From: [redacted]
Sent: 15 November 2022 17:23
To: [redacted]
Cc: [redacted]
Subject: FW: Yammer guidance
Attachments: Principles of Communication EA Nov 2022.docx

Hi all
This is due out imminently from Internal Comms tied into Respect at Work week – not the final version but close.
I now sit on a pilot moderation panel, organised/ led by [redacted], which is meeting 3x/ week for the forseeable
[redacted]

From: [redacted]
Sent: 15 November 2022 16:15
To: [redacted]@defra.gov.uk; [redacted]@environment-agency.gov.uk [redacted]@environment-agency.gov.uk; [redacted]@environment-agency.gov.uk; [redacted]@environment-agency.gov.uk
Cc: [redacted]@environment-agency.gov.uk; [redacted]@environment-agency.gov.uk
Subject: RE: #For Comment
Importance: High

Hi all
Please could you add the other key relevant EA policies at the end of the document – have added in the attached version
LIT 11603 - Code of conduct.docx (sharepoint.com)
LIT 17839 - Respect at work guidance (Environment Agency).docx (sharepoint.com)
LIT 12496 - Acceptable use of communications systems and electronic equipment.docx (sharepoint.com)
LIT 15608 - Classifying and handling sensitive information.docx (sharepoint.com)

Also not sure why but the whistleblowing policy link doesn't seem to be working, tried it from the document and also from Easinet without success
Thanks
[redacted]

From: [redacted]@environment-agency.gov.uk>
Sent: 15 November 2022 16:01
To: [redacted]@defra.gov.uk>; [redacted]@environment-agency.gov.uk>; [redacted]@environment-agency.gov.uk>; [redacted]@environment-agency.gov.uk>
Cc: [redacted]@environment-agency.gov.uk>; [redacted]@environment-agency.gov.uk>
Subject: RE: #For Comment

Thank you [redacted]

[redacted]: Are you happy to work with [redacted] to get this tidied up and branded and then shared on

the Environment Agency channels as part of our respect at work week materials

I will share a final copy with James and update him on the advice about the civil service guidance.

Thanks all and let me know whether you need anything else from me.

Thanks

[redacted]

From: [redacted]@defra.gov.uk>
Sent: 15 November 2022 15:54
To: [redacted]@environment-agency.gov.uk>; [redacted]@environment-agency.gov.uk>; [redacted]@environment-agency.gov.uk>; [redacted]@environment-agency.gov.uk>
Cc: [redacted]@environment-agency.gov.uk>; [redacted]@environment-agency.gov.uk>
Subject: RE: #For Comment

Hi [redacted]

Sorry for the delay and missing your call – please see attached – I have incorporated James' comments – only one I have not immediately actioned is the CS code segment, please see comments as to why.

Otherwise, good to go with your branding. We have launched via the group intranet here Spotlight on respectful communication: Respect at Work Week | Defra Intranet for reference.

Thank you

[redacted]
| EDI Talent and Capability | Defra Group | [redacted]
My usual working hours are between 8:30 and 4:30

Planned Absences

From: [redacted]@environment-agency.gov.uk>
Sent: 15 November 2022 10:56
To: [redacted]@defra.gov.uk>; [redacted]@environment-agency.gov.uk>; [redacted]@environment-agency.gov.uk>; [redacted]@environment-agency.gov.uk>
Cc: [redacted]@environment-agency.gov.uk>; [redacted]@environment-agency.gov.uk>
Subject: RE: #For Comment

Hi [redacted]

I am back to work after a day off yesterday. I just wanted to check where we have got to with the Communications Principles and whether you need any support from me or the team.

Thanks

[redacted]

[redacted]

From: [redacted]
Sent: 11 November 2022 16:45
To: [redacted]@defra.gov.uk>; [redacted]@environment-agency.gov.uk>; [redacted]@environment-agency.gov.uk>; [redacted]@environment-agency.gov.uk>
Cc: [redacted]@environment-agency.gov.uk>; [redacted]@environment-agency.gov.uk>
Subject: Re: #For Comment

Thanks [redacted] and I support your approach.

I am not at work on Monday and so I am sharing with [redacted] in the comms partnership team and holly maidment in Internal comms who can support you if needed to finalise the document before publication.

Thanks

[redacted]

Sent from my iPhone

On 11 Nov 2022, at 15:30, [redacted]@defra.gov.uk> wrote:

Thank you [redacted] – very much appreciated!

