

Tay Cities Region Deal

Benefits Realisation Plan



Scottish Government
Riaghaltas na h-Alba
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The ultimate aim of the Deal is to enhance the lives of the region's residents. The partners are clear that for the regional economy to thrive we must increase economic participation, reduce inequalities, and attract and retain talent.



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Introduction



1. Introduction

1.1. Purpose

- 1.1.1. The purpose of this Benefits Realisation Plan (BRP) is to demonstrate, to our local, regional and national stakeholders, how we will capture the outputs, outcomes, and impacts resulting from Tay Cities Region Deal investments. It is the Partnership's approach to monitoring and evaluation.
- 1.1.2. In this document, "Project" relates to the Programmes, Fund and Projects within the Deal.
- 1.1.3. The Benefits Realisation Plan will:
 - Identify, collate and explain the collective benefits of the Deal as a whole;
 - Outline the processes followed by the Tay Cities Region Partnership to maintain a regular record of project delivery;
 - Provide a framework for constructive evaluations of Projects; and,
 - Act as a guide for the Project Owners for monitoring and evaluation.
- 1.1.4. This Plan, therefore, sets out our approach to:
 - Project monitoring and reporting, including definitions guidance; and
 - Both the Deal Programme and project evaluation.
- 1.1.5. Updates to the Benefits Realisation Plan will be reviewed annually as part of the Annual Performance Report.

Strategic Context and Objectives



2. Strategic Context and Objectives

2.1. Deal Overview

2.1.1. The Scottish Government and UK Government will each invest up to £150 million in the Tay Cities Region Deal (the Deal). This investment has the potential to secure over 6,000 jobs and lever in £400 million of investment over 15 years. It will enable the region to:



Empower and promote inclusion – by ensuring that local people have the skills they need to succeed in the modern workplace and that growth is inclusive;



Innovate and internationalise – by developing globally recognised clusters of academic and business excellence; and,



Connect – by improving physical and digital infrastructure.

2.1.2. Table One sets out both the Government and Partners investment commitments, split by the themes in the Deal.

Table 1: Total Anticipated Deal Contributions

Milestone	Governments (£m)	Partners (£m)	Leveraged (£m)	Total (£m)
Skills	30.1	-	0.5	30.6
Innovative and International	188.2	27	305	520.2
Culture and Tourism	49.7	15	39	103.7
Digital	4.0	-	6	10
Transport	28	7	0.5	35.5
Total	300	49	351	700

2.2. Inclusive Growth Challenges

2.2.1. In broad terms four interlinked challenges were identified, as detailed in the Deal Document¹:

- Weak Productivity and Slower Growth
- Skills, Health Outcomes and Earnings
- Low Income
- Need for Sustainable Places

2.2.2. A separate document has been designed to detail each of the Deal Projects' Inclusive Growth Statements as a supplement to the Benefits Realisation Plan. It is available on request and will be updated in line with the annual Benefits Realisation Plan review.

2.3. Benefits Realisation Plan Audiences

2.3.1. The list below outlines the audiences who may wish to use or have an interest in the outputs of the monitoring and evaluation approaches proposed within this Plan. For both the Governments and the Tay Cities Region Deal Partnership, monitoring and evaluating the Deal outcomes and impacts will allow learning to inform future policy, strategies and plans.

- **UK & Scottish Governments as well as the Scottish City Region and Growth Deals Delivery Board** - to enable them to monitor and review progress of the delivery of the Tay Cities Region Deal outcomes and impacts;
- **Accountable Body/Auditors:** to consider achievements as well as any interventions that have been less successful, and understand what evidence is available and how it is collected;

Tay Cities Region Deal Partnership

- **Tay Cities Region Joint Committee** - in their role as the primary decision-making body for the Deal overseeing investment and approving all relevant business cases;
- **Tay Cities Management Group** - as this Group is tasked to: support the Joint Committee in the delivery of the Deal, ensuring that it is aligned towards achieving its inclusive growth ambitions; monitor delivery of milestones (including benefits realisation); and, identify priorities and develop solutions to maximise private sector investment in the Tay Cities region;
- **Finance Directors Group** - that supports both the Management Group and Joint Committee in overseeing the Deal's finances; ensures that the Deal funds are being spent as set out in the Financial Plan (and therefore the consequent outputs anticipated under this Plan are likely to be delivered); and considers and escalates any risks to the Management Group;
- **Heads of Economic Development** – across the four Councils that, amongst other roles, are tasked to provide support and challenge to projects within the Deal provide advice as required. They also lead for the partnership on the delivery of Inclusive Growth and the Regional Economic Strategy Action Plan;

¹ https://www.taycities.co.uk/sites/default/files/tay_cities_deal_doc_feb_8.pdf

- **Tay Cities Region Enterprise Forum** - from a business and third sector perspective this forum will provide knowledge and expertise to the Joint Committee and Management Group to assist them in implementing the Deal and achieve the benefits committed to. The Enterprise Forum will be able to use Benefits Realisation reporting to reflect on findings and consider opportunities for future funding as part of the Deal and other areas of work;
- **Tay Cities Region Higher Education/Further Education Forum (HE/FE Forum)** – which, from an education sector perspective, will adopt the same roles as the Enterprise Forum above; and,
- **The Five Thematic Boards** - given their role to develop and maintain oversight of projects across the five Deal themes and, in particular, reviewing and assessing business cases (and any requests for change to approved projects) and leading and maximising collaboration (and benefits realisation) across other Deal themes and other regional stakeholders.

2.4. Programme Theory of Change

2.4.1. All of the Programmes, Fund and Projects, as a result of the work initiated by this Plan:

- Are in the process of developing their individual Logic Chain Models; and,
- Given the above, will provide the PMO, using the reporting template at Appendix C, with information in relation to the outputs, outcomes and impact measures they will use and timetables over which they will report these measures.

2.4.2. Prior to the completion of this work - and for the purposes of this Plan – an indicative initial high-level Logic Model has been developed, as outlined at Table Two. This version will be updated as individual Logic Chain Models come forward.

