

**Minutes of Diversity, Inclusion and Equality Committee (DIEC) Meeting  
held on Thursday, 18<sup>th</sup> September 2025**

**1) Attendees / Apologies:**

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

Apologies - None (all members in attendance)

RM advised that having given the matter consideration for some time he had decided to stand down from the position of Chair of the DEIC. RM stated that to maintain continuity he recommended that RK should take over this responsibility. All members of the Committee agreed with this proposal. RM indicated that he would continue in the role of an ordinary member of the DEIC and give support to RK where needed.

*RM to advise YCBA Co-Chairs regarding his intention to stand down from the position of Chair and his proposal that RK takes over this responsibility (Action Point 1).*

**2) Minutes and Actions from previous meeting held on 10/07/25:**

The minutes of the previous meeting held on 10/07/25 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 10/07/25 was noted; details of which can be found at the end of these minutes.

The following action was carried over:-

Disability Access Scoping Exercise – *RM to follow up the email that he sent to Geoffrey Turnball, Senior Diversity Officer at Leeds City Council, on 12/07/25 to discuss the results of our Disability Access scoping exercise and other matters (Action Point 2).*

The remaining actions were discussed under the relevant agenda items.

**3) Priority items for discussion**

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

VJ had produced an initial draft issues and options paper regarding the matter of Complaints of Maladministration (Proposed New Clause 9) which was discussed in detail.

The following was agreed:-

- The paper needs to focus on Policy, Intent and Structure with additional work being required later to further define the process.
- A footnote or equivalent be added to provide a definition of vicarious liability.
- To facilitate an effective investigation, once a complaint is received an assessment should be made as to whether the complaint is one of maladministration and/or one relating to an individual.

- To support the above, consideration should be given to the introduction of a complaint form which may also assist in providing a better understanding of the view of the complainant.
- Consideration should be given to building in flexibility for dispute resolution.
- The Chair / Secretary as well as being the initial recipient of the complaint should also progress check the timeliness of the investigation.
- At any stage of considering a complaint the YCBA can decide that it is more appropriate for the matter to be dealt with by a third party.

*VJ to update the issues and options paper regarding the matter of Complaints of Maladministration (Proposed New Clause 9) and circulate it to DIEC members for further comments prior to the updated paper being submitted for discussion at the YCBA MB meeting on 09/10/25 (Action Point 3).*

### **3.2) Diversity, Inclusion & Equality Policy Training for key stakeholders in YCBA affiliated clubs**

RK had sent a request for information to Chairs & Secretaries regarding training preferences. The responses from those clubs who had responded largely favoured online training.

The Draft Training Slides that VJ and RK had developed were circulated to DIEC members on 05/08/25. It was agreed that further work would be required to develop these into a suitable online resource and that it may also be beneficial to develop some supporting training notes to accompany the slides. It was suggested that the Bridge Development Committee may have expertise to help support these developments.

*RK to seek assistance from the Bridge Development Committee with the ongoing work in this area (Action Point 4).*

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

RK had communicated 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.

RK had circulated a copy of the AI generated model Diversity Inclusion and Equality Policy for Clubs to DIEC members on 24/07/25 and subsequently circulated a revised version on 05/08/25.

*RK to finalise the model Diversity Inclusion and Equality Policy for Clubs and circulate it to Clubs (Action Point 5).*

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

RK had drafted a one-page summary of the Yorkshire League Committee's Supported Self-Assessment to accompany the document when it is submitted to the YCBA Management Board for their approval at the YCBA MB on 04/08/2025.

RJ had commenced engagement with the Selection Committee A regarding the completion of a Supported Self-Assessment in their area. It was agreed that this engagement should now be extended to Selection Committee B with a view to Supported Self-Assessments of both committees being completed by the end of the calendar year.

The following actions were agreed / carried over:-

*RK and RJ to continue to engage with the Selection Committees regarding the completion of a Supported Self-Assessment in their area (Action Point 6).*

*VJ to adapt the draft organisational health checklist to make it of more relevance to the YCBA Management Board (Action Point 7).*

*RM to follow up the email that he sent to Geoffrey Turnball, Senior Diversity Officer at Leeds City Council, on 12/07/25 and/or other appropriate external individuals for support with the Supported Self-Assessment of the Diversity, Inclusion & Equality Committee (Action Point 8).*

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

It was agreed that this matter be added to the agenda of the next Bridge Development Committee (currently scheduled for 24/09/25).

