

Minutes of Diversity, Inclusion and Equality Committee Meeting

held on Tuesday 28th May 2024

Attended by: Ron Millet (Chair), Robin Jepson and Ruth Kerr (Minutes).

Actions from previous meeting: Progress checked during the meeting.

Matters discussed:

Terms of Reference

The draft terms of reference for the committee were discussed (AP3 from previous meeting) and the following was agreed:-

The name of the Committee to be widened to the Diversity, Inclusion and Equality Committee.

The first two bullet points of the terms of reference to be:-

Diversity, Inclusion and Equality Committee

- To investigate and establish what is considered best practice in managing issues of diversity, inclusion and equality.
- Its work shall include the collection of information and the offers of advice, guidance and support both for YCBA activities and to the management of its affiliated clubs.

AP1 – RM to give further consideration to whether there is a need to add a brief definition of Diversity, Inclusion and Equality to the above.

Equality Act 2010: Guidance to private clubs and organisations regarding their legal obligations

It was noted that the two previously circulated guidance documents required further action and attention by the Committee as it moves forward with its work.

<https://assets.publishing.service.gov.uk/media/5a78f58340f0b62b22cbe26d/private-clubs.pdf>

<https://assets.publishing.service.gov.uk/media/5a78ca86e5274a2acd189d0f/age-discrimination-guide-clubs.pdf>

Disability Access

The attached draft initial communication to clubs and accompanying template was discussed and several suggestions for improvement were made (AP1 from previous meeting).



DDA Engagement
with Clubs 1st draft



DDA Engagement
with Clubs - Templa

AP2 – RK to amend the initial communication to clubs and accompanying template to reflect the suggestions for improvement and recirculate to the Committee for finalisation.

It was agreed that once finalised and approved by the YCBA Chair the communication and accompanying template would be mentioned at the AGM on 8th June 2024 and then sent out as soon as possible thereafter.

The suggested brief signposting information for Michael Jackson (MJ) to use as part of the YCBA League 2024/25 Entry Process was considered (AP2 from previous meeting). It was noted that MJ had recently sent out the initial information to clubs regarding of the YCBA League 2024/25 Entry Process. It was agreed that given the wider work on Disability Access that will now be taken forward that the suggested brief signposting information for MJ to use as part of the YCBA League 2024/25 Entry Process was no longer required.

Review of YCBA processes for diversity in 2024

An initial discussion took place regarding the planned review of YCBA processes for diversity in 2024 which is an agreed action of the YCBA Management Board. It was agreed that as a starting point a list of process to be reviewed needed to be agreed. It was noted that currently whilst the YCBA has a defined complaints process in relation to complaints about individuals that there is not currently an established mechanism for individuals to complain about a situation which is not directed at a specific individual.

AP3 – Review of processes for diversity in 2024 to be discussed at the next meeting.

Board Members

A discussion took place regarding the role briefs for the following roles and the mechanism for filling these roles.

- Board member with responsibility for women's interests.
- Board member with responsibility for the interests of minority ethnic groups.

It was agreed that it was important to publicise the vacancies for the above roles as widely as possible amongst the membership.

AP4 – RM to use the AGM to publicise the Diversity, Inclusion & Equality Committee and the two vacancies. RM to further follow this up with an individual email to all YCBA members registered to receive emails from the YCBA seeking volunteers for the two roles.

Available Support

It was noted that since the last meeting RM had made contact with the Senior Diversity Officer at Leeds City Council, Geoffrey Turnbull and Councillor Eileen Taylor to take up their previous offer of help to the Committee as a contact point for further advice.

It was agreed that any input that they could give would be very helpful to the work of the Committee.

Date of Next Meeting: Thursday, 27th June at 10.00hrs