2.4.3. As illustrated, Table Two provides a broad overview of:

- The **inputs and activities** identified within the Deal;
- Main **beneficiary groups/conditions** (in terms for example of the Region’s residents and environment) that will be impacted by these activities;
- Short term **direct outputs** that will result within these groups/conditions on completion and operation of Programme facilities and interventions;
- A range of **intermediate** medium-term impact indicators of relevance to each project that they will seek to capture, against agreed baselines and outcomes; and,
- A **minimum number** of long-term impacts that focus, at an overall level, upon the sustainable benefits of the Deal in terms of:
 - Economic growth, including sustainable employment growth and increases in investment and associated returns;
 - How the above is aligned to and supports the delivery of the Deal’s inclusive growth objectives; and,
 - The associated developments that might be linked to the Tay Cities Region Deal, over and above those initially identified under the capital and revenue expenditure across the Deal.

Table Two: Deal Programme Logic Model by Tay Cities Region Deal Theme

Input (£m)	Activities	Main Beneficiary Groups	Short Term Outputs	Medium Term Impacts	Longer Term Impacts
SKILLS THEME					
30.6	Projects targeting skills development for other Tay Cities Region Deal projects and reskilling in both the region and Scotland's aviation & engineering sectors	Tay Cities region residents - age, gender Protected characteristics/ Communities - disadvantaged, SMID, rural Businesses - SMEs, sectors, Investors	Increase total number of beneficiaries Increase sustainable ² new job opportunities Increase number of businesses directly supported by projects within this theme Increase number of beneficiaries supported into sustainable employment Increase number of businesses receiving support to 1) improve their understanding of the recruitment needs and challenges they face, and 2) increase their ability to access suitably skilled staff (as measured in the Employer Skills Survey) Uplift in skills and employability - additional accredited training and skills improvements	Increased number of participants are in sustained employment Enhanced partnership working within and across all local Authority areas Service quality is standardised across Local Authority areas Benefits for individuals- skills and personal development, health, and wellbeing Upskilling and targeted support for low paid individuals and those further from labour market Improved alignment with specialist support- Housing & Health and Criminal Justice Improved Business Base benefitting from a diverse and skilled workforce Increased employer engagement to facilitate employment of participant groups and deliver Fair Work	Making a positive contribution to: Levels of quantifications and skills across the City Region, providing a skilled workforce, equipped for the requirements of the labour market Improving the employability landscape Integration and alignment of employability services within Tayside with effective support and service provision in urban and rural areas Increasing the employment rate Decreasing unemployment/ economic inactivity rate Reducing the number of workless households Improving equality and diversity across the region Uptake of the Fair Work

² Sustainable and sustained jobs defined as 'greater than 13 weeks' for Skills projects

			<p>Development of a pan-regional skills development and employability approach, built on enhanced cooperation, collaboration, and partnership working</p> <p>600m² Centre of Excellence for Tay Cities Engineering Partnership resulting in a space for companies to access, projects to evolve and £500k private sector investment in equipment</p>	<p>Increased regional productivity</p> <p>Industry led upskilling programmes addressing the needs of the existing and emerging sectors</p>	<p>Reducing levels of child poverty and deprivation</p> <p>Increased uptake of companies using digital technologies and advanced manufacturing techniques for design, prototyping and POC</p> <p>Increased productivity in the engineering and manufacturing sector</p> <p>Providing a skilled workforce equipped for the needs of the EAM sector</p>
Input	Activities	Main Beneficiary	Short Term Outputs	Medium Term Impacts	Longer Term Impacts
INNOVATIVE, INTERNATIONAL THEME					
520.2	Development of a range of bio-medical, food, environmental, cybersecurity, and legal sector focused facilities	<p>Construction and supply chain</p> <p>Relevant sectors</p> <p>Tay region residents</p> <p>Students</p>	<p>Construction and Supply Chain jobs</p> <p>Community Benefits as a result of procurement practices</p> <p>Site Occupancy & Service take up</p> <p>Student/ Start-ups take up</p> <p>Indirect impact resulting in reduced carbon emissions</p>	<p>New jobs created</p> <p>Student wage uplifts</p> <p>Research & Adoption uplifts and other Investment secured</p> <p>New theme supported SMEs/ Start-Ups</p> <p>Student wage uplifts</p> <p>Knock on or wider falls in carbon emissions³</p>	<p>Sustained employment/ wage rate uplifts.</p> <p>Returns on Investment</p> <p>Inward Investment</p> <p>Increased knock on or wider falls in carbon emissions</p>

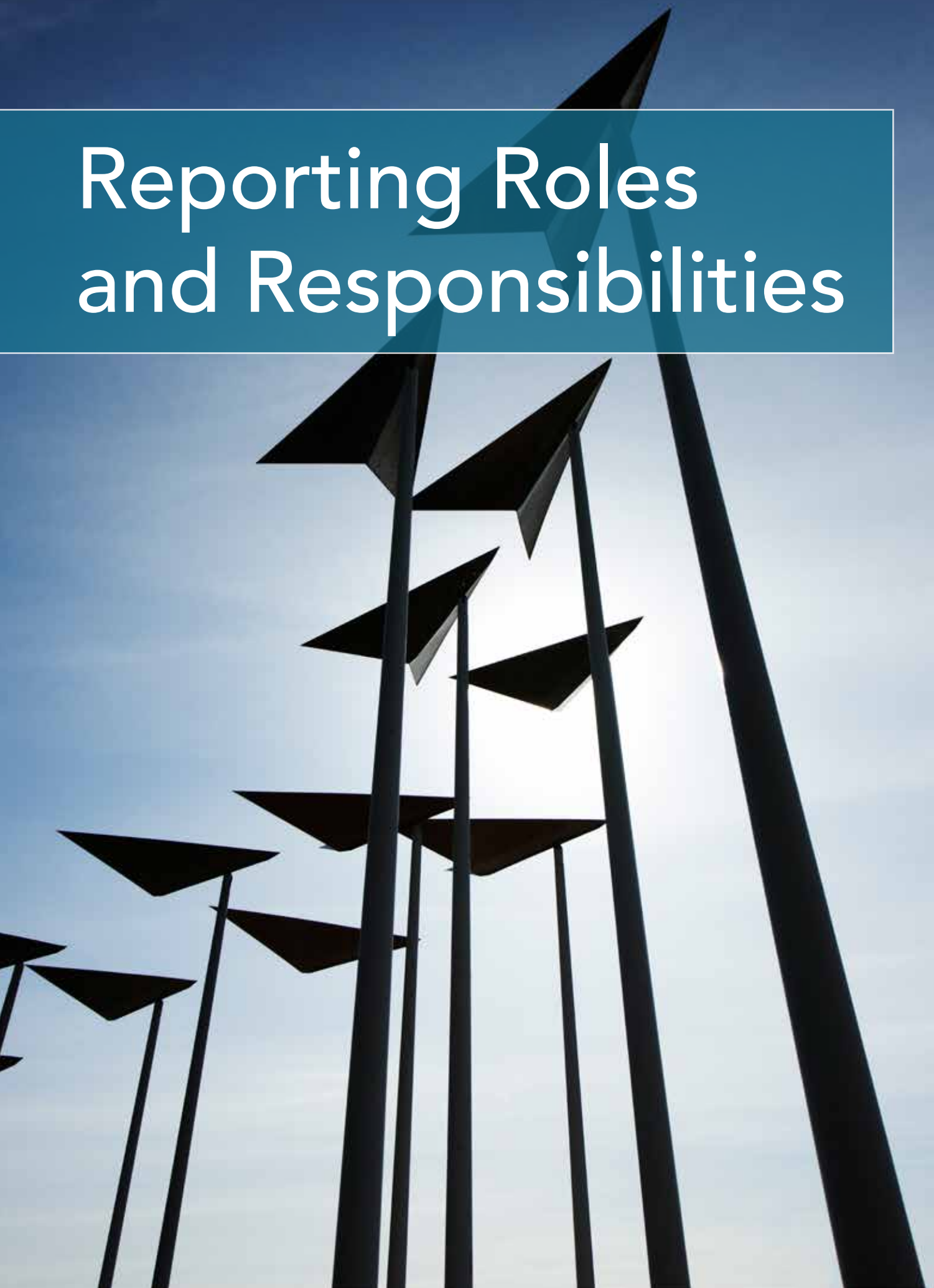
³ e.g. lower carbon emissions from food production due to adoption of research & development outcomes arising from the Innovation theme.

