



LGPA 2017/18

Accountability Requirements

Makindye-Ssabagabo Municipal Council

(Vote Code: 780)

Assessment	Compliant	%
Yes	2	40%
No	3	60%

Summary of requirements	Definition of compliance	Compliance justification	Compliant?
Assessment area: Annual performance contract			
LG has submitted an annual performance contract of the forthcoming year by June 30 on the basis of the PFMAA and LG Budget guidelines for the coming financial year.	xxx	Approved Performance Contract stamped 6th August, 2017 - Sn: 0562	No
Assessment area: Supporting Documents for the Budget required as per the PFMA are submitted and available			
LG has submitted a Budget that includes a Procurement Plan for the forthcoming FY (LG PPDA Regulations, 2006).	xxxxx	The Budget and AWP together with Procurement Plan were attached to DPC submitted to MoFPED on 21st April, 2017.	Yes
Assessment area: Reporting: submission of annual and quarterly budget performance reports			
LG has submitted the annual performance report for the previous FY on or before 31st July (as per LG Budget Preparation Guidelines for coming FY; PFMA Act, 2015)	xxxxx	The Annual Performance Report was received Sn 4534 of 9th August 2017, which was after the deadline. All other quarterly reports were submitted late	No

<p>LG has submitted the quarterly budget performance report for all the four quarters of the previous FY; PFMA Act, 2015)</p>	<p>xxxxxx</p>	<p>All Quarterly reports were submitted late to Ministry of Finance, Planning and Economic Development.</p> <p>Submitted 21st November, 2016 sn 0091 Submitted on 29th March, 2017 – sn - 0495 17th July 2017, Sn. 0812 Sn 4534 of 9th August 2017</p>	<p>No</p>
<p>Assessment area: Audit</p>			
<p>The LG has provided information to the PS/ST on the status of implementation of Internal Auditor General or Auditor General findings for the previous financial year by April 30 (PFMA s. 11 2g). This statement includes actions against all findings where the Auditor General recommended the Accounting Officer to take action (PFMA Act 2015; Local Governments Financial and Accounting Regulations 2007; The Local Governments Act, Cap 243).</p>	<p>xxxxxx</p>	<ul style="list-style-type: none"> The Municipal Council became a vote in the FY 2017. Their first external audit report was signed on 31st December, 2017, hence the indicator is not applicable. 	<p>N/A</p>
<p>The audit opinion of LG Financial Statement (issued in January) is not adverse or disclaimer</p>	<p>xxxxxx</p>	<p>According to the Auditor General's report for the FY 2017, the audit opinion on the financial statements of the Municipal Council was unqualified.</p>	<p>Yes</p>



LGPA 2017/18

Crosscutting Performance Measures

Makindye-Ssabagabo Municipal Council

(Vote Code: 780)

Score 46/100 (46%)

No.	Performance Measure	Scoring Guide	Score	Justification
Assessment area: Planning, budgeting and execution				
1	<p>All new infrastructure projects in: (i) a municipality; and (ii) all Town Councils in a District are approved by the respective Physical Planning Committees and are consistent with the approved Physical Plans</p> <p>Maximum 4 points for this performance measure.</p>	<p>Evidence that a municipality/district has:</p> <ul style="list-style-type: none"> • A functional Physical Planning Committee in place that considers new investments on time: score 2. 	2	<ul style="list-style-type: none"> • No Physical Plan yet – but the process has been initiated and funds committed by the MC in the 2017/18 – although previously in a council meeting of 1st December, 2015 – Min MSMC07/15/16 the council agreed to inherit the five year development pan of Makindya_Ssabagabo Sub-county • The Physical Planning Committee – came in force January, 2016 – initially meeting once in two months, but now on an average two meetings per month • Meeting of - 30th June, 2017 considered: MSMPPC/06/2017-2 Consideration of Development Application & 8th December 2016 – Min MSMPPC/05/12/2016 – Consideration of Development Applications PP • MSMPP/06/12/12/2016 – Physical Development – Plan Register
		<ul style="list-style-type: none"> • All new infrastructure investments have approved plans which are consistent with the Physical Plans: score 2. 	0	<ul style="list-style-type: none"> • Physical Development Plan not yet in Place – currently the Physical Planner estimates that only about 50% of plans are presented to the Council for Approval. • Issue of physical planning not been enforced in the past

