
SCOTTISH STATUTORY INSTRUMENTS

2014 No. 67

The Police Service of Scotland (Performance) Regulations 2014

PART 2

Performance Meetings

Procedure at performance meeting

- 15.**—(1) The procedure at a performance meeting is as follows.
- (2) The meeting must be conducted by the first line manager.
- (3) A human resources professional or a police adviser may attend the meeting to advise the first line manager on the proceedings.
- (4) Any other person whose proposed attendance was notified to the constable in accordance with regulation 14(2)(e) may attend the meeting provided the constable has not refused to consent to their attendance.
- (5) The first line manager must—
- (a) explain how the constable’s performance is considered to be unsatisfactory;
 - (b) provide the constable with an opportunity to respond; 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.
- (6) If, having considered any representations made in accordance with paragraph (5)(b) and (c) and any other representations made at the meeting (if any), the first line manager is satisfied that the constable’s performance is satisfactory, the first line manager must inform the constable that no further action is to be taken.
- (7) If, having considered any representations made in accordance with paragraph (5)(b) and (c) and any other representations made at the meeting (if any), the first line manager is satisfied that the constable’s performance is unsatisfactory, the first line manager must inform the constable as to—
- (a) the respect in which the constable’s performance is considered 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 first improvement period”);
 - (d) the fact that the constable will receive a written improvement notice;
 - (e) the validity period of that notice and the effect of regulation 10(4); and
 - (f) the circumstances in which the constable may be required to attend a progress meeting.
- (8) The first line manager may postpone or adjourn the performance meeting to a later time or date if satisfied that it is necessary or expedient to do so and the procedure mentioned in regulation 14(4) to (8) applies to a postponed or adjourned meeting as it applies to the meeting postponed or adjourned.