

## DIVERSITY, INCLUSION AND EQUALITY COMMITTEE (DIEC) ACTION PLAN – UPDATED 29/10/2025

### Explanatory note

At the meeting of the Diversity, Inclusion and Equality Committee (DIEC) held on 27/06/24 it was agreed that it would be helpful to collate identified actions into an action plan to help manage the work of the DIEC and keep the YCBA Management Board informed.

It was also agreed that, given the number of identified actions, that it is important to prioritise and pace the work to be taken forward.

This action plan is a living document which will be regularly reviewed and updated by the DIEC.

It is recognised that the action plan needs to be expanded further to reflect other aspects of diversity and this will be done as the work of the DIEC progresses.

It was agreed at the DIEC Meeting held on 17/09/24 that an item “Review of any other current diversity issues” be added to the standing agenda of future DIEC Meetings to support this.

IDENTIFIED ACTION	POSITION UPDATE / IDENTIFIED NEXT STEP ACTIONS
<b>Governance</b> Agree Terms of Reference for the Diversity, Inclusion and Equality Committee	<u>Position Update</u> - The following TOR have been agreed and will be kept under review. Diversity, Inclusion and Equality Committee <ul style="list-style-type: none"><li>To investigate and establish what is considered best practice in managing issues of diversity, inclusion and equality.</li><li>Its work shall include the collection of information and the offers of advice, guidance and support both for YCBA activities and to the management of its affiliated clubs.</li></ul>
<b>Governance</b> Recruit specialist members to the DIEC and to the YCBA Management Board.	<u>Position Update</u> – Work is ongoing to recruit specialist members to the DIEC and to the YCBA Management Board. Vanessa Jervis (VJ) has been appointed to the YCBA MB to represent women’s interests and attended her first YCBA MB meeting in that role on 09/10/25. <u>Next Steps Actions</u> <i>Nick Woolven (NW) to re-advertise for the Board position on representing the interests of ethnic minority groups.</i> <u>Future Action</u> - Role briefs for specialist members to be developed through a combination of the following approaches: - <ul style="list-style-type: none"><li>Specialist members to develop their own role briefs in conjunction with YCBA members from these specific groups.</li></ul>

	<ul style="list-style-type: none"> <li>Look at other groups to see what they have done and as a guide for creating the job descriptions for these positions.</li> </ul>
<b>Governance</b> Recruit External Support and Scrutiny for ongoing Diversity, Inclusion and Equality work	<u>Position Update</u> – Engagement with the Senior Diversity Officer at Leeds City Council, Geoffrey Turnbull is ongoing. <u>Future Action</u> – Other avenues of External Support and Scrutiny also to be sought.
<b>Governance</b> Develop a YCBA Diversity, Inclusion and Equality Policy	<u>Position Update</u> – The YCBA Diversity, Inclusion & Equality Policy was agreed by the YCBA MB on 21/05/25 and has been published on the YCBA website. <u>Future Action</u> – This 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. A standing item has been added the DIEC meeting agenda to support this.
<b>Governance</b> YCBA Constitution to be amended to include a commitment to Diversity Inclusion and Equality.	<u>Position Update</u> – 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.
<b>Governance</b> Complaints of Maladministration	<u>Position Update</u> – The DIEC presented an issues and options paper regarding the matter of Complaints of Maladministration (Proposed New Clause 9) for the YCBA MB's consideration at the meeting held on 09/10/25 where the proposed option of using Ad Hoc Committees and/or Current Committees with redefined roles to investigate Complaints of Maladministration was agreed. <u>Next Steps Actions</u> <i>DIEC to undertake the additional required work to further define the corresponding process.</i>
<b>Governance</b> Develop a model Diversity, Inclusion and Equality Policy for Clubs.	<u>Position Update</u> - Following engagement with Debbie Sandford (DS) and clubs a model Diversity Inclusion and Equality Policy for Clubs is in the process of being finalised before being circulated to Clubs.
<b>Governance</b> Review YCBA processes for diversity	<u>Position Update</u> – A suggested methodology to facilitate this piece of work has been developed. This consists of a Supported Self-Assessment (SSA) being carried out by the YCBA Management Board and each of its Committees supported by the DIEC. A template forms the basis of the SSA which will help provide structure to each assessment and its documented findings and identified timebound actions. This approach was piloted with the Yorkshire League Committee with their completed SSA and an accompanying one-page summary being submitted to the YCBA Management Board for their approval at the YCBA MB on 04/08/2025. Work has commenced on the completion of a SSA in relation to the Selection Committees (A and B).