2	<p>The prioritized investment activities in the approved AWP for the current FY are derived from the approved five-year development plan, are based on discussions in annual reviews and budget conferences and have project profiles</p>	<ul style="list-style-type: none"> • Evidence that priorities in AWP for the current FY are based on the outcomes of budget conferences: score 2. 	2	<ul style="list-style-type: none"> • A Report for a budget conference held on 10th November, 2016, was availed for review and there was evidence of consonance between the priorities presented in the Budget Conference and what was included in the AWP 2017/18
		<ul style="list-style-type: none"> • Evidence that the capital investments in the approved Annual work plan for the current FY are derived from the approved five-year development plan. If different, justification has to be provided and evidence that it was approved by Council. Score 2. 	2	<p>The MC does not yet have an approved five-year development plan; but a draft was submitted to NPA.</p> <p>However, it was confirmed that current investments are derived from old Makindye-Sub-County five year development plan which the Municipal Council adopted.</p>
		<ul style="list-style-type: none"> • Project profiles have been developed and discussed by TPC for all investments in the AWP as per LG Planning guideline: score 1. 	0	<ul style="list-style-type: none"> • No project profiles were prepared for 2017/18 projects
3	<p>Annual statistical abstract developed and applied</p> <p>Maximum 1 point on this performance measure</p>	<ul style="list-style-type: none"> • Annual statistical abstract, with gender disaggregated data has been compiled and presented to the TPC to support budget allocation and decision-making- maximum 1 point. 	0	<ul style="list-style-type: none"> • Not in place at the time of the assessment
4	<p>Investment activities in the previous FY were implemented as per AWP.</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> • Evidence that all infrastructure projects implemented by the LG in the previous FY were derived from the annual work plan and budget approved by the LG Council: score 2 	0	<p>Overall, projects implemented during FY 2017/16 were according to the approved AWP and budget approved by Council; except in one instance - Project to construction of St. Teresa was exchanged for rehabilitation / construction of Masajja UMEA Primary School.</p>

		<ul style="list-style-type: none"> Evidence that the investment projects implemented in the previous FY were completed as per work plan by end for FY. o 100%: score 4 o 80-99%: score 2 o Below 80%: 0 	0	<ul style="list-style-type: none"> Procurement for some investments included in the Procurement and Disposal Plan for 2016/17 was done done during 2016/17 but implemented in 2017/18.
5	<p>The LG has executed the budget for construction of investment projects and O&M for all major infrastructure projects and assets during the previous FY</p> <p>Maximum 4 points on this Performance Measure.</p>	<ul style="list-style-type: none"> Evidence that all investment projects in the previous FY were completed within approved budget – Max. 15% plus or minus of original budget: score 2 	0	<p>Not all investment projects in 2016/17 work plan were completed within the approved budget and recommended variance of + or - 15%.</p> <p>The changed project of rehabilitation of classrooms at Masajja UMEA at 39,000,000/= changed to Construction of Classrooms at 75,000,000/= resulting in a variance of 92%</p>
		<ul style="list-style-type: none"> Evidence that the LG has budgeted and spent at least 80% of O&M budget for infrastructure in the previous FY: score 2 	2	<p>Operation and Maintenance for roads was budgeted at 186 million and Actual receipts and expenditure was 181 million spent on Urban unpaved roads routinely maintained and and urban unpaved roads periodically maintained. This accounts for 100%.</p>

