

WasteDataFlow Operational Group Meeting minutes (afternoon)

Tuesday 21st July – Nobel House, London

Attendees: Isabella Hayes, David Lee, Gary Armstrong, James Dodd, Roy Thompson, Sarah Roberts, Susana Sebastian, Alan McCoy, Mark McAdoo, Rosaleen Hughes, Stephen Gracey, Alex Ross, Tina Benfield and Frances Howe.

Apologies: Claire O'Neill, Bill Proctor, Adrian Fitzpatrick, Michael Laverty and Andy MacKenzie.

Key Messages:

1. Contract Extension

- For continuity of WDF there has had to be a single tender action for 2009/10 with a new contract starting in July 2010. This will probably be a two year contract with the possibility of extension for a third year.

2. Publication timetable

- There is an action from the project board to reduce the lag time for England from the end of the period to publication of statistics.
- The lag time could be reduced by 2 months if the EA and Enviros validated the data simultaneously and Defra began analysing the data at L35 instead of waiting for L40.
- LATS trading closes at the end of September and the data cannot be published before then.
- Another option is for authorities to submit data after 2 months although the LATS regulations would need changing and some authorities have contracts with waste contractors which would also need altering.
- The points were made that authorities need to wait for late tickets from contractors and that third party recycling data takes longer to be sent through to the authorities. Also that recycling credits delay data submission and that if authorities were only allowed one month, as in Wales, then it would be too much work for English authorities.

3. Development

- Previous phase of development nearly finished.
- The new unitary authorities in England have been set up.
- Currently developing finance questions for Wales.
- The next phase of development will concentrate on front end development, as the back end is functioning well, particularly on the reports page to make it easier for authorities and the public.
- It was agreed that as long as introducing new development didn't cause problems for any user, new functions would be introduced onto the live system earlier, reducing the lag time between development ideas and them being put live.

4. Wales financial questions

- The finance questions should be live on WDF by the beginning of August.
- Sarah is currently updating the guidance for the questions and will be running training courses for users.

5. Validation:

- England validation: In Quarter 3 four authorities missed the deadline though they reached L35 within a few days. In Quarter 4 eleven authorities missed the deadline, but most submitted by the next day. 281 authorities had reached L35 by the time of the OG when there were still nine days before the end of validation.
- Wales: All 2008/09 data has been submitted and validated. 80% of Quarter 1 data was at L30 on time, the rest were only a few days late. All authorities were audited in 2008/09. 2008/09 Quarter 4 data was published in June showing arisings continuing to fall.
- Scotland: Quarter 4 validation is nearly finished. Almost all authorities met the deadline. All authorities attended the UG at the beginning of July.
- NI: For Quarter 4, 25 of the 26 authorities have submitted data and it has been validated. Should be published by the end of August. The last UG was in April and there will be another in September. Training is offered on request as there are so few authorities.

6. AOB:

Is there a process for WDF to alert users that there will be problems logging onto WDF?
Gary confirmed that he has a quote for another provider to possibly replace Alentus.

Actions arising:

1. Everyone to send development ideas to Isabella.
2. Anyone with guidance to be added to WDF to send it to Gary.
3. James to send round the OG a list of the extra questions each country has.
4. Can there be an option for bottom ash from incineration in Q59? Gary to add this to the list of development ideas.
5. Gary to look into uploading OG minutes onto WDF website.
6. Isabella to chase Defra's purchasing department for a copy of the WDF contract with Alentus.