

**Minutes of Diversity, Inclusion and Equality Committee (DIEC) Meeting
held on Thursday, 4th June 2026**

1) Attendees / Apologies:

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

2) Minutes and Actions from previous meeting held on 02/04/26:

The minutes of the previous meeting held on 02/04/26 had previously been agreed by email correspondence and published on the YCBA website.

The actions from previous meeting held on 02/04/26 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 reported that she had finalised the complaints procedure document and sent it to the EBU Conduct Committee Chair (Debbie Sandford) for comment. DS had shared the document with Heather Sanderson & both DS and HS had responded positively regarding the content and structure of the document. RK advised that further action is required to clarify in what circumstances the EBU would hear appeals.

RJ indicated that if sufficient clarity could not be gained from the EBU, the complaints procedure document could refer to appeals being heard by an appropriate third-party body which could, depending on the circumstances, be the EBU or another appropriate third-party body if the EBU declined to hear the appeal.

RK indicated that she had started to draft a suggested starting point for constitutional changes which were aligned to RJ's previous suggestion 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. It was agreed that this was the best way of handling this matter.

The following actions were agreed / carried over:-

RK to engage further with Debbie Sandford and Heather Sanderson to clarify in what circumstances the EBU would hear appeals (Action Point 1).

RK to draft a suggested starting point for constitutional changes and circulate to DIEC members for comment (Action Point 2).

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

Since the last meeting a Diversity, Inclusion & Training session has been arranged for the morning of 24/06/26 for 16 YCBA MB Members, Committee Members and TDs who did not do the previous training.

This half-day workshop which will be facilitated by the trainer who did the previous training, Shaída Beswick, will explore the following:

- Increase understanding of legal responsibilities related to equality, diversity and inclusion.
- Explore beliefs, values and attitudes that drive behaviour including unconscious bias.
- Learn how to discuss EDI issues confidently using relevant case studies and develop competence in your organisation.
- Identify specific actions your organisation can take to foster an inclusive and supportive environment for all.

At the end of the session, Shahida will ask people to complete a brief evaluation form online at the end of the session (as this generally results in a higher response rate). Shahida will then summarise the feedback & send it to us.

VJ emphasised the importance of the training not being too strategic and including practical guidance and case studies for addressing personal harassment and discriminatory behaviour.

It was also agreed that these issues should be discussed with the TD trainers after they attend the training in June and before the next planned TD training in September with a view to appropriate material about handling inappropriate behaviour and supporting diversity, inclusion and equality being included in the TD training course.

RK indicated that following the course on 24/06/26 consideration would be given to running further training sessions which will be primarily for Clubs and that there will not be any charge to Clubs for this.

The following actions were agreed:-

RK to feedback to Shahida Beswick about the importance of the training including practical guidance and case studies for addressing personal harassment and discriminatory behaviour (Action Point 3)

RK to engage with the TD trainers after they attend the training in June and before the next planned TD training in September regarding appropriate material about handling inappropriate behaviour and supporting diversity, inclusion and equality being included in the TD training course (Action Point 4).

RK to write to Club Chairs & Secretaries to

- *Explain the importance of training to ensure clubs are complying with their legal responsibilities.*
- *Explain that we have a course planned for June which will be primarily for YCBA MB & Committee Members and that we plan to run further training sessions which will be primarily for Clubs and that there will not be any charge to Clubs for this.*

- *Ask that to enable us to gauge demand that Clubs respond with an indication regarding whether they would like one or two free spaces on future planned training sessions (Action Point 5).*

Discussion took place regarding implementing a diversity review process for clubs, with RM suggesting clubs should conduct annual reviews. It was agreed that it would be helpful to create a checklist framework to support this process. VJ suggested that she could adapt the draft Community First organisational health checklist to create a checklist that is relevant to Bridge Clubs.

The following action was agreed:-

- *VJ to adapt the Community First draft organisational health checklist to create a check list that is relevant to Bridge Clubs (Action Point 6).*

3.3) Review of YCBA processes for diversity

The following matters had been discussed at the YCBA MB meeting held on 21/04/26:-

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

RJ confirmed that reappointments of selection committees and confirming terms of reference would be addressed at the board meeting on June 13th.

It was agreed that alongside the work that RK is carrying out to progress the supported self-assessment of the Selection Committees that supported self-assessments of the Tournament Committee and Bridge Development Committee are now prioritised and that a meeting should take place with each of these Committees to discuss expectation before they complete the Supported Self-Assessment template.

It was noted that RM had recently sent another email to Geoffrey Turnball, Senior Diversity Officer at Leeds City Council regarding having further engagement regarding the results of our Disability Access scoping exercise and other matters including the Supported Self-Assessment of the Diversity, Inclusion & Equality Committee.

Discussion took place regarding other ways of getting an independent external perspective into Supported Self-Assessment of the Diversity, Inclusion & Equality Committee and the potential associated cost of this.

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 7).

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 (Action Point 8).

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 9).

VJ to adapt the Community First draft organisational health checklist to make it of more relevance to the YCBA Management Board (Action Point 10).

