

# Welcome to WasteDataFlow online training!

### WDF Reports

# From Numbers

# Knowledge

### WasteDataFlow Reports

#### Background

- Time Periods
- Data Levels
  - what they mean
  - who can see them
  - what happens to data
- C-variables & what they are
- Report Types
  - Summary Reports
  - Data Authorisation Sheets

### Data input – quarterly returns

- Local authorities submit quarterly waste data returns.
- Information is entered into a month in Data entry.
- Some authorities use all months.
- Some authorities put all the data into the quarter's final month.
- For the submission and reporting, this data is collated into a single quarterly figure.
- There are no reports that break down into monthly data.

### Data input – annual returns

- Four questions (Qu3, 8, 31,32) about premises with waste collections, net costs of waste collection and disposal).
- These are no longer used by Defra or other government bodies.
- They have not been compulsory since 2007-08 and are not validated by WDF.
- This does <u>not</u> apply to questions which are part of the Quarterly return but only asked in Qtr4 (Qu4–7, 13,15, 15a).

### Data output – reports periods

- Quarterly data is made up of consolidated monthly data.
- Most reports output data by quarter.
- Some reports allow multiple quarters to be selected.
- Some reports also consolidate quarterly information to give annual results as well as the individual quarters' values.

### Data levels within Local Authority

- LEVEL 0
  Available for reporting by LA Data entry or Admin users
  LEVEL 10
  LEVEL 20
  LEVEL 20
  LEVEL 30
- LA Data Entry: Raw monthly question responses
- LA Data Entry: Quarterly return created from monthly data

- LA Data Entry: Quarterly return approved by Data entry user
- LA Administrator: Approved by LA Admin user for submission as quarterly return

### Data levels after Local Authority



### Report Types

- Summary Reports:
  - Performance Indicators (PI) including National Indicators (NI), and Best Value Performance Indicators (BVPI)
  - Analytical Reports
  - Question Reports
  - Raw data download
- Download of raw data in .xlsx format.
- Data Authorisation screen reports can also provide useful data for your own LA.

### Summary Reports

- Accessible to all types of user.
- What data can be seen is controlled by user type and the level of the data.
- Some reports allow for only one LA/ period/ question, others allow for multiple options.
- Delivers output in a formatted Excel style
  - Makes for easy reading
  - Makes for straightforward further analysis by the user.
- Some make use of 'c-variables'.

### Summary Reports Options

On the Summary Reports page select:

- National Region,
- Report type,
- Period quarterly or annual (default is quarterly).
   then
- Select from the drop-down menu of reports available these depend on the filters chosen above.
- Depending on the report type you may then select Periods and Questions to include.

### Summary Report Types

#### • PI – Performance indicator reports

- National indicators (NIs)
- Best Value Performance Indicators (BVPIs)
- Separate reports for current questions set (including Q100) and older questions set (pre-Qu100).
- Analytical
  - Various aspects of waste management.
  - Separate reports for Qu100 and pre-Qu100 datasets.
- Question
  - Mimic the questions as entered.
- Raw Data
  - Based on data as entered.

### Legacy reports (pre-Qu100 data)

- All English LAs used the old (non Qu100) question set up to March 2014.
- Between April 2014 and March 2015, LAs gradually moved over to Qu100, starting with 60 in Qtr 1, increasing to 100 by Qtr 4. The remaining LAs continued to use the old question set.
- All English LAs used Qu100 from April 2015.
- To avoid confusion, a block has been placed on running non Qu100 reports for periods where Qu100 data is present; or for Qu100 reports where no Qu100 data is present.

From Apr-Jun 2014 a trial group of English LAs started to report data into Qu100 and this question came into use for all English LAs from Apr - Jun 2015 onwards. The report you have selected does not support Qu100 and so it has been disabled for LAs using this question after its introduction.
100 selected authorities are not eligible for inclusion on this report. Do you wish to run the report without them ?
OK Cancel

Download Excluded Authorities

### Available PI reports for England (pre Qu100) – National Indicators

- NI191 Residual HH waste per household.
- NI192 (WCA and UA) Percentage HH waste sent for reuse, recycling or composting.
- NI192 (WDA) Percentage HH waste sent for reuse, recycling or composting.
- NI193 (UA) Percentage municipal waste sent to landfill.
- NI193 (WDA) Percentage municipal waste sent to landfill.
- NI191, 192, 193 summary.

