



Trustees Board Pack

Induction Checklist for soundLINCS Board members

The following are the key documents/sources of information with which Trustees of soundLINCS need to be familiar. The purpose of this checklist is to ensure that you are aware of the key sources of information relevant to your role and to help ensure that you are up to date on key developments within the Company.

Board members are encouraged to take personal responsibility for their ongoing learning and development as Trustees of the Company and Charity. You are encouraged to question colleagues and senior staff on policies and practices within the Company to satisfy yourself that you understand what is happening and why it is happening.

You are not expected to have read and digested all of the following documents within the first few days of your appointment! You are likely to find your role more meaningful and satisfying however, if you aim to have developed a broad understanding of the key issues referred to in the following documents within the first 6-9 months of your appointment:

- The Essential Trustee – What you need to know, what you need to do May 2018 - <https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3>
- Care, Diligence and Skills – corporate governance handbook for arts organisations - www.scottisharts.org.uk/1/information/publications/1000877.aspx
- Managing a Charity's finances – January 2016 - <https://www.gov.uk/government/publications/managing-financial-difficulties-insolvency-in-charities-cc12>
- Charity Governance Code for smaller charities - <https://www.charitygovernancecode.org/en/pdf>
- 15 questions trustees should ask - https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/569550/15_questions_trustees_should_ask.pdf
- Information for prospective Board Members of soundLINCS
- Roles and responsibilities (job descriptions) for Board members
- History/overview of the organisation
- Organisational chart
- Memorandum & Articles of Association/Constitution
- Annual report and accounts – year ended March 2022

- soundLINCS Equality & Diversity Policy Statement
- Dates, times and venues of forthcoming Board meetings:
 - Monday 15th April 2024 – 5pm – 7pm
 - Monday 15th July 2024 – 5pm – 7pm
 - Monday 21st October 2024 – 5pm – 7pm & AGM – 7.30pm
 - Monday 20th January 2025 – 5pm – 7pm

Information for prospective Board members of soundLINCS

soundLINCS is a Company Limited by Guarantee and a Registered Charity. It was formed in 1998 to develop participatory music activities in Lincolnshire. It works on a consortium basis with a wide range of organisations including Lincolnshire County Council, the District Councils in Lincolnshire, Arts Council England and Youth Music.

It receives annual revenue funding from a number of sources including Arts Council England and Youth Music. It also attracts project funding from a range of sources, dependent on the projects and programmes under development.

The Board of soundLINCS currently consists of:

Dominic Symonds (Chair), Tracy Jeffery, Pat Garvey, Sara Blair-Mannning, Paul Clarke, Rob Dean and Paula Caine.

The Board meets four times a year digitally or at soundLINCS offices, soundHOUSE, 18 St Martin's Lane, Lincoln LN2 1HY. Meetings take place in the evening commencing at 5.00 pm.

Board members are also expected to take part in working group or sub-committee meetings from time to time to review and develop policy in specific aspects of its operation.

Board members/Trustees are encouraged to attend soundLINCS events from time to time so as to keep abreast of how the Company's work is developing.

A job description for Board members/Trustees is attached.

soundLINCS operates with a small core staff team. The Chief Executive (CEO), Nikki-Kate Heyes, was instrumental in setting up the Company. Other staff include Chief Executive's Executive Assistant, Producer, Media & Communications Intern.

In addition, soundLINCS engages the services of freelance consultants from time to time according to the needs of the Company.

soundLINCS contracts with a network of freelance Music Facilitators who carry out work in a wide range of settings including nurseries, schools, youth centres, community centres etc. and for whom it provides induction and ongoing training and development.

