

1. Introductions

- Department for Environment, Food and Rural Affairs (Defra), Jacobs, Environment Agency (EA) – see end of document for attendee list.
- Local Authority (LA) representatives and WDF users – see end of document for attendee list.

2. Actions from last meeting

- A.** Most actions were complete from the July 2015 meeting. Any outstanding actions were relating to Q100 and would be picked up later in the meeting.

3. Update from Jacobs

A. *Training courses – offerings and attendance* – training courses well attended. Courses mainly attended were courses on Q100 and Fly-tipping. LAs asked to let Jacobs know a.s.a.p if they could not attend course and not cancel last minute. Some LAs advised they had issues with the Webex system that prevented log on. Jacobs advised to contact the helpdesk in these situations. Jacobs also advised there will still some spaces left on future courses.

B. *Reports run from the system* – The raw data download continues to be the most popular report with BVPIs and NIs following. The reporting suite is well used by public users as well.

C. *Timeliness of reporting data* – late reporting is still a problem; this had been anticipated to some extent given new Q100 reporting for a lot of local authorities but it was hoped this would improve. There was a request for LAs to submit as soon as they can before the deadline so queries can be resolved quicker and to spread demand on helpdesk resources. [Post meeting note : it is very important that the Q4 deadlines are met, otherwise this will impact on the annual statistical reporting and submission of data to Eurostat].

D. *Data recording/validation queries* – Feedback on various queries received by WDF Helpdesk. A reminder that LAs can record the total **mattress** tonnage as recycling (on the understanding that a high proportion of this total is recycled) but WDF would like to know the processes involved. Some discussion over recording waste going through a **transfer station** and whether this needed to be part of the process or kept separate. From WDF point of view, they don't need to see transfer stations recorded as separate nodes in the tree (unless there is sorting occurring) and the transfer station drop down can be used for this but this is optional detail. The EA said permits would need to be checked against whether the transfer stations are separate or not. A reminder that recycling **rejects in Q100** need only be reported up to the gate of the reprocessor but with a couple of exceptions which are WEEE appliances and wood. **Process losses and/or moisture loss** not expected to be reported for source segregated green

waste. **Contamination reject rates** for material treated at a MRF are expected to be reported in WDF. For **exports**, information on the country and/or the name and address of the facility can be added to the comments section if available but this is not essential; exports to the EU, exports non-EU is the essential information.

E. Update on WDF developments - A reminder the **Q100 XML Upload** is now available for LAs to use. There have been some issues with this which should have been resolved but please inform the Helpdesk if problems persist. For Q100, the **Auto Final Destination button** is now live.

The **Q100 refinements prior to Qtr 3 data entry**, including, end destinations of “site details unknown”, and “multiple destinations” are now live. Development work on the **Q100 raw data format** is starting and LAs were asked to feedback on any reporting requirements or suggestions for any potential data entry functionality improvements that would assist the process. These will be considered as part of the Development List, subject to the resources available. LAs also asked to feedback on bugs and glitches they encounter whilst using the system.

LAs were made aware of the **Raw Data Download for Fly-tipping** being available with summary reports to follow. The Fly-tipping question report is now also available. The **Fly-tipping Historic Data** is due to be uploaded to the Fly-tipping Module very soon. A question was raised about if Fly-tipping would be available for WDAs. This is not required to be reported into by WDAs but these LA types will be able to run the various Fly-tipping reports that are now live.

F. BVPI and NI comparator calculations - For the online BVPI and NI comparator Reports the intention is to make these available to all LAs through WDF reporting sometime within Quarter 3.

Action point 1: Local authorities to provide any potential pragmatic actions to make Q100 easier by the end of February.

Action point 2: LAs were asked to submit feedback on reporting needs including the raw data download. This feedback will be considered as part of development of reporting.

- Action required by LAs ideally before the end February.

