











DRAFT INFORMATION CHECKLIST V.1.12

Information Checklist		Description	
Electorate			DRAFT Supporting documents
1	Geocoded Electoral Register	Provide as a .csv file or MS Excel spreadsheet, including the data as described in the Electoral Register Headers.	 1. Anonymised Electoral Register fo Complete
2	Current & Forecast Electorate	Data should be supplied on the MS Excel Electoral Forecasting Proforma provided.	 2. Forecast Electorate - Polling Complete
3	Forecasting Methodology	Details as to how the forecast figures have been put together.	 3. Forecasting Methodology v.1.2.c Complete
Developments			
4	Housing Development	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.	Mapping data for LGBCE will only be readable with specialist software Complete
Polling Districts			
5	Polling District Maps	Provide as mapping data, preferably a shape file.	POLLING DISTRICTS 2021 V2 (arcgis.com)  5. Polling_Districts_202 Complete
6	Polling District Review Report	Provide a copy of the report taken to Full Council that gives details of the last polling district review and any subsequent amendments.	 Full Review of Polling Districts and Polling P Complete
Parishes			
7	Parish Electoral Arrangements	If any part of your area is parished, complete the Parish Electoral Arrangements Proforma supplied. Remember to include details of Grouped Parishes where appropriate.	 E - Parish Electoral Arrangements Proforr Complete
8	Parish Wards Maps	Provide as mapping data, preferably a shapefile.	Do not have Parish Wards
Legal Changes & Notices			
9	Local Orders	Provide copies of all Orders made since the last Electoral Review was implemented.	 Local Orders.docx Complete

10	Governance Changes	Provide copies of any resolutions that have been passed regarding changes to electoral cycles or governance arrangements.	 Governance changes.docx Complete
Communications Pack			
11	Communications Planning	A guide to planning the communications for the review. Outlines key dates and expectations.	Members & officers to read only  F - Communications Planning.docx Complete
12	Stakeholder Database	Information should be supplied on the MS Excel proforma provided	 Wards Boundary - Stakeholder list V2.xls Complete
13	Communications Contact	Provide contact details for the designated Communications Contact who will act as a liaison during consultation.	Alan Steedan Alan.steedan@brighton-hove.gov.uk Complete