Input (£m)	Activities	Main Beneficiary Groups	Short Term Outputs	Medium Term Impacts	Longer Term Impacts
CULTURE AND TOURISM THEME					
103.7	Development of seven tourism & culture projects to enhance the offer and reputation of the Region as a visitor destination	Construction and supply chain Tourism and Culture sectors	Construction and supply chain jobs Community Benefits as a result of procurement practices Uplift in day visitors, including domestic visitors, visitors from out-with the region (UK) and foreign visitors (Relevant) Site Occupancy Minimised whole life carbon costs	Quality jobs created Investment secured Regional Economic Multiplier effects of wider visitor spend	Sustained theme related employment Enhancing the offer of the region as a tourist destination Returns on investment
Input	Activities	Main Beneficiary	Short Term Outputs	Medium Term Impacts	Longer Term Impacts
DIGITAL THEME					
10	Development of High Speed Broadband & 5G Test beds to enhance access in rural areas with little or no current connectivity	Construction and supply chain Users, including public sector, industry, academia, third sector and citizens	Construction and supply chain jobs Community Benefits as a result of procurement practices Infrastructure in place Minimised whole life carbon costs Reduced costs and barriers to 5G deployment	New jobs created Investment secured Improved Connectivity Wider user benefits ⁴ Commercial scale up of 5G technologies and uses Knowledge spill over – research outputs, patents developed	Sustained theme related employment Associated (user) productivity uplifts Accelerate and/or enhance deployment of 5G Attract inward investment in telecoms and digital Earlier realisation of benefits from 5G

⁴ By redressing the imbalances caused in rural areas by reduced or non-connectivity. For example, the inability to access online services causing

			<p>Increase in 5G R&D investment</p> <p>Increased commercial certainty about 5G</p> <p>Increased participation and collaboration within the 5G ecosystem</p> <p>Enhanced perceptions of 5G regionally and nationally</p>		
Input	Activities	Main Beneficiary	Short Term Outputs	Medium Term Impacts	Longer Term Impacts
TRANSPORT THEME					
35.5	Perth Bus & Rail Interchange, Low Carbon and Active Travel hubs and Dundee Airport improvements	<p>Construction and supply chain</p> <p>Users</p>	<p>Construction and supply chain jobs</p> <p>Community Benefits as a result of procurement practices</p> <p>Infrastructure in place</p> <p>Minimised project related whole life carbon costs</p> <p>User modal shifts</p> <p>Increased airline passengers</p>	<p>Transport benefit improvements (e.g. safety, journey times, modal split, air quality, reduced emissions)</p> <p>(Air use related) Business time savings</p> <p>(Air use) Net tourism impacts</p>	<p>Sustained transport benefit improvements</p> <p>Business/tourism employment due to improved accessibility and builds on the attractiveness of the region as a destination for tourism and business</p> <p>Inward Investment</p>

Reporting Roles and Responsibilities



3. Reporting Roles and Responsibilities

3.1. Roles

3.1.1. In reporting outputs and impacts, the Partnership is committed to:

- Adhering to the overarching principles of Government best practice in project and programme delivery;
- Selecting appropriate monitoring and evaluation approaches to best measure progress in meeting the inclusive growth objectives and impacts associated with the Deal;
- Regularly updating this Plan and associated reporting protocols; and,
- Adopting other new measures that will help assess and support the better management of Deal activities and impacts.

3.1.2. Consequently, the Partnership have - over the 15-year lifetime of the Tay Cities Region Deal – committed to the following:

- Delivery objectives and associated performance indicators will consistently be aligned to the stated output and impact objectives, as set out in the Deal Document and agreed at Deal Signing;
- Monitoring and evaluation will be used to confirm that: the benefits associated with these outputs can be realised; risks of non-delivery can, where appropriate, be managed; and, unjustified work can be terminated;
- Governance, management frameworks and monitoring and evaluation approaches are proportionate and appropriate to the work and levels of prevailing risk associated with each related Project delivery;
- Sharing, monitoring and evaluation approaches, resources and good practice across the Partnership and with the Government will help to minimise the costs associated with monitoring and evaluation, while also aiming to maximise future benefits particularly across Programme interdependencies. This will include:
 - Adopting common data sets, definitions and reporting cycles to allow comparisons to be drawn between Projects and, where appropriate, Deal Programme level; and,
 - Using existing data sources and streamlining any new data collection as much as possible.
- The suitability of selected indicators, outputs and outcomes will be subject to ongoing review in the light of alternative data sources/approaches to measurement becoming available.

