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## Council Apprentice

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### Executive Summary

This paper sets out a proposal for a Council Apprentice. The aim of this initiative is to provide a talented candidate with a first step opportunity to pursue a career in the boardroom. The HCPC in return will benefit from a new perspective taking part in its governance.

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Previous consideration	None. The Council has in discussions previously agreed that the scheme should be developed.
Decision	Council is asked to approve the proposal.
Next steps	The HCPC will work with Luther Pendragon to maximise our reach to potential candidates. We would aim for the apprentice to be selected before the end of 2020.
Strategic priority	The strategic priorities set in 2018 are no longer current. We are developing a new strategy that we aim to confirm at the end of 2020.
Risk	Discussed within the paper.
Financial and resource implications	Arrangements for remuneration of the role are to be discussed with Council.
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## **HCPC Council Apprentice**

### **Proposal**

The HCPC wants to improve the diversity of views on its Council and give talented individuals the opportunity to develop 'board' level skills and expertise. It is proposed that the HCPC creates a stepping stone opportunity for a talented 'Council Apprentice'

The HCPC will in return benefit from new perspectives and experiences around the table, enriching its ability to consider the views of all its stakeholders.

### **How it will work**

The apprentice will attend and participate in all Council meetings and seminar sessions as well as all Audit Committee meetings and training sessions. The Audit Committee has been chosen as it is an element of most organisations, and we want to support the apprentice to gain the experience most valuable to progressing their future career.

The Apprentice will be entitled to, and encouraged to, contribute to any Council or Audit Committee meeting or discussion; however they will not be a 'voting' member of the Council as the appointment is not made by the privy office or overseen by the PSA.

Following a comprehensive HCPC induction, the apprentice will be provided with both a Council and an SMT 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. Having both a Council member and SMT member will provide the apprentice with insight into how both sides of the table contribute to managing the HCPC and the dynamics between the Executive and Non-Executive remit.

Additionally, the Chair of Council will regularly meet with the apprentice, 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 will be a central 'check in' point for the apprentice to provide support and practical assistance.

### **Training**

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

### **Selection criteria**

The position will be open to all candidates, but our promotion of the opportunity will be focused on diversity media. Applications will be assessed on personal motivation to get involved with public service as well as ambition to pursue a boardroom career.

Equally important will be a demonstrated interest in, and understanding of, the work of the HCPC.

### **Remuneration**

A verbal update will be provided at the meeting.

### **Timescales**

Should Council agree to proceed with the scheme, we will go live with advertising the opportunity as soon as possible and aim to commence the year long appointment from 1 January – 31 December 2021.

### **Risk considerations**

The strategic risk most impacted by the proposal is failure to provide effective leadership and governance. This proposal will, if effective in its running, help to reduce our risk profile in this area. 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.

The scheme may also contribute to the HCPC's commitment to improving our EDI practice. Key to ensuring this benefit is achieved is careful management of the scheme to ensure both the apprentice 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.

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.

The successful applicant would be required to sign a non-disclosure agreement