

1. Introductions

Department for Environment, Food and Rural Affairs (Defra), Jacobs, WRAP – see end of document for attendee list.

Local Authority (LA) representatives and WDF users – see end of document for attendee list.

2. Action points from the last meeting

A quick run through of all the actions took place at the meeting. Where actions were ongoing these were covered in more detail at the meeting.

3. Update from Jacobs

3.1. Training courses – offerings and attendance – training courses provided by WasteDataFlow. Not a lot to report back apart from Jacobs making the group aware that people register for the training and then don't turn up for the course which means there are missed opportunities for others to attend.

Action point 1: Jacobs asked that LAs could let them know if they could not attend the training course.

Action point 2: Jacobs to let the reps in the group know who they represent. (Note: Jacobs can let the representatives know which local authorities they represent but cannot distribute individual names and email addresses due to data protection.)

3.2. Reports run from the system

A lot of interest in the reports generated from the system from both LAs and the public, with around 1,000 reports downloaded each month.

Defra and Jacobs are currently reviewing the reports available to public users and are investigating the potential to give access to the comparator BVPI and NI reports to assist public users in accessing the information.

3.3. Updated validation process and checks

Jacobs explained a change to the system which should speed up the process of resolving queries before LAs roll their returns up for validation. From the group there were positive comments received for the new updated process and LAs were asked to provide feedback outside of the meeting. Generally the roll-out of the new system seems to have gone very smoothly. There was mention of some technical difficulties with the system (e.g. comments entered by a user but not saved) but no specific details were available.

Action point 3: If specific technical queries or problems are raised by LAs with the helpdesk, Jacobs will investigate these.

3.4. Common data reporting queries or misreporting errors

LAs were reminded of some general reporting queries, in particular where material is recorded against Q18, LAs should also report the material in Q100. The 'other/exempt' option should only be used where absolutely needed and comments giving the detail of the specific facility must be reported in WDF. There was a reminder for LAs when completing for 'overseas facilities', and 'exporter' nodes. Also LAs were reminded to report only the recycled element of back-allocated material not the total tonnage against the 'Material from WDA node; this applies also to any moisture loss which also shouldn't be reported in the 'Material from WDA' node. .

3.5. Update on WDF developments and guidance

Jacobs informed the group they are looking to make the guidance follow a clearer layout and possibly introduce some signposting. Generally the group said they were able to find the relevant guidance but it is not always that quick to track the relevant bit down.

There was a request from the group to add an 'imbalance' highlighting to assist LAs with data entry. Both Defra and Jacobs thought this is on the current development list.

Action point 4: Defra to check 'imbalance' highlighting is on the development list.

There was also concern from the group about 'autofilling' of tonnages in the "Final destination" node not functioning correctly. This is a historical development and looks like it does not work for data entered before the development.

Action point 5: Jacobs to look at the 'autofilling' functionality and report back to the group.

3.6. Selection list – lockdown of facilities

A reminder about the process of deactivated sites on the facility list was provided. The group mentioned creating a sub-list to update the master list which would aid with efficiency.

Action point 6: Defra to add the request for a sub-list functionality to the development list and to look at the technicalities.

Action point 7: Defra to consider whether to include in the forthcoming SurveyMonkey exercise.

3.7. Browsers used

Jacobs propose to no longer support Internet Explorer versions below IE11, as these are no longer supported by Microsoft. Jacobs explained that if LAs were using old versions of IE it was very likely that WDF would still work for them however they would no longer be supported.

4. Update from Defra

4.1 Timeliness of returns

Since the introduction of Q100 timeliness of returns has been slower. However as LAs are increasingly getting used to Q100 there is an improving picture. Defra and Jacobs are focussing on the LAs who are struggling, may need training and where they are struggling with staff resources. In particular Defra and Jacobs are concerned about repeat offenders and ask local authorities to communicate reasons for being late so there is an understanding and to ensure

that guidance is provided where necessary. It was suggested at the meeting that representatives at the group would find it useful to know if their boroughs are late.

4.2 EU Circular Economy Proposals, EU Exit

Ian Everett from Defra gave an update on the situation relating to the EU Circular Economy Proposals and EU Exit. Defra are fully engaged with the EU package and attending the EU meetings. There will be a vote in summer and this will have implications for the UK. There is likely to be new legislation in 2019. There is concern over the recycling targets, how to define waste and the calculation. The Commission's aim is to have a level playing field.

4.3 Summary of key points from the 2015/16 statistics

Defra provided an overview of the key points around the fall in "waste from households" recycling rate and the Defra Minister's interest in dry and green recycling. On a practical level Defra said they published the statistics later than originally planned where the delay was a result of local authorities taking longer to submit and respond to data queries and the quality assurance of the data took longer.