All Board members are expected to:

- Attend quarterly Board meetings regularly and reliably
- Promote Board decisions and act corporately at all times
- Operate effectively and efficiently as part of the Board team
- Participate from time to time, as requested, in meetings and events in which soundLINCS has an interest
- Represent soundLINCS and its interests to stakeholder organisations including funding bodies

- Actively support and promote the work of soundLINCS through networking activities
- Contribute specialist knowledge and expertise to inform policy making
- Participate from time to time in any internal sub-committees or project groups as appropriate
- Participate in personal and board development activities aimed at ensuring the smooth, effective and efficient management of the Board and its affairs

Roles and responsibilities (job descriptions) for Board members

JOB DESCRIPTION – DIRECTOR/TRUSTEE

Job Title: Director/Trustee

Responsible to: The Chair of the Board

Overall Purpose of Job

- To fulfil the role of Director and Charity Trustee of soundLINCS, a Company Limited by Guarantee and a Registered Charity
- To assume legal responsibility, with the other Directors, for the overall management of the Company's affairs ensuring that it operates within the legislative framework of current Company and Charity Law
- To be accountable for the solvency and efficient management of the Company by controlling its activities and finances

Principal accountabilities

- To formulate overall strategy, policies, plans and budgets
- To delegate authority to Sub-Committees as appropriate and necessary for the effective operation of the organisation
- To monitor, review and evaluate the Company's performance to ensure that corporate objectives and goals are achieved
- To employ staff as appropriate and to fulfil the legal duties and responsibilities of an employer
- To advise and support individuals working for soundLINCS - whether as employees, contract workers or volunteers - on the development and implementation of strategy in such a way that corporate values are upheld and promoted
- With the Chair of the Board, to monitor, review and evaluate the work of the Chief Executive and provide him/her with regular feedback on performance
- To keep up to date with funding bodies' policies and priorities and ensure that the organisation is responsive to these

Duties and responsibilities

- To exercise his/her powers for the benefit of the organisation as a whole including employees, contract workers and volunteers
- Not to make any financial gain out of the Directorship of the Company
- To declare any financial interest in proposals under discussion
- To avoid conflict of interests and declare any interests
- To use powers entrusted to Directors for the purpose for which they were intended
- To cause proper books of accounts to be kept
- To attach a Directors Report to the Annual Financial Statements, and provide the names of serving Directors, retirements, resignations, co-options and persons seeking election at the Annual General Meeting
- To ensure the proper filing of all relevant documents with the Registrar of Companies and the Charity Commissioners
- To keep up to date with Charity legislation and other legislation that may affect soundLINCS' work and operations
- To participate in ongoing learning and development activities and opportunities aimed at enhancing the overall operation of the Board

JOB DESCRIPTION – CHAIR OF THE BOARD

Job Title: Chair of the Board

Responsible to: The Board

Overall purpose of Job

- To lead the work of the Board and ensure that the Board operates effectively and efficiently within the framework of established policy
- To ensure that the Board undertakes adequate forward planning through the development of Business Plans, strategic plans, management and artistic policies
- To ensure that the Board fulfils its duties and responsibilities for ongoing monitoring, review and evaluation of the work of the Company

Principal accountabilities/main tasks

- To chair the meetings of the Board
- To work with the Chief Executive in formulating Agendas and papers for Board meetings
- To ensure timely decision making on key strategic matters, using the casting vote of the Chair in Board meetings where necessary to ensure timely decision making and using delegated powers outside Board meetings as appropriate
- To call emergency meetings as necessary and/or take executive action where appropriate on matters requiring immediate attention
- On behalf of the Board, to manage, monitor and review the day to day work of the Chief Executive
- To represent soundLINC'S at meetings and negotiations with funding bodies and stakeholder organisations as appropriate
- To lead the Board in ensuring appropriate succession planning and recruitment of new Directors

JOB DESCRIPTION – VICE-CHAIR

Job Title: Vice-Chair of the Board

Responsible to: The Board

This position is typically successor to the Chair of the Board.

In addition to the responsibilities outlined in the Director/Trustee Job Description, the overall purpose of Job:

- To support the Chair to lead the work of the Board and ensure that the Board operates effectively and efficiently within the framework of established policy
- To ensure that the Board undertakes adequate forward planning through the development of Business Plans, strategic plans, management and artistic policies
- To ensure that the Board fulfils its duties and responsibilities for ongoing monitoring, review and evaluation of the work of the Company