Assessment area: Human Resource Management

6	<p>LG has substantively recruited and appraised all Heads of Departments</p> <p>Maximum 5 points on this Performance Measure.</p>	<ul style="list-style-type: none"> Evidence that HoDs have been appraised as per guidelines issued by MoPS during the previous FY: score 2 	0	<p>Appraisal reports availed but found to be incomplete</p>
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		<ul style="list-style-type: none"> Evidence that the LG has filled all HoDs positions substantively: score 3 	0	<p>Structure as confirmed by MOPS vide letter Ref: ARC 135/306/07 availed.</p> <p>It is only the Deputy Town Clerk who was substantively appointed. Ref: CRD: 1002 dated 28th September 2017 and DSC Min 22/2017.</p> <p>The rest are acting having been transferred from Wakiso Ref: DSC-212/3 and assigned duties to act by the TC and details regarding transfer by the DSC are as follows;</p> <p>Works - DSC Min. 27/2017</p> <p>Education- DSC Min. DSC 308/2016</p> <p>Production- DSCMin.310/2016</p> <p>Trade and Industry- DSC Min. 309/2016</p> <p>Health- 307/2016</p> <p>Finance-DSCMIN297/2016</p> <p>CBSO- Min 304/2016</p> <p>Trade and Industry-MIN 309/2016</p>
7	<p>The LG DSC has considered all staff that have been submitted for recruitment, confirmation and disciplinary actions during the previous FY.</p> <p>Maximum 4 points on this Performance Measure</p>	<ul style="list-style-type: none"> Evidence that 100 percent of staff submitted for recruitment have been considered: score 2 	0	<p>Letter availed submitting staff for recruitment. Ref: CRD MSMC202/2 dated 1/03/2017 No evidence of action by DSC</p>
<ul style="list-style-type: none"> Evidence that 100 percent of staff submitted for confirmation have been considered: score 1 		0	<p>Submission for confirmation of staff transferred from Wakiso was availed. Ref: CRD: MSMC 202/2</p> <p>At the time of assessment no feedback to show that matter was considered.</p>	
<ul style="list-style-type: none"> Evidence that 100 percent of staff submitted for disciplinary actions have been considered: score 1 		1	<p>Not applicable since there was no staff submitted for actions</p>	

8	Staff recruited and retiring access the salary and pension payroll respectively within two months	<ul style="list-style-type: none"> Evidence that 100% of the staff recruited during the previous FY have accessed the salary payroll not later than two months after appointment: score 3 	3	Not applicable since there was no staff submitted to DSCfor actions
	Maximum 5 points on this Performance Measure.	<ul style="list-style-type: none"> Evidence that 100% of the staff that retired during the previous FY have accessed the pension payroll not later than two months after retirement: score 2 	2	Only one person retired Letter availed Ref: dated 8th December 2016. No pension provision for FY 16/17 hence not applicable

Assessment area: Revenue Mobilization

9	The LG has increased LG own source revenues in the last financial year compared to the one before the previous financial year (last FY year but one)	<ul style="list-style-type: none"> If increase in OSR from previous FY but one to previous FY is more than 10% : score 4 points If the increase is from 5 -10% : score 2 point If the increase is less than 5% : score 0 points. 	0	<ul style="list-style-type: none"> The Municipal Council became a vote in the FY2016/2017. This indicator could not be assessed because of lack of prior year balances. 						
10	LG has collected local revenues as per budget (collection ratio)	<ul style="list-style-type: none"> If revenue collection ratio (the percentage of local revenue collected against planned for the previous FY (budget realisation) is within +/- 10% : then 2 points. If more than +/- 10% : zero points. 	2	<p>From note 2 of the financial statements the total Local Revenue collected and the budgeted local revenue.</p> <table border="1"> <thead> <tr> <th>Actual</th> <th>Budget</th> <th>Variance</th> </tr> </thead> <tbody> <tr> <td>2,624,622,534</td> <td>2,739,318,085</td> <td>114,695,552</td> </tr> </tbody> </table> <p>Revenue performance $2,624,622,534 / 2,739,318,085 \times 100 = 95.81\%$</p> <p>Unrealised revenue =4.82</p>	Actual	Budget	Variance	2,624,622,534	2,739,318,085	114,695,552
Actual	Budget	Variance								
2,624,622,534	2,739,318,085	114,695,552								
11	Local revenue administration, allocation and transparency			The municipality collects only property tax. The rest of the Local revenue is collected by divisions which remit 50% to the municipality. In FY2016/17 a total of 2,624,622,534 was collected. Out of this 545,678,127 was						

