1. Introductions

- Defra, Jacobs (WDF), WRAP, EA in attendance.
- LA reps – see end

2. Actions from last meeting

- Reminder to stick to timelines
- IBA and APC (fly ash). Will they be separate values in WDF (currently combined)?
    - Can be in Qu100, but then opens up need for all to use both, and how is old data categorised: so would need three categories Combined, IBA, APC.
- Street sweepings. Confirmed not part of waste from households, but is part of Local Authority Municipal Waste.
    - Question raised why the guidance change, as aggregates used to be recyclable, but now not. Discussion was that there is no policy change, aggregates recovered from street sweepings can be used in a recycling action – it is just that for this LA (and others using the same facility) use on a landfill that is beneath the cap is not recycling, regardless of the material. Also, that not all users of the site in question were aware of the problems of definition.
        - **Action:** WDF to reconfirm the guidance and send reminder in next newsletter.
        - **Action**: WDF to identify the LAs using Ling Hall Financial year/calendar year.
- The national stats will be produced on a calendar year basis, but leave the LA level data (published in November) as financial year due to LA demand.

3. Update from Defra

- New stats released in May for recycling rates of waste from households new calculation
- Tendering the WDF management contract for a 5 year period starting in 2015 which should not affect local authorities.
- There is a review of the waste framework directive being undertaken by the EC. Sometime in 2015 there may be a revision.
- Defra want to improve reporting on quality and rejects, MRF sampling is part of this.
- Level 40 roll downs not liked as it changes published data, prefer to see corrections in subsequent quarters.
    - LA discussed that this then means that quarters are not reflective of reality. Quarterly data is used as part of an LAs analysis, especially for seasonal change. So would prefer to have roll-downs
    - Discussion on pros and cons. Of the difference between changes in data driven by a policy change compared to a user error.
    - Defra acknowledged that LAs do need a quarterly roll down process

- Agreed that level 30 roll-downs are allowed without Defra approval, that level 35 roll-downs will be treated on a case by case basis and that level 40 roll-downs are only for the most exceptional circumstances.
- Benchmarking survey response was very good and provided learning and data for Defra decisions around reporting.

4. Update from WRAP

- WRAP is revising the approach to LA survey to gather data around collections. It is going to become an interactive tool (rather than a survey sheet). If LAs have questions then feel free to email WRAP.

5. Update from Jacobs (WDF)

- Returns are coming in later than they used to , in Oct to Dec 20 LAs missed the deadline. 1 LA has missed all of the last three quarters, 4 have missed 2 out of 3. Reminder that these deadlines are still to be met.
- Reports usage is high: up to 2,500 LA user reports, 2,000 public reports and 1,200 validation reports each month.
- The interface was updated over the bank holiday to better support a range of browsers. Changes mainly cosmetic but let the helpdesk know of any issues.
    - There was a report of a possible problem around IE ver8
    - There was a question on whether public users see a different interface or have more explanation around the data. Answer is no, they see the same interface limited to the summary reports menu, and within that they see a slightly reduced number of reports than the LA users. Discussion as to whether there should be, with overall view that it would be good if public had more information to navigate around the data – no action at this stage though.
- Discussion on what use is made of Pre L40 data, Defra considering keeping data within an LA only until it reaches L40, so as not to have possible pre-release of national statistics.
    - Reps understood the drive for this from a stats angle, but discussed that they did make a lot of use of benchmarking with other users at level 30/35 and were aware that this was analysis on data could be modified later (even though likely to be small changes).
    - Defra said that if an LAs uses another LAs preL40 data it must only be used for data quality assurance and must not be released or quoted.

6. Developments

- Waste from households (WfH):
    - Defra published statistics on waste from households on 22 May 2014.
    - Timetable to get England level data out as WDF report for August. To get LA level data out as WDF report (and National stats data) for November and to get guidance out to the LAs on what constitutes Waste from households (as compared to household Waste) as soon as possible.