Principal accountabilities/main tasks

- To chair the meetings of the Board in the absence of the Chair of the Board
- To work with the Chief Executive in formulating Agendas and papers for Board meetings whenever the Chair of the Board is unavailable
- To ensure timely decision making on key strategic matters, using the casting vote of the Chair in Board meetings when deputising for the Chair of the Board as necessary to ensure timely decision making and using delegated powers outside Board meetings as appropriate
- To call emergency meetings as necessary and/or take executive action where appropriate on matters requiring immediate attention, when the Chair is unavailable
- On behalf of the Chair of the Board when necessary, to manage, monitor and review the day to day work of the Chief Executive
- To represent soundLINCS at meetings and negotiations with funding bodies and stakeholder organisations as appropriate
- To support the Chair of the Board to lead the Board in ensuring appropriate succession planning and recruitment of new Directors

JOB DESCRIPTION –TREASURER

Job Title: Treasurer

Responsible to: The Board

Overall purpose of Job

To oversee and support the Finance and Operations Manager and act as principal adviser to the Board on all matters relating to the effective and efficient financial management of the Company

Principal accountabilities/main tasks

- To advise the Board on all governance matters affecting the Company relating to finance
- To ensure that proper financial records and reporting are maintained and to advise the Board of significant issues
- To make recommendations to the Board on all financial matters affecting the Company
- To ensure that proper financial procedures are maintained

JOB DESCRIPTION – SECRETARY

Job Title: Secretary

Responsible to: The Board

Overall purpose of Job

To oversee and support the Executive Assistant-enabling the Board to operate within the framework of current Company and Charity Law

Principal accountabilities/main tasks

- To attend Board meetings in accordance with the Memorandum and Articles of Association
- To ensure the Board has access to timely and appropriate legal advice
- To satisfy the Board that the annual Company Returns have been completed and filed on time
- To ensure basic contracts including Contracts of Employment are drafted and periodically reviewed
- To ensure that any contracts entered into by soundLINCS have the full approval of the Board

A Brief History

In 1995 Lincolnshire County Council in partnership with the Eastern Arts Board created a new post of Music Development Worker for Lincolnshire. It was a 3 year project called A Wider Air and managed wholly by the Firebird Trust.

Due to the success of the project and following the publication of a consultation report, moves to make A Wider Air into an independent Not-For-Profit organisation began. On the 1st June 1998 the current CEO Nikki-Kate Heyes was appointed and the project was transformed into a Company Limited by Guarantee and renamed **soundLINCS**. The Company joined the flourishing Arts Agency infrastructure of Lincolnshire.

Initially working out of an office at home with a single worker/practitioner, the Company succeeded in securing office accommodation in Lincoln during the millennium year of 2000.

Over the past 25 years **soundLINCS** has been on a journey, touching the lives of many different people from all backgrounds unleashing potential through music. Recently we have introduced some amazing toolkits, undertaken academic research alongside plenty of projects, partnerships, activity and awards that have kept us energized and refreshed. This has included spreading our wings to the beautiful pastures of Azerbaijan, expanding the reach of our community work.

Following a holistic company review supported by an Arts Council England Catalyst grant, **soundLINCS** is at an exciting turning point and is looking to the next 20 years of developing increased empowerment and innovation in community music locally, nationally and internationally continuing to build on our excellent reputation within the music sector.

soundLINCS is managed by a voluntary Board of Trustees currently comprising 6 dedicated volunteers who ensure a strategic overview of the Company. Through regular meetings, they monitor the work of the Company ensuring high standards are kept; assist in the achievement of goals and objectives from their understanding of the Company's stakeholders via their diverse connections and demographics. They bring a wealth of professional, business, advisory and specialist knowledge to the Company, complementing core staff skills to ensure the most effective quality service can be delivered.

The day to day operations and project delivery is undertaken by the CEO, 3 core staff and a range of 25 freelance Facilitators who have been inducted (including adherence to the Company's policies and procedures), trained and safeguarded by the Company.

soundLINCS also supports part time posts with specific project responsibilities.

Objectives

soundLINCS' Mission Statement:

"To provide a quality service for music which achieves measurable social change

and enhances, enables and encourages the development of music in an enjoyable way, through activities, advocacy and access to information."