Maximum 4 points
on this performance
measure

property tax collected by the Municipal Council and 2,078,944,407 was local revenue collected by divisions 50% was remitted to the Municipal Council. The Municipal Council in return remitted 217,018,470 as 30% project grant to the divisions as shown below:

DIVISIONS No	MONTH CHEQUE No	DATE AMOUNT	VOUCHER	
BUNAMWAYA	AUGUST	18/8/16		
11/8	81	4,248,402		
BUNAMWAYA	SEPTEMBER	16/09/16		
11/9	98	5,795,098		
BUNAMWAYA	OCTOBER	14/10/16	3/10	
107		3,916,414		
BUNAMWAYA	NOVEMBER	7/12/16		
3/12	122	4,360,335		
BUNAMWAYA	DECEMBER	7/12/16		
2/12	121	4,752,129		
BUNAMWAYA	JANUARY	24/01/17		
1/2	136	2,425,783		
BUNAMWAYA	MARCH	6/3/17	6/3	
150		13,119,617		
BUNAMWAYA	MAY	15/5/17	16/5	
198		12,690,824		
BUNAMWAYA	MAY	15/5/17	15/5	
197		10,670,960		
BUNAMWAYA	JUNE	27/6/17		
16/6	220	9,195,938		
Sub total				
71,175,500				
MASAJJA	AUGUST	18/8/16	10/8	80
		4,248,402		
MASAJJA	SEPTEMBER	16/09/16	11/9	
98		5,795,098		
MASAJJA	OCTOBER	14/10/16	4/10	
108		3,916,414		
MASAJJA	NOVEMBER	7/12/16	3/12	
122		4,360,335		
MASAJJA	DECEMBER	7/12/16	2/12	
121		4,752,129		

• Evidence that the District/Municipality has remitted the mandatory LLG share of local revenues: score 2

2

MASAJJA	JANUARY	24/01/17	1/2	136	2,425,783
MASAJJA	MARCH	6/3/17	6/3	150	10,866,876
MASAJJA	MAY	15/5/17	16/5	198	5,658,352
MASAJJA	MAY	15/5/17	15/5	197	10,108,051
MASAJJA	JUNE	27/6/17	16/6	220	9,413,706
					61,545,146
NDEJJE	AUGUST	18/8/16	9/8	79	4,248,402
NDEJJE	SEPTEMBER	16/09/16	11/9	98	5,795,098
NDEJJE	OCTOBER	14/10/16	5/10	109	3,916,414
NDEJJE	NOVEMBER	7/12/16	3/12	122	4,360,335
NDEJJE	DECEMBER	7/12/16	2/12	121	4,752,129
NDEJJE	JANUARY	24/01/17	1/2	136	2,425,783
NDEJJE	MARCH	6/3/17	6/3	150	26,748,810
NDEJJE	MAY	15/5/17	16/5	198	8,516,991
NDEJJE	MAY	15/5/17	15/5	197	10,993,291
NDEJJE	JUNE	27/6/17	16/6	220	12,540,571
					84,297,824

		<ul style="list-style-type: none"> Evidence that the LG is not using more than 20% of OSR on council activities: score 2 	2	<p>From the financial statements for FY 2016/2017 the expenditure on council emoluments was as follows:</p> <p>Allowances for political oversight 99,325,000</p> <p>Allowances for standing committee 38,021,698</p> <p>Total 137,346,698</p> <p>As % of local revenue 137,346,110/2,078,944,407 =8.14%</p>
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Assessment area: Procurement and contract management

12	<p>The LG has in place the capacity to manage the procurement function</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> Evidence that the District has the position of a Senior Procurement Officer and Procurement Officer (if Municipal: Procurement Officer and Assistant Procurement Officer) substantively filled: score 2 	0	<p>The positions of the procurement officer and the assistant procurement office are not yet substantively filled. There was no HR record at the time of assessment (for the personnel in the department) as evidence of appointment to the office</p>
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• Evidence that the TEC produced and submitted reports to the Contracts Committee for the previous FY: score 1