3.2. Reporting

3.2.1. There is a current established quarterly reporting regime in place for the Partnership. All of the Programmes, Fund and Projects have been asked to show the delivery of their outputs, outcomes and impacts on an annual basis, in line with the Annual Performance Report. This is to enable to Partnership to align the reporting with the Annual Performance Report that has been set by Governments. From April 2022, this reporting regime will start to integrate the Benefits Realisation reporting requirements.

3.2.2. Quarterly performance meetings, between the PMO and Government representatives, cover project progress by exception, financial monitoring, and performance, including monitoring and evaluation. An overall Programme Risk Register and Performance Monitoring Report with any recommendations will then be considered by Thematic Boards, Management Group and the Joint Committee.

3.2.3. This will allow updates on progress towards outputs and benefits to be highlighted in the Annual Performance Report and Implementation Plan to assess on an ongoing basis how much impact the Deal is having on agreed inclusive economic growth outcomes.

Monitoring Approach



4. Monitoring Approach

4.1. Purpose of Monitoring

- 4.1.1. The monitoring and reporting of benefits associated with the Deal's Programmes, Fund and Projects is required to ensure effective management of the Tay Cities Region Deal. This will enable progress on the delivery of outputs and targets to be reported to all partners and the Governments.

4.2. Baseline Information & Gaps

- 4.2.1. To support reporting, Programmes, Fund and Projects will provide baseline data. This will be used to demonstrate uplift and change. Any gaps in baseline data, outputs and targets, will need to be highlighted and addressed through future Benefits Realisation reporting, including where a project has indicated data is still to be confirmed.
- 4.2.2. It is also expected that progress towards establishing a target where there is a current gap should be demonstrated. This includes agreeing any revised baseline position, using the change control process, to take account of the impacts of COVID, Brexit or other unforeseen external factors post Business Case approval.

4.3. Reporting

- 4.3.1. The funding committed to the Deal by the UK & Scottish Governments will lead to the overall Deal outcomes of over 6,000 jobs and securing £400m of leverage. The Tay Cities Region Deal approach to Benefits Realisation will ensure that the direct links between the Project outputs and the Deal outcomes can be captured.
- 4.3.2. Projects will be required to report against agreed outputs, outcomes and impacts that were committed to at Deal Signing and in approved business cases. Project owners, and the relevant Director of Finance for the project, will also confirm annually that the outputs, outcomes and impacts reported align with agreed commitments (including any approved changes relative to the original business case) within the most recent Benefits Realisation report and Implementation Plan.
- 4.3.3. As part of the initial reporting process, Projects will be asked to profile their outputs, outcomes and impacts so that the timescales for benefits realisation can be understood.
- 4.3.4. To ensure consistent reporting across the Deal a:
- **Guidance document** (Appendix A) was developed and agreed to inform the Partnership's commitment at Deal Signing; and a,
 - **Reporting template**, for use by all Projects, has also been developed (Appendix C) in order to ensure agreed outputs, outcomes and impacts can be consistently reported and progress compared across projects, themes and the overall Deal.
- 4.3.5. Figure One below provides a high-level summary of the outputs indicators that are likely to be adopted against the five Deal themes.
- 4.3.6. The Partnership are committed to updating this summary to map the outputs against the five Deal themes in line with the with Benefits Realisation reporting.

Figure 1: Tay Cities Region Deal Outputs, Outcomes and Impacts

Indicator	Skills	Innovative & International	Culture & Tourism	Digital	Transport
New jobs					
Construction jobs					
Jobs protected					
Journey time savings					
Development space unlocked					
Training places					
Visitors					
Start-ups					
SME's supported					
Leverage - Private sector investment					
Leverage - Other					

4.4. Definitions

- 4.4.1. A set of 11 definitions for outputs were developed and agreed ahead of Deal Signing. These are set out in Appendix A. These inform the commitment that the Partnership entered into Deal including the 6,000 jobs and £400m leverage. They are the commitments against which all Business Cases are reviewed.
- 4.4.2. At Deal Signing a number of the Projects had tbc's against their commitments. This reflected, in some cases, that they were in the early stages of development. As each Project their business cases for approval by the Joint Committee they will be required to set out what their outputs are.
- 4.4.3. It is recognised that there are a number of outputs that projects have identified in addition to the agreed 11. These will also be captured and reported on.

4.5. Carbon Management

- 4.5.1. On 18th August 2021, the Scottish Government issued guidance relating to carbon assessment and management on behalf of both Governments. This was developed to meet Scotland's net zero whole life carbon emissions trajectory by 2045. Within the guidance, a set of carbon definitions were defined to support reporting. These are set out in Appendix B. Training and support continues to be provided by the Scottish Government to facilitate an understanding of the whole life carbon cost implications of all projects across the Deal. This will support Programmes, Fund and Projects to implement the guidance.
- 4.5.2. The carbon emissions impact of a Deal is considered by the Scottish Government to be a key output, therefore it is expected to be included in a Benefits Realisation Plan (BRP). Due to the varied nature of Deal projects, 'Carbon Emissions Impact Key Performance Indicators (KPIs)' should be chosen to suit the Deal and its projects' characteristics.
- 4.5.3. Projects should be able to demonstrate their understanding of the carbon emissions impact of their project by utilising the Scottish City & Regional Growth Deals Guidance Categorisation Form. Where appropriate, advice and support will be provided by the PMO, or by the Scottish Government's Sustainable Development Manager. This will be in the form of training and support sessions, for example.

4.6. Risks

- 4.6.1. As part of workshops held with all year 1, 2 and 3 programmes/projects for the Tay Cities Region Deal in January 2022, a number of risks were highlighted:
 - **Inflationary impacts**, in part as a result of Brexit and Covid, on construction costs, including materials, supply chains and labour supply. This is being reported as having a potential impact on the delivery of outputs;
 - **Changes to baseline data**, reportedly as a result of Brexit and Covid implications, which may have an impact to the overall commitments. In particular, this to date has been reported by those projects within the Culture & Tourism theme; and,
 - **Resource and capacity** issues to undertake long-term monitoring and evaluation. This includes ensuring that projects appoint a lead officer to continue this role, if roles change, as agreed when all programmes/projects signed up to the Deal.
- 4.6.2. These risks have been shared with the Management Group and Thematic Boards. These risks will be continued to be understood as logic chain models and business cases are developed. Any update to the risks will be provided as part of future Benefits Realisation Plan updates and the Deal's Risk Register.