Strategic Aims

Aim 1: More people in the region have the opportunity to participate in the widest possible range of music making activities

Aim 2: All programmes devised, developed and promoted by soundLINCS are of the highest standards of artistic excellence with continuing emphasis on creativity and innovation to stimulate, enrich and enliven minds

Aim 3: Communities are fully engaged in devising and developing programmes and projects with soundLINCS

Aim 4: Programmes and projects reach more diverse communities in the East Midlands with particular emphasis on "at risk" young people, rurally isolated communities, minority ethnic communities and communities of older people

Aim 5: Partnership working and building strategic alliances locally, regionally, nationally and internationally continues at the heart of what we do

Aim 6: Fundraising, business development and income generation sustain the organisation, build up its financial resilience and strengthen its research and development work.

Certain general principles will influence the way in which **soundLINCS** makes its services available.

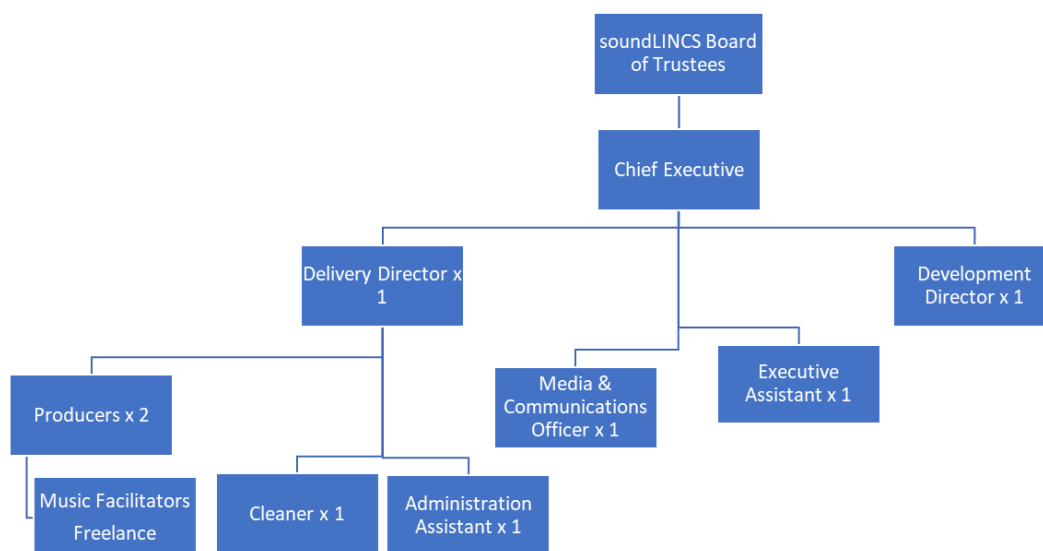
Access

People, whatever their circumstances will receive the same opportunities to access the range of projects offered by **soundLINCS**. The organisation will positively organise its provision of projects to ensure this access and remove barriers based on disability, race, belief, gender, age, sexual orientation or special educational needs.

Breadth and Balance

The programme of projects offered will be sufficiently wide ranging and balanced to enable people to develop to the maximum their aptitudes, knowledge, understanding and skills.

Organisational Chart



Memorandum & Articles of Association

Annual report and accounts – year ended March 2023

soundLINCS EQUALITY & DIVERSITY POLICY STATEMENT

soundLINCS Equality & Diversity Policy is available to peruse in the Company's Reception Area and Company Notice Board.

If you would like to request a copy of soundLINCS Equality and Diversity policy in a different language or a different format, such as large print or Braille, contact the EA to the CEO via email: info@soundlincs.org or telephone 01522 510073.

Equal opportunity is based on a legal framework that aims to protect individuals from discrimination.

Diversity goes beyond equality and the groups covered by anti-discrimination legislation. It refers to 'difference' and is about recognising and valuing the differences and individual contribution that people make, whether at work or in the community.

Equality and diversity need to be considered together. soundLINCS Equality and Diversity Policy aims to ensure that soundLINCS provides a fair and equitable service to employees, partners and stakeholders.

The Equality and Diversity policy of soundLINCS is that in the recruitment, selection, training, appraisal, development and promotion of staff, the only consideration must

be that the individual meets, or is likely to meet the requirements of the post. Selection for a job is made solely on merit.