        - **Action** WDF/Defra confirm guidance and release in next 2 to 3 weeks.
    - What is included in WfH has been based on interpretation of the waste framework directive, harmonisation with other UK countries to make a UK wide calculation and the reporting to the European Commission(EC). In particular IBM, IBA and CLO do not count as recycling. The concept and background was discussed, including the collection questions as denominator and Q19 as the numerator.
    - It was discussed that the factor applied to WfH calculation is applied on an 'all or nothing' basis and that only whole (absolute) parts of questions are included rather than apportioned parts.
    - Discussed that NI and BVPI calcs will continue for now, therefore 'Household waste' will run alongside the new 'waste from Households' reports.
    - It was questioned why Incinerator Bottom Metal was not included in the recycling figure, as previously it had been suggested it would. Defra confirmed IBM is 'recovery' in the new figures.
    - Defra raised that the calculation was aimed at UA/WDA performance, not necessarily WCA. Local authorities need a measure that works at WCA level because WCA benchmarking is vitally important.
    - Defra discussed that NIs still available, but wants to consolidate the indicators into a new set that provide all that is needed. Defra will be consulting with LAs on what this suite of indicators contains. Discussion was had around need for Local Authority Municipal Waste through WfH, showing recycling, recovery and disposal rates, but also indicators that are aimed at collection of waste to be more representative of what WCAs do.
        - **Action**: Defra to ensure that WCA recycling rates are published in November on the NI192 basis if a new basis is not in place
        - **Action:** Defra to consult with local authorities on new measures.
    - Defra acknowledged that there was a need to capture 'marginal' recycling e.g. IBA and recovery.
    - Discussed that the new indicators would progress independently of the EC Waste Framework Directive review.
    - Longer term WFD gives 4 different metrics. Question who will decide which metric to be used? Defra confirmed they will decide this and it will feed into the 2020 target.
- Qu100
    - Jacobs gave a brief overview of Qu100 technology
    - Briefing that it is being rolled out in 2014/15 across 9 UAs and 7 WDAs (and their WCAs) and training is being provided.
    - Already in use in Scotland and Wales. Discussion that likely to be fully used in England in 2015/2016 year, and that it may be that more LAs can take up Qu100 during Quarter 3 and 4 of 2014/15.
    - There is capacity for some local authorities to opt-in part way through the year with the intention that all local authorities will be on qu100 from April 2015.
    - Qu100 is basically a core question with tweaks for each country. For England it will be tweaked to maintain both Household and Waste from Household ratios.

- Qu100 will feed into the continuation of BVPIs and NIs (although as the question structure is different it will be an interpretation of the published guidance)
- It was confirmed and discussed that using Qu100 does not change the guidance to LAs on how and to what level they report data, it simply offers an easier and more visible way of entering data. It does give flexibility to show more detail on destinations and losses, and standardises outputs.
    - **Action**: Jacobs to send a note out to all LAs to let them know which LAs are in the Qu100 trial. Partly just for information, but also, as suggested, so that they know that data for those LAs will be in the Qu100 download, not the old questions.

- Back-allocation
    - Defra said that back-allocation of residual recycling to WCAs is currently a data quality problem because it can't be separated from source segregated recycling. Defra reminded reps that they would like WDF data to represent the activities of the LA, and so would prefer no back allocation in the current form.
    - A discussion was had that a 'branch' of Qu100 would be used to record back allocated recycling, and that there would then be no manipulation of collection questions. The back allocation branch would be included/excluded from reporting as agreed and dependent on what the report is trying to do.
    - Can Qu100 allow a WDA to enter the back allocation data for its WCAs, rather than having to tell each WCA the figure for them to enter.
        - **Action**: Jacobs to consider how this could be implemented.
    - It is likely that back-allocating will only be available via Qu100 for 2015/16
    - Question was asked if LAs were happy with the direction of back allocation. No objections raised.

7. User Rep Issues and Feedback

- Can the headings at the top of a question be frozen for when the user needs to scroll down.
    - **Action**: maintain this suggestion on the development wish list.
- There was discussion of the need for clear use of terminology between "Household and Non Household waste" and "Waste From Households and Waste Not From Households", as both will be in use whilst the legacy indicators are used.
- Dwelling Stock: Defra raised the question on whether to change the Dwelling Stock source from the VOA data to the Chargeable Properties figure. If done it would be a change associated with the new indicators and would be back dated to 2010. Discussion was had that this change of published data back to 2010 was not in line with the restriction on L40 data and that it would cause an issue with previous rates, also that it may result in the need for two dwelling stock figures which would be confusing. Resulted in the agreement that there should be no change (at least for this year).
    - **Action:** WDF to update the VOA data for Quarter 4 (a task that had been on hold waiting a decision of dwelling stock source.)
- Development Question: Could Qu18 be made to have material breakdown, rather than 'Other', like Qu10. Discussed that question 18 was originally about the collection method,

not the material, but that the fact that materials are more closely tracked now could mean that adding materials to qu18 would be advantageous. It was agreed that this could be a large piece of work, and would require LAs to enter more data.

