# Local Authority Major Schemes

Year 3 Benefits Management and Evaluation Report Template



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## Executive summary

The executive summary should set out, in two to three pages:

* The key scheme objectives and research questions that the benefits management and evaluation activities have addressed in this report;
* An outline of the delivered scheme, including what has been achieved, built, and delivered;
* The scheme's financial costs, including whether costs were different to forecast;
* The benefits management and evaluation approach(es), including which types of evaluation were conducted (e.g. process, impact, value for money evaluation);
* A summary of the main findings of any lessons learned exercise or process evaluation conducted;
* A summary of each of the main impacts evaluated, including the main findings from the evaluation;
* A summary of value for money evaluation conducted, including whether the scheme is on track to achieve value for money;
* An overall summary of whether the scheme achieved each of its main objectives, and whether the benefits have been realised (or are on track to be realised).
1. Information to include from the Year 1 benefits management and evaluation report
	1. This report should include the following information from the Year 1 report:
* Introduction, including scheme background and context, original scheme specification, and scheme objectives;
* Theory of change;
* Scheme inputs, including scheme build, outturn costs, and other scheme inputs;
* Scheme outputs, including components of the scheme delivered by the Year 1 report. If any scheme elements were delayed or not fully delivered at the time of the Year 1 report, an addition should be made in this report to describe further progress;
* Lessons learned exercise or process evaluation.
	1. These sections should each be included as separate chapters, as they were in the Year 1 report.
	2. These sections may be directly copied from the Year 1 report and it is not mandatory for scheme promoters to build upon these unless any changes have occurred since the Year 1 evaluation.
1. Research questions
	1. Reporting of research questions is required for all standard tier schemes.
	2. This section should clearly set out the research questions which will be evaluated in this report. Research questions show how scheme promoters will test whether the scheme has met its objectives. Research questions will therefore be linked to the scheme objectives and logic map.
	3. It is recommended that scheme promoters number research questions, so that they can be referred to easily in future sections.
	4. Research questions can be copied from the benefits management and evaluation plan. If there have been any deviations in research questions since the benefits management and evaluation plan was written, these should be signposted and explained in this section.
2. Scheme outcomes and impacts
	1. Reporting of scheme outcomes and impacts is required for standard tier schemes. Standard tier schemes are required to report on, at a minimum: transport outcomes, travel time and reliability, and carbon. Where relevant to a scheme's objectives and/or if identified as an unintended consequence, standard tier schemes should also report on impacts on the local economy, air quality, safety, and wider environmental impacts.
	2. Scheme promoters should report on the proposed outcomes and impacts listed in their benefits management and evaluation plan, not just the required outcomes/impacts listed here.
	3. Scheme outcomes may include (but are not limited to) transport outcomes and travel times and reliability.
	4. Scheme impacts may include (but are not limited to) carbon, air quality, road safety, impacts on the local economy, and wider environmental impacts.

