

## **Staying safe while remaining agile and connected**

The news nationally and globally has been dominated by the worldwide spread of Coronavirus. These are very difficult times for everyone and that all aspects of daily life have been affected by this pandemic. No rules have been written but **we're in this together.**

With the national response to the outbreak changing daily, we're working hard to make sure we're well prepared to deal with the latest developments. We have had to make some temporary changes to minimise the impact on the high quality services the Westway HA finance team prides itself on. This update contains important information about these changes.

Thanks to the preparation work and the support of our Board of Management we have confidence in our Robust Business Continuity Plans, leveraging digital collaboration tools, designed to maintain the high quality service you expect from the Westway finance team, in spite of disruption.

We have prepared and tested our secure systems and processes so that you can rest assured that quality service will continue to be delivered while we navigate through this new, but hopefully temporary, reality. We have set up robust procedures to make sure that contractors and suppliers continue to receive payments for goods and services. We aim to maintain business as usual.

During this period, please can all **invoices be scanned and sent as a PDF to:** [financedept@westwayha.org.uk](mailto:financedept@westwayha.org.uk).

The finance team remain absolutely committed to providing a quality service during these unusual times.

We will keep you informed on developments as we make them, including when our offices will open, once it is appropriate to do so.

We hope that you and your family remain safe and healthy during these unprecedented times.

Thank you for your cooperation and understanding.

Sincerely,

Previn Tailor

Finance Director