

Governance Practices Self-Reporting Tool – How-To Guide

What?

A Governance Practices Self-Reporting Tool has been produced for the Cobseo Membership to assess the consistency of their governance practices, alongside a selection of Cobseo Aide Memoires and Information Note.

Why?

The tool was designed in response to requests from Members for assistance in navigating significant regulatory requirements. The self-reporting tool ensures that the Member organisations can demonstrate they are achieving a good level of governance or show where they can aspire to achieve a good level of governance.

Who?

The tool is approved by Cobseo and its Executive Committee for use by:

1. Full Cobseo Members
2. Regimental Members
3. Associate Members - constituted as charities

When?

Cobseo Members are encouraged to use the self-reporting tool as an annual checklist to provide assurance to Trustees that their governance responsibilities are being met; however Members are also asked to share their completed returns, in confidence, with the Cobseo Governance Support Team every two years; which provides the opportunity to learn broader lessons and provide evidence of the sector's commitment to good governance. This in turn helps the Governance Support Team to better target its support to Members.

Where?

The tool is available on cobseo.org.uk/governance/self-reporting or can be requested from the Governance Support Team on governance@cobseo.org.uk – the same email address where the tool should be submitted upon completion.

How?

The step-by-step guide for completion of the self-reporting tool:

Be familiar with the [Governance Practices Aide Memoire & Information Note](#)



Complete the [Governance Practices Self-Reporting Tool](#)



Submit the completed Tool to the Governance Support Team





Identify governance strengths and opportunities for improvement



Follow up support and ongoing assistance, engage bilaterally with Cobseo



Take forward improvements