1

The following procurement files were sampled to show availability of TEC reports

* TEC report for Construction of Two classroom block at UMEA Masajja Primary School in Masajja division, Ref no. MSMC780/Wrks/2016-17/00008, dated 6/02/2017 and signed by the evaluation committee members is available on file

*TEC report for Construction of a Five (5) stance VIP Latrine at Seguku Primary school, Ref no. MSMC780/Wrks/2016-17/00006 dated 6/1/2017 signed by the TEC is on file

* Construction of a Two (2) Classroom block at St.Pius Masajja Primary school in Masajja division, Ref no. MSMC780/Wrks/2016-17/00007. TEC report is dated 6/02/2017 and signed by the evaluation committee members is available on file

* Supply of One brand new double cabin pickup, Ref no. MSMC780/Supls/2016-17/00011. TEC report is dated 6/02/2017 and signed by the evaluation committee members is available on file

		<ul style="list-style-type: none"> • Committee considered recommendations of the TEC and provide justifications for any deviations from those recommendations: score 1 	1	<p>Files sampled to show adoption of TEC recommendation by Contracts committee (CC) are:</p> <ul style="list-style-type: none"> * Construction of Two classroom block at Umea Masajja Primary School in Masajja division, Ref no. MSMC780/Wrks/2016-17/00008. TEC recommendations were adopted by the contracts committee as per minutes of the meeting held on 13/02/2017, Min 012/CC/007/2016-17. The document was signed by CC members on 11/5/2017 Construction of a Five (5) stance VIP Latrine at Seguku Primary school, Ref no. MSMC780/Wrks/2016-17/00006. TEC recommendations were adopted by CC during a meeting held on 13/02/2017, min no.013/CC/007/2016-17. The document was signed by CC members on 11/5/2017 * Construction of a Two (2) Classroom block at St.Pius Masajja Primary school in Masajja division, Ref no. MSMC780/Wrks/2016-17/00007. TEC recommendation adopted by CC in a meeting held on 13/02/2017, min 014/CC/007/2016-17. The document was signed by CC members on 11/5/2017 * Supply of One brand new double cabin pickup, Ref no. MSMC780/Supls/2016-17/00011. TEC recommendations were adopted by CC during a meeting held on 13/02/2017, min no 011/CC/007/2016-17. The document was signed by CC members on 11/5/2017
13	<p>The LG has a comprehensive Procurement and Disposal Plan covering infrastructure activities in the approved AWP and is followed.</p> <p>Maximum 2 points on this performance measure.</p>			<p>Major investments in the work plan and approved budget include:</p> <ul style="list-style-type: none"> *Land for Bunamwaya division offices *Land for Ndejje division offices *Preparation of Municipal physical structural plans phase II *Construction of Toilets at Kibiri P/S -Two classroom block at Busabala P/S -Two Kigo Lunya P/S -Ten stance VIP Latrine at Namasuba Umea P/S -Toilet at Kamanya C/U P/s

		<p>• a) Evidence that the procurement and Disposal Plan for the current year covers all infrastructure projects in the approved annual work plan and budget and b) evidence that the LG has made procurements in previous FY as per plan (adherence to the procurement plan) for the previous FY: score 2</p>	2	<p>*Upgrading of Municipal Road (1 Km)</p> <p>*Construction of Municipal boundary walls (carried forward from FY 2016-17)</p> <p>*Supply and Installation of solar street lights at Ndejje Kitiko Rd</p> <p>*Completion of Upgrading of St. Noah-Nfufu road</p> <p>* Fencing of Administration block at Masajja division offices</p> <p>Sampled procurements made in the previous FY 2016-2017 as per plan include</p> <p>*Construction of a Two classroom block at Kigo Prisons Primary school, Ref no. MSMC780/Wrks/2016-17/00005.</p> <p>*Construction a five (5) stance VIP latrine block at Lubugumu Umea Primary school, Ref no. MSMC780/Wrks/2016-17/00011.</p> <p>*Renovation of Health Centre IV Ndejje, Construction of a walkway and renovation of Mutundwe Health Centre II, Ref no. MSMC780/Wrks/2016-17/00020.</p> <p>* Supply of 38 and 45 Three seater (3) to Kamanya P/S St. Theresa C/U Primary schools and UPE Schools in Ndejje division, Ref no. MSMC780/Supls/2016-17/00017</p> <p>* Supply of One brand new double cabin pickup, Ref no. MSMC780/Supls/2016-17/00011</p> <p>An executive change order as per min MSMC/SOC/06/10/16 (Minutes of the social services committee held on 21/10/2016 at the Municipal Headquarters) was made to change the location of the project for Construction of a Two Classroom block at St. Theresa P/S Bunamwaya (Education department) to Gyavira P/S</p>
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The LG has prepared bid documents, maintained contract registers and procurement activities files and adheres with established thresholds.