### Information to include for each outcome or impact

* 1. Each outcome and impact reported on in this section, should be presented under a separate subheading and include the following information:
* Outline the objective(s) and research question(s) relevant to the evaluation of the outcome or impact.
* Outline any benefits or disbenefits relevant to the outcome or impact.
* Set out the forecast for the outcome or impact.
* Outline how the metric has been collected, including: sources of data, frequency, geographical coverage, etc. This may be copied from the benefits management and evaluation plan, although scheme promoters should explain any differences in the final data collection approach if this has changed since the benefits management and evaluation plan was agreed.
* Show the baseline pre-construction or pre-opening data, and the final post-opening data. It is recommended to use tables and/or figures to illustrate the comparison between baseline and final post-opening data.
* If counterfactual or comparator data has been used, scheme promoters should explain how this has been collected and how it compares to the scheme data.
* If forecasts or projections were generated for the outcome/impact, scheme promoters should discuss how these compare to observed outturn data.
* Ensure the steps taken to process and analyse data are clearly described, such that a reader with sufficient technical knowledge would have all the information needed to understand and reproduce any analyses.
* Consider if any unexpected local or regional factors may have affected these results and limit the conclusions drawn. For example, a nearby road closure leading to diverted traffic to the scheme area. Any key limitations of the data analysis approach which may affect the conclusions should also be described in this section.
* Discussion of any benefits optimisation work relevant to each outcome or impact. This may for include for example, description of subsequent marketing conducted to boost patronage for a new bus scheme, or altering speed limits on a new road scheme following an unanticipated increase in collisions. This discussion should include a qualitative judgement on whether any benefits optimisation work has contributed towards the outcome/impact.
* Summarise whether the benefits have been realised for the objective. It may be helpful to include this in an easily digestible format, such as red/amber/green ratings to indicate whether the benefit has been not realised, partly realised, or fully realised.
1. Value for money evaluation
	1. This section should contain a summary of the value for money (VfM) evaluation. VfM evaluation is required for all standard tier schemes.
	2. This should include a summary of the findings related to:
* The significant outturn economic, environmental, and social benefits of the scheme. These include benefits for which monetised, quantitative, or qualitative analysis is used.
* Outturn economic costs, and a summary of how and why the outturn economic costs differ from the economic costs estimates in the business case. These are defined as Costs to the Broad Transport Budget. The outturn economic costs should be reported as Present Value of Costs (PVC). Further guidance on the definition of PVC is provided in [TAG unit A1-2](https://www.gov.uk/government/publications/webtag-tag-unit-a1-2-scheme-costs-july-2017). It should clearly summarise how outturn financial costs have been adjusted to outturn economic costs, including the adjustments for inflation and discounting.
* Outturn BCR: A key metric that should be calculated in VfM evaluation, when possible, is the outturn BCR. This can be calculated using the estimated outturn monetised benefits and outturn economic costs generated by the scheme. As the final evaluation will only have outturn data on benefits and costs for three years, most evaluations will need to forecast what the benefits and costs will be over the appraisal period, based on the outturn data. These benefits and costs should have been adjusted to a standard price and value base year consistent with the standard base year in DfT's TAG. They should then be reported as Present Value of Benefits (PVB) and Present Value of Costs (PVC). The BCR is PVB divided by PVC.
* Analysis of the extent to which the scheme has achieved its strategic objectives and wider government priorities at the time of funding. This will help to ensure that the reporting of the VfM evaluation considers the strategic context and how the scheme contributes to policy aims.
* If distributional impacts are a key objective of a scheme (for example, to provide benefits to specific places or specific socioeconomic groups) then, when it is possible and proportionate, a summary of the analysis of these distributional impacts should be reported. This could be descriptive distributional analysis, setting out the evidence, if proportionate and relevant.
* Uncertainty: there are likely to be continuing uncertainties about the benefits generated by a scheme, including about benefits that will be generated in later years. Therefore, sensitivity analysis should be summarised to examine how changes in significant assumptions in the evaluation may change the conclusions about how benefits compare with costs.
1. Summary and conclusions
	1. Scheme promoters should use this section to provide a summary of whether the scheme met its key objectives. This should include an assessment of whether the intended benefits were realised, or are on track to be realised, and whether any disbenefits have been effectively mitigated.
	2. It can be helpful to provide this information in an easily readable way for readers who may wish to see the headline conclusions without reading the full report. For example, scheme promoters could consider providing this information in a red/amber/green format, e.g. whether the objective has not been achieved, partly achieved, or fully achieved.
	3. When considering whether objectives have been achieved, scheme promoters should consider the evaluation evidence generated throughout this report. Given evaluations will vary in robustness, it is recommended that scheme promoters comment on how confident they are in this assessment. For example, scheme promoters may be less confident that a benefit has been realised if they are unable to separate trends in the scheme area from wider local/regional trends.
	4. If scheme promoters have learned any lessons or have recommendations for the delivery of similar future schemes, these could be provided in this section.

Appendices

* 1. Scheme promoters may use appendices where they wish to provide information that does not need to be included in the main body of the report, such as long technical details. For example, an appendix may include:
* Technical detail about how analyses were conducted;
* Statistical analyses and tables;
* Maps showing locations of monitoring sites;
* A copy of any survey questions;
* Topic guides used for any interview or focus groups.
	1. Where an appendix is used, it should be well signposted in the relevant location of the main report body.
	2. It is not necessary to use appendices to share datasets with DfT. Where scheme promoters wish to show data to illustrate a particular point, they should provide this is an easy-to-read format such as a table of summarised data.