4. Update from Defra

A. Transfer of fly-tipping reporting to WDF – A brief update provided by Defra to say that LAs are expected to report to the Fly-tipping Module in WDF from 5th October 2015. There should be data in the module for both quarters 2 and 3 for 2015/16 data and a reminder to those LAs who have not entered their data should do as soon as they can. Also Defra reminded LAs that WDF Helpdesk do not input late returns.

B. EU Circular Economy Proposals – Defra provided an overview of the Proposals which were published by the EU on 2nd December 2015. Defra said there have been internal

discussions and the actual discussions with the EU started in January 2016 with work coordinated by the Defra EU Policy team. The Chair stated that any Defra stakeholder newsletters on the EU proposals would be included in the WDF newsletters but if LAs wished to contact the EU team directly the contact e-mail is Daniel Card at Daniel.Card@defra.gsi.gov.uk. Defra are going to send the email address to LA Representatives for LAs to get in touch. Defra Waste Statistics Team said they were working with other colleagues to assess the impact of the proposals with the recycling definitions and calculation methods of likely particular interest. The WasteDataFlow data is a key data resource that is underpinning much of the modelling and impact assessment which is being carried out to inform positions.

5. EA items

A. Selection list for facilities – The Environment Agency informed LAs that WDF will no longer manage the Selection List and they should go directly to the Environment Agency. WDF will send an Information Note to LAs advising them of this change. There was also a reminder from the Environment Agency that the facilities which are in ‘red text’ on the Selection List will become deactivated, starting from June of this year. so LAs were encouraged to take action on any of these and to update with active facilities via the EA and the process now in place.

B. Duty of care – The Environment Agency provided a view as the Regulator of this legislation to LAs of obligations under the Duty of Care. It was stated that there were two lines to this; one being the extension of responsibility, to ensure due diligence within a waste stream and the protection of reputation and also, to provide proper validation of materials having been recycled (data recorded to WDF). It was accepted that this latter point related more closely to the Q. 100 issues raised and that this was currently time consuming.

The Environment Agency said they operated on a risk based approach, using prioritisation of waste streams and that LAs were made aware of waste not properly being disposed of wherever possible.

A couple of examples were given, highlighting the potential problems with storage, particularly at exempt facilities and the associated risks with fire and poor compliance. This was often seen to be compounded by market factors and operator performance, which we now consider as a part of our risk prioritisation process.

Action point 3: The selection list is now being managed by the Environment Agency and an Information Note will be sent out to LAs. Jacobs to send.

Action point 4: A reminder to LAs to take action on facilities which are marked in red as these will be deactivated within the current facility list starting from June this year soon.

6. LA feedback and queries

A. LAs were asked to send in feedback prior to the meeting and to provide feedback during the meeting. Most of the feedback was around Q100 and on WDF itself. Feedback/comments received at the meeting were the following:

- WDF website not performing well when LAs are trying to save their data, site crashes and worse performance leading up to the deadline dates.
- Greater amount of time spent by LAs reporting Q100 data as opposed to the old treatment questions.
- LAs would like the same message back from the WDF Helpdesk. Sometimes this does not happen.
- LAs asked if WDF can ask for feedback after the end of every quarter and not just at the six month stage which is when the User Group Meetings happen.
- LAs liked the suggestion of providing a FAQs section on the WDF Portal with the FAQs used to signpost to the relevant detailed guidance. Suggestion that the guidance note could be organised into sections?
- LAs asked if there could be a 'check section' against the data they are reporting for internal validation.
- LAs asked for the 'comments' from the previous quarter to be carried over to the next quarter. Jacobs are going to look into this as a potential 'development' item.
- Defra and Jacobs to look at whether Q14 is still needed in WDF. This was raised by an LA as possibly something which could be removed.
- Jacobs suggested that in future they may format the 'validation queries' differently to LAs. For example they may be worded as 'we are querying this but it may not be wrong'. Defra and Jacobs also mentioned there was a plan to review the existing validation checks which may result in fewer queries to LAs.
- There was not a general desire among the group to move back to the old questions but there was a feeling that Qu100 could be improved and made less time consuming for LAs

B. *Frequency and format/topics* – It was felt by LAs that holding the User Group Meetings twice yearly is right. And staging them in July and January was the preferred timings for the meetings. This meeting which was put back to January was recognised by LAs to be an appropriate month to hold the meeting as it comes after the end of the quarter.

