

**Minutes of Diversity, Inclusion and Equality Committee (DIEC) Meeting**  
**held on Monday 10<sup>th</sup> February 2025**

**1) Attendees / Apologies:**

In attendance - Ruth Kerr (Chair and Minutes), Robin Jepson and Vanessa Jervis.

Apologies - Ron Millet (Chair),

**2) Actions from meetings held on 30-10-24 and 02-12-24:**

A meeting paper containing a progress update against actions from the meetings held on 30-10-24 and 02-12-24 was reviewed and updated; details of which can be found at the end of these minutes.

The following ongoing actions were carried forward:-

*Disability Access Scoping Exercise - RK to check with SC when the next BridgeWebs release including a section in the "Where & When Information Section" for accessibility is likely to be (Action Point 1).*

*Disability Access Scoping Exercise – RM to arrange a further meeting with the Senior Diversity Officer at Leeds City Council, Geoffrey Turnbull to discuss the results of our Disability Access scoping exercise and other matters (Action Point 2).*

*Diversity, Inclusion & Equality Training for DIEC Members and other stakeholders - VJ with the support of RK to look to source or develop a more targeted Diversity, Inclusion & Equality Training package which can be delivered to key stakeholders in YCBA affiliated clubs in 2025 (Action Point 3).*

The remaining ongoing actions were discussed under the relevant agenda items.

**3) Priority items for discussion**

**3.1) Development of a YCBA Diversity Inclusion and Equality Policy**

The latest working draft of the policy and a discussion document regarding proposed amendments to the YCBA Constitution were discussed with a particular focus on the section on complaints where it was agreed that:-

- Complaints should be brought to the attention of the Chair or Secretary.
- Complaints will be dealt with in an impartial manner and where the complainant is dissatisfied there will be a right of appeal".
- Should a complainant request an appeal the YCBA Management Board may refer the matter to an external body for further review.

The following action points were agreed:-

*VJ to update and circulate an amended version of the working draft of the YCBA Diversity, Inclusion & Equality Policy (Action Point 4).*

*RJ to update and circulate an amended version of the discussion document regarding proposed amendments to the YCBA Constitution (Action Point 5).*

*RK to circulate the amended documents to the YCBA Management Board and other key stakeholders ahead of the Strategic Away Day on 19/02/25 (Action Point 6).*

### **3.2) Development of a model Diversity Inclusion and Equality Policy for Clubs**

It was agreed that this area of activity would be taken forward once the YCBA Diversity, Inclusion and Equality Policy is finalised.

### **3.3) Review of YCBA processes for diversity**

RK stated that she had update the Supported Self-Assessment template to reflect the suggestions made at the meeting on 02/12/24 but further work was required to develop more detailed Guidance Notes to support the Supported Self Assessment Template.

It was noted that the draft organisational health checklist that VJ had circulated following her attendance at the North Yorkshire Equality & Inclusion Partnership meeting, whilst employer rather than service focused, may be helpful to the Supported Self-Assessment of the YCBA Management Board.

The following action points were agreed / carried forward ahead of further discussion at the next DIEC meeting:-

*RK to develop more detailed Guidance Notes to support the Supported Self Assessment Template (Action Point 7)*

*VJ to adapt the draft organisational health checklist to make it of more relevance to the YCBA Management Board (Action Point 8).*

*RM to contact the Senior Diversity Officer at Leeds City Council, Geoffrey Turnball, and/or other appropriate external individuals for support with the Supported Self-Assessment of the Diversity, Inclusion & Equality Committee (Action Point 9).*

### **3.4) YCBA Disabled Persons' Club Improvement Grant**

The recently introduced YCBA Disabled Persons' Club Improvement Grant was discussed.

The following action point was agreed:-

*RK to engage with David Guild to ensure that the DIEC are notified of applications received, and grants made in this area (Action Point 10).*

### **3.5) Development of DIEC webpage to include relevant information and resources**

A Diversity, Inclusion & Equality Page has been created and populated. Further work required to expand and develop the page to include relevant information and resources which are regularly reviewed was discussed. A standing item has been added the DIEC meeting agenda to support this.

The following action points was agreed:-

*RK to email RJ with a summary of identified developmental work for the DIEC webpage to enable him to liaise with Jim Edwards (Action Point 11).*

### **3.6) Promotion of bridge amongst underrepresented groups**

VJ commented that engagement with Community First Yorkshire may be helpful to future work in this area.

