

REMEMBER THE TWO GROUND RULES

1 THINK FIRST, AI AFTER

Your thinking and judgement are the work, Copilot provides support.

2 YOU OWN THE OUTPUT

If you can't stand behind it, you shouldn't use it.

YOU MAY BE RELYING ON COPILOT TOO HEAVILY IF:

- ☐ You cannot explain how a conclusion was reached.
- ☐ You have not reviewed the underlying evidence.
- ☐ You would struggle to defend the advice without reopening Copilot.
- ☐ You no longer know which ideas originated from you or Copilot.
- ☐ You accept outputs because they sound plausible rather than because they are supported by evidence.

This guide tends to refer to Copilot because many public sector teams will be using M365 Copilot. The guidance also applies to other generative AI tools such as Claude, ChatGPT and Gemini. Capabilities vary by tool, licence and agency settings.

QUICK REFERENCE: COPILOT THROUGH ADVISORY WORK

Where Copilot may contribute during recurring moments in advisory work, and where your focus matters.

ADVISORY STAGE	WHERE COPILOT MAY CONTRIBUTE	WHERE YOUR FOCUS MATTERS
Defining the problem and scope	Challenge an emerging framing and surface alternatives	Decide what the advice is about and who it's trying to help
Making sense of evidence	Synthesise, compare and identify possible patterns	Check sources, preserve nuance and decide what the evidence means
Exploring possible responses	Broaden options, expose assumptions and stress-test consequences	Set criteria, weigh trade-offs and form the recommendation
Developing the advice	Draft, restructure and improve clarity from a useful starting point	Protect the logic, emphasis, qualifications and voice
Testing its quality	Check against written standards and surface gaps	Decide what to accept, reject or rework and retain peer review
Learning from what happens	Synthesise feedback, track issues and identify recurring themes	Interpret significance, account for context and decide what changes