SMCR Checklist

Governance: Clearly defined responsibilities and accountabilities that can be readily maintained. Who is responsible for what and what training is required to support each role

Outputs: Specific reports are required for both operational requirements and statutory needs such as the annual submission to FCA. Management dashboards will be required to monitor alerts, notify progress and manage performance

Data Requirements: Key elements of people data will need to be managed. This will include, but not be limited to people, jobs, roles, grades, goals, objectives, performance, competencies, learning records, certifications, qualifications, compensation (cash, shares, deferred benefits etc.). Given that many data elements may reside in multiple systems the prime 'master' source of such data will need to be defined

Process Requirements: Existing businesses process will need to be modified to reflect the requirements of SMCR. These will include recruitment, onboarding (new starters), position/role changes and moves, training, management development, succession planning and terminations

Recording Requirements: There are specific additional requirements brought about by SMCR, such as recording and managing breaches. New business processes will be required to deliver these needs with the same rigour as existing processes. System access controls and integration will be of particular importance

Audit and Access: It is important to maintain an auditable record of what information was changed, when and by whom. It is expected that the number of data access requests will increase. It will become a regular occurrence rather than just an occasional 'one off' so systems need to be in place to provide this service as a matter of course

Security: The same security principles that relate to all other systems such as access rights, encryption etc. should apply to all SMCR data. This should include data held in both core systems (HR, training, compliance etc) and secondary systems (spreadsheets, Access databases etc)