

The Reflective Practice Review Process: Officers' Guide

What is it?

The Reflective Practice Review Process (RPRP) is a reflective practice designed to give officers and line managers an opportunity to discuss where things have gone wrong and look for ways of addressing issues. RPRP is not a disciplinary process and it sits above normal management interventions on minor matters. The behaviour in question will have been referred to PSD and they, along with your line manager have decided not to take formal discipline but to deal with any shortcomings by this process. Matters may be referred directly from managers as well as by way of public complaint or other means. It is not a misconduct finding and is designed to be a way of dealing with relatively low-level misconduct or performance issues in a proportionate way. This means, that RPRP cannot be used to block promotions or job moves.

Consistency and Proportionality

To ensure consistency, fairness, and proportionality RPRP will be centrally recorded but managed locally by your line manager. It will also be used to establish patterns and trends – not only in your case but for the force in general to identify areas causing problems for the force.

The Process (see table 1)

- You will be informed that they are subject to RPRP, and this may be in writing.
- You will be invited to give their version of events and have five working days to do so.
- You may seek advice from a Fed Rep / Staff Association at this stage.
- You will be invited to a "Reflective Practice Review Discussion" with their line manager.

The Reflective Practice Review Discussion

- There is no right to have a Fed Rep / Staff Association Rep at the meeting: it is a professional discussion between officer and line manager.
- There is an expectation of engagement – failing to engage could result in the matter being referred for formal proceedings.
- The discussion will encompass the incident that led to RPRP, learning, training needs, welfare, and actions moving forward.
- It is an opportunity to reflect on what went wrong, or what could go better next time.
- Officers can speak freely because matters discussed about the reasons for the Reflective Practice Review Discussion **cannot be used in any misconduct proceedings in the future.**
- If an officer fails to sufficiently engage with the RP process, they may be moved on to the UPP process if appropriate.

This is not a disciplinary process and RPRP is not a finding of misconduct

The Report

After the discussion a report will be completed by the line manager which will be retained and reviewed as part of the officers' PDR. It will include what was discussed, as well as any actions agreed if any, moving forward.

