
SCOTTISH STATUTORY INSTRUMENTS

2014 No. 67

The Police Service of Scotland (Performance) Regulations 2014

PART 3

Progress meetings

Arrangement of progress meeting

23.—(1) If the first line manager refers the constable to a progress meeting under regulation 22(4), the second line manager must send a notice in writing requiring the constable to attend such a meeting.

(2) A notice under paragraph (1) must give details of—

- (a) the procedures for determining the date and time of the progress meeting;
- (b) the respect in which the constable's performance is considered to be unsatisfactory;
- (c) the possible outcomes of a progress meeting and a performance hearing;
- (d) any proposed attendance at the meeting of a human resources professional or a police adviser to advise the second line manager on the proceedings;
- (e) any proposed attendance at the meeting of the first line manager;
- (f) any proposed attendance at the meeting of any other named person and the constable's right to refuse to consent to their attendance;
- (g) the constable's right to seek advice from a police representative;
- (h) the constable's right to be represented at the meeting by a police representative; and
- (i) the requirement to provide to the second line manager, in advance of the meeting, a copy of any document on which the constable intends to rely.

(3) A notice under paragraph (1) must be accompanied by a copy of any document relied upon in coming to the view that the performance of the constable is unsatisfactory.

(4) The second line manager must, if reasonably practicable, seek to agree a date and time for the progress meeting with the constable.

(5) If no date and time are agreed under paragraph (4), the second line manager must specify a date and time for the meeting.

(6) If a date and time are specified under paragraph (5) and—

- (a) the constable or the constable's police representative will not be available at that date and time; and
- (b) the constable proposes an alternative date and time which satisfy paragraph (7),

the meeting must be postponed to the date and time proposed.

(7) An alternative date and time must—

- (a) be reasonable; and

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- (b) fall not later than 10 working days from the date specified by the second line manager under paragraph (5).
- (8) When the date and time of a progress meeting are determined in accordance with paragraphs (4) to (7), the second line manager must send a notice in writing to the constable specifying the date, time and place of that meeting.