

Council

Meeting Date	16 October 2025
Title	Decisions outside of meetings
Author(s)	Patricia Morrissey, Head of Governance
Executive Sponsor	Claire Amor, Executive Director of Corporate Affairs

Executive Summary

Council Standing Order 20 allows for the Council to pass resolutions outside of a meeting. This paper notes the resolution made by the Council since its last meeting on 17 July 2025 related to the appointment of Council Apprentices in 2026.

The Council considered a paper circulated by email correspondence on 25 September 2025 to commence the sixth cycle of our Council Apprentice initiative. The paper also set out the results of a survey of current and past Council Apprentices, Council members and the Executive Leadership Team to review the learnings from the last five years of the scheme and evaluate its impact on the careers of our previous Council Apprentices.

The Council:

- Approved the continuation of the HCPC's Council Apprentice initiative for 2026 with the appointment of two new Council Apprentices commencing at the end of January 2026.
- Considered the survey feedback set out in the supporting paper and comments from Council members via email relating to the duration of the appointments noting the pros and cons for extending the appointment term. It was noted that ultimately the scheme aimed to provide an opportunity to as many registrants as possible and it was agreed that an extended term of 15 months was an appropriate compromise, remaining broadly consistent with the aim to provide the opportunity to as many registrants as possible while recognising that a slightly longer term offered the apprentices more opportunities to contribute once their skills had developed in the role. Improvements to the timeliness of the induction process and enhanced personalised wrap around support would also be actioned to support the readiness of the new apprentices in taking up the role and feeling confident to contribute. The costs related to extending the duration of the appointment have been updated and amount to an additional £2,172 per annum.
- Considered the survey feedback related to the alumni network and noted that the network was still in its infancy and that further opportunities to support the development of the network should be explored, including increasing the frequency of meetings, linking with other similar schemes in the health or regulatory sectors and involving the network in providing advice on preparedness to the new apprentices. Development actions will be taken forward in discussion with the alumni network which meets again in November.

Action required	The Council is asked to review the information provided and seek clarification on any areas.
Previous consideration	The Council Apprentice programme has been running on an annual basis since 2021.
Next steps	The Council Apprentice scheme campaign will go live on 20 October 2025. Conversations with shortlisted candidates will take place in December and the successful candidates will take up the position in January 2026. The appointment term has been updated in all campaign materials. Induction plans have been updated in light of feedback from Council members.
Financial and resource implications	The financial implications of the HCPC's scheme relate to the remuneration and expenses for the Council Apprentices for meeting attendance. Council Apprentices are remunerated on a day rate basis, at an approximate cost of £10,136 per annum plus expenses for two Council Apprentices attending Council and Committee meetings (based on 28 meetings). These costs have been updated based on the 2026 schedule of meetings, the extended duration of 15 months and the current day rate paid of £362.
Associated strategic priority/priorities	Be visible, engage and informed Build a resilient, healthy, capable and sustainable organisation
Associated strategic risk(s)	4. We are unable to effectively build trust, engage with and influence our stakeholders, reducing our ability to understand their perspectives and regulate effectively
Risk appetite	People - open
Communication and engagement	<p>To address the actions arising from the corporate plan for 2024-25 related to the scheme we surveyed past and present Council apprentices, ELT and Council members to evaluate the impact of the initiative, including on the careers of our previous Council Apprentices.</p> <p>The Council's effectiveness review action plan also included an action to review the Council Apprentice alumni network. As part of the Council Apprentice survey, we sought the views and perspectives of alumni on the network and potential improvements that could be made to its operation.</p> <p>The communication plan has been refreshed this year to also address a Council effectiveness review action related to further demystifying the role of being a Council member and ensuring that the role appeals to wider audiences. This campaign will be used to deliver further insights into the role of a Council member. Our current Council Apprentices have filmed content which will be used on the recruitment portal</p>

	and across social media and brings to life the role and being part of board discussions and decision making.
Equality, diversity and inclusion (EDI) impact and Welsh language standards	The HCPC's Council Apprentice initiative was launched to increase the diversity of experience and perspectives around the Council table whilst providing a great opportunity for candidates to gain the experience they need to go on to build a non-executive career. To support our commitment to a diversity and inclusivity we monitor candidates' equality and diversity data across all stages of the appointment process. This information allows us to identify areas of development and to plan how to achieve improvement. This year we have revised our EDI monitoring question set to allow us to move to using our HR on-line portal for applications. Guidance from the EDI Strategic Lead has been sought to ensure that we maintain our ability to provide high quality and relevant EDI reporting. The shortlisting process is anonymous. The shortlisting panel is not given the name or other personal details from the diversity monitoring section of applications.
Other impact assessments	Not applicable
Reason for consideration in the private session of the meeting (if applicable)	Not applicable