### Available PI reports for England (pre Qu100) – BVPI reports

- Bvpi82a HH waste sent for recycling
- Bvpi82b HH waste sent for composting
- Bvpi82c HH waste sent for energy recovery
- Bvpi82d HH waste sent for landfill
- Bvpi84a HH waste collected (Kg per head)
- Bvpi84b HH waste collection % change on previous year
- Bvpi86 Cost of household waste collection per household
- Bvpi87 Cost of municipal waste disposal
- Bvpi91a Kerbside collection of 1 recyclable
- Bvpi91b Kerbside collection of 2 recyclables

### Available PI reports for England Qu100 – NI and BVPI comparators

- For all English LAs from 2015/16 onwards
- For some Qu100 trial LAs during 2014/15.
- Qu100 PI Summary (WCA)
- Qu100 PI Summary (WDA)
- Qu100 PI Summary (UA)

They contain NI191/192/193 and BVPI 82a-d & 84a as applicable to the LA type.



### Analytical reports for England

- LACW by Management Method (UA & WDA) (Not Qu100)
- Total Collected Residual Waste
- Total Waste Sent for Recycling, Composting and Reuse (UA & WCA) (Not Qu100)
- Total Waste Sent for Recycling, Composting and Reuse (WDA) (Not Qu100)
- LACW by final Disposal Route (WDA) (Not Qu100)
- LACW by final Disposal Route (UA) (Not Qu100)
- Destination Report (Not Qu100)
- Primary Reprocessor Report
- APSE Report (Not Qu100)
- Pre 2012-13 LATS Summary (Not Qu100)
- Pre 2012-13 LATS Detail (Not Qu100)
- LATS Summary (*Not Qu100*)
- LATS Detail (Not Qu100)
- Q100 Recycling Report

#### **Selecting Authorities**

- Various ways to choose authorities:
  - existing lists,
  - pick authorities individually or
  - use a combination
- "List": Select a default list or a list you have already created.
- 'Select': add to your current selections
- 'Remove': remove individual authorities
- 'Clear': remove all
- 'Search': find and add authorities not in lists
- 'Family group': allows you to add similar authorities

					894 -9750
ser : Anne Robinson	Data Authority : Development	Reports	Management	Log Off	Help
his is the primary reportin authorities and one or more	ng page for WasteDataFlow. Pl re periods and then click Run F	ease select a report, one or Report. More detail is availab	more Ie by clicking the Help B	Button.	?
National Region		O NI O Scotland	Report Type	• PI	O Analytical
Period Type	Quarterly	O Annual			
Report Bv	rpi82a - HH Waste Sent For Recycl	ing 💌			Run Report
Select Authority			Select Periods		
List England Adur District Council Allerdale Borough Cou Alnwick District Counci Amber Valley Borough Arun District Council Ashfield District Council Ashford Borough Cour Aylesbury Vale Distric Babergh District Counci	incil cil h Council cil ncil et Council cil	Select Select Search Remove Clear	Available Periods           Jui 08 - Sep 08           Apr 08 - Jun 08           Jan 08 - Mar 08           Oct 07 - Dec 07           Jui 07 - Sep 07           Apr 07 - Jun 07           Jan 07 - Mar 07           Oct 06 - Dec 06           Jul 06 - Sep 06           Apr 06 - Jun 06	5	Selected Periods
Barking and Dagenham     Barnet LB     Barnsley MBC	m LB	uthorities selected.	Sort by: then by:	Authority	× •
Family Group Near	rest Neighbour	Add Remove	finally by:	Authority	×
					Run Report

