

**Minutes of Diversity, Inclusion and Equality Committee (DIEC) Meeting
held on Thursday, 18th November 2025**

1) Attendees / Apologies:

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

RK advised that in line with other YCBA meetings Zoom AI Companion would be used to assist in the preparation of the minutes of this and future meetings.

2) Minutes and Actions from previous meeting held on 18/09/25:

The minutes of the previous meeting held on 18/09/25 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 18/09/25 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 (using alternative routes if necessary) 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 1).

The remaining actions were discussed under the relevant agenda items.

3) Priority items for discussion

3.1) Complaints of Maladministration – Defining the corresponding process to support the use of Ad Hoc Committees and/or Current Committees with redefined roles to investigate Complaints of Maladministration

The updated issues and options paper regarding the matter of Complaints of Maladministration (Proposed New Clause 9) was submitted for discussion at the YCBA MB meeting on 09/10/25 at which:-

- The proposed option of using Ad Hoc Committees and/or Current Committees with redefined roles to investigate Complaints of Maladministration was agreed.
- It was also agreed that the DIEC would undertake the additional required work to further define the corresponding process relating to this option.

Discussion took place regarding defining the corresponding process to support the use of Ad Hoc Committees and/or Current Committees with redefined roles to investigate Complaints of Maladministration.

It was agreed that on receiving a complaint the Chair or Secretary should refer the complaint to the Conduct Committee as removing the decision on the Chair or Secretary as to where to refer the complaint enables them to maintain the role of a neutral post box.

It was also agreed that following receipt of a complaint, the Chair of the Conduct Committee would convene a meeting of the Conduct Committee to review the complaint and decide how to proceed with any subsequent investigation. In so doing the Conduct Committee would consider the following:-

- Whether the complaint appears to be against an individual or against the organisation or is possibly a hybrid of the two.
- Whether the Conduct Committee has sufficient capacity and expertise to investigate the complaint or whether additional members need to be co-opted (such as expert advisors for issues relating to diversity) or a separate Ad-hoc Committee convened to carry out the investigation.
- Any immediate or potential Conflict of Interest issues.
- Whether it is appropriate for the initial investigation to be conducted internally by the Conduct Committee (or separate Ad-hoc Committee) or whether the case should be referred to a third party.

It was clarified that currently where the Conduct Committee finds sufficient evidence to support that there is a case to answer regarding an individual's behaviour then this is referred to the Disciplinary Committee to conduct a hearing.

RJ advised that conduct complaints are rare, typically involving individual misbehaviour at the table, and that neither the Conduct Committee nor the Disciplinary Committee has the power to award compensation to complainants.

It was recognised that the investigation of complaints against the organisation may result in the Conduct Committee (or Ad-hoc Committee) making recommendations for procedures to be changed or for the complainant to receive some form of compensation and it was agreed that such recommendations should go back to the YCBA Management Board for approval.

It was agreed that consideration should be given to including a compromise process that could be used where there is a case to answer.

It was confirmed that the initial investigation would be conducted internally by the Conduct Committee (or Ad-hoc Committee), with the option to refer the case to a third party if needed and that complainants would have the option to appeal to the EBU Law and Ethics Committee should they be unsatisfied with the response to their complaint.

It was recognised that there was a potential need to increase the Conduct Committee to include more members, particularly women.

The following actions were agreed:-

RK to create and circulate a flowchart-based summary of the different options for the complaints process for review by the group (Action Point 2).

BB to send RK a link to easy-to-use mind mapping software for creating flowcharts (Action Point 3).

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

This matter was discussed at the Bridge Development Committee Meeting held on 08/10/25 at which David Guild (DG) suggested:-

- The DIEC's focus should be on providing clubs with learning resources and links to external, professionally run training sessions.
- The Draft Training Slides that had been developed should be revised and shortened with more visual slides with accompanying notes.

Discussion took place regarding revising the draft training slides to reflect the above suggestion as well as creating additional learning resources.

It was agreed that a planned YCBA podcast on the subject to Diversity, Inclusion and Equality (currently scheduled with a target date of 31st January) could communicate key messages and serve as an accessible learning resource, separate from formal training.

The following action was agreed:-

VJ and BB to redesign the draft training slides into a more visual, bullet-point format with separate training notes and recirculate to DIEC members before the next Bridge Development Committee meeting on 18th December if possible (Action Point 4).

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

RK circulated the model Diversity Inclusion and Equality Policy to Chairs and Secretaries on 14/11/25. The document has also been published on the DIEC webpage.

Discussion took place about how best to help support Clubs implement their Diversity Inclusion and Equality Policy.

