

**From:** [REDACTED]  
**To:** [REDACTED]  
**Cc:** [EDI Mailbox](#); [REDACTED]; [REDACTED] [Burns, Anna](#); [REDACTED]  
**Subject:** RE: comms principles - link on sharepoint  
**Date:** 21 November 2022 09:23:00  
**Attachments:** [image005.png](#)  
[image006.jpg](#)  
[image007.png](#)  
[image008.png](#)  
[image009.png](#)  
**Importance:** High

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Good morning [REDACTED], hope you had a good weekend  
I've uploaded the final version to the EDI sharepoint here [\[REDACTED\] Principles of Communication EA Nov 2022- Final.pdf](#) so this can be used for today's RaW comms  
Let me know if any problems with access- it's telling me the link should work for anyone in Defra group  
Thank you!  
[REDACTED]

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**From:** [REDACTED]@environment-agency.gov.uk>  
**Sent:** 18 November 2022 15:34  
**To:** [REDACTED]@environment-agency.gov.uk>; [REDACTED]  
[REDACTED]@environment-agency.gov.uk>; [REDACTED]@environment-  
agency.gov.uk>; [REDACTED]@environment-agency.gov.uk>; [REDACTED]  
[REDACTED]@environment-agency.gov.uk>  
**Cc:** EDI Mailbox <[EDI.Mailbox@environment-agency.gov.uk](mailto:EDI.Mailbox@environment-agency.gov.uk)>; [REDACTED]  
[REDACTED]@environment-agency.gov.uk>; [REDACTED]  
[REDACTED]@faststream.civilservice.gov.uk>; [REDACTED]@environment-  
agency.gov.uk>  
**Subject:** RE: comms principles

A massive thank you to you all for your work on finalising this and planning some comms next week to promote it.

I have just shared a copy with James as he had taken a personal interest and the principle were first discussed at EXCO.

Thank you and have a great weekend everyone  
[REDACTED]

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**From:** [REDACTED]@environment-agency.gov.uk>  
**Sent:** 18 November 2022 14:26  
**To:** [REDACTED]@environment-agency.gov.uk>; [REDACTED]  
[REDACTED]@environment-agency.gov.uk>; [REDACTED]@environment-  
agency.gov.uk>; [REDACTED]@environment-agency.gov.uk>  
**Cc:** EDI Mailbox <[EDI.Mailbox@environment-agency.gov.uk](mailto:EDI.Mailbox@environment-agency.gov.uk)>; [REDACTED]  
[REDACTED]@environment-agency.gov.uk>; [REDACTED]  
[REDACTED]@environment-agency.gov.uk>; [REDACTED]  
[REDACTED]@faststream.civilservice.gov.uk>; [REDACTED] <[sally.williams@environment-agency.gov.uk](mailto:sally.williams@environment-agency.gov.uk)>  
**Subject:** RE: comms principles

Great, so as a temporary measure I've just put our HWDT logo on top, and turned it into a PDF. [REDACTED], if one of you were able to find it a suitable home on the EDI sharepoint asap and send me over the link so that [REDACTED] (Defra Comms) is able to include it in the Respect At Work piece we have planned for Monday/Tuesday next week, that would be wonderful.

Thanks for all your help everyone. Any q's please do give me a call.

[REDACTED]

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**From:** [REDACTED] <[\[REDACTED\]@environment-agency.gov.uk](mailto:[REDACTED]@environment-agency.gov.uk)>  
**Sent:** 18 November 2022 13:50  
**To:** [REDACTED] <[\[REDACTED\]@environment-agency.gov.uk](mailto:[REDACTED]@environment-agency.gov.uk)>; [REDACTED] <[\[REDACTED\]@environment-agency.gov.uk](mailto:[REDACTED]@environment-agency.gov.uk)>; [REDACTED] <[\[REDACTED\]@environment-agency.gov.uk](mailto:[REDACTED]@environment-agency.gov.uk)>  
**Cc:** EDI Mailbox <[EDI.Mailbox@environment-agency.gov.uk](mailto:EDI.Mailbox@environment-agency.gov.uk)>; [REDACTED] <[\[REDACTED\]@environment-agency.gov.uk](mailto:[REDACTED]@environment-agency.gov.uk)>; [REDACTED] <[\[REDACTED\]@environment-agency.gov.uk](mailto:[REDACTED]@environment-agency.gov.uk)>; [REDACTED] <[\[REDACTED\]@faststream.civilservice.gov.uk](mailto:[REDACTED]@faststream.civilservice.gov.uk)>  
**Subject:** RE: comms principles