### Lists displayed

- List(s) you create are shown at the top of the 'Select Authority' drop-down.
- Next are three groups related to your user account:
  - Those authorities you can authorise
  - Your authority (a group of one)
  - Those authorities you can enter data for
- The remaining groups are pre-defined regional groups (in alphabetical order)

List	new reporting list	Select
	new reporting list	
	Test 1	
	Authority Authorisation	
	Own Authority	
	Data Entry	
	Arc21	
	E Midlands	
	Eastern	Search
	England	Coouron
	London	Remove
	North East	Remove
	North West	Clear
	NWRWMG	Cical
	Scotland	
	South East	
	South West	
	SWaMP	
	W Midlands	
	Wales	
	Yorkshire and Humber	d.



### Create your own lists

- Under Management menu select: "My Authorities"
- Create new list: give the list a name in 'Description of new list' box, then press 'Create New List' button
- The name will appear in the drop-down with any lists you had previously created
- Choose the name from the list and the screen refreshes to show you a selection box.
- Use the 'Add Authority to List' button

Home	Data	Reports	Management	Log Off	Help
User : level 20	Authority : De	evelopment			?
Ple	ase choose the se	lection list you wish to	manage: new reporting list	✓ Delete Se	elected List
	Descr	iption of new list:	C	reate New List	
new repo	orting list uthority Name:	AC Number:	LA Code:	Country:	Authority Type:
Add Authorit	y to List				

### Create your own lists

- Find the authority, tick 'Add to List' box(es)
- Click 'Add Authority to List'
- Repeat the process to:
  - add more selections to the same list or
  - to make more lists.

Ноте	Data	Reports	Manageme	nt Log Off	Help	
User : level	20 Authority : Develo	opment				?
	Name:	Region:	Eastern Search	Y Authority	Type: Disposal 💌	]
· · · · · ·						
Author	rity Details					
	Authority Name:	AC Number:	LA Code:	Country:	Authority Type:	Add to List:
View	Bedfordshire County Council	83.2	M0200	England	Disposal	
View	Cambridgeshire County Council	86.2	G0500	England	Disposal	
View	Essex County Council	96.2	Z1585	England	Disposal	
View	Hertfordshire County Council	100	M1900	England	Disposal	
View	Norfolk County Council	107	×2600	England	Disposal	
View	Suffolk County Council	118	V3500	England	Disposal	
Add Auth	nority to List Cancel					

### Build ad hoc list – 'Search' button

- Multiple options for filtering the list of authorities, including:
  - Name and type
  - Population
  - Index of Deprivation
  - Dwelling stock
- Press 'Go' to search
- Check bottom of screen for multiple pages returned
- Re-filtering and pressing 'Go' shows ticked authorities and the results of the new filter (still alphabetical)
- Click 'Save & Exit' to add the ticked authorities to your report selection box.

### Build ad hoc list – 'Search' button

WasteDataFlo	DW lopment			2	1		5.702	¥.	1736	3
Select Authorities          Authority Name         National Region         Region         Select All	Population betwe Index of Deprivati Land Area betwe Dwelling Stock be	en: on (loD) between: en: :tween:	and and and and and and and and and		ha.	Loca JPP C LA C	l Authority Type )rder ode	All	Rese Save	Go t Search e & Exit ancel
Authority Name	National Region	Region	Population	юD	Land /	Area	Dwelling Stock	LA Type	JPP Order	LA Code
Adur District Council	England	South East	60300	17.01	4	4200	27294	Collection	346	Y3805
Aberdeen City	Scotland	Scotland	206880	21	18	8576	109425	Unitary	0	N/A
Aberdeenshire	Scotland	Scotland	236260	30	631	1259	105503	Unitary	0	N/A
Allerdale Borough Council	England	North West	94300	22.92	124	4200	44806	Collection	40	R0905
Alnwick District Council	England	North East	32000	16.14	108	3000	16036	Collection	19	A2905
Amber Valley Borough Council	England	E Midlands	120000	18.89	20	6500	53667	Collection	104	M1005

### **Question Report**

- One report for single or multiple questions.
- Run reports for <u>one authority</u> and <u>one period</u> at a time ONLY.
- Excel spreadsheet, with a separate worksheet for each selected question.
- Questions in report are presented in a similar layout to the online WDF questions.
- No Question report for Qu100 due to the flexibility of the question.



