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### Council Apprentice 2024

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#### Executive Summary

This paper sets out proposals for running a fourth cycle of our Council Apprentice initiative.

The aim of this initiative is to provide two talented candidates 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 three years of running so far has been incorporated into the planning for the proposed second cycle, should the Council agree to continue.

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Previous consideration	The Council reviewed the scheme at its October 2022 meeting in private session and agreed to continue with the third cycle in 2023.
Decision	Council is asked to approve the proposal to run a fourth year of the Council Apprentice initiative
Next steps	Launch appointment process and incorporate feedback into the third cycle of HCPC's Council Apprentice scheme.
Strategic priority	<ul style="list-style-type: none"><li>• Be visible, engaged and informed</li><li>• Build a resilient, healthy, capable and sustainable organisation</li></ul>
Risk	Discussed within the paper.
Financial and resource implications	The financial implications of HCPCs scheme involve remuneration costs to the Apprentices for meeting attendance, paid on a day rate basis. This is an approximate cost of £7k per annum for two Apprentices attending Council and Committee meetings.
EDI impact	HCPCs Council Apprentice 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.

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The recruitment and selection of HCPC's scheme encourages EDI, aimed at our registrants and under represented groups.

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# HCPC Council Apprentice 2024

## 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. Since then we have continued to welcome new apprentices each year, currently in our third cycle.
- 1.2 Our current Apprentices will complete their year at the end of January 2024 and so this paper proposes seeking new Apprentices to continue the initiative into year four.

## 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.
- 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 member 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 Throughout the year the Governance team provide a central monthly 'check in' point for the Apprentice to provide support and practical assistance.
- 2.5 Additionally, the Chair of Council undertakes an end of Apprenticeship evaluation for both the Apprentice experience and the HCPC's running of the scheme.

## 3. Review of the scheme

- 3.1 Before we launched our third cycle in 2023, we undertook a comprehensive review of the running of the scheme including consideration of alternative approaches. The result of this review was the Council's agreement that the HCPC should continue the scheme as it was delivering value for both the HCPC and the Apprentices. The following adjustments to the scheme were made:
  - eligibility being for registrants only;
  - non mandatory committee participation depending on the time availability of the apprentice;
  - establishing an alumni network for former and current apprentices; and

- confirming that the scheme run for a year at a time and not two years, as per a proposal.

It is proposed that these decisions continue into the 2024 4<sup>th</sup> cycle.

- 3.2 To inform this year's proposal to continue the scheme, a survey was sent to our current apprentices, the results of which were very positive regarding the value of the scheme. The sharing of their experiences will be used in the promotion of cycle 4 should the council agree to continue the scheme.

#### **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 2024 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 2024. This will also enable a 'handover' period where our current Apprentices can support the induction of the new Apprentices.

#### **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 2024 with the appointment of two new Apprentices for a one-year term.