

# SM&CR Software

## Building a Business Case for a Software Solution

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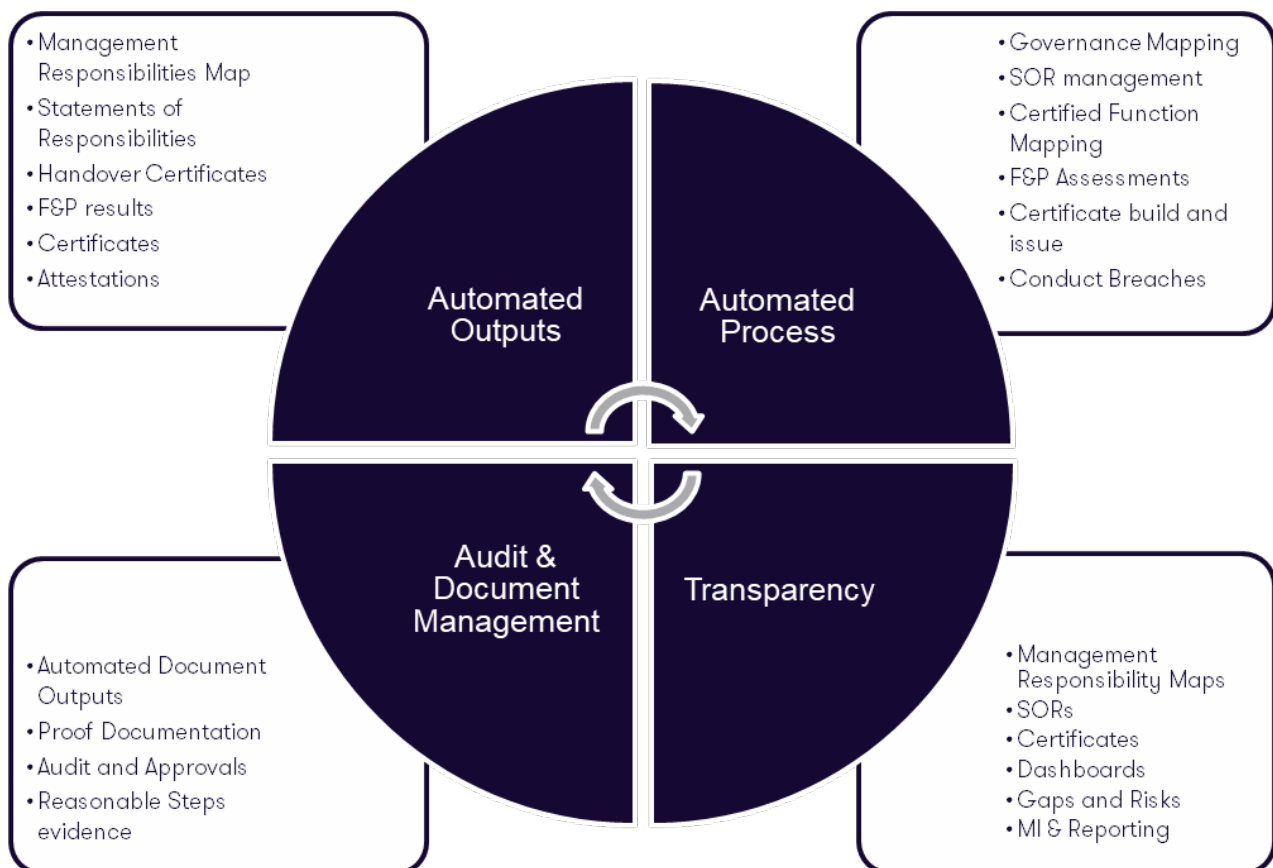


## Introduction

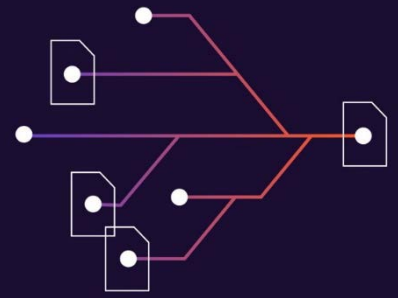
Trailight have put together this guide to help you position a robust business case in your firm for systemising the management of SM&CR. We have based this on real client experiences and market feedback.

