
SCOTTISH STATUTORY INSTRUMENTS

2016 No. 51

**The Police Service of Scotland (Senior
Officers) (Performance) Regulations 2016**

PART 2

Performance Meetings

Arrangement of performance meeting

12.—(1) A reporting officer who refers a senior officer to a performance meeting must send a notice in writing requiring the senior officer to attend such a meeting.

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

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

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

(4) The reporting officer must, if reasonably practicable, seek to agree a date and time for the meeting with the senior officer.

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

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

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

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

(7) An alternative date and time must—

- (a) be reasonable; and
 - (b) fall not later than 10 working days from the date specified by the reporting officer under paragraph (5).
- (8) When the date and time of the meeting have been determined in accordance with paragraphs (4) to (7), the reporting officer must send a notice in writing to the senior officer specifying the date, time and place of that meeting.