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STATUTORY RULES OF NORTHERN IRELAND

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**2016 No. 42**

**The Police (Performance and Attendance)  
Regulations (Northern Ireland) 2016**

**PART 4**

**Second Stage**

**Arrangement of second stage meeting**

**20.**—(1) Where the line manager requires the member concerned to attend a second stage meeting, the second line manager shall as soon as reasonably practicable give a notice in writing to the member concerned—

- (a) referring to the requirement on the member concerned to attend a second stage meeting of the unsatisfactory performance procedures with the second line manager;
- (b) summarising the reasons why his performance or attendance is considered unsatisfactory;
- (c) informing him of the possible outcomes of a second stage meeting and a third stage meeting;
- (d) informing him that the line manager may attend the meeting;
- (e) informing him that a human resources professional or a police officer may attend the meeting to advise the second line manager on the proceedings;
- (f) informing him that, if he consents, any other person specified in the notice may attend the meeting;
- (g) informing him that he may seek advice from a representative of his staff association;
- (h) informing him that he may be accompanied and represented at the meeting by a police friend; and
- (i) informing him that he must provide to the second line manager in advance of the meeting a copy of any document he intends to rely on at the meeting.

(2) Such notice shall be accompanied by a copy of any document relied upon by the line manager when he formed the view referred to in regulation 19(2) or (4), as the case may be.

(3) The second line manager shall, if reasonably practicable, agree a date and time for the meeting with the member concerned.

(4) Where no date and time is agreed under paragraph (3), the second line manager shall specify a date and time for the meeting.

(5) The second line manager shall give to the member concerned a notice in writing of the date and time of the second stage meeting determined in accordance with paragraphs (3) and (4) and of the place of the meeting.

(6) In advance of the second stage meeting, the member concerned shall provide the second line manager with a copy of any document he intends to rely on at the meeting.