	<p><u><i>Next Steps Actions</i></u></p> <ul style="list-style-type: none"> <li><i>A schedule of the Supported Self-Assessments to be carried out to be developed commencing with the Yorkshire League Committee and concluding with the YCBA Management Board.</i></li> <li><i>The Supported Self-Assessment of the Diversity, Inclusion &amp; Equality Committee to be supported by an appropriate external individual(s).</i></li> </ul>
<p><b>Training</b> DIEC to consider the Diversity, Inclusion &amp; Equality Training Needs of DIEC Members and other key stakeholders</p>	<p><u>Position Update</u> – David Guild (DG) has confirmed that all YCBA Management Board Members and other key stakeholders attended externally delivered Diversity, Inclusion &amp; Equality Training in late 2023.</p> <p>Work is underway to develop a more targeted Diversity, Inclusion &amp; Equality Training package which can be delivered to key individuals in YCBA affiliated clubs and new YCBA MB members.</p> <p>Proposed content of training package:-</p> <ul style="list-style-type: none"> <li>Generic introductory information re Diversity, Inclusion and Equality including the Equalities Act</li> <li>Application of the Equalities Act to Bridge Clubs</li> <li>Why it is important for Club's to have a Diversity, Inclusion and Equality policy and Support to develop a policy.</li> <li>Information about the importance of having clear and workable policies around Conduct and Complaints.</li> <li>Information about the importance of ensuring that Selection is done fairly.</li> <li>Information around the importance of Club's considering how to reach out to underrepresented groups as part of increasing membership (recruitment / growth)</li> </ul> <p>Regarding the delivery of the package the following options and issues have been identified:-</p> <ul style="list-style-type: none"> <li>Face to Face or Online.</li> <li>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.</li> <li>Costs arising from the above models would need to be identified and factored in.</li> <li>Clubs to be asked about their training preferences (see below).</li> </ul> <p>Club Chairs &amp; Secretaries have been consulted regarding training preferences. The responses from those clubs who responded largely favoured online training.</p> <p>Work is ongoing to develop the Draft Training Slides that have been produced into a suitable online resource.</p>

<p><b>Communication</b></p> <p>Communicate effectively to members regarding the role and work of the DIEC.</p>	<p><u>Position Update</u></p> <p>The YCBA and Members Meetings have been used the AGM to publicise the Diversity, Inclusion &amp; Equality Committee.</p> <p>An introductory letter was sent to all members via Pianola on 15/07/24. The letter outlined the newly created Diversity, Inclusion &amp; Equality Committee, the three YCBA Diversity Champion Board Members, invited input from the membership and advised them that regular updates will be published on the YCBA website. A letter was also sent to Club Secretaries on the same date requesting that they take additional steps to communicate this information to their members.</p> <p>A further letter was sent to all YCBA affiliated clubs on 01/09/24 to advise them on their legal responsibilities in relation to making reasonable adjustments both within their own clubs and when playing in the Yorkshire League.</p> <p>Learning and good practice from the Disability Access scoping exercise was shared with clubs on 26/01/25 together with relevant extract from the EBU White Book regarding Accommodating Disabled Players.</p> <p>MJ carried out a thorough redesign of the original DIEC webpage in June 2025 which has vastly improved the previous webpage and in so doing has put in place a structure to accommodate the addition of relevant information and resources.</p> <p><u>Next Steps Actions</u></p> <ul style="list-style-type: none"> <li>• <i>DIEC Page on YCBA website to 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.</i></li> <li>• <i>Regular mailings to be produced as a campaign to get clubs and members thinking “diversity”.</i></li> </ul>
<p><b>Disability Access</b></p> <p>Review Disability Access arrangements in affiliated clubs and provision of information regarding these arrangements</p>	<p><u>Position Update</u></p> <ul style="list-style-type: none"> <li>• A letter regarding a Disability Access scoping exercise and accompanying template to was sent to Club Secretaries on 15/07/24 with a request that these be completed and returned by 16/08/24. Following some further follow up activity a total of 27 responses were received from the 30 YCBA affiliated clubs which were discussed at the DIEC meetings that were held on 17/09/24 and 30/10/24. It was noted that the findings were overall more positive than had perhaps been anticipated and that since the start of the exercise some clubs had already improved their accessibility information on their websites.</li> <li>• Learning and good practice from the Disability Access scoping exercise was shared with clubs on 26/01/25 together with relevant extract from the EBU White Book regarding Accommodating Disabled Players.</li> <li>• Details of a New YCBA Grant – Disabled Persons’ Club Improvement were sent to clubs on 27/01/25. The grant is project match-funded (50%) up to £1,250 grant value. One club has</li> </ul>

