

### 1. Introductions

- Department for Environment, Food and Rural Affairs (Defra), Jacobs, Waste & Resources Action Programme (WRAP), Environment Agency (EA) – see end of document for attendee list.
- LA representatives – see end of document for attendee list.

### 2. Actions from last meeting

1. Most actions were complete from the June 2014 meeting. Outstanding actions were on the 'development list'. It was agreed that these items will be reviewed as part of the Inception meeting for the new WDF contract.

- **Action point 1: Defra and Jacobs**

2. Defra also alerted members to the recent (18<sup>th</sup> November) statistical release on Local Authority Collected Waste (LACW).

3. Defra asked how well the process of feedback between User Group representatives and other local authorities worked. Defra wants to ensure effective consultation. User Group members said it was good.

4. Carole Taylor from Pendle Borough Council mentioned she has become a LARAC representative so therefore can assist with enhancing contact in the future with local authorities.

5. Kevin Lane from the Environment Agency made User Group members aware of the intention to update the facilities available for selection lists. Kevin said the EA would keep authorities up to date.

- **Action point 2: Environment Agency**

### 3. Update from Defra

1. Defra mentioned the recent Local Authority statistical release (18<sup>th</sup> November) had been more challenging to produce in including the various different measures but without causing confusion Defra encouraged feedback.

2. WRAP asked whether, following the recent statistical release, there would be a move away from financial year statistics. Defra explained we need to report nationally to the EU with the 'waste from households' measure and this is reported on a calendar year basis. However there would not be a move away from financial year data as this is what local authorities require and the recent local authority dataset (published 18<sup>th</sup> November) has been enhanced with relevant financial year columns. It was explained by Defra to retain what was published last November and weaved the

'waste from households' in to this release but as there are ongoing EU negotiations over the national reporting measure, it cannot be said for definite what next November's release will look like but very little change is anticipated. It was stressed that EU negotiations could take at least 12 to 18 months.

3. WasteDataFlow to include EU update as part of next newsletter.

○ **Action point 3: Jacobs**

1. **New Contract for WasteDataFlow** – Defra said Jacobs had been awarded the new contract but the final sign-off process is not complete.

2. **Current 'waste from households' reporting and EU proposals** – Defra explained there will be revised recycling targets for municipal, packaging and landfill. Defra's EU team are currently reviewing the packaging target looking at the costs and benefits. The definition of 'wider municipal' is being looked at. The EU negotiations have only just started and the best estimate of how long the negotiations could take is 12 to 18 months but could be longer as there has been a change of officials. The formal consultation will only take place once the EU has agreed the proposals. Defra stressed there was no immediate plans to change targets as these are only proposals at this stage.

3. **Possibility of Flycapture moving into WDF** – Flycapture captures fly-tipping information and is currently administered by the Environment Agency. Defra said there might be a sensible efficiency to be made by moving Flycapture into WDF, but no definite decision had been made. If Flycapture is moved to WDF this would take effect for the reporting of data for April to June 2015 onwards. It was recognised that the devolved administrations needed consultation and in particular Wales as they have an interest in Flycapture. Defra asked members to provide feedback and for local authorities to liaise with people in their waste areas. Defra said WDF would capture broadly the same information as Flycapture and there is an intention to introduce more quality assurance and provide an area for local authorities to input comments to explain marked differences with the figures they report. Feedback to date has come back to simplify Flycapture. Also there is a need to revise the unit costs as these are out of date. There was general discussion on whether, at a local authority level, the same people entering data for WDF would be responsible for entering Flycapture data. It was felt that these would be different people but for authorities to feed back this information to Defra. WDF may need to have some separate log-in functionality if different people were entering WDF data and Flycapture data.

It was pointed out that local authorities take different approaches to the reporting of "side waste" (waste placed alongside a full bin) – with some counting this as fly-tipping and others not.

