

From: [Bevan, James](#)
To: [Burns, Anna](#)
Cc: [Chief Executive Office](#); [REDACTED]
Subject: RE: #For Comment
Date: 09 November 2022 07:20:11
Attachments: [DRAFT PRINCIPLES Defra group EA JB edits.docx](#)

Anna: thanks. I have commented only on the EA one. It's basically fine, though rather long (I know it's a Defra template which we need to stick closely to) but I'd like the attached amendments please to make it clear this is the EA not Defra talking, and that people don't just have the right to their own beliefs but to express them, provided they do so respectfully. Please use this version in whatever we put up, and let me know when it happens.

James

Sir James Bevan KCMG

Chief Executive

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At the Environment Agency we work flexibly, so whilst it suits me to email you now, I do not expect a response or action outside normal working hours.

From: Burns, Anna <anna.burns@environment-agency.gov.uk>

Sent: 08 November 2022 15:22

To: Bevan, James <James.Bevan@environment-agency.gov.uk>

Cc: Chief Executive Office <Chief.Executive@environment-agency.gov.uk>; [REDACTED]

<[\[REDACTED\]@environment-agency.gov.uk](mailto:[REDACTED]@environment-agency.gov.uk)>

Subject: FW: #For Comment

Hi James

As mentioned in passing I attach the documents which have been designed as a set of guidelines for all DEFRA and EA collaboration platforms including, yammer, Defra group intranet comments, teams messenger, sli.do, whatsapp.

The middle document is the EA focussed document. These are currently in draft and I have

seen a copy as part of the consultation process. The final version will be signed off at the DEFRA People and Inclusion Committee before end of November . I will then work with Rob Sutton to ensure this is shared with the Customer, Communications and Engagement Portfolio and OBB before being socialised across the organisation. I am looking to ensure that we include our HWDT branding to ensure the materials are recognisable and consistent with our organisational voice whilst remaining in line with the DEFRA group approach. It is important to take a consistent approach across the group because some of our channels are blended.

Hope that helps for your discussions with the networks next week and please don't hesitate to let me have any feedback.

Thanks

Anna

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