Sounds great – thanks [REDACTED]

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**From:** [REDACTED] <[\[REDACTED\]@environment-agency.gov.uk](mailto:[REDACTED]@environment-agency.gov.uk)>  
**Sent:** 18 November 2022 13:26  
**To:** [REDACTED] <[\[REDACTED\]@environment-agency.gov.uk](mailto:[REDACTED]@environment-agency.gov.uk)>; [REDACTED] <[\[REDACTED\]@environment-agency.gov.uk](mailto:[REDACTED]@environment-agency.gov.uk)>; [REDACTED] <[\[REDACTED\]@environment-agency.gov.uk](mailto:[REDACTED]@environment-agency.gov.uk)>  
**Cc:** EDI Mailbox <[EDI.Mailbox@environment-agency.gov.uk](mailto:EDI.Mailbox@environment-agency.gov.uk)>; [REDACTED] <[\[REDACTED\]@environment-agency.gov.uk](mailto:[REDACTED]@environment-agency.gov.uk)>; [REDACTED] <[\[REDACTED\]@environment-agency.gov.uk](mailto:[REDACTED]@environment-agency.gov.uk)>; [REDACTED] <[\[REDACTED\]@faststream.civilservice.gov.uk](mailto:[REDACTED]@faststream.civilservice.gov.uk)>  
**Subject:** RE: comms principles

Thanks [REDACTED] I'll take a look at the format of those, and in the short term put it into a similar format, and it can be hosted on the EDI site. This will allow us to get it out as soon as possible while the conversations with HR are ongoing and a permanent format and home can be found. Does that sound sensible to all?

[REDACTED]

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**From:** [REDACTED] <[\[REDACTED\]@environment-agency.gov.uk](mailto:[REDACTED]@environment-agency.gov.uk)>  
**Sent:** 18 November 2022 11:55  
**To:** [REDACTED] <[\[REDACTED\]@environment-agency.gov.uk](mailto:[REDACTED]@environment-agency.gov.uk)>; [REDACTED] <[\[REDACTED\]@environment-agency.gov.uk](mailto:[REDACTED]@environment-agency.gov.uk)>; [REDACTED] <[\[REDACTED\]@environment-agency.gov.uk](mailto:[REDACTED]@environment-agency.gov.uk)>  
**Cc:** EDI Mailbox <[EDI.Mailbox@environment-agency.gov.uk](mailto:EDI.Mailbox@environment-agency.gov.uk)>; [REDACTED] <[\[REDACTED\]@environment-agency.gov.uk](mailto:[REDACTED]@environment-agency.gov.uk)>; [REDACTED]

██████████@environment-agency.gov.uk>; ██████████  
██████████@faststream.civilservice.gov.uk>

**Subject:** RE: comms principles

In terms of pragmatic solution and precedent- for Big Conversation on Race and inclusive recruitment materials, all related guidance sits on EDI Sharepoint and is not content controlled (in terms of QMS/ Content Cloud); EDI team owns all the content of the SPOL site

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**From:** ██████████@environment-agency.gov.uk>

**Sent:** 18 November 2022 11:49

**To:** ██████████@environment-agency.gov.uk>; ██████████  
██████████@environment-agency.gov.uk>; ██████████@environment-agency.gov.uk>

**Cc:** EDI Mailbox <EDI.Mailbox@environment-agency.gov.uk>; ██████████

██████████@environment-agency.gov.uk>; ██████████

██████████@environment-agency.gov.uk>; ██████████

██████████.conrad@faststream.civilservice.gov.uk>

**Subject:** RE: comms principles

I will add that the document needs to be a link and so it will ideally need to “sit” on a SPOL site somewhere even the initial version (prior to going through content control).

