
SCOTTISH STATUTORY INSTRUMENTS

2014 No. 67

The Police Service of Scotland (Performance) Regulations 2014

PART 3

Progress meetings

Procedure at progress meeting

- 24.**—(1) The procedure at a progress meeting is as follows.
- (2) The meeting must be conducted by the second line manager.
- (3) The following persons may attend the meeting if requested to do so by the second line manager—
- (a) a human resources professional or a police adviser to advise the second line manager on the proceedings;
 - (b) the first line manager; and
 - (c) any other person whose proposed attendance was notified to the constable in accordance with regulation 23(2)(f), provided the constable has not refused to consent to their attendance.
- (4) The second line manager must—
- (a) explain how the constable’s performance is considered to be unsatisfactory;
 - (b) provide the constable with an opportunity to make representations in response; and
 - (c) provide the constable’s police representative (if the constable has one) with an opportunity to make representations in accordance with regulation 6(4)(c) or (if applicable) 7.
- (5) Paragraph (6) applies if, having considered any representations made in accordance with paragraph (4)(b) or (c) and any other representations made at the meeting (if any), the second line manager is satisfied that—
- (a) the constable has failed to make the required improvement in performance by the end of the first improvement period; or
 - (b) in a case where the required improvement in performance has been made by the end of the first improvement period, that improvement has not been maintained until the end of the validity period.
- (6) If this paragraph applies, the second line manager must inform the constable as to—
- (a) the respect in which the constable’s performance is considered to be unsatisfactory;
 - (b) the improvement that is required in the constable’s performance;
 - (c) the period within which that improvement is required to take place (to be known as “the final improvement period”);
 - (d) the fact that the constable will receive a written final improvement notice;
 - (e) the validity period of that notice and the effect of regulation 10(4); and

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- (f) the circumstances in which the constable may be required to attend a performance hearing.
- (7) The second line manager may postpone or adjourn the meeting to a later time or date if satisfied that it is necessary or expedient to do so and the procedure mentioned in regulation 23(4) to (8) applies to a postponed or adjourned meeting as it applies to the meeting postponed or adjourned.