
Council Apprentice

Executive Summary

This paper sets out proposals for running a second cycle of our Council Apprentice initiative. The aim of this initiative is to provide a talented candidate with a first step opportunity to pursue a Non-Executive career. The HCPC in return benefits from more diverse voices taking part in its governance.

The HCPC launched this initiative at the start of 2021 with our first two Apprentices. Learning from the first year of running so far has been incorporated into the planning for the proposed second cycle, should the Council agree to continue.

Previous consideration	The Council agreed the Council Apprentice initiative in September 2020.
Decision	Council is asked to approve the proposal to run a second year of the Council Apprentice initiative
Next steps	The HCPC will work with Luther Pendragon to maximise our reach to potential candidates. We would aim for the apprentices to be selected before the end of 2021.
Strategic priority	<ul style="list-style-type: none">• Be visible, engaged and informed• Build a resilient, healthy, capable and sustainable organisation
Risk	Discussed within the paper.
Financial and resource implications	The financial implications are limited to the costs of meeting attendance which will be paid on a day rate basis. This is an approximate cost of £7k per annum.
Author	Claire Amor, Head of Governance claire.amor@hcpc-uk.org

HCPC Council Apprentice 2022

1. Introduction

- 1.1 In 2021 the Council welcomed its first Apprentice members to the Council. This initiative was launched to increase the diversity of viewpoints around the Council table whilst providing a great opportunity for talented candidates to gain the experience they need to go on to build a Non-Executive career.
- 1.2 Our current Apprentices will complete their year at the end of December and so this paper proposes seeking new Apprentices to continue the initiative into year two.

2. Overview of approach

- 2.1 The Apprentices attend and participate in all Council meetings and seminar sessions as well as joining one Committee's meetings and training sessions. The Audit and Risk Assurance and People and Resources Committees have been chosen as their remits offer the most transferable experience to other organisations.
- 2.2 The Apprentices are entitled to, and encouraged to, contribute to any Council or Committee meeting or discussion; however they are not a 'voting' member of the Council as the appointment is not made by the privy office or overseen by the PSA.
- 2.3 Following a comprehensive HCPC induction, the Apprentices are paired with a Council to act as a buddy / mentor throughout their year with us. We expect that these buddies would regularly discuss with the apprentice their experiences of meetings and issues that arise in a coaching style.
- 2.4 Additionally, the Chair of Council regularly meets with the Apprentices, including to undertake a quarterly check in on how the apprenticeship is going and an end of Apprenticeship evaluation for both the Apprentice and the HCPC's running of the scheme. Throughout the year the Governance team provide a central monthly 'check in' point for the Apprentice to provide support and practical assistance.

3. Learning from our first year

- 3.1 Our experience of the first year has been positive, regular feedback has been received from Council members and the Apprentices of the value to both the quality of the Council and Committee's discussions as well as the personal development of the Apprentices and the benefit it will provide for their ongoing career.
- 3.2 Learning to improve future years has included developing our induction process through additional activities the Apprentices have requested to take part in during the year. Initially we were not confident in setting up virtual

observations of elements such as FtP hearings or Education virtual visits but as this becomes our BAU we will continue to offer this.

- 3.3 We will also introduce a 'learning log' for the Apprentices to record their reflections post each engagement activity to explore with their Council member mentor. This log has been produced by our current Apprentices.

4. Induction and Training

- 4.1 On appointment the Apprentice will receive a comprehensive induction prior to their first meeting of Council. They will take part in all Council and relevant Committee training in 2021 and receive development support through the buddy system.

5. Selection criteria

- 5.1 Applications will be assessed on personal motivation to get involved with public service as well as ambition to pursue a non-executive career. Equally important will be a demonstrated interest in, and understanding of, the work of the HCPC.
- 5.2 We will be looking for candidates who have not had that first opportunity to get involved and have the potential to grow through the opportunity.

6. Remuneration

- 6.1 As previously agreed by the Council the Apprentices will be compensated for their time attending formal meetings of the Council and Committee, they are involved in. This remuneration is the same day rate as paid to Independent Committee members

7. Timescales

- 7.1 Should Council agree to continue with the scheme, we will go live with advertising the opportunity as soon as possible and aim to commence the year long appointments from 1 January – 31 December 2022.

8. Risk considerations

- 8.1 This proposal will, if effective in its running, help to reduce our governance risk. This is because it will increase the diversity of views and experiences at the most senior level, which in turn helps to mitigate against group think, and can raise issues not seen from another perspective.
- 8.2 Key to ensuring this benefit is achieved is careful management of the scheme to ensure both the Apprentices and the HCPC have a positive and beneficial experience. Having several points of contact and support for the apprentice will help us to manage the scheme. We will seek feedback throughout the scheme as it is put into practice.

8.3 Risk of potential regulatory concern has been mitigated. We have made the PSA aware of our plans and they support the initiative and have confirmed they would not raise concern at our involvement of a non-voting member in our governance. We will also be clear in any agreement signed that the role is 'non-voting' and that this is not an employee / employer relationship and it is subject to the usual tax and national insurance treatment.

8.4 The successful applicants will be required to sign a non-disclosure agreement with regards to the confidential information they are party to as part of Council discussions.

9. Council decision

9.1 The Council is asked to approve the continuation of the HCPC's Council Apprentice initiative for 2022 with the appointment of two new Apprentices for a one year term.