The requirements being met, no employee will be discriminated against on the basis of their sex, sexual orientation, race, ethnic origin, disability, marital status, caring or parental responsibilities, pregnancy and maternity, age, or beliefs on matters such as religion and politics.

soundLINCS is committed to provide a working environment in which the rights and dignity of all its members are respected, and which is free from discrimination, prejudice, intimidation and all forms of harassment including bullying.

This Policy means that all employees of soundLINCS have the right to work in an environment free from discrimination, prejudice and all forms of harassment or bullying.

We aim to ensure that all communities have opportunities to work with us, access our services and be involved in our activities.

soundLINCS policies will be clearly communicated to staff to ensure that all involved with the Company understand their rights and their responsibilities.

soundLINCS' Equality and Diversity Policy will be communicated to suppliers and service providers in order that they are aware of our commitment to equality. soundLINCS aspires to treat every client, customer and organisation with whom we have contact, with the same dignity and respect that we afford, and require from, our own employees.

Where commercially practicable, soundLINCS will endeavour to use suppliers who are also able to demonstrate, through their written policies and in the way that they communicate and conduct their business with soundLINCS their own commitment to equality. (See 1.3 soundLINCS Equality and Diversity Terms and Conditions for Suppliers)

Types of discrimination: definitions

Direct discrimination – occurs when someone is treated less favourably than another person because of a protected characteristic they have or are thought to have (see perceptive discrimination below), or because they associate with someone who has a protected characteristic (see associative discrimination below).

Associative discrimination – is direct discrimination against someone because they associate with another person who possesses a protected characteristic.

Perceptive discrimination – is direct discrimination against an individual because others think they possess a particular protected characteristic. It applies even if the person does not actually possess that characteristic.

Indirect discrimination – can occur when a company condition, rule, policy or practice applies to everyone but particularly disadvantages people who share a protected

characteristic. Indirect discrimination is justified if the company acts reasonably in managing its business to achieve a legitimate aim.

soundLINCS is committed to a programme of action to ensure that its policy is implemented and monitored at an organisational and individual level.

‘Community music’ is defined as involving musicians from any musical discipline working with groups of people to enable them to develop active and creative participation in music. Community music can happen in all types of community, whether based on place, institutions, interest, age, cultural or gender group and reflects the context in which it takes place.

Community music (by definition) is concerned with putting equal opportunities into practice.

All soundLINCS’ Board members agree to abide by soundLINCS Equality and Diversity Policy and undertake to promote equal opportunities as part of their work as Board members.

Board members, CEOs and Trustees will be subject to vetting in accordance with the legal conditions laid down by the Charities Act and the Companies Act.

Any meeting, workshop or event (including Board meetings) instigated by soundLINCS solely or in partnership shall take place in fully accessible venues, except where all potential participants are known to have no specific access needs.

Meetings, workshop convenors/leaders should ensure facilities enable all to hear and be heard, regardless of any hearing or speech impairments. Convenors/leaders should also be sensitive to matters of participation and effective contribution by employing appropriate participatory structures.

The Chair shall encourage contributions to Board meeting agendas from all Board members.

All contracts of employment and contracts for services involving substantial fees and/or time scales shall be subject to recruitment and selection conditions based on the Equal Opportunities Practice of the Arts Council of England. Board members allocated to recruitment procedures shall be involved in the process, from approval of advertising to short listing and interviewing.

soundLINCS operates a monitoring procedure which is analysed in isolation to any short listing procedure and without prejudice to the selection process (See 1.2 soundLINCS Equality and Diversity Monitoring Form). Candidates for contracts of employment and tenders for contracts for service shall be informed of this in applications and shall have the option not to respond to questions on the monitoring form. Results of recruitment monitoring shall be presented to the Board annually who shall take appropriate action, where necessary, to address issues of balance, accessibility and equal opportunities.

Present and future employees shall have the right to negotiate with the Board terms and conditions of employment which reflect both soundLINCS requirements of the job and the individual's professional and personal circumstances and good employment practice. soundLINCS shall encourage potential and existing employees to plan flexible working hours and propose job-share arrangements where practicable.