RM to update DIEC Members when he receives a response to his email to Geoffrey Turnball, Senior Diversity Officer at Leeds City Council regarding having further engagement regarding the results of our Disability Access scoping exercise and other matters including the Supported Self-Assessment of the Diversity, Inclusion & Equality Committee (Action Point 11).

RK to circulate the Supported Self-Assessment template and seek volunteers for leads on the next round of self-assessments of which the Tournament Committee and Bridge Development Committee are viewed as priorities (Action Point 12).

RK to establish what funding / budget (if any) is available to secure an independent external perspective into Supported Self-Assessment of the Diversity, Inclusion & Equality Committee to inform next steps (Action Point 13).

3.5) Promotion of bridge amongst underrepresented groups - No matters raised or discussed.

3.6) Action Points from meeting held between the YLC and the DIEC on 25/03/25

RJ advised that invitations to participate in the YLC for the 2026-27 season would be going out imminently and that Stephen Cordingley is continuing to engage with BridgeWebs regarding including Accessibility on the default menu (as opposed to being a function that needed to be added. It was noted that whilst it was understood that this was going to happen as part of the 2.19s release that this had not been the case.

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 had 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

Version 14 of the DIEC Action Plan which had been updated on 03/06/26 and uploaded to the DIEC webpage was reviewed and discussed.

No changes to the format of the document were suggested although it was agreed that both the structure and the content of the document would be kept under review.

RK confirmed that she had recently emailed the contact provided by DG to enquire about the current state of YCBA website accessibility, possible improvements, and associated costs

VJ queried the identified Safeguarding Action – Informing affiliated clubs regarding Disclosure & Barring Service (DBS) Checks and future Action – DIEC to include a mailing on Safeguarding & Barring Service (DBS) Checks as part of their regular mailing campaign.

The following actions were agreed:-

RK to update DIEC Members when she receives a response to her email to the contact provided by DG to regarding the current state of YCBA website accessibility, possible improvements, and associated costs (Action Point 15).

RK to seek clarity regarding who is the safeguarding lead is for the County for both adult and child safeguarding to inform whether the existing action regarding safeguarding should be modified or removed (Action Point 16).

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.

RK advised that she had research existing codes of behaviour for online bridge (e.g., from EBU, RealBridge, BBO) but had found that these were very technical in nature and as such she did not feel that they were very helpful to annex to the YCBA policy.

VJ suggested that it would be helpful to maintain a Revision Table to support the Annual Review of the YCBA Diversity, Inclusion & Equality Policy.

The following action was agreed:-

RK to circulate suggested amendments to the YCBA Diversity, Inclusion & Equality Policy for review (Action Point 17).

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

10) Date of next meeting: Thursday, 20th August at 10.00 via Zoom.

List of action points from the meeting held on 02/04/26 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 discussed under Agenda Item 3.3

AP2 - Complaints of Maladministration – Defining the supporting processes to corresponding process to investigate Complaints of Maladministration - *RK to finalise the complaints procedure document and send it to EBU Conduct Committee Chair (Debbie Sandford) for comment.* Action Ongoing – To be discussed under Agenda Item 3.1.

AP3 - Complaints of Maladministration – Defining the supporting processes to corresponding process to investigate Complaints of Maladministration - *RK to draft a suggested starting point for constitutional changes and circulate to DIEC members for comment.* Action Ongoing – To be discussed under Agenda Item 3.1.

AP4 – 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 Closed considering further developments discussed under Agenda Item 3.2.

AP5 – Diversity, Inclusion & Equality Training for key stakeholders in YCBA affiliated clubs – *RK to add to the agenda of the next meeting the suggestions made by RM following the publication of the DIEC Podcast.* Action Completed – Discussed under Agenda Item 3.2.

AP6 – Diversity, Inclusion & Equality Training for key stakeholders in YCBA affiliated clubs – *BB to engage with SB to discuss the possibility of her providing diversity, inclusion & equality training and report back on her interest/availability.* Action Closed considering further developments discussed under Agenda Item 3.2.

AP7 – Diversity, Inclusion & Equality Training for key stakeholders in YCBA affiliated clubs – *RK to continue to pursue other external diversity training options and report back to the group, including cost comparisons.* Action Closed considering further developments discussed under Agenda Item 3.2.

AP8 - Review of YCBA processes for diversity - Selection Committee (A) Supported Self-Assessment – *RK to redraft the selection policy and circulate to both Selection Committees for review and input.* Action Ongoing – To be further discussed under Agenda Item 3.3.

AP9 - Review of YCBA processes for diversity - Selection Committee (A) Supported Self-Assessment – *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* Action Ongoing – To be further discussed under Agenda Item 3.3.

AP10 - Review of YCBA processes for diversity - Selection Committee (A) Supported Self-Assessment – RK to provide an update to the next YCBA MB meeting on 21/04/26 regarding development in this area. 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.*

Action Completed – Discussed under Agenda Item 3.3.

AP11 - 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.

AP12 - 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.

AP13 - 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.

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 to the DIEC webpage. Action Completed.

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

AP17 - Review and update of action plan - RK to email the contact provided by DG to enquire about the current state of YCBA website accessibility, possible improvements, and associated costs. Action Completed – Discussed under Agenda Item 5.

AP18 - 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 - 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 Ongoing – To be further discussed under Agenda Item 5.