

Environmental Information Regulations – Response - 27775

My interest is in facilities that have been established at Endeavour House to enable filmed statements, press briefings, recorded messages or similar media activity. I understand that one or more rooms have been equipped or arranged for that purpose, and my request concerns any such room, including but not limited to the Elizabeth Garrett room. I am not assuming that any room has been permanently converted; my request extends equally to an arrangement under which a room can be set up for media use as and when required, however that arrangement may be described internally. Unless otherwise indicated, I am concerned with the period from 7 May 2026 to the date of this letter, though any item obtained before that date which forms part of the facility falls within my request.

By way of illustration only, and without limiting the scope of my request, the equipment and fittings I have in mind would include a podium or lectern; lighting; audio-visual, sound or recording equipment; cameras or camera mounts; microphones; any backdrop, screen or branding; and any flag, flagpole or flag stand. That list is not exhaustive, and I should be grateful if you would treat as falling within my request any other item obtained, installed, adapted or brought into the room in connection with the facility, whether or not I have named it, together with any associated building, electrical, decorating or IT work.

In respect of each such item, I should be obliged if you would tell me:

- (a) what was obtained and by what means, whether by purchase, hire, loan, transfer from elsewhere in the council, or otherwise;
- (b) its cost, inclusive of VAT;
- (c) any design, consultancy, installation or set-up cost associated with it, whether invoiced by an external party or recharged internally;
- (d) the identity of any supplier, designer, contractor or consultant involved, whether external to the council or one of its own teams or companies;
- (e) any quotation, estimate or specification obtained, including drafts.

Any room in a building owned by Suffolk County Council can be used to enable filmed statements, press briefings, recorded messages or similar media activity. There are no rooms dedicated for that purpose. Your request refers to the Elizabeth Frink room in Endeavour House. This is a standard meeting room and no alterations (physical or otherwise) have been made it to enable the purposes listed above (permanent or temporary). We did purchase a Suffolk flag and a foamex board for a media briefing held in that room on 29 June 2026. The flag cost £8.99 and was obtained from Amazon and the board cost £22.20 and was obtained from Ipserv Design and Print. All other equipment used during that press briefing (eg a lectern, camera, flags, flag stands) was previously owned by the council or one of its wholly owned companies for other purposes.

Although it predates your 7 May 2026 date, a meeting room on the second floor of Endeavour House is sometimes, but not exclusively, used for video recording. It is most

often used for meetings. Since 7 May, the following items have been purchased for use in this room:

03/06/2026	A3 picture frame	£13.99	Amazon
03/06/2026	Artificial plant	£67.99	Amazon
03/06/2026	Nanlite Pavotube 15C Mark II 1KIT LED Tube	£153.72	CYP.com

I should also be obliged if you would tell me the total cost of the arrangement, the budget line or cost centre against which it has been charged, and the source of the funding.

The costs are included above. The budget line is MV003 and the source of funding is general council funds.

Turning to how the matter came about, it would assist me to know:

(f) who requested or proposed the facility, and on what date, and whether the request was made by a councillor, by an officer acting on a councillor's behalf, or otherwise;

(g) who authorised it, and under what delegated authority;

(h) what reason, if any, was recorded for it;

(i) the date on which the facility was first available for use.

The above items were requested by a member of the communications and public affairs team and authorised by a communications and public affairs manager. No councillors were involved in the request or authorisation. We started using the meeting room for recording videos in October 2025.

I should be grateful for copies of the correspondence and records relating to these matters, including emails and messages sent by means of Microsoft Teams or any similar platform. In conducting your search, I should be obliged if you would include material sent or received by the Leader of the Council and his office, by the Joint Chief Executives, by the head of the council's communications service, and by facilities or property management staff, together with any other person involved in requesting or delivering the work. I do not seek the names of junior members of staff, and I am content for individuals below senior level to be identified by role.

Please find enclosed emails.

Finally, and separately from the question of cost, I should like to understand the use to which the facility has been put. I should therefore be obliged if you would tell me:

(j) on how many occasions any such room has been used for media, broadcast or press purposes since the facility was established, and the date of each;

(k) in respect of each occasion, how many journalists or other members of the media were recorded as attending.

Although this kind of activity happens regularly at Suffolk County Council, we do not hold the specific information you have requested.

Redacted Information

All information released in response to a Freedom of Information Act 2000 (FOIA) or Environmental Information Regulation 2004 (EIR) request is deemed to be in the public domain. As such we must consider whether or not the requested information qualifies as personal information and should therefore not be released into the public domain.

