

**Minutes of Diversity, Inclusion and Equality Committee (DIEC) Meeting  
held on Thursday, 2<sup>nd</sup> April 2026**

**1) Attendees / Apologies:**

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

**2) Minutes and Actions from previous meeting held on 15/01/26:**

The minutes of the previous meeting held on 15/01/26 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**

A revised draft of the structured framework document was circulated to the YCBA MB on 13/03/26 with a request for comments / suggested amendments by 27/03/26.

The suggested amendments that had been received including regarding time limits were discussed.

Discussion also took place regarding making amendments to the YCBA Constitution as this currently only covers complaints against individual members. RJ suggested that one way of handling the constitutional changes would be to amend the constitution with a short clause which refers to the structured framework document rather than including a lot of detail in the Constitution itself.

The following actions were agreed:-

*RK to finalise the complaints procedure document and send it to EBU Conduct Committee Chair (Debbie Sandford) for comment (Action Point 2).*

*RK to draft a suggested starting point for constitutional changes and circulate to DIEC members for comment (Action Point 3).*

### **3.2) Diversity, Inclusion & Equality Training for key stakeholders in YCBA affiliated clubs including DIEC Podcast follow activity.**

Since the last meeting the DIEC Podcast had been recorded and is now available on the YCBA website.

It was agreed that discussion regarding two suggestions made by RM following the publication of the DIEC Podcast be deferred to the next meeting to enable him to be present.

RK confirmed that the Diversity, Inclusion & Equality Factsheet had been finalised and published together with the DIEC Podcast under Important Links on the DIEC Homepage of the YCBA website.

RK advised that as Community First Yorkshire did not currently have any diversity, inclusion & equality training sessions planned that the YCBA could make use of, she had reached out to the previous trained to see if she could provide some bespoke training for the YCBA but had not yet heard back from her.

RK indicated that if this previously identified £30-35 per person training option was no longer available, alternative training could cost around £100 per person.

Alternative options were discussed and BB suggested that he could engage with SB about the possibility of her providing some bespoke training.

The following actions were agreed / carried over:-

*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 4).*

*RK to add to the agenda of the next meeting the suggestions made by RM following the publication of the DIEC Podcast (Action Point 5).*

*BB to engage with SB to discuss the possibility of her providing diversity, inclusion & equality training and report back on her interest/availability (Action Point 6).*

*RK to continue to pursue other external diversity training options and report back to the group, including cost comparisons (Action Point 7).*

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

A meeting with Selection Committee A took place on 25/02/26 and following this a Selection Policy and suggested changes to the Terms of Reference for the Selection Committees have been drafted. Engagement on these matters has also commenced with the Selection B Committee with a meeting having taken place with them on 31/03/26 to discuss how the activities of both committees can be better reflected in the Selection Policy document.

It was agreed that the Selection Policy document should be structured with a general criteria section for both Selection Committees followed by a specific section for each Committee.

Following discussion the following actions were agreed / carried over:-

*RK to redraft the selection policy and circulate to both Selection Committees for review and input (Action Point 8).*

*RK to advise the Selection B Committee of the option of sending a group email to all members (or those with NGS 10 and above) to attract new players and of the availability of generic email account functions - i.e. [SelectionCommitteeB@ycba.co.uk](mailto:SelectionCommitteeB@ycba.co.uk) (Action Point 9).*

*RK to provide an update to the next YCBA MB meeting on 21/04/26 regarding development in this area (Action Point 10). To include:-*

- *Proposing suggested changes to the Selection Committees Terms of Reference.*
- *Recommending that there should be at least 3 individuals on both the Selection A and Selection B Committees.*
- *Seeking confirmation regarding the YCBA roles for which the completion of Diversity Inclusion and Equality training is a requirement.*

*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 11).*

*VJ to adapt the draft organisational health checklist to make it of more relevance to the YCBA Management Board (Action Point 12).*

*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 13).*

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

RK confirmed that the advice to clubs about attracting members from underrepresented groups and corresponding funding opportunities had been included in the Diversity, Inclusion & Equality Factsheet (under Useful Document and Resources).

**3.6) Issue raised regarding high visibility cards** - It was agreed that this agenda item could be taken off the standing agenda.