Evaluation



5. Evaluation

5.1. Project Evaluation

- 5.1.1. Understanding the impact of the Deal beyond the delivery of the direct outputs and outcomes set out in the Grant Funding Agreements is an important part of achieving the aspiration of the Deal. Projects, programmes and the overall Deal will all be part of the approach to evaluation.
- 5.1.2. All projects are expected to provide a final report evaluating the performance against agreed baselines and subsequent outputs and outcomes. Suggested approaches that could be adopted to such evaluations are provided in the Guidance document. Over the next year the PMO will establish which approach is likely to be practical and proportionate at a project level and how and when to adopt this approach. The outcomes of these discussions will be reported in the next iteration of this Plan.
- 5.1.3. All parts of the Deal Partnership will be provided with resultant evaluation reports, and will be invited to provide comment, where appropriate. As highlighted above, the Annual Performance Report will be an opportunity to demonstrate wider impacts of the Projects at annual milestones.

Change Control



6. Change Control

6.1. Change and Change Control

- 6.1.1. The APMG⁵ managing benefits guide identifies five main sources and/or outcomes of change that can negatively affect benefit delivery, all of which are potentially pertinent to the Deal. There are:
1. Forecasting failure: for example, benefits are not identified or are overestimated;
 2. Delivery failure: i.e. the failure to deliver a project with the planned functionality or on time, so impacting on the scale and timing of benefits realisation;
 3. Business and behavioural change failure: i.e. the business and behavioural changes on which benefits realisation is dependent do not occur or are poorly scheduled causing delays in benefits realisation;
 4. Benefits management failure: in relation to capturing and leveraging emergent benefits and mitigating dis-benefits; and,
 5. Value for money failure: the benefits are realised but at excessive cost.
- 6.1.2. For change control to be effective benefits must be measurable and link outputs to strategic goals. If such benefit measures are in place: “change control ensures only beneficial or necessary changes to the baseline are implemented”⁶.

6.2. Tay Cities Region Deal Change Control Process

- 6.2.1. The Tay Cities Region Deal Change Control Process has been developed and agreed by the Governments and Partnerships and is detailed at Appendix B.

⁵ <https://apmg-international.com>

⁶ https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/746400/Project_Delivery_Standard_1.2.pdf

7. Appendix A – Tay Cities Region Deal: Outputs, Outcomes and Impacts Guidance & Definitions

7.1. Tay Cities Outputs Definitions at Deal Signing

7.1.1. Prior to Deal Signing in December 2020, a set of outputs & definitions, as set out in Table Three, were agreed by both Governments and the Partnership and shared with all named Projects to support them in developing their own outputs. At the time, each owner was asked to consider and provide figures, where appropriate, at the SOC stage recognising that not all of the outputs were relevant. From this exercise, the Heads of Terms were developed and included the commitment to over 6,000 jobs and £400m leverage.

Table 3: Deal Signing Outputs Definitions

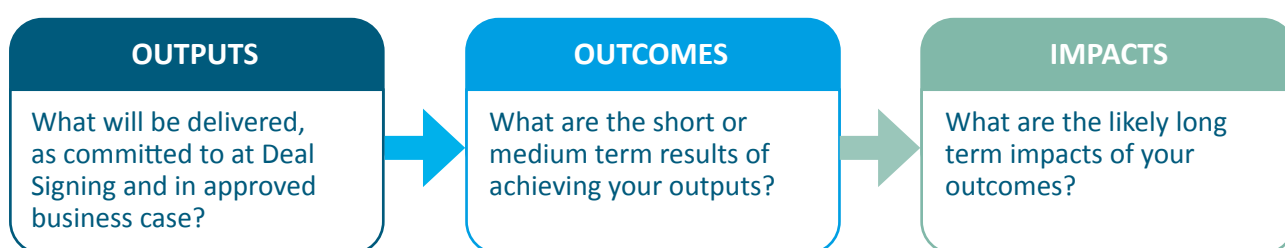
Output	Definition
New jobs	New, FTE, permanent, paid job created as a result of the project
Construction jobs	New, FTE, permanent, paid job created with construction sector partners as a result of the project (including apprenticeships)
Jobs protected	FTE, permanent, paid job retained in the organisation/sector as a result of the project (including apprenticeships)
Journey Time Savings	Improvement in journey times (minutes) between point A and point B as a result of the project
Development Space Unlocked	Additional space (m ²) created as a result of the project
Training Places	Number of additional training places created as a result of the project (excluding apprenticeships)
Visitors	Number of visitors attracted to the project
Start-ups	The number of new businesses created as a result of the project
SME's Supported	The number of business (with no more than 250 employees) supported by project activity
Private Sector Investment	Funding from non-public sector sources
Leverage <ul style="list-style-type: none"> • LA leverage • HE/FE Leverage • Private Sector Leverage • Any other leverage 	Leverage is defined as any funding/contribution to total project costs excluding Tay Cities Deal funding and unrecoverable VAT. Funding/Contribution secured from Local Authority partners Funding/Contribution from HE/FE partners to the project Funding Contribution from Private Sector partners Funding/Contribution from any other parties to the project.

7.1.2. In developing business cases, Projects may commit to additional outputs which will be captured in the reporting.

7.2. Definitions Guidance

- 7.2.1. To help with benefits reporting, a guidance note will be developed to provide support when considering outputs, outcome and impacts. The PMO will continue to liaise with the National PMO Networking Group to develop a set of definitions guidance, to support all Deals.
- 7.2.2. The list provided will not be exhaustive and will take examples from Benefits Realisation reporting as this evolves: additional project specific outputs, outcomes and impacts, as agreed at Deal Signing and in approved Full Business Cases, should be considered and reported where appropriate. Figure Two provides a high-level summary of what to report against outputs, outcomes and impacts.

Figure 2: Reporting example & high-level definitions



7.3. Carbon & Environmental Definitions

- 7.3.1. As noted in Section 4 of the Plan, the Scottish Government issued guidance, on behalf of both Governments, relating to carbon management in August 2021. Within the guidance, a set of carbon definitions were defined to support reporting. These are set out below in Table Four. Training and support continues to be provided by the Scottish Government to facilitate an understanding of the whole life carbon cost implications of all projects across the Deal.
- 7.3.2. In addition, it is a requirement that all projects must complete Appendix A of the Scottish City Region and Growth Deals Carbon Guidance so that the Governments are able to understand the likely impact of each project in relation to carbon impacts. This is a minimum requirement; however, any other commitments to carbon related outputs and monitoring is welcomed. The following table includes a range of example Carbon & Environmental Outputs.

