

Dentons SMCR Toolkit

Menu and Pricing

A. Complementary guidance notes and other materials

Guidance notes that we make available for no additional charge to clients who purchase one or more of the other items in our menu

Price

Statements of Responsibilities guidance note and template*

N/A

Project implementation plan/checklist

N/A

SMCR Guide

N/A

B. Employment

Template contractual and Staff Handbook amendments to be adapted by you to your employment contracts and Handbook to ensure compliance with SMCR

Price

Template contract amendments*

£500

Template NED appointment letter

£500

Guidance on amending standard settlement agreements

£500

Template Staff Handbook amendments*

£1,000

Staff Handbook amendments checklist

£500

C. Checklists

Detailed checklists for adapting existing policies or creating new ones to ensure your policies and processes are SMCR-compliant throughout the employee lifecycle

Price

Recruitment and onboarding

£500

Promotions and role changes

£500

Staff exits

£500

Record keeping*

£500

Dealing with performance / conduct issues

£500

Fitness and propriety assessment*

£500

D. Training	
Training slides for use in training staff or training sessions delivered by us	Price
Training slides on SMCR for senior managers	£500
Training slides on SMCR for other staff	£500
Bespoke training session for different categories of staff on SMCR 1 – 2 hours	£2,000-£3,000 per session
Bespoke Conduct Rules training*	Price dependent on number and length of sessions
E. Policies / Templates	
Template policy that can then be adapted and tailored to your firm	Price
SMCR Handbook	£2,000
Fitness and propriety policy*	£1,000
Code of Conduct*	£750
Regulatory reference policy	£1,000
Recruitment and onboarding policy	£1,000
Promotions and role changes policy	£1,000
Staff exits policy	£1,000
Record keeping policy*	£1,000
Dealing with performance / conduct issues	£1,000
Template for Senior Manager Oversight Framework (statement of how individual senior manager discharges duty of responsibility in practice), including guidance and draft communication to SMs	£1,500

NOTES

- * indicates those documents that are potentially needed to meet requirements by 9 December 2019. The remainder (for example, regarding recruitment) may not be applicable until after that point.
- The documents have been prepared based on our experience assisting banks and other firms with implementation and from industry association groups we participate in.
- In addition to the list above we can assist with advice and amendments to pre-existing policies and in drafting or reviewing policies which are bespoke to your firm. We would be happy to discuss different pricing models for additional advice.
- If you have particular areas of interest and/or a particular budget we can work with you to prioritise and come up with an optimal mix of templates and documents and advice support to meet your aims within your budget.
- Prices listed are exclusive of VAT.