

## Appendix 2

### Glossary of Terms Used in Full Business Case and Background Documentation

#### INITIALISMS AND ACRONYMS

<b>AMSC</b>	Approval of Matters Specified in Conditions
<b>BEIS</b>	Department of Business, Enterprise and Industrial Strategy
<b>BRMF</b>	Benefits Realisation Management Framework
<b>CAB</b>	Cabinet
<b>CEG</b>	Chief Executives' Group
<b>CTMP</b>	Construction Traffic Management Plan
<b>DWP</b>	Department for Work and Pensions
<b>EDG</b>	Economic Delivery Group
<b>FBC</b>	Full Business Case
<b>GCC</b>	Glasgow City Council
<b>GCR</b>	Glasgow City Region
<b>GDP</b>	Gross Domestic Product
<b>GEA</b>	Gross External Area
<b>GIA</b>	Gross Internal Area
<b>GVA</b>	Gross Value Added
<b>GCVCD</b>	Glasgow and Clyde Valley City Deal
<b>HCA</b>	Homes & Communities Agency
<b>LOG</b>	Lead Officers' Group
<b>NIA</b>	Net Internal Area
<b>OB</b>	Optimism Bias
<b>OBC</b>	Outline Business Case
<b>PBC</b>	Programme Business Case
<b>PMO</b>	Programme Management Office
<b>PPiP</b>	Planning Permission In Principle
<b>RES</b>	Regional Economic Strategy
<b>SBC</b>	Strategic Business Case
<b>SCDI</b>	Scottish Council for Development and Industry
<b>SDI</b>	Scottish Development International
<b>SE</b>	Scottish Enterprise
<b>SG</b>	Scottish Government
<b>SIMD</b>	Scottish Index of Multiple Deprivation
<b>SOA</b>	Super Output Areas
<b>TEE</b>	Transport Economic Efficiency
<b>WDC</b>	West Dunbartonshire Council

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### DEFINITIONS

In the Full Business Case and background documentation following expressions shall have the meanings respectively ascribed to them:

<b>Appendices</b>	means the appendices annexed to the Final Business Case..
<b>Approved Projects</b>	means those Projects within the Skills and Employment Programme and Innovation Programme which are approved following the approvals process set out in Appendix 5 and Projects which form part of the Infrastructure Fund which are approved following the approvals process set out in section 12.2.
<b>Assurance Framework</b>	means the document agreed by all constituent authorities in 2021 (Version 2.5) providing the governance arrangements for the Glasgow and Clyde Valley City Deal.
<b>Benefit Realisation Management Framework</b>	means the document setting out the benefits realisation management arrangements at both the Project and Programme levels.
<b>Business Case</b>	means the document which records the current state of evidence and thinking concerning a Project's development, approvals and implementation. It is developed through an iterative process from a Strategic Business Case, an Outline Business Case, and a Full Business Case.
<b>Cabinet</b>	means the Glasgow City Region Cabinet, a Joint Committee established under Section 57 of the Local Government (Scotland) Act 1973, constituted and governed by the Joint Committee Agreement.
<b>Chief Executives' Group</b>	means the management group described in Appendix 1 of this Assurance Framework and established in terms of Clause 4 of the Joint Committee Agreement.
<b>City Deal</b>	means the Glasgow City Region City Deal agreed between the Member Authorities and the UK and Scottish Governments.

