Hi

**BC team – 10OB-exit**

Work continues to ensure we have left 10OB by the end of June.  We are on track for that target at the moment.  Furniture and other office equipment will be removed from the office next week and arrangements will then be made to send equipment to those that have requested it. The IT infrastructure is being moved on the weekend of 27/28 June and further input on that move will follow next week.

Some members of the BC team are in the office today finalising arrangements for packing up items to be sent home or to storage.  We believe we have covered everyone’s needs re: packing up personal items, but if you have asked for a remote video call to identify items to be sent home to you or you need one, but a call hasn’t yet been arranged with you, please call Karen or Craig or **email office services before 11am today.**

**Continuity Emails**

As a reminder from Michael’s email on the 17 April, please check you have access to the email continuity website. This is an essential part of our business continuity planning for the 10OB-exit.  Please check you can access this system immediately.

This site that should be used going forward:

<https://personal.eu.archive.veritas.com/Default.aspx?SessionToken=P%2FSOdiwDsbmTvX609jkuwt6MkwmUIbx3hCb%2F%2Bv63bIVNN7Hdmii%2FZlelT8UOHKAc%2FIp77HualD2HPjM%2BUKNq0A%3D%3D>

Your login is aat**\**initials and your password will be the same as the one you use to log on in to your AAT account. Please ensure any shortcuts you have created personally are updated if needed.

**Sutton Trust event**

You will recall that we have volunteered to help out at a Sutton Trust event for Year 12 students thinking about a career in law. Thank you to those of you who have volunteered to help with this so far.

Sarah N is busy making a short  (*and maybe a little cheesy)* video to introduce AAT to the students and would like to ask for help from the whole firm. To help Sarah out, please can you record yourself saying these two lines and send the recording to Sarah by 26 June. The clips will obviously be merged so it sounds like the whole firm is speaking at once so please don’t be shy about being heard on the video. Audio clips without video are fine if you are camera shy, but it would be great for as many as possible to be in video form.

“*Hi, we’re AA Thornton”*

*“It’s our people that make the difference”*

If you would be prepared to record another line (which you will be speaking by yourself), identify yourself to Sarah when sending your video and she will send you a line from the script.

**Remote Working Asset Register**

Please ensure that you complete the ‘Remote Working Asset Register’ form within Cezanne to state any AAT equipment you took home/were sent once this has all been received. Please see the how to guide attached for more details. If you are on furlough, please email Jill (jlw@aathornton.com) stating what you have so this can be added to the system for you.



**Anti-Bribery & Corruption Refresher e-Learning**

Just a gentle reminder that the AB&C training needs to be completed by 30 June 2020, so if you haven’t actioned this yet please ensure that you take time to do so (and before the GDPR training is released!). If you haven’t received anything from Riliance please contact Jill ASAP.

**Competition time**

Thanks to the Social Committee for the quiz.  It was a triumph which has inspired a late change to the competition this week so you’ll just have to wait til next week for the AAT Word Search.

It was great to see Varuni roaming the countryside during the quiz.  A number of people asked where Varuni was, which leads us to the competition for this week, cunningly entitled “*Where On Earth is Varuni?*”

I have asked Varuni where in the world she would most like to be at the moment.  Mark your guess on the attached map – the closest mark to Varuni’s answer wins!  I know some of you like to put in a BIG cross, but I will be using the centre point of your cross, however big that is!

Answers by 10am on Monday please.



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