

**Minutes of Diversity, Inclusion and Equality Committee (DIEC) Meeting  
held on Thursday, 15<sup>th</sup> January 2026**

**1) Attendees / Apologies:**

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

**2) Minutes and Actions from previous meeting held on 15/11/25:**

The minutes of the previous meeting held on 15/11/25 had previously been agreed by email correspondence and published on the YCBA website.

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 which are listed at the end of these minutes were discussed under the relevant agenda items.

**3) Priority items for discussion**

**3.1) Complaints of Maladministration – Defining the supporting processes to corresponding process to investigate Complaints of Maladministration**

RK acknowledged Sarah Brown's contribution to the production of a structured framework for addressing complaints (Meeting Paper 2).

A detailed discussion took place regarding how complaints would be received, acknowledged, and investigated by the Conduct Committee, with agreement to exclude verbal complaints, maintain confidentiality and include a focus on reconciliation.

The following action was agreed:-

*RK to update the structured framework document and circulate it to DIEC members and to Nick Woolven (NW) as Chair of the Conduct Committee for further input before presenting the proposal to the YCBA Management Board (Action Point 2).*

**3.2) Diversity, Inclusion & Equality Training for key stakeholders in YCBA affiliated clubs including forthcoming YCBA Podcast – Diversity & Equality How can YCBA help?**

The group discussed the development of training and resource materials for clubs. VJ and RK explained that David Guild (DG) had requested a shift from training delivery to providing resources and links to avoid any potential issues arising from not using professional trainers.

VJ and RK are creating a fact sheet based on existing slides and plan to convert it into a website resource with additional links. The fact sheet will also inform the content of the forthcoming YCBA podcast on the subject to Diversity, Inclusion and Equality (now programmed for February). BB suggested using infographics to make the content of the fact sheet more visually appealing.

RM suggested they the YCBA's existing insurance policy may provide cover in relation to any liabilities arising from providing training and information resources and it was agreed to investigate this and to have further engagement with DG regarding the delivery of in-house training using the expertise of DIEC members.

The following actions were agreed:-

*DIEC Members to review the draft Diversity, Inclusion and Equality fact sheet (Meeting Paper 3) and send comments to VJ by end of January (Action Point 3).*

*VJ to amend the draft fact sheet based on group feedback for discussion at the next Bridge Development Committee meeting on 05/02/26 (Action Point 4).*

*RM to check the details of the EBU's management liability insurance to confirm whether it covers the group for delivering Diversity, Inclusion and Equality training (Action Point 5).*

*RK to engage with DG regarding the delivery of in-house training using the expertise of DIEC members (Action Point 6).*

*RK and VJ to continue preparations for the forthcoming YCBA podcast on the subject of Diversity, Inclusion and Equality (Action Point 7).*

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

RK advised that the following Future Action has been included in the DIEC Action Plan:-

The model Diversity Inclusion and Equality Policy for Clubs will be reviewed by the Diversity Inclusion and Equality Committee following each review of the YCBA Diversity, Inclusion & Equality Policy.

The following action was agreed:-

*RK to adapt standing agenda item 8 (currently) as follows:-*

*8) Review of YCBA Diversity, Inclusion & Equality Policy – Annual Review to commence by 21/03/26 for completion by 21/05/26. To be followed by a review of the model Diversity Inclusion and Equality Policy for Clubs (Action Point 8).*

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

#### **Selection Committee (A) Supported Self-Assessment**

RJ reported that difficulties had been encountered in arranging a meeting with Selection Committee (A) to progress their supported self-assessment.

The following action was agreed:-

*RK to engage with the Chair of Selection Committee (A) at the forthcoming YCBA Management Board Strategic Away Day (on 22/01/26) to arrange a meeting with Selection Committee (A) to progress their supported self-assessment (Action Point 9).*

### Equality Monitoring

RK advised that she had had a response from Debbie Sandford (DS) regarding the matter of Equality Monitoring which indicated that this was something that had not been discussed or considered at Board level and that she was not aware of any other County Associations doing anything in relation to this matter.

The group discussed the challenges of implementing equality monitoring which it was felt probably need to be driver “top down” rather than “bottom up” and agreed to consider presenting recommendations to the EBU in relation to this matter.