- **Action**: User Group reps to speak with LAs and get a view.

- Other/Exempt use; what is the priority category Other/exempt: charity or Other/exempt: Outside EU. Response Other/exempt: Outside EU.
  - Discussion on the use of the comments field for Other/Exempt. Suggestion to standardise how data is entered to facility name, postcode, permit, material, tonnes. Standard approach would allow easier analysis
  - Discussion that the EA use the comments when tracking data, but not proactively to identify sites to add to the selection list
  - Discussion that the comments should only be for Exempt sites, and that the LA should notify WDF/EA is fully permitted facility they need is not on the list. EA can update the list using WDF functionality. EA also discussed they need to talk with Defra/WDF about a bulk catch-up update.
    - **Action**: Environment Agency to update the list.
    - **Action**: Jacobs to look at guidance/send reminder for standard format for comments entry
    - **Action**: Jacobs to see if Q19 comments box can be made bigger
  - Question about a summary sheet to show tonnage collected by material type and also for comparing collection and treatment questions. Response that this info is already available through both the validation summary sheet and reports. Many LAs are already using this tool.
- CLO: Question (compost like output), why can CLO only be counted as recycling when it is spread and not when it is made? EA response: as there are often instances where the planned use of CLO is not achieved and the CLO either goes to landfill or itself becomes classed as landfill. It was pointed out that CLO does not count as recycling in the waste from households recycling measure.
- EFW: Question about whether Incinerator Bottom Metal should be classed differently to oversized metals that do not fall thorough the grate with the IBA. EA and others response following discussion: no.
- Qu100 MRF rejects: Can the WDA enter the MRF reject figures on behalf of the WCA, currently they often provide the data to the WCA, the WCA then enters it and the WDA then need to check it is entered okay. Would be easier if WDA could simply enter it. Discussion that this could be done if WDA user had a WCA data entry logon. Recognised that intention was that WDA user can enter it as part of their normal process.
  - **Action**: Jacobs to look into it, no definitive plan though.
- Finance/Cost data: Discussion that the cost per person/tonne in the old BVPIs is no longer there. Discussion of the difficulty in comparing cost data as the models used by LAs are so different. Discussion of the RO5 data. Briefing that Wales have a set of comprehensive cost questions. Defra and WRAP to explore but no action.
- Summary reports page: question if this can select a single LA, rather than just regions. WDF and others response: yes, there is a Search button, and the user can also create their own lists.
  - **Action**: WDF helpdesk to add words on this to the next user newsletter.

Local Authority Reps Attending

Present	Andy Williams	Jacobs
	Carole Taylor	Pendle Borough Council
	Debbie Fillingham	Lancashire County Council
	Frances Howe	Hampshire County Council
	Gary Armstrong	Jacobs
	Iain Stevens	Devon County Council
	James Kirkham	East London Waste Authority
	Janine Johnson	Leicestershire County Council
	Jim Holding	Defra
	Joanna Hayduk	WRAP
	Julian Fox	Jacobs
	Justin Lomax	Greater Manchester WDA (MBC)
	keith Brierley	Greater Manchester WDA (MBC)
	Kevin Lane	Environment Agency
	Michael Richards	Cambridgeshire County Council
	Michelle Whitfield	East Riding of Yorkshire Council
	Nav Rai	Warwickshire County Council
	Nicholas Hannon	Slough Borough Council
	Paul Wright	Suffolk County Council
	Rachel Allen	Environment Agency
	Steve Lewington	Oxfordshire County Council
	Stuart Lincoln	County Durham
	Sunita Patel	Amey
	Tim Forster	Bedford
Apologies		
	Pat Thomas	Defra
	Shahid Zaman	Bolton MBC