*RK to email LM to ask for this matter to be added to the agenda of the next Bridge Development Committee (Action Point 9).*

### **3.6) Issue raised regarding high visibility cards**

An issue regarding high visibility cards which had been raised by a Club was noted. Some advice had already been provided to the individual who had raised the concern with the matter of the disparity in cost between large figure bar-coded cards (£3.99 a pack) and standard bar-coded cards (£1.80-£1.70 a pack) remaining outstanding. RK noted that it might be possible for this disparity to be reduced should there be an option to claim VAT exemption for large figure playing cards.

*RK to include this issue in an email update to Debbie Sandford (Action Point 10).*

### **3.7) Action Points from meeting held between the YLC and the DIEC on 25/03/25**

RK advised that the outstanding action points from the meeting held between the YLC and the DIEC on 25/03/25 relate to further follow up activity with clubs 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 indicated that it had been suggested by Mike Jackson (MJ) that this follow up activity be delayed until the 2.19s Release goes live on Bridge Webs. RJ added that it was his understanding that where MJ had had the need to check Club websites recently for accessibility information that he had been able to find what he required.

*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 11).*

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

RK indicated that there had been no further updates in this area since the last meeting where it was noted that a 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 12).*

*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 13).*

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

**7) Review and update of DIEC webpage** No matter raised or discussed.

**8) Review of YCBA Diversity, Inclusion & Equality Policy – Annual Review to commence by 21/03/26 for completion by 21/05/26** No matter raised or discussed.

**9) Any other business** No matter raised or discussed.

**10) Date of next meeting: Tuesday 18<sup>th</sup> November at 10.00 via Zoom.**

**Meeting paper containing progress update against actions from the meeting held on 10/07/25**

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 – RM emailed GT on 12/07/25. To be further discussed under Agenda Item 2.

AP2 - Development of a YCBA Diversity Inclusion and Equality Policy - 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 Completed.

AP3 - Complaints of Maladministration (Proposed New Clause 9) – Production of issues paper for the YCBA MB's consideration - 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 Ongoing – VJ has produced an initial draft (see Meeting Paper 3). To be further discussed under Agenda Item 3.1.

AP4 - 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 – RK emailed Club Chairs and Secretaries on 11/08/25. To be further discussed under Agenda Item 3.3.

AP5 - Development of a model Diversity Inclusion and Equality Policy for Clubs - RK to circulate to DIEC members the AI generated model Diversity Inclusion and Equality Policy for Clubs. Action Ongoing – RK circulated this document to DIEC members on 24/07/25 and subsequently circulated a revised version on 05/08/25. To be further discussed under Agenda Item 3.3.

AP6 - Review of YCBA processes for diversity – 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 Ongoing – RK drafted and submitted the document to YCBA MB members on 01/08/25. To be further discussed under Agenda Item 3.4.

AP7 - Review of YCBA processes for diversity – RK and RJ to engage with the Selection Committees regarding the completion of a Supported Self-Assessment in their area. Action Ongoing – To be further discussed under Agenda Item 3.4.

AP8 - 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.

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. Action Ongoing – RM emailed GT on 12/07/25. To be further discussed under Agenda Item 3.4.

AP10 – Promotion of bridge amongst underrepresented groups – 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). To be further discussed under Agenda Item 3.5.

AP11 - Diversity, Inclusion & Equality Policy Training for key stakeholders in YCBA affiliated clubs - 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 Ongoing – RK emailed Club Chairs and Secretaries on 11/08/25 with a request that responses be provided ideally by 14/08/25. To be further discussed under Agenda Item 3.2.

AP12 - Diversity, Inclusion & Equality Policy Training for key stakeholders in YCBA affiliated clubs - VJ and RK to develop a Mock Slide Pack & Plan of Implementation for discussion at next DIEC Meeting. Action Ongoing – Draft Training Slide were circulated to DIEC members on 05/08/25. To be further discussed under Agenda Item 3.2.

AP13 - Action Points from meeting held between the YLC and the DIEC on 25/03/25 - 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 Ongoing – To be further discussed under Agenda Item 3.7.

AP14 – 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 24/07/25 and uploaded to the DIEC webpage.

AP15 – 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.