The following action points were carried forward / agreed:-

*RM to speak to the Chair of the Bridge Development Committee regarding the feasibility of holding a suitable bridge event in collaboration with Refugee Action in Bradford (Action Point 12)*

*RK to arrange for the DIEC Committee and Business Development Committee to meet to discuss future collaboration on this matter – both generally and in relation to the specific suggestion raise at the YCBA Members Meeting on 23/11/24 regarding engaging with Refugee Action in Bradford (Action Point 13).*

### **3.7) Preparation for planned meeting between the YLC and the DIEC on 25/03/25**

RJ advised that Mike Jackson (Chair of the YLC) had drafted correspondence to clubs regarding the 2025/26 season which he would circulate to DIEC members for their comments.

The following action points were carried forward / agreed:-

*Further discussion to take place with the YLC at the planned meeting on 25/03/25 regarding the requirement for clubs to produce and publish on their website an accessibility statement being made part of future YL entry requirements (Action Point 14)*

*RK to engage with MJ to agree an agenda for the planned meeting between the YLC and the DIEC on 25/03/25 (Action Point 15)*

### **3.8) David Guild's Powerpoint Presentation to County Chairs on 13/02/25**

Slides of the presentation had been shared with DIEC members ahead of the meeting for their information.

### **3.9) Debbie Sandford's EDI paper to the EBU Board (October 2024)**

A copy of DS's EDI paper to the EBU Board (October 2024) had been shared with DIEC members ahead of the meeting for their information.

RJ commented that it was pleasing to note that the YCBA had positively featured in the paper.

RK advised that she had recently had a very useful telephone call with DS in which DS had been very complimentary and supportive about the work that the DIEC have done to date

and our planned actions. RK stated that she and DS had agreed to share and collaborate moving forward where relevant and appropriate

#### **4) Review and update of action plan**

The priority areas of the action plan had been discussed during the above agenda items. Due to time limitations, it was not possible to review the rest of the action plan.

*RK to update the action plan and arrange for it to be uploaded to the DIEC webpage (Action Point 16).*

#### **5) Review of any other diversity issues**

No matter raised or discussed.

#### **6) Any other business**

No matter raised or discussed.

#### **7) Date of next meeting: Tuesday, 1<sup>st</sup> April at 10.00 via Zoom.**

#### **Action Points from Meeting held on 30/10/24:**

AP1 – Extract from EBU White Book regarding Disability – RK to include this information in the planned future communication with clubs regarding the findings of the Disability Access Scoping Exercise. Action Completed - The extract was included in a communication sent to Club Chairs and Club Secretaries on 26/01/25 which has been published on the DIEC webpage on the YCBA website.

AP2 – Accessibility Statements - RK to include a model Accessibility Statement in the planned future communication with clubs regarding the findings of the Disability Access Scoping Exercise. Action Completed - Two examples of Accessibility Statements and related guidance have been included in a communication sent to Club Chairs and Club Secretaries on 26/01/25 which has been published on the DIEC webpage on the YCBA website.

AP3 – Accessibility Statements – Discussion to take place with the YLC at the planned meeting on 26/11/24 regarding the requirement for clubs to produce and publish on their website an accessibility statement being made part of future YL entry requirements. Action Ongoing - Discussion took place and it was agreed that all affiliated YCBA Clubs will be encouraged to have a section on their website outlining their accessibility arrangements and this will be part of the entry requirements for those YCBA affiliated Clubs playing in the Yorkshire League from 2024/26. Further discussion to take place with the YLC at the planned meeting on 25/03/25 regarding the requirement for clubs to produce and publish on their website an accessibility statement being made part of future YL entry requirements.

AP4 – Disability Access Scoping Exercise - RJ to engage with BridgeWebs with a view to including a section in the "Where & When Information Section" for accessibility

arrangements for disabled people. Action Ongoing - Stephen Cordingley (SC) has taken this forward with BridgeWebs and has received a reply from them indicating that they think that putting an Accessibility section on their information page "sounds like a reasonable general requirement" and they will add it to their Suggestions List for their next release. SC has been asked to enquire when the next release is likely to be (the last release was May 2024 and the one before that was June 2022). Details have also been circulated to clubs about how they can add an Accessibility section to the BridgeWebs menu. RK to check with SC when the next BridgeWebs release including a section in the "Where & When Information Section" for accessibility is likely to be.

AP5 – Planned meeting between the YLC and the DIEC on 26/11/24 – RJ to ask MJ to share the results of their consultation ahead of the meeting. Action Completed.

AP6 – Planned meeting between the YLC and the DIEC on 26/11/24 – RK to share with MJ the results of the Disability Scoping Exercise ahead of the meeting. Action Completed.

AP7 – Planned meeting between the YLC and the DIEC on 26/11/24 – RK to engage with MJ to agree an agenda ahead of the meeting. Action Completed.

