

Local Government Boundary Commission for England

# Information Requirements

Information required from principal councils ahead of an electoral  
review

## Contents

Introduction .....	3
Timeframes .....	3
Information Checklist.....	4
Explanation of Information Required .....	5
Electorate .....	5
Geocoded Electoral Register .....	5
Current & Forecast Electorate.....	5
Forecasting Methodology.....	6
Developments.....	6
Housing Development Data .....	6
Polling Districts .....	7
Polling District Maps.....	7
Polling District Review Report.....	7
Legal Changes & Notices .....	7
Local Orders .....	7
Governance Changes .....	7
Communications .....	7
Communications Planning .....	7
Stakeholder Database.....	7
Communications Contact.....	8
Appendices .....	8
Reference Material.....	8

## Introduction

1. This document outlines the Commission's data and information requirements ahead of this electoral review. This information gathering exercise, although detailed, need only be completed once. The data and information collated will then be used for the duration of the review.
2. This document provides an [Information Checklist](#) together with an [Explanation of Information Required](#) by the Commission and should be read in conjunction with the [Appendices](#) listed at the end of this document. Timeframes are provided as to when the Commission's officers will require data for checking.
3. It is recommended that the Council's designated Lead Officer for this review engages the support and input from several different colleagues in compiling the information required:
  - *Planning* - for details of forecast development in the authority
  - *GIS* - for various mapped products and georeferencing
  - *Legal* - to identify copies of any Orders made
  - *Electoral Services* - for the provision of electoral data
  - *Communications* - to support in consultation planning
4. If there are any queries or are uncertainties about any of the information requested, please contact the designated Review Officer or Review Manager for support.

## Timeframes

5. The Commission provides this Information Requirements document to Council Officers during the very early stages of the review process. This is with the intention that they have the chance to review the content ahead of the officer's meeting and discuss any queries with the review team. The officer's meeting is due to be held on:

**October 2019**

6. The review team will be available to answer any queries that might arise with the data during the preliminary period of the review. The Commission request the information well in advance of the Commission Meeting on Council Size to ensure that any issues can be resolved before the initial public consultation opens. Consequentially the data and information described below are required to be submitted to the Commission by:

**June 2020**

## Information Checklist

Information		Description
1	Item Checklist	Itemised list of the data and information that we require. It can be marked off as items are provided and any comments added for the Review team.
<b>Electorate</b>		
2	<a href="#">Geocoded Electoral Register</a>	Provide as a .csv file or MS Excel spreadsheet, including the data as described in the Electoral Register Headers.
3	<a href="#">Current &amp; Forecast Electorate</a>	Data should be supplied on the MS Excel Electoral Forecasting Proforma provided.
4	<a href="#">Forecasting Methodology</a>	Details as to how the forecast figures have been put together.
<b>Developments</b>		
5	<a href="#">Housing Development</a>	Provide as mapping data, preferably a shape file. Only developments of certain sizes need only be included. This will be defined by the overall size of your electorate. Refer to the description in the text below to establish the appropriate threshold.
<b>Polling Districts</b>		
6	<a href="#">Polling District Maps</a>	Provide as mapping data, preferably a shape file.
7	<a href="#">Polling District Review Report</a>	Provide a copy of the report taken to Full Council that gives details of the last polling district review and any subsequent amendments.
<b>Legal Changes &amp; Notices</b>		
9	<a href="#">Local Orders</a>	Provide copies of all Orders made since the last Electoral Review was implemented.
10	<a href="#">Governance Changes</a>	Provide copies of any resolutions that have been passed regarding changes to electoral cycles or governance arrangements.
<b>Communications Pack</b>		
11	<a href="#">Communications Planning</a>	A guide to planning the communications for the review. Outlines key dates and expectations.
12	<a href="#">Stakeholder Database</a>	Information should be supplied on the MS Excel proforma provided
13	<a href="#">Communications Contact</a>	Provide contact details for the designated Communications Contact who will act as a liaison during consultation.

## Explanation of Information Required

### Electorate

#### Geocoded Electoral Register

7. We need a copy of your Local Government Electoral Register as either an MS Excel spreadsheet or as a csv file. We need the register to contain the following fields:
  - *Easting and northings* - These are the 'geocode'. We use this geocode to map the distribution of electors.
  - *UPRN* - we use this data in our checking processes.
  - *Full address* - for each registered elector or property that contains electors. Do not included the names of electors.
  - *Polling district ID* - so that we can cross reference the register with the polling district maps.
  - *Elector markers* - We use these to identify the different types of electors, and check that all included are registered to vote at local government elections. Please remove any lines that refer to overseas electors from the register. We are only able to consider those residing in the authority at the time of the review. If you are unable to do this, please make sure that the elector markers clearly indicate which these electors are.
8. Whilst we need to know the number of electors in each property, we do not need the names or any other personal details that might be associated with the individual electors. Please remove the names of the electors listed on your register before supplying it to us.
9. The register can be provided either per elector or per property. If is per property, then an extra column showing how many electors live at each property will be required.
10. It is important that the number of electors on the register tallies as closely as possible with the figures given under the 'Current Electorate' column of the Current & Forecast Electoral Data Proforma. We strongly recommend that the register is produced at the same time as the proforma is completed.
11. The Electoral Register Headers sheet appended to this document provides a full list of the field headings, data format and attributes that we require for each entry. We understand that other data may also appear in the register, you do not need to remove this (except the names of electors) – it can be provided alongside the data specified.