Action point 5: Defra and Jacobs to develop a FAQs section on the WDF Portal to assist with commonly raised queries.

Action point 6: Defra and Jacobs to look at the current validation checks and will ask for LAs to comment in the near future.

Action point 7: LAs asked for comments in previous quarters to be carried forward. Jacobs to add to the list of development items for consideration by Defra/EA/Jacobs.

Action point 8: LAs asked for a check section to be built into the data entry. Jacobs to add to the list of development items for consideration by Defra/EA/Jacobs.

Action point 9: On LAs providing feedback for forthcoming User Group Meetings it was agreed that WDF should ask for more timely feedback which would be after the quarter end. Jacobs to initiate this for quarters going forward.

Action point 10: Defra and Jacobs to look at Q14 as it was thought that this question is no longer needed in WDF.

Action point 11: Jacobs to review the way they communicate validation messages to LAs suggesting to LAs that data not necessarily wrong but these queries have been highlighted. Defra said as some of the validation checks are to be reviewed this could lead to fewer queries.

- 7. Possible changes to the frequency of the quarterly statistical releases and some streamlining of content of the annual dataset in conjunction with reports that are directly available from WDF.** Defra provided an overview as to how the frequency of statistical releases could be reduced. Defra informed the User Group that there is a Statistical Consultation which is due to be launched in the first week of February and this will be asking for comments on reducing the frequency. The consultation period will run for 4 weeks. Defra said they were looking at ceasing the quarterly England waste from households release and instead moving to an annual statistical release. The quarterly release only reported at an England level with no LA breakdown. It was suggested by Defra that the NIs and BVPIs should only be made available through WDF rather than through the statistical release to reduce confusion by users. The User Group attendees would like the financial year statistical release to stay in the current format as it forms a time series and the format should only change when the EU Proposals Package have been adopted. Defra will ensure the Statistics Consultation will be sent to all LAs through. It was agreed that the outcome of the Statistics Consultation should be on the Agenda for the next User Group Meeting. LAs did report that they often receive queries following the publication of the Defra Statistical Release and they often have to report to the Lead Member of the LA.

Action point 12: Defra to ensure that once the Statistics Consultation is launched that all of the User Group Representatives receive a copy. The Consultation was due to be launched the first week in February. [Post meeting note: the consultation has been delayed beyond early February].

Attendees

Name	Organisation
Andy Williams	Jacobs
Carole Taylor	Pendle
Chris Harbottle	Milton Keynes
Clare Ayling	Reading
David Knapton	APSE
Duncan Jones	Hertfordshire
Fiona Gutteridge	Jacobs
Gary Fisher	Middlesbrough
Iain Stevens	Devon
Ian Everett	Department for Environment, Food and Rural affairs
Ian Manley	Dorset Waste Partnership
Janine Johnson	Leicestershire
Jenny Carmichael	East Riding
Julian Fox	Jacobs
Karen Bradley	Department for Environment, Food and Rural affairs
Kevin Lane	Environment Agency
Lindsay Holmes	Department for Environment, Food and Rural affairs
Lisa Mouny	Dorset Waste Partnership
Louise Bryant	Dorset Waste Partnership
Michael Richards	Cambridgeshire
Mike Greenhalf	Southwark
Mike Tregent	Environment Agency
Nav Rai	Warwickshire
Nicola Pervcival	Hertfordshire
Paul Dobbs	Hackney
Rebecca Piper	Suffolk
Richard Booth	Greater Manchester
Tania Stephens	Hampshire County Council

Apologies

Debbie Fillingham	Lancashire
Ian Burns	Wigan
James Kirkham	East London Waste
Joanna Lilley	WRAP
Steve Lewington	Oxfordshire
Tim Forster	Hertfordshire