Table 4: Example Carbon & Environmental Outputs

Output	Definition	Evidence
1. What are the embodied carbon emissions resulting from the project? (tonnes CO ₂ e)	Embodied carbon is the total greenhouse gas emissions (often simplified to “carbon”) generated to produce a built asset, excluding operational emissions. CO ₂ e is shorthand for carbon dioxide equivalents, the standard unit in carbon accounting to quantify greenhouse gas emissions. Embodied carbon includes emissions caused by extraction, manufacture/processing, transportation and assembly of every product and element in an asset. In some cases, depending on the boundary of an assessment, it may also include the maintenance, replacement, deconstruction, disposal and end-of-life aspects of the materials and systems that make up the asset. Suitably authoritative carbon factor sources should be used in embodied carbon calculations, e.g. ICE Carbon Inventory, Environmental Product Declarations (EPDs), CESSM4, etc.	The level of evidence detail will depend on the phase of the project. At concept stage an estimate based on major project elements (e.g. steel, concrete, floor area, etc.) will suffice. As a bill of quantities develops, so will the embodied carbon estimate. Evidence will be in the form of a simple calculation with clear workings and assumptions that should be broadly as accurate as the associated cost estimate.
2. How have embodied carbon emissions been minimised?	A description of the techniques used to arrive at the embodied carbon figure.	Evidence could include referring to the carbon management process used (e.g. PAS 2080, RICS Whole Life Carbon Assessment for the Built Environment, BREEAM, etc.) and associated procurement mechanisms to minimise carbon. Evidence could also include the use of low carbon materials or construction techniques with associated estimated carbon savings. Circular economy contributions, including waste minimisation and materials re-use, should be included here.
3. What are the annual operational carbon emissions resulting from the project? (tonnes CO ₂ e/year)	Operational carbon emissions result from the operation of a built asset. This includes carbon emissions associated with heating, hot water, cooling, ventilation, and lighting systems, as well as those associated with cooking, equipment, and lifts (i.e. both regulated and unregulated energy uses).	Predicted or actual data should be provided in relation to energy use, using best practice carbon conversion factors, e.g. the BEIS Greenhouse Gas Reporting factors or local equivalents where relevant.

4. How have operational carbon emissions been minimised?	A description of the techniques used to arrive at the operational carbon figure.	Evidence could include referring to the carbon management process used (e.g. PAS 2080, RICS Whole Life Carbon Assessment for the Built Environment, BREEAM, etc.). Evidence could also include the use of renewable energy technologies or low carbon heating systems.
5. What are the estimated whole life carbon emissions resulting from the project over its design life? (tonnes CO ² e)	Whole life carbon is the sum of a project's embodied carbon and operational carbon over a specified period, e.g. its design life or 60 years	Evidence would be a calculation showing the sum of the embodied and operational carbon values.
6. What whole life carbon savings are estimated compared to a 'business as usual' approach to project design and construction? (tonnes CO ² e)	Savings can only be demonstrated against a legitimate carbon baseline, i.e. what carbon emissions would have resulted from the project had active carbon reduction measures not been in place.	Justification of the carbon resulting from the business as usual scenario, then a calculation showing the difference between this value and the project's whole life carbon emissions.
7. How will the project become operationally net zero carbon by 2045?	A net zero asset may be defined as one that achieves a level of energy performance in line with national climate change targets that does not burn fossil fuels and that is 100% powered by renewable energy. Net zero is essentially the achievement of a balance of zero greenhouse gas emissions by taking actions to remove the same quantity of greenhouse gases from the atmosphere as all of the activities under consideration generate.	Justification of the carbon resulting from the business as usual scenario, then a calculation showing the difference between this value and the project's whole life carbon emissions.

Table 4: Example Carbon & Environmental Outputs

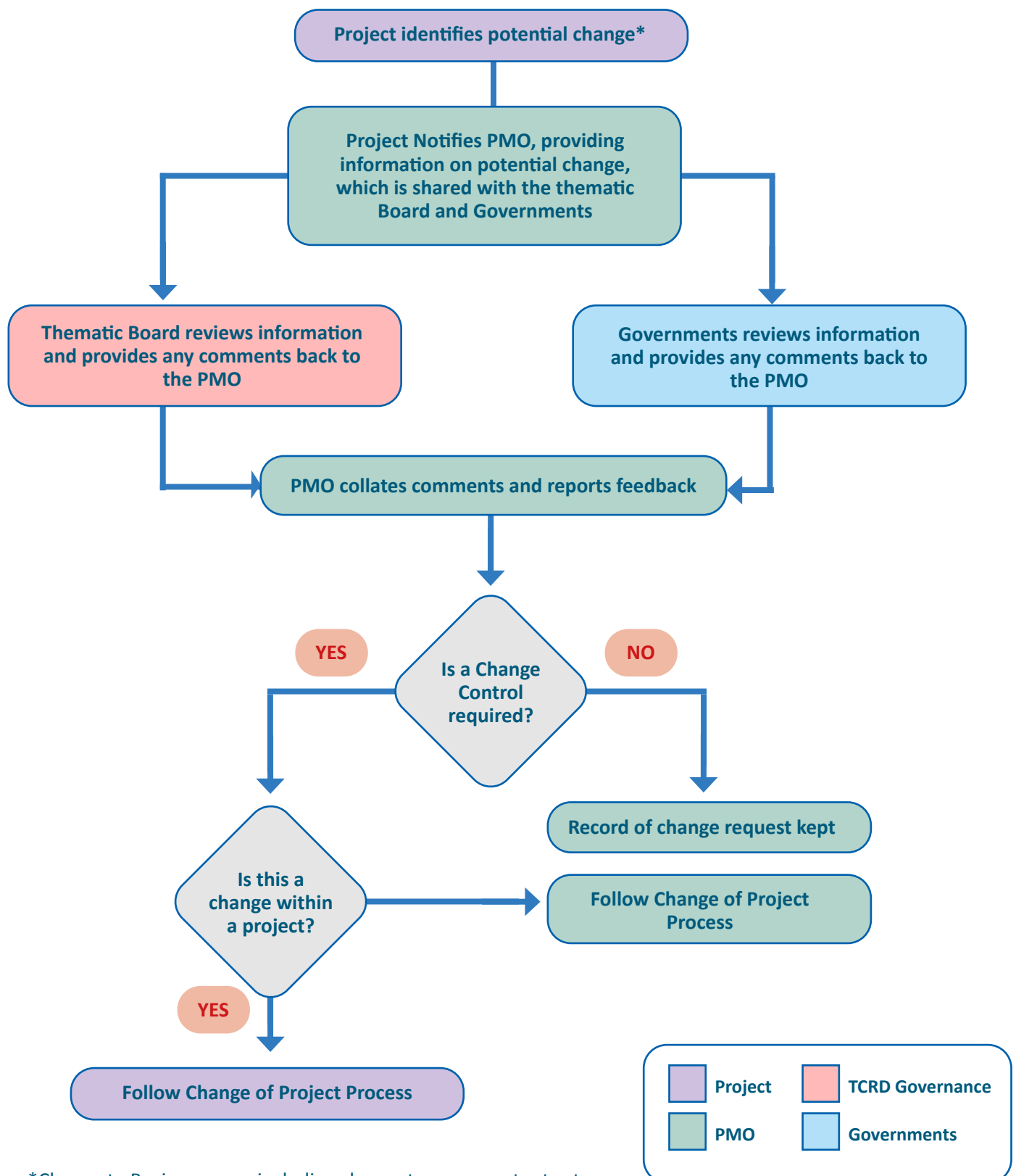
Output	Definition	Evidence
8. How has the project contributed to a more environmentally sustainable transport network?	An important gauge in the environmental sustainability of a transport network is the carbon emissions it generates. Carbon emissions quantification usually requires traffic modelling, although this may not always be necessary, depending on the project.	Evidence will be project-dependent, from a qualitative description for negligible carbon impact projects, to quantification based on traffic modelling for potentially significant carbon impact projects (e.g. sizable roads projects).
9. Detail how the project has contributed to any other areas of environmental sustainability, e.g. mitigating pollution, dealing with contamination, enhancing biodiversity, etc.	Environmental sustainability here is distinct from social or economic sustainability, which are covered by separate outputs.	Summary bullet points will suffice here. Evidence could include reference to an Environmental Impact Assessment (EIA) report or BREEAM certification if available. Other contributions towards environmental sustainability should also be highlighted here.