### Raw Data download

- Downloading of "raw" data for your own manipulation.
- Data downloaded .xlsx format.
- Can download for multiple authorities, periods & questions.
- Use raw data to produce your own reports, graphs etc. in a spreadsheet program.



### Raw Data download

- Core Dataset (list of questions) available from Guidance page.
- We recommend Raw Data is downloaded in zipped format and excluding blank data.
- Zipping allows for more data to be downloaded at once. If the report is not zipped, only the first 4,000 rows of data will be included.
- Available to public users (for data that has reached L40).

### Raw data

	A	В	С	D	E	F		G	Н		J	K	L	~
1	This file o	ontains data (sub	ject to c	hange) for tl	he selected	d authorities	; and p	eriods only if returns have been c	ompleted.					
2	Authority	Period	Questio	QuText	CollateTex	RowText		ColText	data	rowOrder	colOrder	rowldent	colldent	1
3	Angus	Jan 07 - Mar 07	Q010	Tonnes of r	material co	Green glas:	s	Material	-	1	0	738	20	
4	Angus	Jan 07 - Mar 07	Q010	Tonnes of r	material co	Green glas:	s	Tonnage collected for recycling	-	1	1	738	21	
5	Angus	Jan 07 - Mar 07	Q010	Tonnes of r	material co	Green glas:	s	Tonnage collected for recycling b	-	1	2	738	22	
6	Angus	Jan 07 - Mar 07	Q010	Tonnes of r	material co	Green glas:	s	No. of households receiving a col	-	1	3	738	61	
7	Angus	Jan 07 - Mar 07	Q010	Tonnes of r	material co	Green glas:	s	Tonnage Collected for Reuse	-	1	4	738	62	
8	Angus	Jan 07 - Mar 07	Q010	Tonnes of r	material co	Green glas:	s	Tonnage Collected for reuse but :	-	1	5	738	63	
9	Angus	Jan 07 - Mar 07	Q010	Tonnes of r	material co	Green glas:	s	Collected Co-mingled?	-	1	6	738	342	Γ
10	Angus	Jan 07 - Mar 07	Q010	Tonnes of r	naterial co	Brown glas	s	Material	-	2	0	739	20	Γ
11	Angus	Jan 07 - Mar 07	Q010	Tonnes of r	material co	Brown glas	s	Tonnage collected for recycling	-	2	1	739	21	
12	Angus	Jan 07 - Mar 07	Q010	Tonnes of r	material co	Brown glas	s	Tonnage collected for recycling b	-	2	2	739	22	
13	Angus	Jan 07 - Mar 07	Q010	Tonnes of r	naterial co	Brown glas	s	No. of households receiving a col	-	2	3	739	61	Γ