	<p>already received a grant for physical adaptations and another application is anticipated from a club for physical adaptations and a hearing loop.</p> <ul style="list-style-type: none"> <li>SC has had engagement with BridgeWebs to include an accessibility section in the “Where &amp; When Information Section” and has been advised that this would be taken forward in their next release (Release 2.19s).</li> </ul> <p><u>Next Steps Action</u></p> <ul style="list-style-type: none"> <li><i>Ron Millet (RM) to arrange for the DIEC to meet with the Senior Diversity Officer at Leeds City Council, Geoffrey Turnball now that we have the results of our Disability Access scoping exercise.</i></li> </ul>
<b>Disability Access</b> DIEC to consider wider access arrangements including those with Neurodiversity (including Autism & Asperger’s).	This could include, for example, the provision of quiet areas at larger events. There are several charities which support neurodivergent people that could be useful in dealing with this aspect.
<b>Diversity Access</b> DIEC to engage with relevant organisations that have experience in removing the barriers for women, ethnic minority and disabled people and other and other people in similar contexts as ours.	<p>One such organisation in the context of music venues and disabled people is called Attitude is Everything - <a href="https://attitudeiseverything.org.uk/">https://attitudeiseverything.org.uk/</a>.</p> <p>Similar contexts to bridge would include chess and other mind games.</p>
<b>Promotion of Bridge Amongst Underrepresented Groups</b>	<p><u>Position Update</u> - This matter which was discussed at the Bridge Development Committee on 25/06/25 was further discussed at the DIEC Meeting on 10/07/25 at which the following was agreed:-</p> <ul style="list-style-type: none"> <li>We need to be clear about what the YCBA can offer to enable us to make a clear and deliverable proposal to relevant organisations.</li> <li>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).</li> <li>Outreach activity is more likely to be successful in the first instance.</li> <li>Involving bridge clubs in this work is also important.</li> </ul> <p><i>Following a further discussion at the Bridge Development Committee on 08/10/25 it was agreed that the DIEC would produce a detailed pilot proposal for promoting bridge to underrepresented groups.</i></p>
<b>Website Accessibility</b> DIEC to consider how the YCBA’s own website and Club’s	This includes those with impaired vision, motor difficulties, cognitive impairments, learning disabilities and deafness or impairment hearing as well as those people for whom English is not their first language.

websites can be made more accessible to people.	<i><u>Next Steps Actions</u> – RM to make enquiries about the current accessibility standards of the EBU, YCBA &amp; Bridgewebs websites</i>
<b>Safeguarding</b> Informing affiliated clubs regarding Disclosure & Barring Service (DBS) Checks	<u>Future Action</u> – DIEC to include a mailing on Safeguarding and Disclosure & Barring Service (DBS) Checks as part of their regular mailing campaign.