8. Appendix B – Tay Cities Region Deal Change Control Process

- 8.1. When a Project or Partnership identifies a potential project change, the project should provide information to the PMO to be forwarded to both the Thematic Board and Governments for review and comment. This will confirm if a change request is required from the project (See flow chart at Appendix A1).
- 8.2. Potential changes That could be identified by a project are those which would alter to any degree the terms of the agreements previously struck between UK and Scottish Governments and local partners. Such agreements are variously described within the terms of the Heads of Terms, the Full Deal, the terms of approved Business Cases, and the terms of the Grant Offer. For example, this could relate to scope, outputs or permanent underspend within a given financial year (See flow chart at Appendix A2).
- 8.3. If the potential change is a change within a project, then the project will complete a change request and provide to the PMO, who will forward to the Thematic Board and Governments for review and Comment.
- 8.4. Any feedback from the Thematic Board and Governments will be collate and presented to the Management Group for consideration along with the Change Request.
- 8.5. Where it is highlighted that a project is no longer considered viable or value for money, either by the project itself, or by the Partnership, then this should be reported to the PMO to initiate discussion with Governments. This would involve a discussion around the parameters of any replacement projects that could be brought forward by the partnership and would take account of the strategic priorities of both the Governments and Partnership at the time (See flow chart at Appendix A3).
- 8.6. Based on the parameters agreed with the Governments, the appropriate Thematic Board will be asked to review and propose alternative projects. Noting that the Governments may also suggest a replacement project.
- 8.7. The PMO and Governments will discuss and agree a proposed approach based on the recommendation from the Thematic Board, and will be subject to ministerial approval.
- 8.8. Following ministerial approval, the proposed replacement project(s) will then be presented to Management Group and Joint Committee for discussion and approval.
- 8.9. A change Log will be used to capture any potential project changes and the outcomes of any submitted Change Request.
- 8.10. It is recommended that the Change Control Process is reviewed annually to ensure that it is still fit for purpose.

Appendix B – Tay Cities Region Deal Change Control Process - Appendix A1

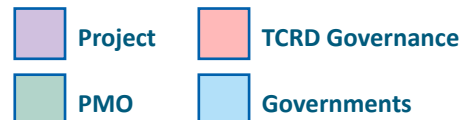
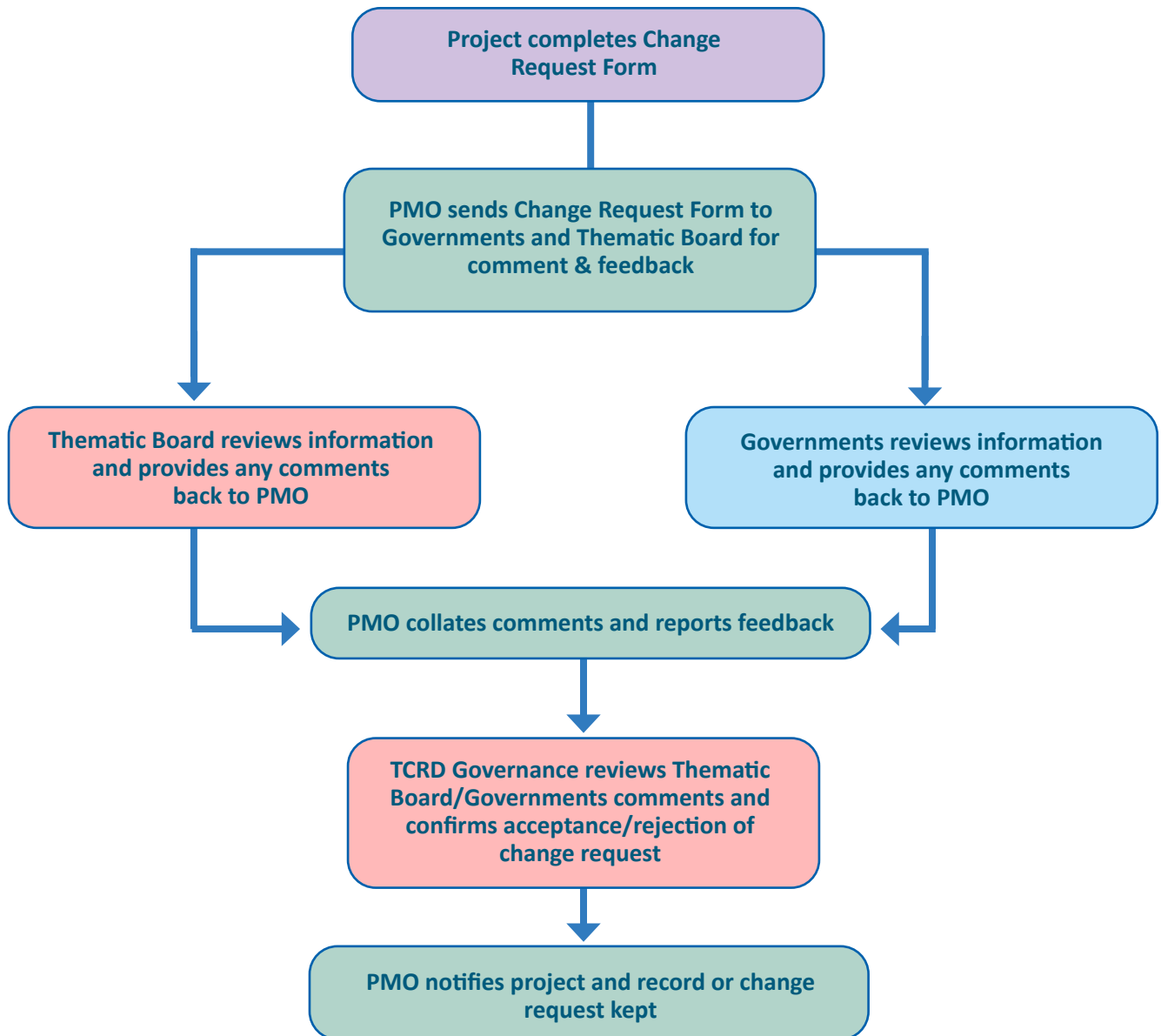
Confirming Change Control Required