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<b>City Region Programme</b>	means the programme of works which takes account of all of the City Deal Projects which sit under the City Deal from the Infrastructure Programme, the Innovation Programme and the Skills and Employment Programme.
<b>Community Benefit Strategy</b>	means the document setting out the approach of the Member Authorities to achieving Community Benefits through the City Deal
<b>Economic Impact Assessment Guidance</b>	means the document setting out how a Project's estimated economic impacts should be calculated.
<b>Farebox Revenue</b>	means all revenues collected from fare paying passengers either in the form of cash or pass sales revenue.
<b>Gateway Review or Gateway</b>	means the formal review process undertaken for UK and Scottish Governments to determine the release of future grant. There will be a series of five-yearly Gateway Reviews commencing in 2019.
<b>Glasgow City Region or Region</b>	means the combined local government areas of the Member Authorities.
<b>Gross domestic product</b>	is the standard measure of the value added created through the production of goods and services in a country during a certain period.
<b>Green Book</b>	means Her Majesty's Treasury's Green Book 2018 guidance on how to appraise policies, programmes and projects. It also provides guidance on the design and use of monitoring and evaluation before, during and after implementation.
<b>Gross External Area</b>	refers to the whole area of a building taking each floor into account, including perimeter walls
<b>Gross Internal Area</b>	A measure of the internal area of a building which includes non usable areas e.g. internal walls.
<b>Gross Value Added</b>	is an economic measure of the additional value of goods and services produced in an area, industry or sector of the economy.
<b>Homes &amp; Communities Agency</b>	The former name for Homes England: England's Housing and Regeneration Agency..
<b>Infrastructure Fund Grant Offer Letter</b>	is the letter from the Scottish Government to the Chief Executive Officer of the Accountable Body offering the annual City Deal Infrastructure Fund grant award for the coming financial year and the terms and

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conditions which apply to the offer including those stated under the Tripartite Financial Agreement.

### **Member Authority**

means East Dunbartonshire, East Renfrewshire, Glasgow City, Inverclyde, North Lanarkshire, Renfrewshire, South Lanarkshire and West Dunbartonshire Councils, as may be amended from time to time in accordance with the Joint Committee Agreement.

### **Member Authority Report**

means the monitoring report submitted by the Member Authority to the Programme Management Office on the operational delivery status and management of its City Deal Projects.

### **Net Internal Area**

The net internal area (NIA) of a building is the usable area measured to the internal finish of the perimeter or party walls, ignoring skirting boards, at each floor level. Net internal area includes all areas that can be used for a particular purpose.

### **Optimism Bias**

refers to our tendency to overestimate our chances of positive experiences and underestimate our chances of negative experiences. Where used in a Business Case context it represents a balancing payment (sometimes additional time) used to compensate for the tendency.

### **Portfolio**

means an area of work where one of the Cabinet members will act as spokesperson and policy lead for Glasgow City Region.

### **Programme Management Office or PMO**

means the staff employed by the Accountable Body or seconded to the Accountable Body to undertake the operational functions of the Cabinet.

### **Programme**

means the programme of works and services which will collectively deliver the West Dunbartonshire City Deal Project.

### **Programme Prioritisation Framework**

is the Key Supporting Governance Document for the ts out the qualitative and quantitative criteria against which Expression(s) of Interest for proposed new Projects will be assessed and prioritised.

### **Programme Status Report**

means the formal quarterly report prepared by the PMO using information provided by the Member Authorities on their Project status and containing overall Programme status and Programme risk register.

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<b>Project Procurement Strategy</b>	means the Member Authority's plan for procuring all the goods, works and services required to deliver the Project.
<b>Project Status Report</b>	means the report which is the main document for recording, monitoring and reporting Project progress and compliance with the terms of the grant agreements entered into between the Accountable Body and a Member Authority.
<b>Risk Management Strategy</b>	sets out the risk management and mitigation arrangements for the City Deal Programme and its Projects.
<b>Regional Projects</b>	means Infrastructure Projects which: require collaborative working across two or more Member Authorities; and/or are located in two or more Member Authorities; and/or whose users are Region- wide.
<b>Skills and Employment Programme</b>	(formerly referred to as the Labour Market Programme within the City Deal Agreement) means the proposals to reduce unemployment in the Glasgow City Region all as more fully specified in the City Deal Agreement.
<b>Super Output Areas</b>	are made up of smaller output areas which are the lowest geographical level at which census estimates are provided.
<b>Third Party</b>	means any party other than a Member Authority, who is responsible for the delivery of a City Deal Project and "Third Parties" shall be construed accordingly.
<b>Transport Economic Efficiency</b>	provides guidance on how to assess the contribution which a transport option may have on economic welfare through consideration of the resultant transport costs and benefits.
<b>Tripartite Financial Agreement</b>	is the Agreement signed in 2014 between the Member Authorities, the UK and Scottish Governments setting out how the financial consequences of the City Deal will be managed.
<b>West Dunbartonshire City Deal Project</b>	means the redevelopment of the former oil terminal at Bowling - the Exxon site development project all in line with the Full Business Case.