The council has determined that this is personal information and is therefore exempt from disclosure under **section 40** of the FOIA and **regulation 13** of the EIR.

The Council considered the following, including the possible consequences of disclosure for the data subjects concerned and their reasonable expectations as to the use of their data:

- expectations of the individuals concerned about personal information being put into the public domain;
- reasonable expectations - the data subjects concerned would have a legitimate expectation of privacy concerning their personal information and would not have anticipated this being put into the public domain;
- whether or not the requested information could be anonymised; and
- balancing the individual's rights and the legitimate interests - In past cases the Information Commissioner has weighed the individual's rights to privacy against the public interest in disclosure. There is no presumption in favour of releasing personal data.

This is an absolute exemption, which means that if the condition is satisfied there is no additional public interest test to consider.

In assessing fairness, the Council considered the likely consequences of disclosure of the requested information. Personal information should not be used in ways that have unjustified adverse effects on the individuals concerned. The council also considered whether such disclosure would be within the reasonable expectations of the individuals, given that any response to a request under the FOIA or EIR is deemed to be in the public domain. The council believes that in this instance it is not fair to disclose personal data and is therefore withholding the requested information under section 40 of the FOIA and regulation 13 of the EIR.

From: Print Room <print@ipserv.co.uk>

Sent: 29 June 2026 08:57

To: XXX

Subject: RE: Print request



EXTERNAL EMAIL: Don't click any links or open attachments unless you trust the sender and know the content is safe. [Read more information](#) for help from Suffolk IT

Morning XXX,

This is ready to collect.

Kind Regards

XXX

Print Room Team

Ipserv Limited | Print Officer

Tel: 01473 432030



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www.ipserv.co.uk/privacy-policy

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From: XXX

Sent: Friday, June 26, 2026 2:25 PM

To: Print Room <print@ipserv.co.uk>

Subject: Print request

Good afternoon,

Thanks again for your help earlier.

As mentioned, we would like the attached printed on a board - dimensions were 560mm x 225mm.

Please let me know if you need anything else and thanks again for the last-minute request.

Many thanks,

XXX

Senior Communications Officer

Suffolk County Council

XXX

Email exchange June 2026

From: XXX
Sent: 03 June 2026 12:17
To: XXX
Subject: RE: Video kit to order

Thanks Approved

From: XXX
Sent: 03 June 2026 11:54
To: XXX
Subject: RE: Video kit to order

Going to get this light instead of the one in the email below

[Buy - Nanlite Pavotube 15C Mark II 1KIT LED Tube \(15-2025-1KIT\)](#)

From: XXX
Sent: 02 June 2026 16:06
To: XXX
Subject: RE: Video kit to order

Thanks XXX will look out for that.

From: XXX
Sent: 02 June 2026 16:04
To: XXX
Cc: XXX
Subject: RE: Video kit to order

Approved – please speak to XXX and purchase

XXX, final part of the media room – background materials to soften videos shot in there.

Thanks

XXX

From: XXX

Sent: 02 June 2026 15:50

To: XXX

Subject: Video kit to order

Hi XXX

I'd like to order the following equipment to increase the possibilities for set design in the video room. These things would allow us to make a real leap up. There might be more we could do after that, but I'd like to see what this looks like as a starting point.

- NANLITE PavoTube so we can create soft ambient light in any colour: [NANLITE PavoTube II 6C LED RGB Tube, 2700K-7500K Ultra-Wide Color Temperature, 2.4GHz Wireless Control Portable Handheld Photography Lighting Stick: Amazon.co.uk: Electronics & Photo](#) - £89
- Indoor plant: [Keeplush Artificial Bird of Paradise Plant Outdoor 180cm Fake Tropical Banana Tree with 13 Leaves-Perfect Faux Plants for Indoor, Floor Plant in Pot for Home Decor in Living Room Office Bedroom 1Pcs : Amazon.co.uk: Home & Kitchen](#) - £79
- A3 photo frame – we can print and put what we want in it: [pf+a REAL GLASS White Picture Frame For A3 Poster - Oxford White A3 \(29.7x42cm\) Picture Frame / A3 Frame : Amazon.co.uk: Home & Kitchen](#) - £13.99
- A3 high quality print of SCC logo for default use in the frame from Ipserv – would need to get a quote

Let me know what you think. The light and the plant would be the most important things.

Thanks

XXX