The following action was agreed:-

*RK to draft a paper to DS (EBU) encouraging the EBU to consider the introduction of equality monitoring for circulation to DIEC members and YCBA MB before sending to DS (Action Point 10).*

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 11).*

*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 12).*

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

RK confirmed that the Promotion of Bridge to Underrepresented Groups Discussion paper which had been circulated to DIEC members for comment was discussed at the Bridge Development Meeting on 18/12/25 at which it was agreed that:-

- The DIEC should look to provide more general support to clubs to attract members from underrepresented groups.
- .Alongside the DIEC and Bridge Development Committee will also look to support any club who may identify the opportunity to carry out a specific piece of outreach engagement based on local circumstances and opportunities.

RK advised that Sarah Brown (SB) has particularly good connections with minority ethnic groups in Sheffield including the Islamic community and has agreed to engage with her contacts to get more information around religious and cultural considerations.

RK indicated that SB had also advised on potential funding opportunities. RK suggested that realistically the YCBA would probably need to support one its affiliated bridge clubs to pilot some sort of outreach work in the first instance before seeking external funding for any subsequent such activity.

The following action was agreed:-

*RK to draft some advice to clubs about attracting members from underrepresented groups and corresponding funding opportunities, incorporating input from SB, and send to VJ for inclusion / attachment to the fact sheet (Action Point 13).*

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

RK advised that she had had a response from Debbie Sandford (DS) regarding the issue raised regarding high visibility cards in which she advised that:-

- The main reason large figure cards are more expensive than standard cards is that they are produced in smaller runs.
- Customers who are VAT registered for VAT can be issued a certificate when making a purchase on the EBU Bridge Warehouse. The following weblink provides information vat-relief for individuals who have a disability but it is not clear if it would apply to a club or county buying for general use. Any club or county that is VAT registered could of course claim back the VAT in any case." <https://www.gov.uk/guidance/vat-relief-on-certain-goods-if-you-have-a-disability>

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

Progress from the action points from the meeting held between the YLC and the DIEC on 25/03/25 was reviewed. It was noted that most clubs had updated their websites with the requested accessibility information.

The following action was agreed:-

*RK to collate the information that clubs have put on their websites and circulate to DIEC members (Action Point 14).*

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

RK advised that the only YCBA Disabled Person's Improvement Grant that has been awarded to date is the one that was awarded to Huddersfield BC in the 2024/25 financial year.

### **5) Review and update of action plan**

A copy of the updated action plan had been circulated to DIEC Members (Meeting Paper 4).

RK suggested that it may be beneficial to schedule a standalone meeting (possibly face-to-face) to enable a thorough review of the action plan.

The following actions were agreed / carried over:-

*RK to upload the updated action plan (Meeting Paper 4) to the DIEC webpage (Action Point 15).*

*RK to give further consideration to the scheduling a standalone meeting (possibly face-to-face) to enable a thorough review of the action plan (Action Point 16).*

*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 17).*

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

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

**9) Any other business** - No matters raised or discussed.

**10) Date of next meeting:** Tuesday, 24<sup>th</sup> February at 13.30 via Zoom

***N.B. Above date subsequently rearranged to Thursday, 2<sup>nd</sup> April at 10.00 via Zoom.***

### **Action Points from Diversity, Inclusion and Equality Committee (DIEC) Meeting held on Tuesday, 18<sup>th</sup> November 2025**

AP1 - 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. Discussed under Agenda Item 2.

AP2 – Complaints of Maladministration – Defining the corresponding process - RK to create and circulate a flowchart-based summary of the different options for the complaints process for review by the group. Discussed under Agenda Item 3.1.

AP3 – Complaints of Maladministration – Defining the corresponding process - BB to send RK a link to easy-to-use mind mapping software for creating flowcharts. Discussed under Agenda Item 3.1.

AP4 - Diversity, Inclusion & Equality Training for key stakeholders in YCBA affiliated clubs - 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. Discussed under Agenda Item 3.2.

AP5 - Review of YCBA processes for diversity – RK to send her availability to RJ for arranging a meeting with the Selection Committee A. Discussed under Agenda Item 3.4.

AP6 - Review of YCBA processes for diversity – 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. 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. Discussed under Agenda Item 3.4.

AP8 - Review of YCBA processes for diversity – 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.

AP9 - Promotion of bridge amongst underrepresented groups - RK to circulate a Promotion of Bridge to Underrepresented Groups Discussion paper to DIEC members for comment. Discussed under Agenda Item 3.5.

AP10 - Issue raised regarding high visibility cards - RK to update DIEC members when she receives a further response from DS. 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 prior to the next DIEC Meeting. 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. Discussed under Agenda Item 5.

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. Discussed under Agenda Item 5.