Set out are benefits and key goals for each element of the regulation; Senior Managers Regime, Certified Regime and Conduct Rules, along with the important outcomes and outputs systemising will achieve.

### A Summary of the benefits of systemising SM&CR management with Trailight's IAR Platform



# Requirements of SM&CR - Senior Managers Regime



**Goal 1** – Transparent view of organisational structure, Senior Management responsibilities and governance arrangements

**Goal 2** – Ability to version and manage change to that structure

**Goal 3** – Ability to record and manage Statutory Duty of Responsibility of senior managers

**Goal 4** – Manage Fitness and Propriety of Senior Managers

**Goal 5** – Prove attention to good Conduct and Culture throughout the organisation

## Challenges to Consider

### Goal 1 – Transparent view of organisational structure, Senior Management responsibilities and governance arrangements

- Production of Management Responsibilities Map (MRM)
- Identifying and mapping appropriate Prescribed responsibilities & Senior Management Functions
- Creation and management of Committee structures including Terms of Reference & Purpose
- Mapping and production of Statements of Responsibilities (SOR)
- Creation of and mapping of Overall and Other responsibilities where appropriate
- Allocation to Senior Managers of Responsibilities and Functions
- Sign off and communication of MRM & SORs
- Creation of organisation structure and reporting lines

## Goal 2 – Ability to version and manage change to that structure

- Automated update of key regulatory outputs post change management
- Transparent and traceable versions of all regulatory outputs
- Handover process workflow and stored documentation
- Sign off and communication of changes
- Temporary Cover workflow and communication
- Committee membership management
- Organisational structure updates
- Facilitation of regulatory approvals associated documentation
- Access to data to perform regulatory referencing

## Goal 3 – Ability to record and manage Statutory Duty of Responsibility of senior managers

- Ability to store, summarise and time stamp key relevant reasonable steps
- Map to regulatory expectations and responsibilities
- Automation of attachment of key regulatory evidence and documents
- Ability to record, assign and govern delegations
- Ability to store summarise and time stamp collective decision making
- Evidence adherence to regulation and firm procedures

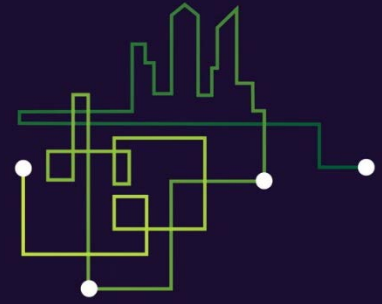
## Goal 4 – Manage Fitness and Propriety of Senior Managers

- Ability to undertake and evidence initial F&P assessment for Regulatory approvals
- Ability to drive, tailor, undertake and evidence annual F & P
- Ability to connect F & P related data to other systems and sources
- Ability to determine reviewers, approvers and escalation points
- Versioning and audit trail of above connected to individual person page
- Automate generation of appropriate regulatory outputs (PRA/FCA Connect system)
- Access to data to perform regulatory referencing

## Goal 5 – Prove attention to good Conduct and Culture through the organisation

- Mapping of senior managers to relevant conduct rules
- Communication and attestation of adherence and understanding of conduct rules
- Recording key training on conduct rules attached to individual record
- Ability to record and report conduct breaches
- Transparent system view of key organisation SM&CR adherence and process
- Access to data to perform regulatory referencing

