From: To: Cc: Subject: FW: Yammer quidance Date: 15 November 2022 17:22:00 Principles of Communication EA Nov 2022.docx Attachments: 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 , which is meeting 3x/ week for the forseeable From: Sent: 15 November 2022 16:15 @defra.gov.uk; Burns, Anna anna.burns@environmentagency.gov.uk; @environment-agency.gov.uk; @environment-agency.gov.uk; @environment-agency.gov.uk Cc: @environment-agency.gov.uk; Sutton, Rob rob.sutton@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** From: Burns, Anna <anna.burns@environment-agency.gov.uk> Sent: 15 November 2022 16:01 To: @defra.gov.uk>; @environment-agency.gov.uk>; @environment-agency.gov.uk>; @environmentagency.gov.uk> @environment-agency.gov.uk>;

@environment-agency.gov.uk> Subject: RE: #For Comment Thank you : Are you happy to work with 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** Anna From: @defra.gov.uk> **Sent:** 15 November 2022 15:54 **To:** Burns, Anna <anna.burns@environment-agency.gov.uk>; @environment-agency.gov.uk>; @environment-agency.gov.uk>; @environmentagency.gov.uk> Cc: @environment-agency.gov.uk>; @environment-agency.gov.uk> Subject: RE: #For Comment Hi Anna! 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 EDI Talent and Capability | Defra Group | working hours are between 8:30 and 4:30 **Planned Absences From:** Burns, Anna <anna.burns@environment-agency.gov.uk> **Sent:** 15 November 2022 10:56 @defra.gov.uk>; To:

@environment-agency.gov.uk>;

@environment-

@environment-agency.gov.uk>;

agency.gov.uk> @environment-agency.gov.uk>; Cc: @environment-agency.gov.uk> Subject: RE: #For Comment Hi 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** Anna From: Burns, Anna Sent: 11 November 2022 16:45 @defra.gov.uk>; @environment-agency.gov.uk>; @environment-agency.gov.uk>; @environmentagency.gov.uk> Cc: @environment-agency.gov.uk>; @environment-agency.gov.uk> Subject: Re: #For Comment Thanks and I support your approach. I am not at work on Monday and so I am sharing with and in the comms partnership in Internal comms who can support you if needed to finalise the team and document before publication. **Thanks** Anna Sent from my iPhone On 11 Nov 2022, at 15:30, @defra.gov.uk> wrote: Thank you — very much appreciated!

Anna, 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!!



Planned Absences

From:	@environment-agency.gov.uk>	
Sent: 11 Noven	er 2022 15:27	
To:	@environment-agency.gov.uk>;	
<	@defra.gov.uk>; Burns, Anna <anna.burns@environment< th=""><th>Ξ.</th></anna.burns@environment<>	Ξ.
agency.gov.uk>		

Subject: RE: #For Comment

Hi All

Talking to 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

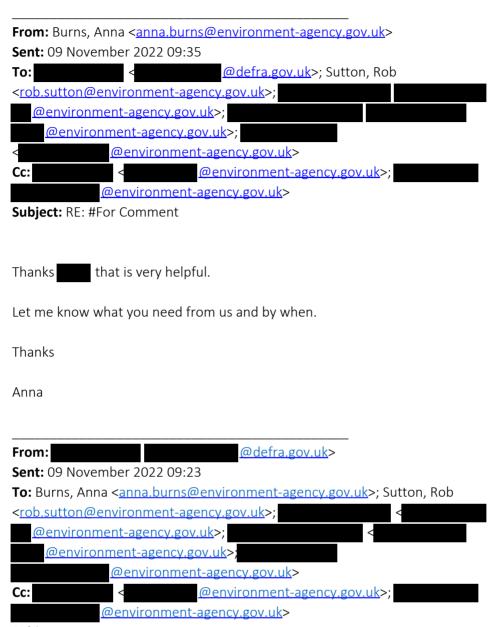
From: _____ < ____ @environment-agency.gov.uk>

Sent: 11 November 2022 15:04

To: _____ @environment-agency.gov.uk>

Subject: FW: #For Comment

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



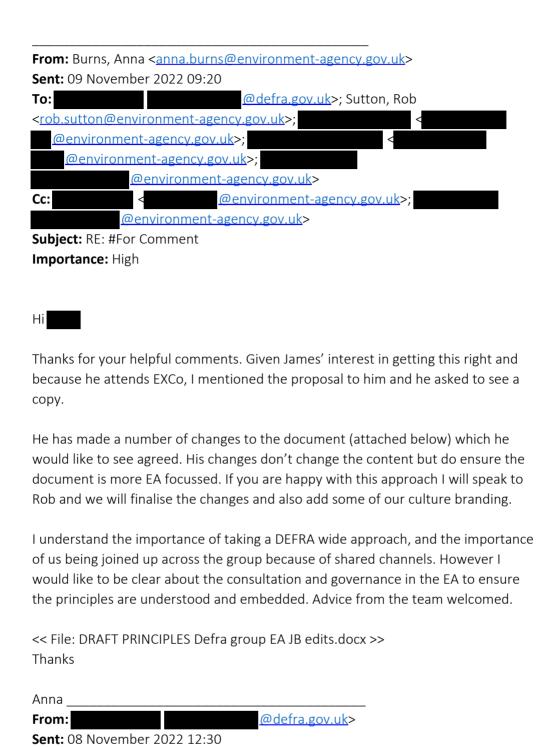
Subject: RE: #For Comment

Hi Anna, 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



Planned Absences



Subject: RE: #For Comment

Cc:

Hi all

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

To: Burns, Anna <anna.burns@environment-agency.gov.uk>; Sutton, Rob

@environment-agency.gov.uk>

@environment-agency.gov.uk>

<rob.sutton@environment-agency.gov.uk>;
@environment-agency.gov.uk>;
@environment-agency.gov.uk>;

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!

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

Planned Absences

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

Sent: 08 November 2022 12:04

To: Sutton, Rob <<u>rob.sutton@environment-agency.gov.uk</u>>;

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

@environment-agency.gov.uk>

@environment-agency.gov.uk>;

@defra.gov.uk>

Subject: RE: #For Comment

Hi rob

Thanks for sending this through.

I have reviewed the proposed EA policy which I think looks sensible and I am pleased it 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 in work with internal comms if needed

I am copying to and and welcome their comments. Thanks Anna **From:** Sutton, Rob <<u>rob.sutton@environment-agency.gov.uk</u>> **Sent:** 07 November 2022 17:30 **To:** Burns, Anna <<u>anna.burns@environment-agency.gov.uk</u>>; @environment-agency.gov.uk> @environment-agency.gov.uk>; Cc: @defra.gov.uk> Subject: FW: #For Comment Both

I need some advice here please.

I know you have fed back on the nature of comms to 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?

I would really appreciate your thoughts as Comms and Policy leads Anna/ please?

Many thanks for your help

Rob

Rob Sutton Deputy Director – People and Change Tel:

Email: rob.sutton@environment-agency.gov.uk Horizon House, Deanery Road, Bristol, BS1 5AH

(PA: <u>@environment-agency.gov.uk</u> tel:

From: < @defra.gov.uk>

Sent: 04 November 2022 16:33

To: Sutton, Rob <<u>rob.sutton@environment-agency.gov.uk</u>>

Subject: #For Comment

<< File: DRAFT PRINCIPLES CS Defra .docx >> << File: DRAFT PRINCIPLES Defra

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

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

Planned Absences