

**From:** [Lawton, Nicola](#)  
**To:** [REDACTED]  
**Cc:** [Sutton, Rob](#)  
**Subject:** Re: Yammer moderation panel  
**Date:** 14 November 2022 07:09:14

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Hi [REDACTED]

My quick view is that this feels ok with a couple of caveats:

- I expect a HR manager to be in the panel, whether this is [REDACTED] I am relaxed but it needs managerial not just adviser HR input.
- EA inclusion looks fine unless you feel like you need more support, in which case we should include some additional leadership oversight.

Hope this helps

Nicky

Sent from my iPhone

On 11 Nov 2022, at 14:54, [REDACTED]  
[REDACTED]@environment-agency.gov.uk> wrote:

Hi both

Sharing for awareness- today's Yammer moderation panel meeting has been cancelled (see note below). Not sure if you've started to gather details via other routes so will share what I know:

- the panel is a temporary/pilot arrangement (in what I'm now thinking of as incident mode) established and led by [REDACTED] It's met twice- morning and afternoon of Wed 9 Nov, with some correspondence round the edges on detail of implementing decisions
- Legal advice provided so far by [REDACTED] (from Government Legal Department)- attended both meetings but not on the standing appointment.
- HR EDI advice provided so far by [REDACTED]
- It's been set up as a recurring appointment- Occurs every 2 week(s) on Monday, Wednesday, and Friday effective 09/11/2022 until 26/04/2023 from 10:30 to 10:45.
- [REDACTED] attended parts of both meetings
- [REDACTED] (EA) and [REDACTED] (Defra) are there advising re tech side of implementing moderation on Yammer; [REDACTED] also brought in [REDACTED] (Defra) to support second meeting
- No one else has attended so far but the invitees include [REDACTED] and [REDACTED] [REDACTED] (facing NE); [REDACTED] (manager [REDACTED] [REDACTED]); [REDACTED] (HR facing [REDACTED]), [REDACTED] (HR facing [REDACTED]), [REDACTED] [REDACTED] (DDTS), [REDACTED] (Defra Internal Comms facing [REDACTED])

I will keep attending for now if any meetings go ahead. Do you want to draw in anyone else right now as a matter of urgency? We are anticipating there may be sensitive Yammer traffic next week (Trans Awareness Week/ Day of Trans

Remembrance, Respect at Work Week, [REDACTED] post tbc and the new Comms Principles going out to Defra intranet on Tues)

Thanks

[REDACTED]

-----Original Appointment-----

**From:** [REDACTED] <[REDACTED]@defra.gov.uk>

**Sent:** 08 November 2022 16:29

**To:** [REDACTED]  
[REDACTED]  
[REDACTED]

**Cc:** [REDACTED]

**Subject:** Canceled: Yammer Moderation HOLD

**When:** 11 November 2022 10:30-10:45 (UTC+00:00) Dublin, Edinburgh, Lisbon, London.

**Where:** Microsoft Teams Meeting

**Importance:** High

Hi all

Cancelling this meeting as no additional comments have been added. Nicola is planning to post to Yammer today, due to some minor refinements to her statement.

The communication principles are due to be cascaded via intranet on Tuesday ( I am aware NE/ EA want to add branding etc so appreciate they may formally publish in a slightly longer window ) and we can then use this guidance as a basis to reach out to borderlines and request they be more considered in the future or risk being in breach of the expected principles.

Have a great weekend all!!

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Manager – [REDACTED]

People & Change – Strategy, Planning & People – Chief Operating Officer's Directorate

Mobile: [REDACTED]

Email: [REDACTED] <[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?](#))

<image001.jpg>

<image002.png>

<[image003.png](#)>

How to pronounce my name

(phonetic spelling)  
Why is this here?



<image004.png>