# Requirements of SM&CR - Certification Regime



**Goal 1** – Transparent view of Certification structure and Significant Harm Functions

**Goal 2** – Ability to version and manage change to the Certification structure

**Goal 3** – Manage Fitness and Propriety of Certified staff

**Goal 4** – Manage construction, issuance and renewal of Certificates

**Goal 5** – Prove attention to good Conduct and Culture through the certified population

## Challenges to Consider

### Goal 1 – Transparent view of Certification structure and Significant Harm Functions

- Clear representation of certification roles, status and staff
- Mapping of SHF to roles and individuals
- Highlight outstanding actions to meet regulatory requirements
- Ability to configure and attach additional data points (e.g. MRTs) to individuals
- Sign off and communication of allocated SHFs and associated data

### Goal 2 – Ability to version and manage change to the Certification structure

- Ability to interface with other systems to drive processes around changes e.g. joiners, movers, leavers
- Ability to manage changes to process affected by role change
- Transparent and traceable versions of all regulatory outputs e.g. Certificate
- Access to data to perform regulatory referencing
- Sign off and communication of changes

### Goal 3 – Manage Fitness and Propriety of Certified staff

- Ability to configure appropriate F & P processes by role, SHF and individual
- Ability to undertake and evidence initial F&P assessment
- Ability to drive, tailor, undertake and evidence annual F & P
- Ability to determine respondents, reviewers, approvers and escalation points
- Ability to suspend, withdraw certificates linked to F & P status
- Ability to connect F & P related data to other systems and sources
- Versioning and audit trail of above connected to individual person page
- Access to data to perform regulatory referencing
- Transparent view of all Certification staff and F & P status/progress

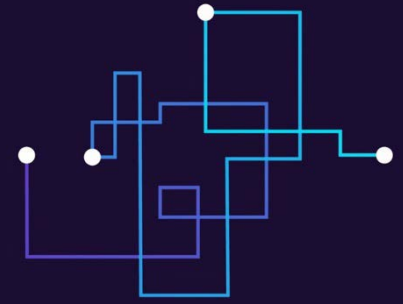
### Goal 4 – Manage construction, issuance and renewal of Certificates

- Ability to configure appropriate certification processes by role, SHF and individual
- Automate issue and communication of certificates
- Ability to control expiry and renewal dates
- Ability to suspend, withdraw certificates
- Access to data to perform regulatory referencing
- Transparent view of all Certification staff and status/progress

### Goal 5 – Prove attention to good Conduct and Culture through the certified population

- Mapping of certified staff to relevant conduct rules
- Communication and attestation of adherence and understanding of conduct rules
- Recording key training on conduct rules attached to individual record
- Ability to record and report conduct breaches
- Transparent system view of key organisation SM&CR adherence and process
- Access to data to perform regulatory referencing

# Requirements of SM&CR – Conduct Rules



**Goal 1** – To identify all staff subject to conduct rules and enable training and attestation on an annual basis

**Goal 2** – Configure and manage conduct breach recording

**Goal 3** – Facilitate regulatory reporting of conduct breaches (Senior Managers and all other staff)

**Goal 4** – Create regulatory footprint around all conduct related processes and data

## Challenges to Consider

### Goal 1 – To identify all staff subject to conduct rules and enable training and attestation on an annual basis

- Map relevant conduct rules to appropriate regimes and individuals
- Configure, manage and evidence annual attestation and training
- Ability to connect conduct related data to other systems and sources
- Ability to determine respondents, reviewers, approvers and escalation points
- Versioning and audit trail of above connected to individual person page
- Access to data to perform regulatory referencing
- Transparent view of all conduct rules staff and attestation status/progress

### Goal 2 – Configure and manage conduct breach recording

- Configure the system to align with firm specific breach data requirements
- Store data relating to breaches with disciplinary action

### Goal 3 – Facilitate regulatory reporting of conduct breaches (Senior Managers and all other staff)

- Export data for Senior Manager breach reporting within prescribed timeframe (To Connect)
- Export data for Certified and conduct rules staff breach reporting within prescribed timeframe (to Gabriel)

### Goal 4 – Create regulatory footprint around all conduct related processes and data

- Data and evidence recorded and stored to evidence Senior Manager prescribed responsibilities and reasonable steps
- Data and evidence recorded to meet regulatory recordkeeping requirements



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