

Figure 2: Information required from the local authority under review prior to the start of the review

Information required	Format	Reason
<p>In the case of any review requested by a local authority, a copy of any Council report and the minutes of meetings relating to that request.</p>	<p>Electronic file</p>	<p>In order that we – and anyone else wishing to contribute to the review – can see the reasoning by which the council has formulated its request.</p>
<p>Current electorate for the start of the review. This should be listed by division, ward, parish, parish ward and polling district, where appropriate. NOTE: This data should give the number of electors entitled to vote at local government elections. The number of people entitled to vote at UK or European parliamentary elections may be different.</p>	<p>Excel spreadsheets available from the Commission</p>	<p>In order that we – and anyone else wishing to contribute to the review – are working to the same set of electoral data</p>
<p>A forecast of the local government electorate in six years' time. This should be listed by division, ward, parish, parish ward and polling district, where appropriate. NOTE: Forecasts should be accompanied by a description of the forecasting method used, any assumptions made. Where future housing development is expected to have an impact on the size of the electorate, we should have a list of the sites of that development and each site's capacity.</p>	<p>Excel spreadsheets available from the Commission</p>	<p>In order that we – and anyone else wishing to contribute to the review – are working to the same set of electoral data</p>

Information required	Format	Reason
Electoral register	The local authority's chosen secured electronic format	In order that we can verify electoral figures and consider the impact of warding proposals which cross polling district boundaries. NOTE: we will not make the electoral register publicly available
A complete list of all parishes in the district/county, indicating the electoral year(s) of each parish or town council, which parishes do not have a council and those parishes that are grouped under a common parish council	Electronic file	For the order-making process
Maps of the local authority, including maps of each division, ward, parish, parish ward, polling district, topographical maps, and any other mapping the local authority considers relevant (such as community maps, catchments, or travel-to-work patterns)	In GIS format, if available	As a resource for us and local people to use
Comprehensive mailing list of community groups, partners and usual stakeholders	Electronic mergable list	In order that we can inform all relevant bodies about the review, and encourage them to participate or publicise further
Neighbourhood/community governance arrangements	Electronic file	For us to confirm or otherwise any evidence put to us on the basis of community identity
Political management arrangements of the council (or proposed arrangements for any new local authority)	Electronic file	As a resource for us when considering arguments regarding council size
Latest Annual Management Letter produced by the council's external auditor	Electronic file	As a resource for us when considering arguments regarding council size
Copy of any peer review report produced in the last three years	Electronic file	As a resource for us when considering arguments regarding council size
Copy of any corporate governance review produced in the last three years	Electronic file	As a resource for us when considering arguments regarding council size

Information required	Format	Reason
Performance statistics relating to planning and licensing functions	Electronic file	As a resource for us when considering arguments regarding council size
One copy of every local order made under the Local Government and Public Involvement in Health Act 2007 concerning changes to ward or division names	Electronic file	As a resource for us to refer to
One copy of every local order made by the council under the Local Government Act 1972, the Local Government and Rating Act 1997 or the 2007 Act concerning parishes, parish names, parish wards, parish councillors, parish councils, and parish elections and every resolution passed by the council under section 75 of the 1972 Act and section 32 of the 2007 Act	Electronic file	As a resource for us to refer to and for the order-making process
Evidence to support the name of the authority if it does not follow the formula specified in section 2(3) of the 1972 Act	Electronic file	For the order-making process