In addition, soundLINCS will reward all employees at the same remuneration for a defined job but recognise that differences in the level of experience may lead to variable pay.

soundLINCS Equality & Diversity Policy is included within the Induction process of new employees, contractors and volunteers and annual refresher training is provided to ensure that all staff are kept up to date with their Equality and Diversity responsibilities.

Employees and contractors shall agree to abide by and promote soundLINCS Equality and Diversity Policy. Failure to do so may result in disciplinary action being taken.

Anyone representing soundLINCS, whether paid employees, contractors, volunteers or CEOs, shall be expected to act in that position with courtesy and respect to anyone with whom they have dealings on soundLINCS business, regardless of race, colour, ethnic or national origin, gender, gender reassignment, marital status, sexuality, age, disability, political or religious beliefs, economic status or class.

Representatives of soundLINCS whether paid employees, contractors, volunteers or CEOs, shall have a duty to report to the Board any instances of discriminatory behaviour perpetrated in the course of soundLINCS activities.

1.2

⁷⁵EQUALITY & DIVERSITY MONITORING FORM

soundLINCS is committed to equality of opportunity in its recruitment and selection process to help achieve and maintain a diverse workforce. The criteria used for selecting the right candidate are based solely on merit and ability to do the job.

The Equality & Human Rights Commission recommend that employers collect and monitor information to ensure that their recruitment practices are fair and open to all sections of the community. To help soundLINCS to monitor the effectiveness of its Diversity Policy in this area, please take a few moments to complete this section of the form.

To ensure confidentiality, please return the form in the attached envelope that is marked for the attention of a member of **soundLINCS** who is not involved in the selection process for this post.

Please be assured that the information provided will not be used as part of the selection process in any way. The information will be treated in confidence and will only be used for monitoring purposes.

Job title applied for:

Your age: ☐ 16-24 ☐ 25-34 ☐ 35-44 ☐ 45-54 ☐ 55-64

☐ 65+

Are you: Male ☐ Female ☐

What is your nationality?

How would you describe your ethnic origin?

- | | |
|---------------------------------------------------------------|------------------------------------------------------------|
| <input type="checkbox"/> White – British | <input type="checkbox"/> Mixed – White and Black Caribbean |
| <input type="checkbox"/> White - Irish | <input type="checkbox"/> Mixed – White and Black African |
| <input type="checkbox"/> White – European | <input type="checkbox"/> Mixed – White and Asian |
| <input type="checkbox"/> Other White background | <input type="checkbox"/> Other Mixed background |
| <input type="checkbox"/> Black or Black British - Caribbean | <input type="checkbox"/> Other Ethnic background |
| <input type="checkbox"/> Black or Black British - African | <input type="checkbox"/> Information refused |
| <input type="checkbox"/> Other Black background | |
| <input type="checkbox"/> Asian or Asian British - Indian | |
| <input type="checkbox"/> Asian or Asian British - Pakistani | |
| <input type="checkbox"/> Asian or Asian British – Bangladeshi | |
| <input type="checkbox"/> Chinese | |
| <input type="checkbox"/> Other Asian background | |

The descriptions listed above are those used in the 2001 Census of Population and allow comparison of statistics to be produced. This question is not concerned with your nationality, place of birth or citizenship but aims to establish the broad ethnic groups of people responding to our job advertisements.

The Disability Discrimination Act 1995 (DDA) protects disabled people. The DDA defines a person as disabled if they have a physical or mental impairment, which has a substantial and long term (i.e. has lasted or is expected to last at least 12 months) and has an adverse effect on the person's ability to carry out normal day-to-day activities.

Do you consider yourself to have a disability according to the terms given in the DDA?

Yes ☐ No ☐

If you have answered yes, please indicate the type of impairment which applies to you (by ticking next to it below).

People may experience more than one type of impairment, in which case tick all the types that apply. If your disability does not fit any of these types, please mark Other.