14	Angus	Jan 07 - Mar 07	Q010	Tonnes of r	naterial co	Brown glas	s	Tonnage Collected for Reuse	-	2	4	739	62	Γ
15	Angus	Jan 07 - Mar 07	Q010	Tonnes of r	naterial co	Brown glas	s	Tonnage Collected for reuse but :	-	2	5	739	63	Γ
16	Angus	Jan 07 - Mar 07	Q010	Tonnes of r	naterial co	Brown glas	s	Collected Co-mingled?	-	2	6	739	342	Γ
17	Angus	Jan 07 - Mar 07	Q010	Tonnes of r	naterial co	Clear glass	;	Material	-	3	0	740	20	Γ
18	Angus	Jan 07 - Mar 07	Q010	Tonnes of r	naterial co	Clear glass	;	Tonnage collected for recycling	-	3	1	740	21	Γ
19	Angus	Jan 07 - Mar 07	Q010	Tonnes of r	naterial co	Clear glass	;	Tonnage collected for recycling b	-	3	2	740	22	
20	Angus	Jan 07 - Mar 07	Q010	Tonnes of r	naterial co	Clear glass	;	No. of households receiving a col	-	3	3	740	61	
21	Angus	Jan 07 - Mar 07	Q010	Tonnes of r	naterial co	Clear glass	;	Tonnage Collected for Reuse	-	3	4	740	62	
22	Angus	Jan 07 - Mar 07	Q010	Tonnes of r	naterial co	Clear glass	;	Tonnage Collected for reuse but :	-	3	5	740	63	Γ
23	Angus	Jan 07 - Mar 07	Q010	Tonnes of r	material co	Clear glass	;	Collected Co-mingled?	-	3	6	740	342	Γ
24	Angus	Jan 07 - Mar 07	Q010	Tonnes of r	naterial co	Mixed glas:	s	Material	-	4	0	741	20	Γ
25	Angus	Jan 07 - Mar 07	Q010	Tonnes of r	naterial co	Mixed glas:	s	Tonnage collected for recycling	299.28	4	1	741	21	Γ
26	Angus	Jan 07 - Mar 07	Q010	Tonnes of r	material co	Mixed glas:	s	Tonnage collected for recycling b	-	4	2	741	22	Γ
27	Angus	Jan 07 - Mar 07	Q010	Tonnes of r	naterial co	Mixed glas:	s	No. of households receiving a col	42582	4	3	741	61	
28	Angus	Jan 07 - Mar 07	Q010	Tonnes of r	naterial co	Mixed glas:	s	Tonnage Collected for Reuse	-	4	4	741	62	Г
29	Angus	Jan 07 - Mar 07	Q010	Tonnes of r	naterial co	Mixed glas:	s	Tonnage Collected for reuse but :	-	4	5	741	63	T I
30	Angus	Jan 07 - Mar 07	Q010	Tonnes of r	naterial co	Mixed glas:	s	Collected Co-mingled?	-	4	6	741	342	Γ
31	Angus	Jan 07 - Mar 07	Q010	Tonnes of r	naterial co	Paper		Material	-	5	0	742	20	Γ
32	Angus	Jan 07 - Mar 07	Q010	Tonnes of r	naterial co	Paper		Tonnage collected for recycling	937.71	5	1	742	21	~
14 -	( ) H \ W	VDF CSV Downlo	ad 29-0	1-2008 12-				<					>	

