

MINUTES OF THE WASTEDATAFLOW OPERATIONAL GROUP
MEETING HELD 30th September 2008
13:00 Room 6.2 ERGON HOUSE, LONDON

Attendees:	Apologies:
Jane Hinton	Alex Ross
Isabella Hayes	Roy Thompson
Vicki Hook	Sophie Easteal
Gary Armstrong	Abigail Tanner
Pete Marris	Tina Benfield
Adrian Fitzpatrick - NIEA	Rosaleen Ball
Silvia Cagnoni	Frances Howe
Andy Mackenzie	
Michael Laverty – NI LA Rep	
Sarah Roberts (in place of Abigail Tanner)	
Liz Hawkin (in place of Alex Ross)	
Alan McCoy (Cardiff Council)	

1. Minutes of the last meeting (circulated)

Mass balance calculation – guidance was going to be shared, but none has been received. Enviros have some guidance, but didn't send it out as it looked very confusing. Scotland have some which may be useful, and the EA recall some being in their annual report.

Action – members to send any useful MBC guidance.

2. Development update

The group had previously prioritised and reviewed the development programme and had commented on detailed specification documents. The main aim of today was to provide an update on progress and their role in the testing and approval of development.

Gary presented an overview of the timetable for testing and roll-out of development items. A phased approach with batch releases in mid October, end November and early January is being adopted. This allows time for testing of each development item by Enviros and the national authorities prior to release. The timetable is shown below.

	10-Oct	28-Nov	09-Jan
Data Authorisation Screen	Go Live		
Selection lists, better management	Go Live		
Change to log-in	Go Live		
Modify roll-up		Go Live	
User management screen			Go Live
New user level			Go Live
Authority management screen			Go Live
Authorisation note for period		Go Live	
Add hh/dwelling stock to questions		Go Live	
Qu19/35 review, new template style		Go Live	
Materials Choices Expansion		Go Live	
New Reports, new page	Go Live		
Reporting monthly, rel button			Go Live
Basic Reports, XL based		Go Live	
Destination Reports		Go Live	
Reprocessor Reports		Go Live	
CSV Download		Go Live	

Household data

There was a discussion on what household reference data to display on questions. England need to use dwelling stock as that's what NIs use. Other countries can use whatever household information is most appropriate.

Action: everyone to confirm back to Gary which figures they are using in their country.

Q19 layout

The layout of the page is being changed to allow the user to fill it in by facility or by material. There will also be a summary table at the bottom of the page listing total collected, MRF rejects, total collected minus MRF rejects and total sent. Scotland noted that the appropriate totals could be different for them. The general approach to using the summary totals from the on-line Summary report was agreed.

Action: Enviro to confirm with Scotland, Wales and Northern Ireland that the summary totals would be used in the revised Qu19 as a cross-check.

Wales finance

Wales are working with finance benchmarking colleagues to produce a new set of finance questions for WDF. Abigail is on leave but will Sarah will ask her to confirm the specification of question and timings on return.

Material list

The list is to be expanded and made more flexible so that authorities can select the materials they collect from a much longer list.

A proposed list was presented and there was a long discussion about which material categories to add to the list of 31 that WDF has at the moment.

It was decided to include all 7 plastics categories and some umbrella categories (mixed plastic bottles and plastic) so that users had plenty of choice how to record plastics collected.

There was debate about what to call food waste, whether to call it 'food waste', 'biodegradable food waste' (to avoid confusion with food packaging), but it was decided in the end to use 'waste food only' to prevent that confusion.

The category of 'composite wood, chipboard and mdf' was questioned as composite wood can contain a high proportion of plastics and glue. It was agreed to split this category.

The group also suggested it would be useful to have a mapping to EWC codes and biodegradable percentages included. On the biodegradable percentages, this would depend on the interpretation of the relevant legislation for the landfill allowance schemes in each country. The monitoring authorities would need to seek legal advice and report back to the December OG on this.

Action: Jane to review materials list and recirculate to the group (email of 2nd Oct)

Action: Enviros to include EWC codes (email of 9th Oct)

Action: Environment Agencies in each country to advise regarding biodegradable percentages for each category for mass balance calculation.

3. Reports

The new report screen was presented and there was a discussion about the different types of reports that will soon be available. It will be possible to produce facility reports, searching by facility; tonnage received and can then see which authorities have used the facility and how much tonnage they've sent.

The user will also be able to search for authorities by population range, area, dwelling stock.

All reports are downloaded in Excel.

Action – for OG members to consider the new functionality and user requirements with a view to developing new reports.

Monthly reports

Allows the user to produce reports containing data by month rather than only by quarter. This will be available only to users that have data entry or authorisation rights for that authority and will depend on the active release of data to reporting by the data entry user.

UK reporting

There was discussion about what data people are being asked for at UK level as not all countries collect the same data so it can sometimes be difficult to give a UK figure.

Action – for members to report to Jane what data they are being asked for at UK level.

4. Update from each country on User Groups, responses and validation etc

England

Today is the deadline for quarter 1.

As at 29th September there were 92 returns not yet at level 30, with 55 returns reaching level 30 yesterday.

To date there are 79 WCAs, 7 WDAs and 12 UAs at level 35. There are 120 returns currently being validated.

Level 35 rolldown procedure – this is currently set at one per year, but is now being changed to allow two per year.

EA

The EA had conducted 83 LATS audits so far this year, 14 have been published.

The MRF project looking at reject rates had highlighted the variation in reject rates. For 2008/9 all authorities have been informed that a 0% reject rate will be challenged. The LATS annual report for 2007/8 will be published in early November, most probably to coincide with Defra's release of final 2007/8 data on the 6th November.

Wales

The landfill allowance scheme report for 2007/8 will be published in early September.

For Quarter 1 three authorities were over the allowance.

All authorities rolled up no more than 7 days late. 32% were past the deadline. This is normally due to staff leave etc.

Rollbacks – there was only 1 authority last year who wanted to change their data. Their request was after the deadline, but they wanted all 4 quarters changed.

Quarter 1 LAS data are being published on 9th October.

The annual statistics for 2007/08 published on 29th October.

Audits – half are completed with the same points coming to light in most of them. The last audit will be in December with the reports being published in January.

Scotland

Quarter 1 deadline was on 30th August. 19 authorities submitted data on time, with 2 being very late. The annual 2007/08 statistics are to be published on 7th October. The User Group had recently had 3 training sessions which were very well received.

Northern Ireland

Currently validating quarter 1 having had a good response rate at 84% with 2 district councils with data still outstanding. The 2007/8 NILAS annual report will be released at the end of October or in early November. NIEA have currently audited 21 of the 26 district councils and aim to complete all by the end of the financial year with a view to repeating the audit cycle in 2009/10.

DoE(NI) are currently consulting on changing their BMW percentage from 71% to 64% with a view to the required legislative change taking effect from April 2009.

Next meeting: Wednesday 10th December