

DIVERSITY, INCLUSION AND EQUALITY COMMITTEE (DIEC) ACTION PLAN – UPDATED 18/02/2025

Explanatory note

At the meeting of the Diversity, Inclusion and Equality Committee (DIEC) held on 27/06/24 it was agreed that it would be helpful to collate identified actions into an action plan to help manage the work of the DIEC and keep the YCBA Management Board informed.

It was also agreed that, given the number of identified actions, that it is important to prioritise and pace the work to be taken forward.

This action plan is a living document which will be regularly reviewed and updated by the DIEC.

It is recognised that the action plan needs to be expanded further to reflect other aspects of diversity and this will be done as the work of the DIEC progresses.

It was agreed at the DIEC Meeting held on 17/09/24 that an item “Review of any other current diversity issues” be added to the standing agenda of future DIEC Meetings to support this.

IDENTIFIED ACTION	POSITION UPDATE / IDENTIFIED NEXT STEP ACTIONS
<p>Governance Agree Terms of Reference for the Diversity, Inclusion and Equality Committee</p>	<p><u>Position Update</u> - The following TOR have been agreed and will be kept under review. Diversity, Inclusion and Equality Committee</p> <ul style="list-style-type: none"> • 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.
<p>Governance Recruit specialist members to the DIEC and to the YCBA Management Board.</p>	<p><u>Position Update</u> – Vanessa Jervis (VJ) has been recruited as specialist member to the DIEC and the YCBA to cover the interests of women players. Work is ongoing to recruit specialist members to the DIEC and to the YCBA Management Board to cover the interests of ethnic minority and disabled players. <u>Future Action</u> - Role briefs for specialist members to be developed through a combination of the following approaches: -</p> <ul style="list-style-type: none"> • Specialist members to develop their own role briefs in conjunction with YCBA members from these specific groups. • Look at other groups to see what they have done and as a guide for creating the job descriptions for these positions.

<p>Governance Recruit External Support and Scrutiny for ongoing Diversity, Inclusion and Equality work</p>	<p><u>Position Update</u> – Engagement with the Senior Diversity Officer at Leeds City Council, Geoffrey Turnbull is ongoing. <u>Future Action</u> – Other avenues of External Support and Scrutiny also to be sought.</p>
<p>Governance Develop a YCBA Diversity, Inclusion and Equality Policy</p>	<p><u>Position Update</u> – Ron Millet (RM) has engaged with the EBU to establish whether there are any EBU policies that are relevant to the work that we are taking forward. Debbie Sanford, EBU Board Director, has advised she has taken on the task of developing a diversity and inclusion policy for the EBU, on behalf of the board as currently there are various policies but no overall policy. The various policies that are in place have been made available to the DIEC to inform their work. RM and VJ have taken the lead on the development of a YCBA Diversity Inclusion and Equality Policy. The draft policy was discussed at DIEC meetings held on 02/12/24 and 10/02/25 and several amendments have subsequently been made. <u>Next Steps Actions</u> –</p> <ul style="list-style-type: none"> • <i>Working draft policy document to be circulated to YCBA Board Members and other key stakeholders prior to the YCBA Strategic Away Day on 19/02/25 where the policy will be further discussed prior to it being finalised.</i>
<p>Governance YCBA Constitution to be amended to include a commitment to Diversity Inclusion and Equality.</p>	<p><u>Position Update</u> – It was agreed at the DIEC Meeting held on 27/06/24 that progressing our policies should not have to wait for any adjustments to the Constitution. This matter was discussed at a Face-to-Face DIEC meeting on 02/12/24 where 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). RJ has taken the lead in drafting a discussion paper which was reviewed at the DIEC meeting held on 10/02/25. <u>Next Steps Actions</u></p> <ul style="list-style-type: none"> • <i>Discussion paper regarding proposed changes to the Constitution to be circulated to YCBA Board Members and other key stakeholders prior to the YCBA Strategic Away Day on 19/02/25 where it will be discussed prior to proposed changes being finalised.</i> • <i>Proposed changes to the YCBA Constitution to be published on the YCBA website following discussion & ratification by the YCBA Management Board.</i> • <i>Proposed changes to the Constitution to be voted on at the next AGM on 28/06/25.</i>
<p>Governance Develop a model Diversity, Inclusion and Equality Policy for Clubs.</p>	<p><u>Position Update</u> – It has been identified that York BC has well developed policies and procedures stated on their website which would be a useful starting point for developing a model policy document for clubs to help inform the development of their own policy document where they do not already have one. The YCBA Diversity, Inclusion and Equality Policy, once finalised, will also be a useful starting point.</p>

