



Managing SMCR compliance

Record, manage and track HR
cases securely and efficiently



Overview

Compliance with the requirements of the Senior Managers and Certification Regime (SMCR) affects every element of your firm's employee lifecycle, from hiring and onboarding through to training, performance management, and offboarding. Ciph'r is here to help – providing comprehensive tools to help you simplify and automate processes, mitigate risk, and record and report on compliance through its secure cloud-based solution.

Establish and maintain robust SMCR employee records with Ciph'r, creating a single source of truth for your people data. Assign functions and responsibilities, record attestations and certifications, manage breaches and disciplinaries, and satisfy external reference requests in a single platform.

What they say

“To comply with the SMCR, we have to be able to assess the fitness and propriety of all our people, and make sure that we have the right record keeping around that. Ciph'r's solutions help us collate and check that information.”



Key benefits

- ✓ Single secure system for all your HR and SMCR compliance needs
- ✓ End-to-end support for SMCR processes
- ✓ A central hub for SMCR information for line managers and stakeholders
- ✓ Single source of truth for your people data, giving your clarity about which individuals are responsible for specific activities and functions
- ✓ Automated workflows ensure the correct process is followed every time
- ✓ Point-in-time reporting and dashboards make it easy to track and measure compliance
- ✓ More secure than using paper or Excel files
- ✓ Helps you manage, store, and organise large volumes of complex information
- ✓ Creates a full, auditable history of your compliance activities, mitigating risk
- ✓ Designed to satisfy the FCA's requirements – but flexible enough to be tailored to your workflows and processes
- ✓ Build succession plans and prepare your pipeline of talent
- ✓ Helps you manage SMCR breaches swiftly and in line with requirements, while creating a history of actions taken
- ✓ Integrates with other applications such as electronic signature software, background screening solutions, and learning management systems, for greater efficiency and ease of use



Key features

Senior managers regime

- ✔ Assign senior management functions (SMFs) and associated responsibilities (prescribed, overall and other)
- ✔ Pre-loaded with the FCA's list of responsibilities and functions; additional responsibilities and functions can be added if required
- ✔ Dashboard view shows holders of SMFs, responsibilities assigned to them, and any start/end dates
- ✔ Creates full auditable history of an individual's responsibilities and function/s
- ✔ Step-by-step wizard makes it easy to assign SMFs, along with any predefined associated responsibilities
- ✔ System warns you if a responsibility is to be shared by more than one individual
- ✔ Choose to generate a statement of responsibility (SOR) automatically based on a template you have loaded into Ciph, or to upload an SOR
- ✔ Individuals are required to digitally accept or reject SMFs and SORs
- ✔ Ciph records the date the SMF and responsibilities are assigned, and the date they were accepted or rejected, creating a full, auditable history
- ✔ Satisfies the SMCR's requirement that you have systems and processes in place to report on anyone who holds an SMF and all the responsibilities they hold, at any point in time

Succession planning

- Visualise top talent by inputting performance and potential ratings, which feed into a nine-box grid
- Identify and build talent pools for business-critical roles
- Auto-populate talent pools based on a role's direct reports, or add employees from elsewhere
- Manually specify a person's readiness for a new role
- See detailed performance rankings, flight risk status, and performance results

Certification regime

- Pre-loaded with the FCA's list of certification functions
- Assign job roles to one or more certification functions as appropriate
- Certification functions are recorded against individuals' job and pay records
- Establish a 'fit and proper' check workflow, with separate sign-off for each individual related to honesty, integrity and reputation; fit and proper; financial soundness; and overall sign off. Option to add your own series of checks, too

- Choose to give responsibility for 'overall sign off' to employees' line managers, or to a single nominated individual in your firm
- Record notes against the fit and proper check if required
- If an individual's fitness and propriety check is rejected, the record is stored in read-only state for audit purposes
- If an individual's certification is revoked, the record can be amended or overwritten by a new one
- When an individual is certified, Ciphr will automatically generate a certification document based on a template you have loaded into the system
- Dashboard view enables you to see all individuals who hold specific certification functions, within a selected date range, and download certificates
- Attestation records can be stored against individual check records, creating a full, auditable history
- Automate alerts to ensure certificates are renewed before they are due to expire

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Breach management

- Record, manage and track SMCR breaches securely and efficiently with our in-built case management tools
- Define custom workflows, ensuring that each case follows a consistent process
- Store correspondence records and supporting documents against each incident
- Set default case owners, and restrict access to sensitive cases
- Dashboard view shows incidents that have been raised, assigned to you, or that you have been asked to contribute to
- Automatic notifications alert contributors and owners to updated correspondence and required actions
- View each case's historic timeline of actions

Regulatory reference requests

- Manage requests from other firms for employee references
- Portal is accessible via the internet: submit details such as name, email address, IRN and a passcode to submit a request
- HR teams are alerted to the request within Ciph, including submission date, current status, action date and expiry date

- Approve the request to generate a document that is populated with data held in Ciph (responses are mapped across to reference fields specified by the FCA), or manually upload a document
- One-time access link is sent to the requester by email, enabling them to access the appropriate regulatory reference in a secure portal, aiding compliance with the GDPR
- Future reference requests for the same person are flagged to HR admin users, enabling you to re-send the same information that was shared previously – saving valuable time on generating documentation

Administration

- In-built organisational chart automatically updates when a role is changed or a starter/leaver is recorded in Ciph HR
- Integrates with an electronic signature application such as Adobe Sign so employees can 'sign' documents instantly and without the hassle of paper
- Our HR system can also integrate with our LMS to bring all your training and development activity under one roof
- Ciph is ISO 27001 accredited
- Dashboards and reports also help you manage employee data in line with GDPR requirements

