

**Minutes of Diversity, Inclusion and Equality Committee (DIEC) Meeting
held on Thursday, 10th July 2025**

1) Attendees / Apologies:

In attendance - Ron Millet (Chair), Robin Jepson, Vanessa Jervis, Ruth Kerr (Minutes) Bob Brown and Sarahe Brown.

Apologies - None (all members in attendance)

Bob and Sarah Brown were welcomed to the meeting.

2) Minutes and Actions from previous meeting held on 15/05/25:

The minutes of the previous meeting held on 15/05/25 had previously been agreed by email correspondence and published on the YCBA website.

A meeting paper containing a progress update against actions from the meeting held on 15/05/25 was noted; details of which can be found at the end of these minutes.

The following action was 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).

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

The YCBA Diversity, Inclusion & Equality Policy was agreed by the YCBA MB on 21/05/25 and has been published on the YCBA website.

The associated proposed amendments to Clause 3 and Clause 8 of the YCBA Constitution were agreed at the YCBA AGM on 28/06/25 and the amended Constitution has been published on the YCBA website.

The YCBA Diversity, Inclusion & Equality Policy is a living document and will be reviewed by the Diversity Inclusion and Equality Committee annually or whenever there is a major change in the law or a significant shift in public perceptions of diversity.

The following action point was agreed:-

Review of YCBA Diversity, Inclusion & Equality Policy to be placed on the standing agenda with a commencement date for the annual review of 21/03/25 to enable the review to be completed by 21/05/26 (Action Point 2).

3.2) Complaints of Maladministration (Proposed New Clause 9) – Production of issues paper for the YCBA MB's consideration

The production of an issues and options paper regarding the matter of Complaints of Maladministration (Proposed New Clause 9) for the YCBA MB's consideration was discussed.

The following was agreed:-

- The paper needs to present a range of options detailing the associated risks of each approach.
- This is an area where Clubs are likely to need further support.
- It would be beneficial to also introduce a method by which both positive and negative feedback could be given by members.

The following action point was agreed:-

VJ to produce an initial draft issues and options paper regarding the matter of Complaints of Maladministration (Proposed New Clause 9) and circulate it to DIEC members by the end of July (Action Point 3).

3.3) Development of a model Diversity Inclusion and Equality Policy for Clubs

The development of a model Diversity Inclusion and Equality Policy for Clubs was discussed between VJ & RK at their initial meeting regarding developing a Diversity, Inclusion & Equality Training package for key stakeholders in YCBA affiliated clubs in 2025. It was agreed that these two pieces of work should be taken forward together.

VJ advised that an attempt to use AI to create a model Diversity Inclusion and Equality Policy for a Bridge Club had generated a concise high-level document which had clearly been informed by both the EBU and YCBA policies and which could act as a useful starting point for a model Diversity Inclusion and Equality Policy for Clubs.

The following action points were agreed / carried forward:-

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 4).

RK to circulate to DIEC members the AI generated model Diversity Inclusion and Equality Policy for Clubs (Action Point 5).

3.4) Review of YCBA processes for diversity

The content of the recently completed YLC's Supported Self-Assessment was discussed and approved by the DIEC. The DIEC expressed their appreciation to the YLC for their proactive engagement.

It was agreed that Selection should be the next area for review although it was acknowledged that it might be necessary to do this in a staggered approach due to recent changes to the membership of the Selection Committees.

The following action points were agreed / carried over:-

RK to draft a one-page summary of the YLC's Supported Self-Assessment to accompany the document when it is submitted to the YCBA Management Board for their approval (Action Point 6).

RK and RJ to engage with the Selection Committees regarding the completion of a Supported Self-Assessment in their area (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).

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

MJ has carried out a thorough redesign of the DIEC webpage which has vastly improved the previous webpage and in so doing has put in place a structure to ensure that our resources do not become unwieldy over time. The DIEC expressed their appreciation to MJ for his invaluable contribution.

The DIEC webpage will continue to be expanded and developed (with further support from MJ as required) to include relevant information and resources which are regularly reviewed. A standing item has been added the DIEC meeting agenda to support this.

3.6) Promotion of bridge amongst underrepresented groups

This matter which was discussed at the Bridge Development Committee on 25/06/25 was further discussed.

The following was agreed:-

- We need to be clear about what the YCBA can offer to enable us to make a clear and deliverable proposal to relevant organisations.
- Once we have identified our *offer it would be beneficial to pilot this with a relevant organisation (which could Refuge Action in Bradford as suggested at the YCBA Members Meeting on 23/11/24 or another relevant organisation).*
- Outreach activity is more likely to be successful in the first instance.
- Involving bridge clubs in this work is also important.

The following action point was agreed:-

RM to arrange for the DIEC Committee and Business Development Committee to meet again to discuss future collaboration on this matter – either at the next scheduled Bridge Development Meeting at 10.00 on 24/09/25 or at a separate standalone meeting (Action Point 10).

3.7) Diversity, Inclusion & Equality Policy Training for key stakeholders in YCBA affiliated clubs

VJ & RK had met on 08/07/25 to start to take this piece of work forward during which they had had initial discussions regarding the contents of the training package and the method of delivery.

Proposed content of training package:-

- Generic introductory information re Diversity, Inclusion and Equality including the Equalities Act
- Application of the Equalities Act to Bridge Clubs
- Why it is important for Club's to have a Diversity, Inclusion and Equality policy and Support to develop a policy.
- Information about the importance of having clear and workable policies around Conduct and Complaints.
- Information about the importance of ensuring that Selection is done fairly.
- Information around the importance of Club's considering how to reach out to underrepresented groups as part of increasing membership (recruitment / growth)

Regarding the delivery of the package the following options and issues have been identified:-

- Face to Face or Online.
- At an individual club level to as many of their committee and other key stakeholders as are available or to several clubs at a time who would each send a couple of key stakeholders.
- Costs arising from the above models would need to be identified and factored in.
- Clubs to be asked about their training preferences (see below).