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**From:** ██████████@environment-agency.gov.uk>

**Sent:** 18 November 2022 11:47

**To:** ██████████@environment-agency.gov.uk>; ██████████  
██████████@environment-agency.gov.uk>

**Cc:** EDI Mailbox <EDI.Mailbox@environment-agency.gov.uk>; ██████████

██████████@environment-agency.gov.uk>; ██████████@environment-

agency.gov.uk>; ██████████@environment-agency.gov.uk>;

██████████@faststream.civilservice.gov.uk>

**Subject:** RE: comms principles

Hi ██████████,

I’ve raised all these same questions – which I believe sit primarily with HR - unfortunately the answers are not coming quickly and the agreed position seems to be that publishing now (and clarifying later) is the priority, given the current impact of Yammer escalations. So far HR EDI team view is that this is guidance and has been signed off by ██████████ for Defra Group

██████████ - do you have any bright ideas (in ██████████ absence) on the question of policy/guidance/content control?

Thanks

██████████

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**From:** ██████████@environment-agency.gov.uk>

**Sent:** 18 November 2022 11:03

**To:** [REDACTED]@environment-agency.gov.uk>  
**Cc:** EDI Mailbox <EDI.Mailbox@environment-agency.gov.uk>; [REDACTED]  
[REDACTED]@environment-agency.gov.uk>; [REDACTED]@environment-  
agency.gov.uk>; [REDACTED]@environment-agency.gov.uk>;  
[REDACTED]@faststream.civilservice.gov.uk>

**Subject:** RE: comms principles

Hello again [REDACTED], just been talking this through with [REDACTED]. We are happy to find a place to host it but formatting and document wise we would need to know if it needs to be content controlled (content needs to have been assured and approved) and as we haven't been involved in the creation of it we are not sure of the legalities of sharing it as guidance or policy - both of which will need marking differently. Any ideas?

Thanks [REDACTED]

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**From:** [REDACTED]@environment-agency.gov.uk>

**Sent:** 17 November 2022 20:49

**To:** [REDACTED]@environment-agency.gov.uk>

**Cc:** EDI Mailbox <EDI.Mailbox@environment-agency.gov.uk>; [REDACTED]  
[REDACTED]@environment-agency.gov.uk>

**Subject:** comms principles

Hi [REDACTED]

'Clean' version of the comms principles attached for you. The document still needs appropriate branding/ formatting (eg using HWDT logo and a standard EA doc template?). Once that's done, in order to enable Monday's publication I should be able to arrange for this to be saved on our EDI sharepoint ([Equality, Diversity and Inclusion \(EDI\) in the Environment Agency \(sharepoint.com\)](#)) which is available to all staff—unless you are able to find a home via [REDACTED] in time.

If you can send it through (pdf version I'd suggest) to me and cc our team EDI Mailbox then I or a member of my team can make arrangements – [REDACTED] have publisher access and between us someone should be able to action asap

Thanks!

[REDACTED]

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[REDACTED]  
Manager – [REDACTED]  
People & Change – Strategy, Planning & People – Chief Operating Officer's Directorate  
Mobile: [REDACTED]  
Email: [REDACTED]@environment-agency.gov.uk

Location: Brampton, Cambridgeshire (working from home for foreseeable future)

**Please note** I work a flexible schedule, with longer hours Mon-Thurs and shorter Fridays (details in my Outlook calendar / out of office message )

Pronouns: [REDACTED] ([why is this here?](#))



respect at work 1



How to pronounce my name  
[\(phonetic spelling\)](#)  
[Why is this here?](#)

