

## **Background**

A Freedom of Information Request has been received by the Town Council. The Council are advised that they will need to seek professional legal advice over the information requested and have been directed by Staffordshire Parish Councils Association to Breakthrough Communications.

Breakthrough Communications offer two packages of support:

### **Option 1: one-off package of GDPR SAR and FOI support**

For our in-house team to review the current FOI request and consider information related to it, carry out a series of calls with you via Zoom, then work with you to help you comply with this current matter, would cost £2200 plus VAT in this instance, given the amount of work involved and the fact we would need to include legal advice from our FOI barrister. This price is also based on initial calls, our team working through the case with you as it currently stands, advice from counsel, as well as providing up to 8 additional hours of wrap-around support, which is roughly what we'd need to allow for, time-wise, given the nature of the case and any follow-ups the requester or others may make subsequently. I should also say that this also includes a 25% discount against our normal charge for the time involved, which we can offer you as a member of Staffordshire Parish Council Association.

### **Option 2: subscription to our Council Hive service**

The second option is for the council to subscribe to our Council Hive service, which is our Communications & Compliance service for parish and town councils. The Council Hive Premium subscription (details attached) includes unlimited professional 1-2-1 advice now - and in the future - on all matters related to council communications, community engagement as well as GDPR and FOI compliance, as well as access to on-demand GDPR, FOI and communications-focused training content and briefings for your officers. Your council would also get access to communications and compliance resource packs, templates and other materials on-demand. This usually costs £1793 per year, but again we can provide this to you at a discounted rate of £1344+VAT per annum, again on the basis of your council being a member of SPCA. This would also include the legal advice described above.

### **For Consideration**

Cllrs are asked to consider authorisation of the spend on either Option 1 or Option 2.