[redacted] for info, I am reviewing the final suggested amends and feedback this evening and will be circulating the finalised version for CS agencies on Monday for publication on Tuesday on the group intranet, I will in parallel incorporate James' changes to the EA version ensuring alignment in all other areas, and share with you for branding – appreciate and am aware that this will likely mean the guidance is live in EA intranet a little after the CS doc is shared, however as the principles themselves will be consistent I do not believe there is any risk in the document being shared in a slightly staggered approach.

Have a great weekend everyone!!

[redacted]
| EDI Talent and Capability | Defra Group | [redacted]
My usual working hours are between 8:30 and 4:30

Planned Absences

From: [redacted]@environment-agency.gov.uk>
Sent: 11 November 2022 15:27
To: [redacted]@environment-agency.gov.uk>; [redacted]@defra.gov.uk>; [redacted]@environment-agency.gov.uk>
Subject: RE: #For Comment

Hi All

[redacted]

Talking to [redacted] just now and we agreed it might be helpful to supplement the last sentence of the principles with a little more info on how to report. I have taken text directly from our OI and added it in to this version << OLE Object: Picture (Device Independent Bitmap) >> DRAFT PRINCIPLES Defra group EA JB and reporting approach.docx but for ease have pasted below.

This might reduce the queries on "how do I report"?

How to report a post
When reporting a post or comment, email the following information to the BST via: o365businesssupportteam@defra.gov.uk

* A link to the post/comment
* An explanation as to why the post/comment contravenes the Code of Use

Thanks
[redacted]

From: [redacted]@environment-agency.gov.uk>
Sent: 11 November 2022 15:04
To: [redacted]@environment-agency.gov.uk>
Subject: FW: #For Comment

<< File: DRAFT PRINCIPLES Defra group EA JB edits.docx >>

From: [redacted]@environment-agency.gov.uk>
Sent: 09 November 2022 09:35
To: [redacted]@defra.gov.uk>; [redacted]@environment-agency.gov.uk>; [redacted]@environment-agency.gov.uk>; [redacted]@environment-agency.gov.uk>; [redacted]@environment-agency.gov.uk>
Cc: [redacted]@environment-agency.gov.uk>; [redacted]@environment-agency.gov.uk>
Subject: RE: #For Comment

Thanks [redacted] that is very helpful.

Let me know what you need from us and by when.

Thanks

[redacted]

From: [redacted]@defra.gov.uk>
Sent: 09 November 2022 09:23
To: [redacted]@environment-agency.gov.uk>; [redacted]@environment-agency.gov.uk>; [redacted]@environment-agency.gov.uk>; [redacted]

[redacted]

[redacted] @environment-agency.gov.uk>; [redacted] ffarate@environment-agency.gov.uk>
Cc: [redacted] @environment-agency.gov.uk> [redacted] @environment-agency.gov.uk>
Subject: RE: #For Comment

Hi [redacted], yes I am happy with the approach – can I ask that you hold on branding until next week please? Only as we are consolidating feedback from networks / unions and may have some minor changes or additions to some of the language – although nothing that would change the suggestions James has requested below.

Thank you

[redacted]
| EDI Talent and Capability | Defra Group | [redacted]
My usual working hours are between 8:30 and 4:30

Planned Absences

From: [redacted] @environment-agency.gov.uk>
Sent: 09 November 2022 09:20
To: [redacted] @defra.gov.uk>; [redacted] @environment-agency.gov.uk>; [redacted] @environment-agency.gov.uk>; [redacted] @environment-agency.gov.uk>; [redacted] @environment-agency.gov.uk>
Cc: [redacted] @environment-agency.gov.uk>; [redacted] @environment-agency.gov.uk>
Subject: RE: #For Comment
Importance: High

Hi [redacted]

Thanks for your helpful comments. Given James' interest in getting this right and because he attends EXCo, I mentioned the proposal to him and he asked to see a copy.

He has made a number of changes to the document (attached below) which he would like to see agreed. His changes don't change the content but do ensure the document is more EA focussed. If you are happy with this approach I will speak to Rob and we will finalise the changes and also add some of our culture branding.

I understand the importance of taking a DEFRA wide approach, and the importance of us being joined up across the group because of shared channels. However I would like to be clear about the consultation and governance in the EA to ensure the principles are understood and embedded. Advice from the team welcomed.

