

GRI 2: General Disclosures - Universal Standard

Disclosure GRI 2-18

Evaluation of the performance of the highest governance body

Framework: GRI Standards

Type: Narrative disclosure

Regime: Voluntary

Effective: 2023-01-01

Datapoints & assurance

Datapoint	What to capture	Owner	Risk an assurer probes	Evidence to check
Board review process	A plain description of how the board's performance review is carried out when judging how well it oversees the organisation's effects on the economy, environment and people. Capture the steps used, who is involved, and what the review looks at.	Company secretariat / governance	The process is described from a different review cycle than the one used for the reported period, so the narrative does not match the actual board evaluation process in use.	Board evaluation policy, committee papers, annual governance review pack, minutes, or a board effectiveness review report.
Review independence status	Whether the board performance review is carried out by people who are independent or by people with a direct connection to the board or management. Capture the basis used to classify it one way or the other.	Company secretariat / governance	Independence is labelled using the wrong category, for example an internal review is described as independent or an external facilitator is treated as non-independent.	Terms of reference, external adviser engagement letter, governance policy, or board evaluation report stating who performed the review.
Review timing	How often the board performance review happens, using the actual cadence applied in practice for the reporting period. Capture the interval and any stated cycle used by the organisation.	Company secretariat / governance	The frequency is taken from the planned timetable rather than the review cycle actually completed in the period, so the reported cadence is wrong.	Board calendar, governance timetable, committee workplan, annual report drafting notes, or review schedule.
Follow-up actions	The actions taken after the review, including any changes made to the board's make-up. Capture what was changed, approved, or implemented as a result of the evaluation.	Company secretariat / governance	Changes to board membership are omitted or attributed to the wrong review cycle, so the response does not reconcile to the actual governance actions taken.	Board minutes, nominations committee papers, action tracker, governance change log, or succession planning records.
Practice changes	The actions taken after the review that changed how the organisation operates, excluding board membership changes. Capture the practical changes made to policies, routines, controls, or ways of working.	Company secretariat / governance	Operational changes are mixed up with board composition changes or reported from a different period, so the response does not reconcile to the actions actually implemented.	Management action tracker, policy update log, internal control changes, board papers, or implementation status reports.

How to prepare

- 1 Set the reporting boundary first:** confirm which governing group you are describing and make sure the disclosure covers how its performance is assessed in relation to the organisation's economic, environmental and social impacts.
- 2 Define what counts as an evaluation for this disclosure.** Use one consistent internal meaning for the review process, and separate it from other board or committee activities that are not part of the performance assessment itself.
- 3 Gather the source material that shows how the assessment is carried out.** Typical support would be board papers, committee minutes, review schedules, governance reports, or other internal records that explain the process and timing.
- 4 Compile the required content in plain language:** explain the assessment process, state whether the review is carried out independently or not, and give the review frequency. Keep the wording factual and specific.
- 5 Record what changed as a result of the assessments.** Include any follow-up actions, and make sure you cover both changes to the make-up of the governing group and changes to company practices where relevant.

- 6 Check the draft against the official source before sign-off.** Confirm that every required point is covered, nothing extra has been added, and any exclusions, changes in approach, or wording choices are clearly explained in the working papers.

This LRA assistance tool is designed for educational and internal data-collection purposes. It is not an official interpretation of the GRI Standards, IFRS Sustainability Disclosure Standards or EU CSRD/ESRS requirements. When applying these frameworks in professional practice, users should consult and double-check the official standards, guidance and applicable regulatory sources.

For users who may require additional expert guidance or consultancy support on sustainability reporting, the application of reporting standards, data collection processes or disclosure preparation, the London Reporting Academy team would be pleased to assist. Please contact us at hello@reporting.academy or submit an enquiry through the contact form: <https://reporting.academy/en/contacts/>

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