancy management & ASB
- Mixed-use property cases

### **Regulatory & Enforcement**

- Licensing
- Environmental health
- Civil penalties
- Governance failures

### **ADR & Early Settlement**

- Mediation preparation
- Evidence structuring
- Neutral/written negotiation correspondence

**CONTACT US**

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