

**MINUTES OF THE WASTEDATAFLOW OPERATIONAL GROUP**  
**MEETING HELD 26<sup>th</sup> September 2007**  
**13:00 Room 5.02 ERGON HOUSE, LONDON**

**Attendees:**

Jane Hinton (JH)	Defra ESI
Isabella Hayes (IB)	Defra ESI
Gary Armstrong (GA)	Enviros
Vicki Hook (VH)	Enviros
Pam Mardon	EA
Frances Howe (FH)	Hampshire
Erica Philips (EP)	Hampshire
Sophie Easteal	GLA
Claire O'Neill (CO'N)	NI EHS
Michael Laverty	NI LA rep
Sivlia Cagnoni (SC)	SEPA (via phone)

**Apologies:**

Heather Barker (HB)	EA
Rosaleen Ball	East Sussex
Tina Benfield (TB)	CIWM
Abigail Forster	Wales

**1. Minutes from last meeting**

*Fact sheets:* Those on WEEE, data validation and final destinations are still outstanding by Enviros..

- **Action: Enviros to complete asap & circulate drafts for comment.**

**2. Development**

*Reports:*

The new reporting screen for excel reports is now live. England BVPI reports are available to LA and national authority users, with phase 2 analytical reports to follow shortly.

Northern Ireland and Wales KPIs to go on in next week. NI WMG need checking that correct authorities are appearing in selection box.

Gary confirmed that new reports should be quick and inexpensive to produce. Scotland are due to specify their reporting requirements in November.

Frances asked that the BVPI reports should show the total, not just quarterly figures

- **Action: Enviros to check NIWMG, rollout NI and Wales KPI reports and to modify PI reports to include totals over time.**

*Other:*

Question 51-65 had been modified to take up to 15 transfer stations per facility

Question 20 had been removed from England's annual question set.

Question 21 had been modified to remove the 'number distributed prior' column.

- **Action: Implications of these for data outputs (CWF, csv, Scotland etc) need to be checked by Enviros.**

The system now has an internal question management solution.

*BVPIs:*

Frances questioned the accuracy of the BVPI calculation. Household tonnages from question 18 did not seem to be captured in 82b, and she was also uncomfortable with the sum of 82a-d not equalling 100%.

- **Action: Enviros and Defra to check and respond.**

*Autoupload:*

This was part of the new development programme and Broadskill are working on an XML specification. This could be used by LA's IT developers to modify local systems to generate the outputs in the correct format, or Enviros would provide a simple Excel-XML convertor. The aim was to introduce this, at least for the more straightforward collection questions by Christmas. It will be discussed at the England UG on 10<sup>th</sup> October.

The solution would work for all countries and would still require LAs to tick the question complete box and to check the data on a question by question basis.

*Validation:*

To bring validation closer to the user and to help ensure better authorisation by the LA, it is proposed that authorisation will not be possible until high level summary checks have been viewed by the user. Enviros are working on the list of checks. Scotland offered to share the checks they use with the Group.

**Action: Sylvia to circulate Scotland's checks to the OG.**

The group agreed that each authority should be strongly encouraged to have more than one WDF user, to undertake the entry and authorisation roles separately, to cover staff absences and for continuity of knowledge.

**Action: Frances to draft form of words on this for Enviros to circulate and place on website.**

*Selection lists:*

The group agreed the proposed quarterly timetable for updating the lists and would provide information to Enviros by week 2 of October for the first update.

**Action: All national authorities**

Frances was keen for the systems 'screen clearing' when searching and selecting destinations to be remedied

**Action: Enviros**

*CA sites:*

Claire explained that NI need to collect data per CA site from LAs and one option is to do this via WDF. Jane suggested this could be done relatively easily by a modification of Question 14 used by WDAs in England to report by district.

**Action: Claire to confirm if new question needed**

This led to a discussion on England's reporting and whether it was better by district or by site.

**Action: To be raised at England UG.**

### **3. Question 64**

Northern Ireland had observed increasing use of a residual waste MRF with more wastes being reported in Question 64. There is no obvious facility for LAs to record the destination of outputs (to recycling, energy recover or landfill) from the MRF and the output to recycling is not automatically taken into account in the mass balance calculation.

Scotland described their guidance on this – LAs report the collected residual waste in Question 23 and the input to Question 64. The recycle is also reported in Question 19. This does lead to discrepancies between collected and sent for recycling and care needs to be taken when calculating total arisings etc.

Claire said this was useful and would consider if a similar approach could be taken in NI.

Jane noted that the current Questions 51-65 are a somewhat strange mix of sorting, treatment and final disposal methods and that this could be a good time to review these questions (although acknowledging the impacts on system continuity for users and knock on effects to outputs). A sub-group of Frances, Claire, Kate (Enviros), EA rep plus Defra would consider this further.

**Action: Defra to convene sub-group**

### **4. Progress reports**

*England:*

Deadline for quarter 1 is 30<sup>th</sup> September. As at 25<sup>th</sup>, 221 returns had been submitted, and 88 validated. Returns are generally slower for the first quarter following the summer. Enviros were confident sufficient resource was in place for validation during October. The EA were to conduct 43 WCA/UA audits during 2007/8. The 2006/7 LATS report should be published by 31 October on their website.

*Northern Ireland:*

There had been an increase in validation queries this quarter which was disappointed. The User Group was due to meet on Friday. Claire was interested in utilising the web-based training.

**Action: Enviros and Sophie to forward details of web-conferencing to NI and Frances**

*Scotland:*

The deadline for Quarter 1 reporting was 10<sup>th</sup> August and 18 LAs had met the deadline. Twenty returns have been validated and data quality is getting better. Ten audits have/are being done and a User Group meeting is planned for late October.

**Date of next meeting:**

**Wednesday 12<sup>th</sup> December (brought forward a week due to Xmas).**