<< File: DRAFT PRINCIPLES Defra group EA JB edits.docx >>
Thanks

[redacted] _____

[redacted]

From: [redacted]@defra.gov.uk>
Sent: 08 November 2022 12:30
To: [redacted]@environment-agency.gov.uk>; [redacted]@environment-agency.gov.uk>; [redacted]@environment-agency.gov.uk>; [redacted]@environment-agency.gov.uk>; [redacted]@environment-agency.gov.uk>
Cc: Jones, [redacted]@environment-agency.gov.uk>
Subject: RE: #For Comment

Hi all

Thank you for the feedback to date – to clarify on some points;

This is additional to codes of conduct / yammer acceptable use policies or equivalents – while it may well be similar to what is already in place in some cases, however the intent is this is an umbrella set of guiderails for all collaboration platforms when used across group, yammer, defra group intranet comments, teams messenger, sli.do, whatsapp etc – as we noted inconsistencies in policies across our groups overall.

As to comms, we are currently reviewing and collating feedback and anticipate a final sign off post revision via People and Inclusion Committee before end of November – once signed off we can then agree how is best to socialise across our organisations – happy for additional elements of branding etc to be incorporated to ensure it is recognisable and consistent with your organisational voice.

Hope this is helpful!

[redacted]
| EDI Talent and Capability | Defra Group | 07500972812
My usual working hours are between 8:30 and 4:30

Planned Absences

From: [redacted]@environment-agency.gov.uk>
Sent: 08 November 2022 12:04
To: [redacted]@environment-agency.gov.uk>; [redacted]@environment-agency.gov.uk>; [redacted]@environment-agency.gov.uk>; [redacted]@environment-agency.gov.uk>
Cc: [redacted]@environment-agency.gov.uk>; [redacted]@defra.gov.uk>
Subject: RE: #For Comment

Hi [redacted]

Thanks for sending this through.

I have reviewed the proposed EA policy which I think looks sensible and I am pleased it

[redacted]

makes links to and reinforces our culture statements which is absolutely right. If we wanted to reinforce this even more there is some branding on the Way We do Things Statements that we could add to the document.

I have a couple of questions:

1. Is this document in addition to the yammer code of conduct or is it one in the same. I think we had discussed reviewing this and signing it off at the CCE portfolio. I am not precious about this. However timing isn't great as we had our meeting this morning and we don't have another one for two months. WE could share by correspondence if needed however I don't want to hold things up
2. Do we have a plan for socialising into the business. [redacted] team can work with internal comms if needed

I am copying to [redacted] and [redacted] and welcome their comments.

Thanks

Anna

From: [redacted]@environment-agency.gov.uk>
Sent: 07 November 2022 17:30
To: [redacted]@environment-agency.gov.uk>; [redacted]@environment-agency.gov.uk>
Cc: [redacted]@environment-agency.gov.uk>; [redacted]@defra.gov.uk>
Subject: FW: #For Comment

Both

I need some advice here please.

[redacted], I know you have fed back on the nature of comms to [redacted] but she has reached out to help her to accelerate the publication of this given the current sensitivities.

I have read through the documents and the content seems sensible and needed. There are three documents, the middle one below is a suggested one for EA but maybe a Group wide message, supplemented by EA specific (and existing) policies works better?

Can we help her get this into play as our staff are part of Cross-Group Network discussions and emotions are running high. I see this sitting as an overarching message for all of Defra?

Anna/ [redacted], I would really appreciate your thoughts as Comms and Policy leads please?

Many thanks for your help

Rob

Rob Sutton
Deputy Director – People and Change

[redacted]

Tel: [redacted]
Email: rob.sutton@environment-agency.gov.uk
Horizon House, Deanery Road, Bristol, BS1 5AH
(PA: [redacted] @environment-agency.gov.uk tel: [redacted]

_____
From: [redacted] [redacted] @defra.gov.uk>
Sent: 04 November 2022 16:33
To: [redacted] @environment-agency.gov.uk>
Subject: #For Comment

<< File: DRAFT PRINCIPLES CS Defra .docx >> << File: DRAFT PRINCIPLES Defra group EA.docx >> << File: DRAFT PRINCIPLES Defra group NE.docx >>

[redacted]
| EDI Talent and Capability | Defra Group | 07500972812
My usual working hours are between 8:30 and 4:30

Planned Absences

[redacted]