#### Current & Forecast Electorate

12. We need to know the current and forecast electorate figures for the authority. The current electorate will represent a snapshot in time from the year in which you are pulling together the data. It should, as closely as possible, match the number of electors given in the geocoded electoral register. We are required to consider a forecast electorate for the period five years on from the publication of our Final Recommendations. This means that your forecast

needs to be for 2026. In practice this means that your forecast will normally be for a period be a six-years on from the point at which you run the current electoral register.

13. We require that you complete the Electoral Data Proforma appended to this document. The electoral data needs to be broken down to polling district level for both the current and the forecast electorate. Forecasting is an inexact science but should take into account your local knowledge of predicted change for the period and should represent local government electors only.
14. We have written guidance on forecasting, links to which can be found in the Appendices section of the document. The Commission have also put together a tool that can help with forecasting; this is provided in the Forecasting Toolbox provided separately to this pack.
15. The data will be used for the duration of the review and will be made publicly available on our website. This data could, and should, be used by any interested parties when submitting their warding patterns proposal to us. This means that once we have published the electoral figures, we will only change them if we have conclusive evidence that there is an anomaly.
16. When we receive this data, we will perform a series of checks on the data, to ensure that the current electoral figures match those given in the electoral register and whether electors are correctly attributed to the relevant polling districts.

### Forecasting Methodology

17. The Commission are interested to understand how the electoral forecast has been put together, and any justifications for particularly large or small areas of growth in the authority. We are content for the council to use their own forecasting methodology but request that it is shared with us. We will publish the methodology on our website.
18. The Commission have also devised a methodology that automates part of the electoral forecasting process. Historical data trends are used to project forward. This method does not however take into account any planned development beyond what might be anticipated to be natural growth. If this tool is used by councils to develop their forecast a level of input from Officers will still be required. This methodology is also available on our website.

### Developments

#### Housing Development Data

19. We need to know the location of housing developments that have been included in your electoral forecast. Ideally, we would receive this data as a shapefile that contains polygons representing the extent of each development site. As well as showing the extent of each development site the data should also include the number of electors that it is anticipated will be living there five-years on from the end of the review.

20. If a development crosses over a polling district boundary, please provide a breakdown of the number of electors that are forecast to fall into each polling district.
21. We do not expect you to provide details of every single housing development planned for the authority. You need only include details of developments of 30 or more electors.
22. We set these thresholds as smaller developments can have a more significant impact on the forecast in less densely populated authorities.
23. We would intend to publish this data on our website to provide a complete picture of the electoral trends for the authority.

## Polling Districts

### Polling District Maps

24. We need the details of your polling districts as mapped data i.e. shapefiles. The polling district IDs given in the data should match those provided in the electoral register and the electoral forecasting proforma.

### Polling District Review Report

25. Please provide a copy of the most recent reports and maps taken to Full Council that give details of the last polling district review carried out by the authority and any subsequent amendments.

## Legal Changes & Notices

### Local Orders

26. This should include a list and copies of any local Orders made by the Council to change the names or extents of wards, divisions, parishes or parish wards since the last electoral review. Please also let us know if there are any areas where it is intended that Orders will be made in the future but have not yet been carried out.

### Governance Changes

27. Please provide details and supporting reports that describe any changes to the governance structure of the council since the last electoral review. This might include for example details of any resolutions made to change the electoral cycle, change to, or from, a committee system of governance or the election of a mayor.

## Communications

### Communications Planning

### Stakeholder Database

28. The Commission is responsible for undertaking the consultation for the electoral review. However, we rely on the Council to help us reach as many interested parties as possible. We aim to reach as many local residents as possible as well as parish and town councils, residents' associations and people with characteristics protected by equalities legislation or that represent particular geographic areas or special interest groups.

29. Accordingly, we ask you to provide us with a list of people and groups who we can write to during the review. We will write to everyone listed in the Stakeholder Database directly to them to ask them their views. The database can be found as an appendix to this document, please complete it as guided.

#### Communications Contact

30. Please provide us with the details of a contact from your communications team who might act as our liaison for review communications purposes, including consultation.

### Appendices

- A. Item Checklist
- B. Electoral Register Headers
- C. Electoral Forecasting Proforma
- D. Forecasting Toolbox
- E. Communications Pack

### Reference Material

- A. [Technical Guidance](#)
- B. [Forecasting Guidance](#)