<p>Governance Review YCBA processes for diversity</p>	<p><u>Position Update</u> - RK and RJ have taken the lead on the development of a suggested methodology to facilitate this piece of work which is that a Supported Self-Assessment is carried out by the YCBA Management Board and each of its Committees supported by the DIEC. A template (currently in draft) which will form the basis of the Supported Self-Assessment will help provide structure to each assessment and its documented findings and identified timebound actions.</p> <p>Following discussion at a Face-to-Face DIEC meeting on 02/12/24 it was identified that it would be helpful for the assessments to include:-</p> <ul style="list-style-type: none"> • 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) <p>Following discussion at a Face-to-Face DIEC meeting on 02/12/24 it was agreed that:-</p> <ul style="list-style-type: none"> • 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). <p><i><u>Next Steps Actions</u> – RK & RJ to proceed with and further develop this approach to include more detailed Guidance Notes to support the template.</i></p>
<p>Training DIEC to consider the Diversity, Inclusion & Equality Training Needs of DIEC Members and other key stakeholders</p>	<p><u>Position Update</u> – David Guild has confirmed that all YCBA Management Board Members and other key stakeholders attended externally delivered Diversity, Inclusion & Equality Training in late 2023.</p> <p><u>Next Steps Actions</u></p> <ul style="list-style-type: none"> • <i>DIEC to look to source or develop a more targeted Diversity, Inclusion & Equality Training package which can be delivered to key stakeholders in YCBA affiliated clubs in 2025.</i> • <i>Regular mailings to be produced as a campaign to get clubs and members thinking “diversity”.</i>
<p>Communication Communicate effectively to members regarding the role and work of the DIEC.</p>	<p><u>Position Update</u> RM used the AGM to publicise the Diversity, Inclusion & Equality Committee. An introductory letter was sent to all members via Pianola on 15/07/24. The letter outlined the newly created Diversity, Inclusion & Equality Committee, the three YCBA Diversity Champion Board Members, invited input from the membership and advised them that regular updates will be published on the YCBA website. A letter was also sent to Club Secretaries on the same date requesting that they take additional steps to communicate this information to their members.</p>

	<p>A further letter was sent to all YCBA affiliated clubs on 01/09/24 to advise them on their legal responsibilities in relation to making reasonable adjustments both within their own clubs and when playing in the Yorkshire League.</p> <p>Learning and good practice from the Disability Access scoping exercise was shared with clubs on 26/01/25 together with relevant extract from the EBU White Book regarding Accommodating Disabled Players.</p> <p>A Diversity, Inclusion & Equality Page has been created and populated on the YCBA website and populated.</p> <p><u>Next Steps Actions</u></p> <ul style="list-style-type: none"> • <i>DIEC Page on YCBA website to be expanded and developed to include relevant information and resources which are regularly reviewed. A standing item has been added the DIEC meeting agenda to support this.</i> • <i>Regular mailings to be produced as a campaign to get clubs and members thinking “diversity”.</i>
<p>Disability Access Review Disability Access arrangements in affiliated clubs and provision of information regarding these arrangements</p>	<p><u>Position Update</u></p> <ul style="list-style-type: none"> • A letter regarding a Disability Access scoping exercise and accompanying template to was sent to Club Secretaries on 15/07/24 with a request that these be completed and returned by 16/08/24. Following some further follow up activity a total of 27 responses were received from the 30 YCBA affiliated clubs which were discussed at the DIEC meetings that were held on 17/09/24 and 30/10/24. It was noted that the findings were overall more positive than had perhaps been anticipated and that since the start of the exercise some clubs had already improved their accessibility information on their websites. • Learning and good practice from the Disability Access scoping exercise was shared with clubs on 26/01/25 together with relevant extract from the EBU White Book regarding Accommodating Disabled Players. • Details of a New YCBA Grant – Disabled Persons’ Club Improvement were sent to clubs on 27/01/25. The grant is project match-funded (50%) up to £1,250 grant value. <p><u>Next Steps Action</u></p> <ul style="list-style-type: none"> • <i>RM to arrange for the DIEC to meet with the Senior Diversity Officer at Leeds City Council, Geoffrey Turnball now that we have the results of our Disability Access scoping exercise.</i>
<p>Disability Access DIEC to consider wider access arrangements including those with Neurodiversity (including Autism & Asperger’s).</p>	<p>This could include, for example, the provision of quiet areas at larger events. There are several charities which support neurodivergent people that could be useful in dealing with this aspect.</p>

<p>Diversity Access DIEC to engage with relevant organisations that have experience in removing the barriers for women, ethnic minority and disabled people and other and other people in similar contexts as ours.</p>	<p>One such organisation in the context of music venues and disabled people is called Attitude is Everything - https://attitudeiseverything.org.uk/. Similar contexts to bridge would include chess and other mind games.</p>
<p>Promotion of Bridge Amongst Underrepresented Groups</p>	<p><u>Position Update</u> – Discussed at the DIEC meetings held on 17/09/24, 02/12/24 and 10/02/25. <i>Next Steps Actions - DIEC Committee and Business Development Committee to meet to discuss future collaboration on this matter – both generally and in relation to the specific suggestion raise at the YCBA Members Meeting on 23/11/24 regarding engaging with Refuge Action in Bradford.</i></p>
<p>Website Accessibility DIEC to consider how the YCBA's own website and Club's websites can be made more accessible to people.</p>	<p>This includes those with impaired vision, motor difficulties, cognitive impairments, learning disabilities and deafness or impairment hearing as well as those people for whom English is not their first language. <i>Next Steps Actions – RM to make enquiries about the current accessibility standards of the EBU, YCBA & Bridgewebs websites</i></p>
<p>Safeguarding Informing affiliated clubs regarding Disclosure & Barring Service (DBS) Checks</p>	<p><u>Future Action</u> – DIEC to include a mailing on Safeguarding and Disclosure & Barring Service (DBS) Checks as part of their regular mailing campaign.</p>