*Change to Business case, including change to scope, outputs etc

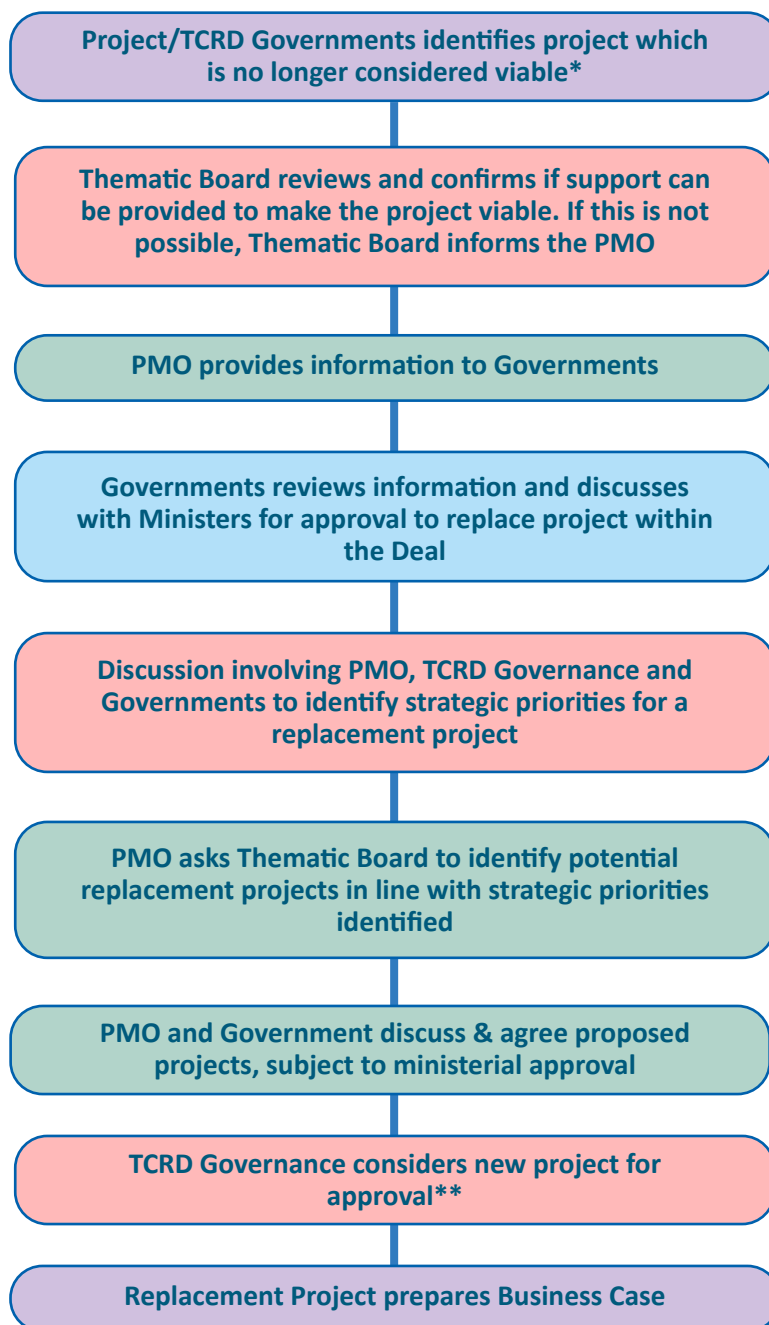
Appendix B – Tay Cities Region Deal Change Control Process - Appendix A2

Change within Projects



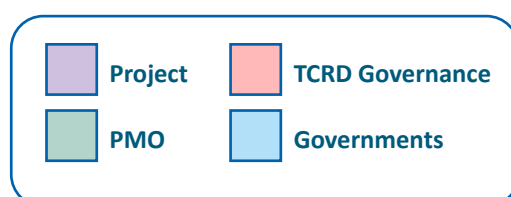
Appendix B – Tay Cities Region Deal Change Control Process - Appendix A3

Change of Project



*This may be a result of internal/external changes, or a change request being rejected by Governments and TCRD Partnership

**If TCRD Governance does not approve replacement project, then the Thematic Board will be asked to reconsider replacement projects



Appendix C: Reporting Template

The Benefits Realisation Plan reporting template will be incorporated in to the existing Quarterly Report template and shared with all Projects to complete.



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