

Minutes of Diversity, Inclusion and Equality Committee (DIEC) Meeting

held on Thursday, 3rd April 2025

1) Attendees / Apologies:

In attendance - Ron Millet (Chair), Robin Jepson and Vanessa Jervis, Ruth Kerr (Minutes).
Apologies - None (all members in attendance)

2) Minutes and Actions from previous meeting held on 10/02/25:

The minutes of the previous meeting held on 10/02/25 had previously been agreed by email correspondence.

A meeting paper containing a progress update against actions from the meeting held on 10/02/25 was reviewed and updated; details of which can be found at the end of these minutes.

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 Completed. SC has been advised by Bridgewebs that the next release will be in the Summer. Progress to be monitored via DIEC Action Plan.

The following actions were carried forward:-

Disability Access Scoping Exercise – RM to arrange a further meeting with the Senior Diversity Officer at Leeds City Council, Geoffrey Turnball to discuss the results of our Disability Access scoping exercise and other matters (Action Point 1).

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 2). It was agreed that the work on sourcing or developing a training package would be carried out over the Summer with a view to rolling out training thereafter.

The remaining actions were discussed under the relevant agenda items.

3) Priority items for discussion

3.1) Development of a YCBA Diversity Inclusion and Equality Policy

Further discussion took place regarding the finalisation of the YCBA Diversity Inclusion and Equality Policy and associated proposed amendments to the YCBA Constitution considering feedback that had been received following YCBA Management Board members and other stakeholders. The recently published EBU Equity, Diversity and Inclusion policy was also discussed. It was agreed that to ensure consistency it would be helpful to seek clarification from DS regarding the reference to "sanctions" in the EBU EDI Policy - I.e. How these might arise and what they might entail.

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 3).

RJ and RM to draft and circulate proposed amendments to the YCBA Constitution (Action Point 4).

Final working draft of the YCBA Diversity, Inclusion & Equality Policy and proposed amendments to the YCBA Constitution to be circulated to YCBA Management Board members in advance of the next YCBA Management Board Meeting on 21/05/25 for ratification ahead of the AGM on 28/06/25 (Action Point 5).

RK to engage with DS for further details regarding the reference to “sanctions” in the EBU EDI Policy - I.e. How these might arise and what they might entail (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. It was agreed that to it would be helpful to engage with DS to see if this was a piece of work that the EBU might be planning to take forward.

The following action points were agreed:-

RK to engage with DS to see if the EBU is planning to take forward any work in this area (Action Point 7).

RK to communicate with clubs to establish whether any of them already have a Diversity, Inclusion and Equality Policy (or equivalent) so that these can be considered as part of our work in this area (Action Point 8).

3.3) Review of YCBA processes for diversity

Following discussion it was agreed that the best way of further developing the Diversity Supported Self Assessment Template and any related guidance notes would be by piloting it with the Yorkshire League Committee.

The following action points were agreed:-

RK to seek any further feedback from the DIEC and incorporate this into the current draft document prior to sending the document to the YLC via RJ in advance of their next meeting in early May (Action Point 9).

RK to engage with DS to seek feedback from her regarding the work we are doing in this area (Action Point 10).

The following actions were carried forward:-

VJ to adapt the draft organisational health checklist to make it of more relevance to the YCBA Management Board (Action Point 11).

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 12).

3.4) YCBA Disabled Persons' Club Improvement Grant

It was agreed that this item would be added to the Standing Agenda.

The following action point was carried forward:-

RK to engage with David Guild to ensure that the DIEC are notified of applications received, and grants made in this area (Action Point 13).

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

RK had emailed RJ a summary of identified developmental work for the DIEC webpage which he had passed on to Jim Edwards. Since emailing, some action had been taken with further work still required.

MJ had separately kindly offered assistance with developing the DIEC webpage in June and July.