### Making information out of data

- To produce reports, the question answers need to be matched to waste policy etc., e.g.
  - do we include rubble in this figure?
  - what about waste from incineration?
- To ensure a standard approach this matching is done by WDF.
- This is achieved by using a set of pre-calculated numbers called calculated variables (c-variables).

### Calculated variables (c-variables)

- C-variables are the building blocks of reports,
- Some based on question answers, others on other cvariables
  - C205 = Total household waste, being C17 + C21
    - C17 = Qu23 Household Residual Waste
    - C21 = Qu10,12,16,17,33,34 Collected for recycling (Excluding rubble) plus Qu18 Household.
  - C201 = Household dry recycling, being C1 C2 + C3 C6 \* (C1 - C2 + C3) / (C1 - C2 + C4 - C5 + C3 + C45) - C7 \* (C8 - C9) / (C8 - C9 + C10 - C11)

### C-variables in action – Q100 Recycling Report

- The Q100 Recycling Report is populated with raw data related to Qu100 final destination tonnages.
- It also needs collection question data for the Hhld / WfH factors; these come in the form of C-Vars.

	Q11 NH Collected For Recycling (excl green, other compost, rubble)		d Q10, 12, 16, 17, 33, 34 Co- r mingled ) Collected		Q11 Co-Mingled Collected		Q14 Co-Mingled Collected		Q23 HH Residual Waste	Q23 NH Residual Waste	Q10, 12, 16, 17, 33, 34 Collected For Recycling (excl rubble) plus Q18 HH	Q1 R	
Period	<b>*</b>	C4	Ψ.	C8	-	C10	-	C14	-	C17 -	C18 🔻	C21 🔻	
Jan 18 - Mar 18			0.00	1,84	0.49		0.00		0.00	5,397.31	698.09	3,176.89	
Jan 18 - Mar 18			0.00	2,17	0.68		0.00		0.00	5,309.30	) 12.20	2,371.04	
Jan 18 - Mar 18			0.00	1,72	6.37		0.00		0.00	7,901.84	4 392.35	2,104.40	
Jan 18 - Mar 18			0.00	2,00	7.66		0.00		0.00	5,332.19	499.83	2,829.69	
1 10 11 10			00 70	4.00	0.00		0.70		0.00	7 500 7	740.00	0 700 05	



### Data Authorisation reports

- Designed primarily as tools to support the data entry process.
- Data updates each time the period is rolled up to L10.
- Downloadable Summary and PI reports for authorities you have access rights to.
- N.B. not available to Report only users or Public users.

	WasteDa	ataFlow	/		1	257			29
Home		Data	Reports	Managem	ent	Log Off		Help	
User : N	National Level 1	Authority : Devel	opment			C	Gedling Boroug	gh Council	•
			Data W (Click '+' to view th	Vaiting Approval ne audit trail for ea	ich period)				?
	Period		Authority	Level					
+	Oct 13 - Dec 13		Gedling Borough Council	35	QUES	Sum	PI		
+	Jul 13 - Sep 13		Gedling Borough Council	40		Sum	PI		
+	Apr 13 - Jun 13		Gedling Borough Council	40	QUES	Sum	PI		



### **PI** Report

- Accessed via the PI link
- Contains a breakdown of the workings for each NI and BVPI applicable to the authority type.
- Summary tab links back to the detail tab which in turn links to the various 'Data tables', where you can review how your data is used line by line.

#### NI191: Residual Household Waste per Household (Provisional)

			Q1	Q2	Q3	Q4	Total For		
		2	014/15	2014/15	2014/15	2014/15	2014/15		
HH waste not sent	for recycli	ng,							
reuse or compostir	ng		9,591.33	9,066.0	6 7,286.0	9,030.0	4 34,973.46	tonnes	From Detail
Number of househ	olds		82,060.00	82,060.0	82,060.0	82,060.0	0 82,060.00	dwellings	CVAR
Residual HH Waste 116.88 110				110.48	88.79	110.04	426.19	Kg / Househo	ld
								-	
	So	urce				Tonn	ages		
Root Household Source Fror	m Residual	Via a MRF	From segregat	ed User defined	Tonnage to count in	Tonnage to count in	Tonnage to		
Split Completed2 Coll	lections Patio	Datio	collections rati	o Patio	NI192 Numerator	BV/DI82a Numerator	BV/DI826 N		

Split Completed?	Collections Ratio	Ratio	collections ratio	Ratio	NI192 Numerator	BVPI82a Numerator	BVPI82b
· · ·	<b>•</b>	-	<b>•</b>	-			
No		100.00%			1266.90	1266.90	
No		100.00%			204.83	204.83	
No		100.00%			54.06	54.06	
No		100.00%			207.08	207.08	
No			100.00%		4784.62		
No			100.00%		3.96	3.96	
No			100.00%		2.58	2.58	



### Guidance and help

- Two guidance sections:
  - "Introduction" found in the Home section via "Guidance".
  - "England Guidance" page found in Data Manager via "Help".
- Introduction:
  - Core Dataset (all questions by region and LA type)
  - System manual including How to use the system, Reporting and Full list of reports
- England guidance:
  - Comparator calculation for NI191-192 and BVPI82a/b from Q100
  - NI Calculations pre-Q100
  - Resolving validation checks
  - How to use the validation Spreadsheet



### Guidance and help

Contact WDF Helpdesk on: 0845 6000 890 <u>helpdesk@wastedataflow.org</u>

Staffed: 9am -12:30pm and 1:30pm – 5pm weekdays except Bank Holidays and between Christmas and New Year



### Feedback!

## Please give feedback on this session so we can improve future training.

### WDF training feedback form