WASTEDATFLOW USER GROUP (ENGLAND)

Terms of Reference

Membership:

Local authority members have been selected from a range of volunteers such that a good range of different types of authority from all government regions are represented. All Local Authority representatives are active users of WasteDataFlow. Also represented on the group are Defra's Waste and Recycling Statistics team, the Environment Agency's LATS project, and SKM Enviros (as Defra's appointed agents to operate WasteDataFlow).

Purpose:

The purpose of the User Group will be to contribute to making WasteDataFlow a successful data capture system with a high level of timely good quality data returns from Local Authorities in England. The Group will achieve this by:

- identifying barriers to the effective use of the WDF system by Local Authorities

- proposing practical solutions to these barriers. For example through specific proposals on contents of online help, Guidance Manual, revisions to questions, adjustments to web-based data screens, reporting functionality.

- identifying and sharing good practices in waste data management.

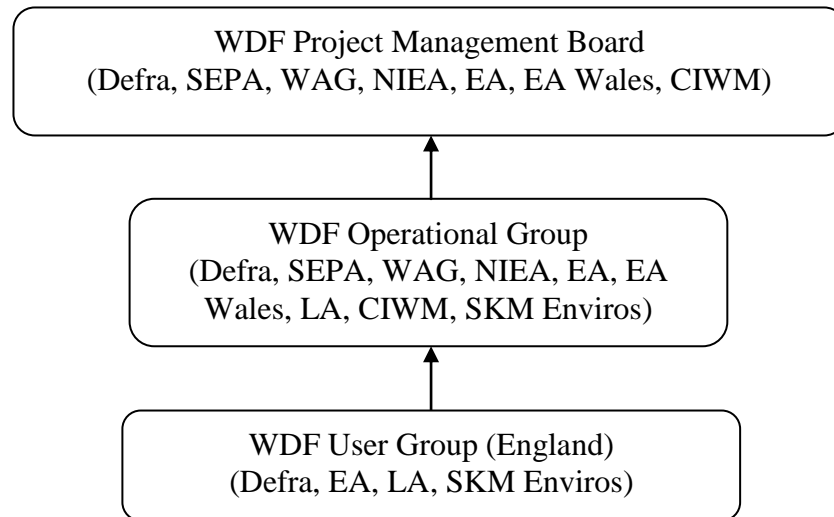- Facilitating communication between within the WasteDataFlow community.

Scope:

In making proposals the Group will take into account existing statutory requirements for data (e.g. LATS), Defra's data requirements for performance monitoring, and the Government's stated objective for WDF to provide a one-stop-shop for the capture of municipal waste management data from Local Authorities.

Governance:

The Group will make recommendations regarding specific changes to WDF to the WDF Operational Group. The WDF OG is responsible for monitoring performance and operation of WasteDataFlow at the UK level. The OG authorises routine changes to ensure the effective operation of the system, with significant changes being referred to the WDF Project Management Board. The project governance is shown below:

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│         WDF Project Management Board             │
│   (Defra, SEPA, WAG, NIEA, EA, EA Wales, CIWM)   │
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        │        WDF Operational Group      │
        │   (Defra, SEPA, WAG, NIEA, EA, EA │
        │    Wales, LA, CIWM, SKM Enviros)  │
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        │      WDF User Group (England)      │
        │     (Defra, EA, LA, SKM Enviros)   │
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Roles & responsibilities:

Local authority members are representing the views of all local authorities in England. As such they have a responsibility to seek the views of colleagues and other local authorities prior to each meeting. Following each meeting, all members should communicate the group's activities with the wider WasteDataFlow community. A summary of the role of a WDF User Group member is provided:

1. Commit to attending 2 or 3 User Group meetings (usually held in London) per year. These groups are attended by Defra, the Environment Agency, SKM Enviros (WDF managing agent) and User Group Representatives. Defra are unable to reimburse travel expenses, but will provide teleconferencing for people who are unable to travel.

2. Liaise with colleagues in your area to pass on information, gather responses and provide collective feedback to Defra, the Environment Agency and SKM Enviros (WDF managing agent). There is a limited amount of this communication and we try and reduce the burden on reps as much as possible.

3. Provide vital input and influence into WDF developments.

Outputs:

It is anticipated that the WDF UG will meet 2 – 3 times a year. A report of each WDF UG will be posted on the WasteDataFlow website – www.wastedataflow.co.uk to facilitate communication with Local Authorities and other stakeholder groups.

ESI, 2nd March 2006

Updated – 17th February 2011(KF)