It was noted that implementation would include:-

- Training of key club stakeholders
- Communication to club members
- Having Diversity, Inclusion and Equality on club's agenda
- Having a Club Diversity Champion (or equivalent)

3.4) Review of YCBA processes for diversity

The draft Supported Self-Assessment which had been completed by the Selection Committee A was discussed.

It was agreed that Selection is an area where it is critical to be able to demonstrate that decisions are taken fairly and transparently.

Central to this is the need for:-

- A clear and transparent selection criteria
- Clear documentation and decision-making processes
- Empirical evidence to support subjective assessments
- Robustly recorded decisions and retention of records

The committee discussed the Terms of Reference for the Selection Committees and the Inter-County Player Selection Criteria. It was felt that these would benefit from revision to better reflect current practices and ensure transparency.

It was agreed that it would be helpful to meet with the Selection Committee to discuss these and any other identified potential improvements to the current process.

RK to send her availability to RJ for arranging a meeting with the Selection Committee A (Action Point 5).

RJ to contact the Chair of the Selection Committee to arrange a joint meeting between the Selection Committee and the DIEC to progress completion of the Supported Self-Assessment of Selection (Action Point 6).

The following actions were carried over:-

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

This matter was discussed at the Business Development Committee Meeting held on 08/10/25 at which it was agreed that the DIEC would develop a detailed pilot proposal for promoting bridge to underrepresented groups. Due to time limitations, it was not possible to discuss the initial work that RK had done in relation to this.

The following action was agreed:-

RK to circulate a Promotion of Bridge to Underrepresented Groups Discussion paper to DIEC members for comment (Action Point 9).

Due to time limitations, it was decided that the following agenda items corresponding action points would be carried over to the next meeting.

3.6) Issue raised regarding high visibility cards

RK included this issue in an email update to Debbie Sandford (DS) covering several matters on 14/11/25. DS has acknowledged the email and advised that she is in the process of collating a response.

RK to update DIEC members when she receives a further response from DS (Action Point 10).

3.7) 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 prior to the next DIEC Meeting (Action Point 11).

4) YCBA Disabled Persons' Club Improvement Grant

5) Review and update of action plan

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

7) Review and update of DIEC webpage

8) Review of YCBA Diversity, Inclusion & Equality Policy – Annual Review to commence by 21/03/26 for completion by 21/05/26

9) Any other business

10) Date of next meeting: Thursday 15th January at 10.00 via Zoom

Meeting paper containing progress update against actions from the meeting held on 18/09/25

AP1 – Roles and Responsibilities - 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 Completed.

AP2 - 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 – To be further discussed under Agenda Item 2.

AP3 - Complaints of Maladministration (Proposed New Clause 9) – Production of issues paper for the YCBA MB's consideration - 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 Ongoing – The updated paper was submitted for discussion at the YCBA MB on 09/10/25. The Board approved Option 4 from the paper with further work now being required to further define the corresponding procedures. To be further discussed under Agenda Item 3.1.

AP4 - Diversity, Inclusion & Equality Policy Training for key stakeholders in YCBA affiliated clubs - RK to seek assistance from the Bridge Development Committee with the ongoing work in this area. Action Ongoing – This matter was discussed at the Bridge Development Committee Meeting held on 08/10/25 at which it was suggested that the DIEC's focus should be on providing clubs with learning resources and links to external, professionally-run training sessions. To be further discussed under Agenda Item 3.2.

AP5 - Development of a model Diversity Inclusion and Equality Policy for Clubs - RK to finalise the model Diversity Inclusion and Equality Policy for Clubs and circulate it to Clubs Action Ongoing – RK circulated the model Diversity Inclusion and Equality Policy to Chairs and Secretaries on 14/11/25. To be further discussed under Agenda Item 3.3.

AP6 - Review of YCBA processes for diversity - RK and RJ to continue 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.

AP7 - 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.

AP8 - Review of YCBA processes for diversity - RM to follow up the email that he sent to Geoffrey Turnbull, 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 Ongoing – To be further discussed under Agenda Item 3.4.

AP9 - Promotion of bridge amongst underrepresented groups - RK to email LM to ask for this matter to be added to the agenda of the next Bridge Development Committee. Action Ongoing – This matter was discussed at the Business Development Committee Meeting held on 08/10/25 at which it was agreed that the DIEC would develop a detailed pilot

proposal for promoting bridge to underrepresented groups. To be further discussed under Agenda Item 3.5.

AP10 - Issue raised regarding high visibility cards - RK to include this issue in an email update to Debbie Sanford. Action Ongoing - RK included this issue in an email update to Debbie Sanford on 14/11/25. To be further discussed under Agenda Item 3.6.

AP11 - 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.

AP12 – 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 29/10/25 and uploaded to the DIEC webpage on 14/11/25.

AP13 – 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.