
SCOTTISH STATUTORY INSTRUMENTS

2014 No. 67

The Police Service of Scotland (Performance) Regulations 2014

PART 2

Performance Meetings

Procedure following performance meeting

16.—(1) As soon as reasonably practicable after the date of the conclusion of the performance meeting the first line manager must prepare and send to the constable a written record of that meeting.

(2) If at a performance meeting the performance of the constable is found to be unsatisfactory, the first line manager must, as soon as reasonably practicable after the date of the conclusion of that meeting—

- (a) prepare and send to the constable a first improvement notice; and
- (b) give to the constable written notice of—
 - (i) the constable's right to appeal under regulation 18;
 - (ii) the name of the person to whom an appeal notice must be sent;
 - (iii) the matters in relation to which an appeal may be made and the grounds of appeal;
 - (iv) the last date for lodging an appeal; and
 - (v) the constable's right to submit comments on the written record of the meeting.

(3) Subject to paragraph (4), the constable may submit written comments on the written record of the meeting to the first line manager not later than 7 working days from the date on which the copy of that record is received by the constable.

(4) The first line manager may, at the constable's request, extend the period mentioned in paragraph (3).

(5) The first line manager must ensure that the following are retained together and filed appropriately—

- (a) the first improvement notice;
- (b) the written record of the performance meeting; and
- (c) the constable's written comments on that record.