4.4 Development work on reporting data

Defra said they do not find the Q100 data easy to use in the current format and the project they started last year has now been taken forward and is gathering momentum with the aim being to produce more useable reports from Q100 on WDF.

On questions 4, 5 and 6 and data in LARSU which was mentioned at the last user group meeting: at the previous user group meeting Defra proposed looking at the data in WDF and LARSU to see how well it matched. Although there is commonality the data is not an exact match. Defra proposed leaving this piece of work for the time being and revisiting it when there is time.

Action point 8: WRAP to put a short note together about the recycling locator and attach it to the minutes.

4.5 Summary and comments on feedback provided during 2016 and planned SurveyMonkey feedback questionnaire

For the LA feedback, 15 local authorities responded and themes related to 'auto/final destination', data entry, split screens, and carrying comments forward. Some of the themes mentioned have been addressed however split screens is still on the development list and has not been progressed due to the level of work involved and currently it is not practical to take this work forward. A few LAs have asked for the ability to carry comments forward however Jacobs expressed concerns that if comments are carried forward the comments might not be reviewed by the LAs and result in additional queries.

Defra provide an update on the forthcoming SurveyMonkey which is due to go out in the next fortnight. The SurveyMonkey will be open for 4 to 6 weeks.

5. LA feedback

5.1 Defra asked local authorities what sort of systems they use. Some LAs said they use White Space which works well but is expensive. Some LAs said they looked at software and discovered they did not meet their needs therefore run their own in-house systems. Open Sky offered to do a presentation at the User Group Meeting and Defra asked if there was interest in this.

Action point 9: Lindsay (Defra) agreed to look into this further and to contact the DCLG about when they asked LAs about software and systems.

5.2 Defra asked about the relationship between WDAs and their constituent WCAs. Some LAs thought it would be a good idea to introduce another validation level for WDAs so the WDAs do the final roll up. Or with the existing system it was suggested that level 20 authorisation could be completed by the WDAs.

Action point 10: Jacobs to look at the technicalities of introducing a new level 25 or suggesting a work-around using the existing levels.

ACTION POINTS:

Action point 1: Jacobs asked that LAs could let them know if they could not attend the training course.

Action point 2: Jacobs to let the reps in the group know who they represent. (Note: Jacobs can let the representatives know which local authorities they represent but cannot distribute individual names and email addresses due to data protection.) **Action point 3:** If specific technical queries or problems are raised by LAs with the helpdesk, Jacobs will investigate these.

Action point 4: Defra to check 'imbalance' highlighting is on the development list.

There was also concern from the group about 'autofilling' of tonnages in the "Final destination" node not functioning correctly. This is a historical development and looks like it does not work for data entered before the development.

Action point 5: Jacobs to look at the 'autofilling' functionality and report back to the group.

Action point 6: Defra to add the request for a sub-list functionality to the development list and to look at the technicalities.

Action point 7: Defra to consider whether to include in the forthcoming SurveyMonkey exercise.

Action point 8: WRAP to put a short note together about the recycling locator and attach it to the minutes.

Action point 9: Lindsay (Defra) agreed to look into this further and to contact the DCLG about when they asked LAs about software and systems.

Action point 10: Jacobs to look at the technicalities of introducing a new level 25 or suggesting a work-around using the existing levels.

Attendees

Name	Organisation
Alex Foy	Stoke-on-Trent City Council
Andy Mayes	East Riding of Yorkshire Council
Carole Taylor	Pendle Borough Council
Debbie Fillingham	Lancashire County Council
Gary Fisher	Middlesbrough Borough Council
Hammond Stuart	Blackburn with Darwen Borough Council
Julian Fox	Jacobs
Justin Lomax	Greater Manchester Waste Disposal Authority
Karen Bradley	Department for Environment, Food and Rural affairs
Michael Wynne	Cheshire East Council
Richard Booth	Greater Manchester Waste Disposal Authority
Robert Andrew	Jacobs
Scott Moran	Stoke-on-Trent City Council
Catrin Smith	Jacobs
Chris Harbottle	Milton Keynes Council
Chris Dobson	Stratford-on-Avon District Council
Iain Stevens	Devon County Council
James Gazzard	Leicestershire County Council
James Kirkham	East London Waste Authority
Janine Stevens-Hoare	Hampshire County Council
Lindsay Holmes	Department for Environment, Food and Rural affairs
Lorrain Beeks	Surrey County Council
Michael Richards	Cambridgeshire County Council
Mike Greenhalf	Southwalk LB
Paul Dobbs	Hackney LB
Rebecca Piper	Suffolk County Council
Steve Lewington	Oxfordshire County Council
Steve Sanderson	Department for Environment, Food and Rural affairs
Suzanne Phillips	Hertfordshire County Council
Mike Tregent	Environment Agency
Vicky Pudner	Department for Environment, Food and Rural affairs
Alexandra Titley	WRAP