The following action point was agreed:-

DIEC members to give consideration to future requirements ahead of further discussion at the next DIEC meeting in 15/05/25 in order to make best use of the assistance offered by MJ (Action Point 14)

3.6) Promotion of bridge amongst underrepresented groups

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 15)

RM 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 raised at the YCBA Members Meeting on 23/11/24 regarding engaging with Refugee Action in Bradford (Action Point 16).

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

A constructive meeting had taken place between the YLC and the DIEC on 25/03/25. RK advised that she had prepared a list of updated actions from the meeting which she would be circulating to all relevant parties. It was agreed that it was not necessary at this time to arrange another meeting to progress the ongoing work in this area.

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. Discussion took place regarding the format of the action plan and the possibility of altering it to include a dashboard and/or timeline.

RK to update the action plan and arrange for it to be uploaded to the DIEC webpage (Action Point 17).

VJ to give further consideration to possibility of altering the existing format of the action plan to include a dashboard and/or timeline and circulate suggestions (Action Point 18).

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: Thursday 15th May at 10.00 via Zoom.

Action Points from Meeting held on 10/02/25:

AP1 - 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 Completed. SC has been advised by BridgeWebs that the next release will be in the Summer.

AP2 - Disability Access Scoping Exercise – RM to arrange a further meeting with the Senior Diversity Officer at Leeds City Council, Geoffrey Turnball to discuss the results of our Disability Access scoping exercise and other matters. To be discussed under Agenda Item 2.

AP3 - 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 not planned to commence until further work on the YCBA Diversity Inclusion and Equality Policy and the Review of YCBA process for Diversity has been completed.

AP4 - Development of a YCBA Diversity Inclusion and Equality Policy - VJ to update and circulate an amended version of the working draft of the YCBA Diversity, Inclusion & Equality Policy. Action Completed. Subsequent action required to be discussed under Agenda Item 3.1.

AP5 - Development of a YCBA Diversity Inclusion and Equality Policy - RJ to update and circulate an amended version of the discussion document regarding proposed amendments to the YCBA Constitution. Action Completed. Subsequent action required to be discussed under Agenda Item 3.1.

AP6 - Development of a YCBA Diversity Inclusion and Equality Policy - 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 Completed.

AP7 - Review of YCBA processes for diversity - RK to develop more detailed Guidance Notes to support the Supported Self Assessment Template. To be discussed under Agenda Item 3.3.

AP8 - Review of YCBA processes for diversity - VJ to adapt the draft organisational health checklist to make it of more relevance to the YCBA. To be discussed under Agenda Item 3.3.

AP9 - Review of YCBA processes for diversity - 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. To be discussed under Agenda Item 3.3.

AP10 - YCBA Disabled Persons' Club Improvement Grant - RK to engage with David Guild to ensure that the DIEC are notified of applications received, and grants made in this area. To be discussed under Agenda Item 3.4.

AP11 - Development of DIEC webpage to include relevant information and resources - RK to email RJ with a summary of identified developmental work for the DIEC webpage to enable him to liaise with Jim Edwards. Action Completed. Subsequent action required to be discussed under Agenda Item 3.5.

AP12 - 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. To be discussed under Agenda Item 3.5.

AP13 - Promotion of bridge amongst underrepresented groups - 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 raised at the YCBA Members Meeting on 23/11/24 regarding engaging with Refugee Action in Bradford. Action Completed. Subsequent action required to be discussed under Agenda Item 3.5.

AP14 - Preparation for planned meeting between the YLC and the DIEC on 25/03/25 - 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 Completed. Subsequent action required to be discussed under Agenda Item 3.7.

AP15 - Preparation for planned meeting between the YLC and the DIEC on 25/03/25 - RK to engage with MJ to agree an agenda for the planned meeting between the YLC and the DIEC on 25/03/25. Action Completed.

AP16 - Review and update of action plan - RK to update the action plan and arrange for it to be uploaded to the DIEC webpage. Action Completed – The action plan was updated on 18/02/25 and uploaded to the DIEC webpage.