**4. Update from Jacobs**

1. Main issue is Q100 but this item is discussed in detail later on.

2. Ongoing reporting by local authorities – the timeliness of reporting is a bit later than in the past and therefore there is a slight time lag in receiving the data. Last quarter, there were (of the authorities which are not using Qu100) 17 authorities which missed the deadline.
3. There were 7,000 reports run by non-public users in a month. Date entry month saw a significant amount of reports run.
4. There were 1,500 reports run by public users in a month. Reports requested were ‘raw data downloads’ and ‘performance indicator reports’.
5. An email was sent to local authorities covering the next 4 months for training.
6. The commingled guidance on the WDF website has been updated.
7. Positive feedback was received from one User Group member about the reports.

## **5. Developments – Q100 roll-out to all LAs**

1. Some User Group members had not seen the Q100 guidance sent out with the WDF agenda, however useful discussion still happened. WasteDataFlow to send this out
  - **Action point 4: Jacobs**
2. Wales and Scotland have Q100 as mandatory and Defra are looking to roll Q100 out to England authorities for data from April 2015. This means entering data in Q100 for all local authorities from Qtr 1 2015/2016, in time for the September 2015 Level 30 deadline for data entry and the October Level 35 deadline.
3. There has been a trial going on during Quarter 1 (data for April to June 2014) with just under 60 authorities taking part. It was noted that, in the move to Qu100, complete “families” of WCAs and their WDA must move together.
4. Feedback from the trial has been received and the following issues were raised and these are to be considered as part of the ongoing development of Qu100.

- **Action point 5: Defra and Jacobs**

5. Keep the left and right panes synchronised so that the user does not need to scroll up to the top to read the right-hand entries every time a facility is selected on the left.

6. Final destination – maybe needs a final tick box so that double-entry does not occur (currently users confirm a facility as a “final destination” by adding a “final destination” node and re-entering the tonnage).

7. At each node, should only allow split of materials or total tonnage but not both. Whether the user is required to enter a total tonnage or a split of materials will depend on the facility type.

8. Need a “collapse all” button, just like the “expand all” button.
9. Availability of an XML upload.
10. Currently search results are not alphabetical (but in order of licence number?). It would be useful if these could be alphabetical (or if the user could specify the required search order).
11. Technical issue with the website where data is not saved and lost – meeting attendees reported that this had happened on a couple of occasions.
12. Whether authorities want the “nickname” they can give to their facilities at the data entry level to be seen at higher levels (and therefore seen by other users). Seemed to be wanted by the members but caution was given around careful naming of facilities.

13. Jacobs explained that through the validation process various issues had been raised and Jacobs will do more formal feedback on this and send a note to participants saying what has been learnt on the Qu100 trial.

- **Action point 6: Jacobs**

14. There was a request from Lancashire County Council for earlier communication from WasteDataFlow where WCAs are reporting and double-counting issues arise.

15. Jacobs explained the need to take another set of authorities to add to the 60 already on board in Qtr 3 14/15 (i.e. for reporting of data for October to December 2014). No new LAs will be added to the trial in Q2 14/15. Communications will be sent out to request volunteers for moving to Qu100 in Qtr 3 2014-15.

- **Action point 7: Defra and Jacobs**

16. Defra and WDF would be sending a note to all authorities notifying them of the April 2015 (September 2015 Level 30 deadline data entry) roll-out for all users.

- **Action point 8: Defra and Jacobs**

17. There was a general feel around the group that setting up the Q100 tree took around 2 hours.

18. Lancashire County Council requested consistency with having the same WasteDataFlow representative deal with issues as more effective and Jacobs said wherever possible they already have this process in place and will endeavour to continue to do this as much as possible.

19. It was discussed that the concept of “final destination” needs review in the light of Qu100 (because Qu100 potentially allows LAs to report further down the chain of waste management than previously). LAs will need clarification from Defra, the EA and WasteDataFlow on what constitutes “final destination” and how far their reporting obligations extend.

- **Action point 9: Defra, the EA and Jacobs**

20. Lancashire County Council asked if the selection list could be updated by the WDAs for their WCAs and this is to be considered as part of the future development of Qu100.

- **Action point 10: Defra and Jacobs**

21. The current Qu100 structure allows for back-allocation (i.e. recycle from the WDA being attributed to the WCAs) and the separate identification of this in Qu100 reports is to be considered as part of the Qu100 development process (so that back-allocated recycle can be identified separately from other recycle).