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

The following action was carried over:-

*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**

Following discussion the following actions were agreed / carried over:-

*RK to update the action plan and upload to the DIEC webpage (Action Point 15).*

*RK to circulate the action plan to DIEC members inviting input on possible changes (e.g. distinguishing between operational vs. strategic actions and/or including a dashboard and/or timeline) ahead of a further discussion at the next meeting (Action Point 16).*

*RK to email the contact provided by DG to enquire about the current state of YCBA website accessibility, possible improvements, and associated costs (Action Point 17).*

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

#### **7) Review and update of DIEC webpage**

RK advised that she continues to update the DIEC webpage and that the current content will be further reviewed / refreshed as part of the planned introduction of a Learning Hub.

**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.**

As part of the Annual Review of the YCBA Diversity, Inclusion & Equality Policy suggested amendments were discussed. These primarily related to the addition of online behaviour guidelines to the existing policy document and the addition of a three-month time limit for bringing complaints (unless the complainant has exceptional circumstances for delaying a complaint).

*RK to research existing codes of behaviour for online bridge (e.g., from EBU, RealBridge, BBO) and, if found, annex them to the YCBA policy; if not, clarify in the policy that best behaviour standards apply online (Action Point 18).*

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

**10) Date of next meeting:** Thursday, 4<sup>th</sup> June at 10.00 via Zoom

## List of action points from the meeting held on 15/01/26 as referred to in Agenda Item 2

AP1 - Disability Access Scoping Exercise – RM to follow up (using alternative routes if necessary) the email that he sent to Geoffrey Turnbull, 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 Ongoing – To be further discussed under Agenda Item 2.

AP2 - Complaints of Maladministration – Defining the supporting processes to corresponding process to investigate Complaints of Maladministration - 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 Ongoing - A revised draft was circulated to the YCBA MB on 13/03/26 with a request for comments / suggested amendments by 27/03/26. The document is now being updated to reflect comments / suggested amendments received following which it will be presented to the YCBA MB meeting on 21/04/26 for ratification. To be further discussed under Agenda Item 3.1.

AP3 – Diversity, Inclusion & Equality Training for key stakeholders in YCBA affiliated clubs - 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 Ongoing – See below.

AP4 – Diversity, Inclusion & Equality Training for key stakeholders in YCBA affiliated clubs - 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 Ongoing – A revised draft of the factsheet was discussed at the Bridge Development Committee on 05/02/26 and circulated to the YCBA MB on 26/02/26. The document is now being finalised to reflect comments / suggested amendments received. To be further discussed under Agenda Item 3.2.

AP5 - Diversity, Inclusion & Equality Training for key stakeholders in YCBA affiliated clubs - 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 Ongoing – To be further discussed under Agenda Item 3.2.

AP6 – Diversity, Inclusion & Equality Training for key stakeholders in YCBA affiliated clubs - RK to engage with DG regarding the delivery of in-house training using the expertise of DIEC members. Action Ongoing – To be further discussed under Agenda Item 3.2.

AP7 – Diversity, Inclusion & Equality Training for key stakeholders in YCBA affiliated clubs - RK and VJ to continue preparations for the forthcoming YCBA podcast on the subject of Diversity, Inclusion and Equality. Action Completed – The DIEC podcast has been recorded and is now available on the YCBA website. To be further discussed under Agenda Item 3.2.

AP8 – Development of a model Diversity Inclusion and Equality Policy for Clubs - 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 Completed. To be further discussed under Agenda Item 8.

AP9 - Review of YCBA processes for diversity - Selection Committee (A) Supported Self-Assessment - 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 Ongoing – A

meeting with Selection Committee A took place on 25/02/26 and following this a Selection Policy and suggested changes to the Terms of Reference for the Selection Committees have been drafted. Engagement on these matters has also commenced with the Selection B Committee. To be further discussed under Agenda Item 3.3.

AP10 - Review of YCBA processes for diversity - Equality Monitoring - 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 Ongoing – To be further discussed under Agenda Item 3.3.

AP11 - 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 3.3.

AP12 - 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. Action Ongoing – To be further discussed under Agenda Item 3.3.

AP13 - Promotion of bridge amongst underrepresented groups - 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 Ongoing – RK has drafted some advice to clubs which will be included in the fact sheet and related materials on the DIEC learning hub. To be further discussed under Agenda Item 3.4.

AP14 - Action Points from meeting held between the YLC and the DIEC on 25/03/25 - RK to collate the information that clubs have put on their websites and circulate to DIEC members. Action Ongoing – To be further discussed under Agenda Item 3.6.

AP15 - Review and update of action plan - RK to upload the updated action plan (Meeting Paper 4) to the DIEC webpage. Action Completed.

AP16 - Review and update of action plan - 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 Ongoing – To be further discussed under Agenda Item 5.

AP17 - 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.