AP8 – Planned meeting between the YLC and the DIEC on 26/11/24 – VJ to do a note for RM covering the potential risk that the YCBA carry in this area as the organiser of the YL. Action Completed - Note shared with the YLC on 26/11/24

AP9 – Planned meeting between the YLC and the DIEC on 26/11/24 – DIEC to make it clear to the YLC the importance of them having a written record of their thought process regarding the request for reasonable adjustment. Action Completed - Conveyed in emails of 23/11/24 and 26/11/24 as well as in the meeting held on 26/11/24.

AP10 – Disability Access Scoping Exercise – RM to arrange a further meeting with the Senior Diversity Officer at Leeds City Council, Geoffrey Turnbull to discuss the results of our Disability Access scoping exercise and other matters. Action Ongoing - See also AP4 from meeting on 02/12/24 below.

AP11 - Development of a YCBA Diversity Inclusion and Equality / Equal Opportunities Policy - RM and VJ to take the lead on the development of a YCBA Diversity Inclusion and Equality / Equal Opportunities Policy to be progressed via a specifically focused Face-to-Face meeting which is scheduled for 02/12/24. Action Ongoing - See AP1 from meeting on 02/12/24 below.

AP12 - Review of YCBA processes for diversity in 2024 – RK and RJ to take the lead on the development of a mechanism to facilitate this piece of work to be progressed via a specifically focused Face-to-Face meeting which is scheduled for 02/12/24. Action Ongoing - See AP3 from meeting on 02/12/24 below.

AP13 - Diversity, Inclusion & Equality Training for DIEC Members and other stakeholders - VJ with the support of RK to look to source or develop a more targeted Diversity, Inclusion & Equality Training package which can be delivered to key stakeholders in YCBA affiliated clubs in 2025. Action Ongoing - It is not envisaged that work on this action will commence until other priority actions (including the Diversity, Inclusion & Equality policy in particular) are progressed.

AP14 - Diversity, Inclusion & Equality Training for DIEC Members and other stakeholders - RK to make enquiries at York Bridge Club to see if they have had any training which might support the sourcing or development of a more targeted Diversity, Inclusion & Equality Training package which can be delivered to key stakeholders in YCBA affiliated clubs in

2025. Action Completed - RK spoke to Sally Gregory who advised that YBC had not had any specific training in this area

AP15 - Review and update of action plan – RK to update the Action Plan and circulate it to YCBA Board Members with an update from the DIEC ahead of the YCBA Management Board Meeting on 14/11/24. Action Completed.

AP16 - DIEC Page on the YCBA website – RJ to engage with Jim Edwards to create a DIEC Page on the YCBA website which will include relevant information and resources. Action Ongoing - A Diversity, Inclusion & Equality Page has been created and populated. Further work is required to expand and develop the page to include relevant information and resources which are regularly reviewed. A standing item has been added the DIEC meeting agenda to support this.

### **Action Points from Meeting held on 02/12/24:**

AP1 - Development of a YCBA Diversity Inclusion and Equality / Equal Opportunities Policy - VJ to update and circulate an amended version of the draft YCBA Diversity, Inclusion & Equality Policy. Action Ongoing - VJ updated and circulated an amended version of the draft policy which will be further discussed at the next DIEC meeting on 10/02/25. Final draft policy to be circulated to YCBA Board Members and other key stakeholders prior to the YCBA Strategic Away Day on 19/02/25 where the policy will be further discussed prior to it being finalised.

AP2 - Development of a YCBA Diversity Inclusion and Equality / Equal Opportunities Policy - RK to engage with David Guild to arrange for a slot on the agenda of the YCBA Strategic Away Day to discuss and ratify finalised Diversity, Inclusion & Equality Policy and proposed changes to the YCBA Constitution. Action Ongoing - RK has engaged with David Guild to arrange for a slot on the agenda. Action is ongoing to prepare for this.

AP3 - Review of YCBA processes for diversity in 2024 - RK & RJ to proceed with and further develop the suggested mechanism to facilitate the planned review of the YCBA processes for Diversity, Inclusion and Equality to include more detailed Guidance Notes to support the Supported Self Assessment Template. Action Ongoing.

AP4 - Review of YCBA processes for diversity in 2024 – RM to contact the Senior Diversity Officer at Leeds City Council, Geoffrey Turnball, and/or other appropriate external individuals for support with the Supported Self-Assessment of the Diversity, Inclusion & Equality Committee. Action Ongoing.

AP5 - Promotion of Bridge Amongst Underrepresented Groups – RM to speak to the Chair of the Bridge Development Committee regarding the feasibility of holding a suitable bridge event in collaboration with Refugee Action in Bradford. Action Ongoing.