

**Minutes of Diversity, Inclusion and Equality Committee (DIEC) Meeting**  
**held on Monday 2<sup>nd</sup> December 2024**

**1) Attendees / Apologies:**

In attendance - Ron Millet (Chair), Robin Jepson, Vanessa Jervis and Ruth Kerr (Minutes).

Apologies - None (all Committee Members present).

**2) Actions from previous meeting:**

Due to the specific focus of this meeting, it was agreed that the actions from the previous meeting would be progress checked outside of the meeting.

**3) Development of a YCBA Diversity Inclusion and Equality / Equal Opportunities Policy**

Vanessa Jervis (VJ) presented the work that she and Ron Millet (RM) had done to date.

VJ advised that the draft policy reflects the EBU Best Behaviour at Bridge

VJ indicated that they had looked at the equivalent policies of several organisations including York Bridge Club, ACAS and the Athletics Association.

VJ commented that some of the policies that they had looked at could be seen as aspirational and did not include any reference to complaints.

The work that had been carried out to date was reviewed and several suggested changes were made.

It was agreed that there should be a two-tier process for responding to complaints with the first level being an independent review carried out by the YCBA and the second level being an external independent review.

It was also agreed that the Diversity, Inclusion & Equality Policy should be reviewed annually with an earlier review to be undertaken if required by a significant event or change of circumstances.

It was noted that the YCBA Constitution would need to be changed to reflect and support the Diversity, Inclusion & Equality Policy. It was agreed that that this should include a specific statement regarding Diversity, Inclusion & Equality under Objectives of the YCBA (3) and under Member's Behaviour (8).

Given the need for any changes made be to the YCBA Constitution to be ratified / accepted at an AGM it was agreed that the future timeline for progressing this piece of work would be as follows:-

- ***VJ to update and circulate an amended version of the draft YCBA Diversity, Inclusion & Equality Policy (Action Point 1)***
- Finalised document and proposed changes to the YCBA Constitution to be discussed and ratified at the next YCBA Management Board meeting which is expected to be

the planned Strategic Away Day on Wednesday, 19th February. **Ruth Kerr (RK) to engage with David Guild to arrange for a slot on the agenda (Action Point 2).**

- Finalised document and proposed changes to the YCBA Constitution to be published on the YCBA website following discussion & ratification at the next YCBA Management Board.
- Changes to the Constitution to be voted on at the next AGM on Saturday, 28th June.

RM asked that future iterations of the draft document be version controlled and that any changes made be marked using tracked changes.

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

Ruth Kerr (RK) presented the work that she had done to date on developing a suggested mechanism to facilitate the planned review of YCBA processes for Diversity, Inclusion and Equality.

RK proposed that a Supported Self-Assessment be carried out by the YCBA Management Board and each of its Committees supported by the DIEC.

RK indicated that the use of the suggested draft template would help provide structure to each assessment and its documented findings and identified timebound actions.

**It was agreed that RK & RJ proceed with and further develop this approach to include more detailed Guidance Notes to support the template (Action Point 3)**

It was identified that it would be helpful for the assessments to include:-

- Details of the relevant training that members of each Committee have had in relation to Diversity, Inclusion & Equality.
- A review of documents relevant to the work of each Committee (I.e. Terms of Reference, Operating Procedures, Minutes of Meetings etc)

Following discussion, it was agreed that:-

- The Supported Self-Assessments should commence after the Diversity, Inclusion & Equality Policy is finalised and shared with YCBA Management Board Members and other key stakeholders.
- A schedule of the Supported Self-Assessments to be carried out should be developed commencing with the Yorkshire League Committee and concluding with the YCBA Management Board.
- The Supported Self-Assessment of the Diversity, Inclusion & Equality Committee should be supported by an appropriate external individual(s). **RM to contact Geoff Turnball and/or other appropriate external individuals for support with the Supported Self-Assessment of the Diversity, Inclusion & Equality Committee (Action Point 4).**

**3) Promotion of Bridge Amongst Underrepresented Groups with specific reference to the suggestion to engage with Refuge Action in Bradford.**

Following discussion the following action was agreed:-

***RM to speak to the Chair of the Bridge Development Committee regarding the feasibility of holding a suitable bridge event in collaboration with Refuge Action in Bradford (Action Point 5)***

**4) Date of next meeting: Monday, 10th February at 10.00 via Zoom.**