- **Action point 11: Defra and Jacobs**

22. There was a request from Jacobs for local authorities to alert WasteDataFlow if they are using Excel 2003 as there are compatibility issues. Due to the relatively small number of LAs still using 2003 and due to the fact that most are having IT upgrades in the near future, there is no proposed development for this. There is a work-around for users of 2003.

- **Action point 12: Local authorities**

23. It was recognised by those users who had already used Q100 for the guidance to say what sort of information is required upfront before inputting data into WasteDataFlow.

- **Action point 13: Jacobs**

## **6. User group issues**

1. Feedback on how WCAs are treating residual waste – the original query came from Manchester who treat their own residual waste and the group were looking for feedback from user group members. It does not seem to be common practice for WCAs to treat their own residual waste. However, it was agreed that Defra would welcome further feedback on this issue from local authorities.

- **Action point 14: Local authorities**

2. An email had been sent by the Wirral asking about de-watering and street sweepings. The Environment Agency said guidance note 19 is still the advice and no change required. However, it was agreed that Defra would look into this further in conjunction with the EA and any feedback from LAs on this issue would be welcome.

- **Action point 15: Defra and local authorities**

3. Code of practice between local authorities – Defra do not want to stop local authorities from running reports before publication of the official statistical release as WDF is used for benchmarking. It was recognised that local authorities need to caveat their reports if sharing them internally and

annotation of the reports should say at what level the data is. There was agreement for Defra to send a note with a couple of bullet points explaining why a code of conduct is needed.

- **Action point 16: Defra**

4. Also linked into this WDF have agreed to lock users' accounts who have not been used after a year therefore to tidy the user access list up. There was also a request to local authorities to inform WDF when users moved on.

- **Action point 17: Local authorities, Defra and Jacobs**

5. User contact list – due to issues around user confidentiality, Jacobs are looking at distributing a note, or having a pop-up appear when logging in, to ask local authorities if their details can be released to their relevant User Group representative allowing for better communications.

- **Action point 18: Defra and Jacobs**

## **7. User group feedback**

1. To put on the development list a request to freeze the top row of the data entry screen but this was seen as a low priority.

- **Action point 19: Jacobs**

2. The 'Measure your Treasure' report on average weights of materials will be updated by Furniture Reuse Network and will be for 2015 data.

3. The issues around Q100 and end destinations and when duty of care ends is to be taken away for further consideration.

- **Action point 20: Jacobs, EA and Defra**

4. Confusion amongst local authorities over the national and local authority recycling rates. It was stressed by Defra that the national recycling rate will always be on a calendar year basis.

5. Local authorities think it might be a good idea to mention the code of conduct at the end of each training session.

## **Attendees**

Name	Organisation
Andy Williams	Jacobs
Carole Taylor	Pendle District Council
Debbie Fillingham	Lancashire County Council
Gary Wells	Environment Agency
Iain Stevens	Devon Council
Ian Everett	Department for Environment Food & Rural Affairs
Jacki Ager	Havering London Borough
James Kirkham	East London Waste Partnership
Joanna Hayduk	Waste & Resources Action Programme
Julian Fox	Jacobs
Justin Lomax	Greater Manchester Waste Disposal Authority
Karen Bradley	Department for Environment Food & Rural Affairs
Kevin Lane	Environment Agency
Lindsay Holmes	Department for Environment Food & Rural Affairs
Michael Richards	Cambridgeshire Council
Michelle Whitfield	East Riding Council
Nav Rai	Warwickshire Council
Neil Azavedo	Surrey County Council
Nigel Naisbitt	Jacobs
Pat Thomas	Department for Environment Food & Rural Affairs
Richard Booth	Greater Manchester Waste Disposal Authority
Stephen Didsbury	Bexley London Borough
Sunita Patel	Amey
Tania Stephens	Hampshire County Council
Tim Forster	Bedford Council

## **Apologies**

Nicola Percival	Herefordshire Council
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