
STATUTORY INSTRUMENTS

2020 No. 3

The Police (Performance) Regulations 2020

PART 3

First stage

Arrangement of first stage meeting

16.—(1) Where the line manager requires a police officer to attend a first stage meeting, the line manager must give a written notice to the officer concerned—

- (a) requiring the officer to attend a first stage meeting with the line manager;
- (b) informing the officer of the procedures for determining the date and time of the meeting under paragraphs (4) to (7);
- (c) summarising the reasons why the officer's performance or attendance is considered unsatisfactory;
- (d) informing the officer of the possible outcomes of a first stage meeting, a second stage meeting and a third stage meeting;
- (e) informing the officer that a human resources professional or a police officer may attend the meeting to advise the line manager on the proceedings;
- (f) informing the officer that, if the officer consents, any other person specified in the notice may attend the meeting;
- (g) ^{F1}... informing the officer that the officer may seek advice from a representative of a staff association;
- (h) informing the officer that the officer may be accompanied and represented at the meeting by a police friend, and
- (i) informing the officer that the officer must provide to the line manager in advance of the meeting a copy of any document the officer intends to rely on at the meeting.

(2) The notice must be accompanied by a copy of any document relied on by the line manager when considering that the performance or attendance of the officer concerned is unsatisfactory.

(3) Where a reflective review development report has been produced under regulation 70 of the Conduct Regulations in relation to a matter which is similar to or connected with unsatisfactory performance to be discussed at the first stage meeting, the notice must also be accompanied by a copy of that report.

(4) The line manager must, if reasonably practicable, agree a date and time for the meeting with the officer concerned.

(5) Where no date and time is agreed, the line manager must specify a date and time for the meeting.

(6) Where a date and time is specified and—

- (a) the officer concerned or a police friend will not be available at that time, and

(b) the officer proposes an alternative time which satisfies paragraph (7),
the meeting must be postponed to the time proposed by the officer.

(7) An alternative time must—

(a) be reasonable, and

(b) fall before the end of 5 working days beginning with the first working day after the day specified by the line manager under paragraph (5).

(8) The line manager must give the officer concerned a written notice of the date and time of the first stage meeting determined in accordance with paragraphs (4) to (7) and of the place of the meeting.

(9) In advance of the first stage meeting, the officer concerned must provide the line manager with a copy of any document the officer intends to rely on at the meeting.

F1 Words in [reg. 16\(1\)\(g\)](#) omitted (28.6.2022) by [The Special Constables \(Membership of the Police Federation etc.\) \(England and Wales\) Regulations 2022 \(S.I. 2022/505\)](#), regs. 1(2), [6\(4\)\(a\)](#)

Commencement Information

I1 Reg. 16 in force at 1.2.2020, see [reg. 1](#)

Changes to legislation:

There are currently no known outstanding effects for the The Police (Performance) Regulations 2020, Section 16.