Physical impairment, such as difficulty using your arms or mobility issues which means using a wheelchair or crutches	
Sensory impairment, such as being blind / having a serious visual impairment or being deaf / having a serious hearing impairment.	
Mental health condition, such as depression or schizophrenia.	
Learning disability, (such as Down's syndrome or dyslexia) or cognitive impairment (such as autism or head-injury).	
Long-standing illness or health condition such as cancer, HIV, diabetes, chronic heart disease, or epilepsy.	
Other, such as disfigurement (specify below if you wish).	

Religion or belief

Which group below do you most identify with?

No religion		Christian		Jewish		Baha'l		Sikh	
Hindu		Muslim		Buddhist		Jain			
Any other religion or belief (specify if you wish)									

Sexual orientation

How would you describe your sexual orientation?

Bisexual		Gay man		Gay woman/lesbian		Heterosexual/straight	
Other (specify below if you wish)							

Do you identify as transgender?

For the purpose of this question “transgender” is defined as an individual who lives, or wants to live, full time in the gender opposite to that they were assigned at birth.

Male		Female		Prefer not to say	
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Would you describe yourself as:

Unemployed		Employed/self-employed		Student	
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What is the first half of your postcode?

(This enables us to monitor the geographical distribution of applicants)

Do you have family or personal responsibilities (eg as a carer for a person with disabilities) that affects the range of posts you can apply for? Yes ☐ No ☐

How did you find out about this job? (Please tick one of the following)

- | | | |
|-----------------------------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> Job Shop Circular | Local Publication | <input type="checkbox"/> |
| <input type="checkbox"/> Job Centre | Internet | <input type="checkbox"/> |
| <input type="checkbox"/> National Publication | Other - (please specify) | <input type="checkbox"/> |
-

Thank you for assisting soundLINCS to monitor the effectiveness of its Equal Opportunities and Diversity Policy.

1.3 soundLINCS EQUALITY & DIVERSITY TERMS & CONDITIONS FOR SUPPLIERS

soundLINCS Equality and Diversity Policy will be provided to all the Company's suppliers.

Under soundLINCS' Equality and Diversity Certification, the Company requests that its suppliers email confirmation to info@soundlincs.org that they are able to demonstrate, through their written policies and in the way that they communicate and conduct their business with soundLINCS, their own commitment to equality and that they adhere to the terms and conditions below.

1. The Supplier shall not unlawfully discriminate within the meaning and scope of Equality Legislation or other any law, enactment, order, or regulation relating to discrimination (whether in age, race, gender, religion, disability, sexual orientation or otherwise) in employment.
2. The Supplier shall take all reasonable steps to secure the observance of Clause 1 above by all Staff employed in performance of its Contract with soundLINCS.
3. The Supplier shall notify soundLNCS forthwith in writing as soon as it becomes aware of any investigation of or proceedings brought against the Supplier under Equality Legislation or other any law, enactment, order or regulation.
4. Where any investigation is undertaken by a person or body empowered to conduct such investigation and/or proceedings are instituted in connection with any matter relating to the Supplier's performance of this Contract being in contravention of Equality Legislation or other any law, enactment, order or regulation relating to discrimination, the Supplier shall, free of charge provide any information requested in the timescale allotted; attend any meetings as required and permit the Supplier's Staff to attend; promptly allow access to and investigation of any documents or data deemed to be relevant; allow the Supplier and any of the Supplier's Staff to appear as witness in any ensuing proceedings; and cooperate fully and promptly in every way required by the person or body conducting such investigation during the course of that investigation.
5. Where any investigation is conducted or proceedings are brought under Equality Legislation or other any law, enactment, order or regulation relating to discrimination which arise directly or indirectly out of any act or omission of the Supplier, its agents or sub-contractors, or the Supplier's Staff, and where there is a finding against the Supplier in such investigation or proceedings, the Supplier shall indemnify soundLINCS with respect to all costs, charges and expenses (including legal and administrative expenses) arising out of or in connection with any such investigation or proceedings and such other financial redress to cover any payment soundLINCS may have been ordered or required to pay to a third party.
6. The Supplier must ensure that all written information produced or used in connection with the Contract entered into with soundLINCS can be provided on request in a format as accessible as possible to people with disabilities and to people whose level of literacy in English is limited.