RK & VJ have arranged to meet again on 22/07/25 and 14/08/25 (both at 09.30 by Zoom). Any feedback or other input would be gratefully received.

The following action points were agreed:-

RK to send a request for information to Chairs & Secretaries regarding training preferences by end of July with a deadline of the end of August (Action Point 11).

VJ and RK to develop a Mock Slide Pack & Plan of Implementation for discussion at next DIEC Meeting (Action Point 12).

3.8) Action Points from meeting held between the YLC and the DIEC on 25/03/25

RK advised that the action points from the meeting held between the YLC and the DIEC on 25/03/25 have either been completed or are not due to be completed until August when further follow up activity with clubs will take place to support them to provide accessibility

information on their website in line with the new requirements for clubs entering teams in the Yorkshire League.

RK to provide a further progress update in relation to the Action Points from meeting held between the YLC and the DIEC on 25/03/25 at the next DIEC Meeting (Action Point 13).

4) YCBA Disabled Persons' Club Improvement Grant

RK had engaged with DG prior to the meeting who had indicated that to date aside from the full grant made to Huddersfield BC to assist with adaptations to the toilets in their new premises that the only other grants in the pipeline were in relation to Wetherby BC in relation to adaptations to toilets and possibly the setting up of a hearing loop in their Club.

5) 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

The following action points were carried forward / agreed:-

RK to update the action plan and arrange for it to be uploaded to the DIEC webpage (Action Point 14).

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 15).

6) Review of any other diversity issues No matter raised or discussed.

7) Any other business No matter raised or discussed.

8) Date of next meeting: Thursday 18th September at 14.00 via Zoom.

Meeting paper containing progress update against actions from the meeting held on 15/05/25

AP1 - 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 Ongoing – To be further discussed under Agenda Item 2.

AP2 - 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). Action Ongoing – To be further discussed under Agenda Item 3.6.

AP3 - Development of a YCBA Diversity Inclusion and Equality Policy - VJ to update and circulate the Final Version of the working draft of the YCBA Diversity, Inclusion & Equality Policy. Action Completed – The YCBA Diversity, Inclusion & Equality Policy was agreed by the YCBA MB on 21/05/25 and has been published on the YCBA website.

AP4 - Development of a YCBA Diversity Inclusion and Equality Policy - RK to update and circulate the proposed amendments to the YCBA Constitution. Action Completed – See AP 4 below.

AP5 - Development of a YCBA Diversity Inclusion and Equality Policy - Final version of the YCBA Diversity, Inclusion & Equality Policy and proposed amendments to the Clause 3 and Clause 8 of 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 Completed – The proposed amendments to Clause 3 and Clause 8 were agreed at the YCBA AGM on 28/06/25 and the amended Constitution has been published on the YCBA website.

AP6 - Development of a YCBA Diversity Inclusion and Equality Policy - DIEC members to use the next scheduled meeting on 10/07/25 to progress the production of an issues and options paper regarding the matter of Complaints of Maladministration (Proposed New Clause 9) for the YCBA MB's consideration. Action Ongoing – To be further discussed under Agenda Item 3.2.

AP7 - Development of a model Diversity Inclusion and Equality Policy for Clubs - 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 Ongoing – To be further discussed under Agenda Item 3.3.

AP8 - Review of YCBA processes for diversity - RJ to forward the proposed methodology for the review of YCBA processes for diversity and the draft Supported Self-Assessment template to the YLC ahead of their meeting on 27/05/25. Action Completed – See AP 9 below.

AP9 - Review of YCBA processes for diversity - RJ to provide feedback to the DIEC following the YLC meeting on 27/05/25 to enable next steps to be agreed. Action Completed – Extensive work has been carried out in relation to the YLC's Supported Self-Assessment. To be further discussed under Agenda Item 3.4 .

AP10 - Review of YCBA processes for diversity - VJ to adapt the draft organisational health checklist to make it of more relevance to the YCBA Management Board. Action Ongoing – To be further discussed under Agenda Item 3.4.

AP11 - 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. Action Ongoing – To be further discussed under Agenda Item 3.4.

AP12 - Development of DIEC webpage to include relevant information and resources - RK to take the lead on engaging with MJ and JE re future requirements and to keep other DIEC members updated. Action Ongoing – MJ has carried out a thorough redesign of the DIEC webpage which has vastly improved the previous webpage and in so doing has put in place a structure to ensure that our resources do not become unwieldy over time. To be further discussed under Agenda Item 3.5.

AP13 – 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 – See AP 14 below.

AP14 – Promotion of bridge amongst underrepresented groups - 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 Ongoing – This matter was discussed at the Bridge Development Committee on 25/06/25. To be further discussed under Agenda Item 3.6.

AP15 – Action Points from meeting held between the YLC and the DIEC on 25/03/25 - RK to include the Action Points from meeting held between the YLC and the DIEC on 25/03/25 on the agenda of the future DIEC meetings to enable progress to be monitored. Action Completed.

AP16 - YCBA Disabled Persons' Club Improvement Grant - RK to engage with David Guild ahead of future DIEC meetings for any further updates in relation to this Standing Agenda Item. Action Ongoing – To be further discussed under Agenda Item 4.

AP17 – 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 15/05/25 and uploaded to the DIEC webpage.

AP18 – Review and update of action plan - 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 Ongoing – To be further discussed under Agenda Item 5.