Maximum 6 points on this performance measure

• For current FY, evidence that the LG has prepared 80% of the bid documents for all investment/infrastructure by August 30: score 2

0

From PDU records, 80% of the bid documents were not ready by August 30. Highlighted below is the justification

*Land for Bunamwaya division offices (changes from procurement of land to procurement of offices. No response to the bid notice)

*Land for Ndejje division offices (Negotiations for land are on-going)

*Preparation of Municipal physical structural plans phase II (Bid notice is dated 7/12/2017 and Request for procurement (RFP) is dated 29/11/2017)

*Construction of

-Toilets at Kibiri P/S (Funds relocated to opening of roads)

-Two classroom block at Busabala P/S and Kigo Lunya P/S (bid notice dated 7/12/2017, and RFP is dated 19/12/2017)

-Ten stance VIP Latrine at Namasuba Umea P/S (RFP dated 19/11/2017)

-Toilet at Kamanya C/U P/s (RFP is dated 30/09/2017)

*Upgrading of Municipal Road (1 Km)

*Construction of Municipal boundary walls (carried forward from FY 2016-17) (deferred from FY 2016-2017, Bid notice is dated 19/12/2017)

*Supply and Installation of solar street lights at Ndejje Kitiko Rd (Bid notice is dated 7/12/2017 and RFP 14/12/2017)

*Completion of Upgrading of St. Noah-Nfufu road (Bid notice is dated 19/12/2017)

* Fencing of Administration block at Masajja division offices (Funds relocated to opening of roads)

• For Previous FY, evidence that the LG has an updated contract register and has complete procurement activity files for all procurements: score 2

0

The contracts register is available but not updated. That is, the contract starts and end dates, and progress are not indicated.

The following procurement files were sampled and found to be complete

* Construction of a Two (2) Classroom block at St.Pius Masajja Primary school in Masajja division, Ref no. MSMC780/Wrks/2016-17/00007. RFP dated 20/9/2016, bid advert dated 19/12/2016, request for procurement method, bid issue and bid opening, TEC reports, Contracts Committee minutes, contract award agreement and completion reports are available in the file

* Supply of 38 and 45 Three seater (3) to Kamanya P/S St. Theresa C/U Primary schools and UPE Schools in Ndejje division, Ref no. MSMC780/Supls/2016-17/00017. RFP dated 3/11/2016, request for procurement method, bid issue and bid opening, TEC reports, Contracts Committee minutes, contract award agreement, LPO, Delivery notes and Payment vouchers are available in the file

		<ul style="list-style-type: none"> For previous FY, evidence that the LG has adhered with procurement thresholds (sample 5 projects): score 2. 	2	<p>The score is based on the following procurements sampled:</p> <p>Open domestic. Invitation for bidding was made for the following procurements through a bid notice number 000001 published on 19th December 2016 in the New vision</p> <p>* Construction of Two classroom block at UMEA Masajja Primary School in Masajja division, Ref no. MSMC780/Wrks/2016-17/00008. The contract value for the project was approx. 75 million</p> <p>*Construction of a Two (2) Classroom block at St.Pius Masajja Primary school in Masajja division, Ref no. MSMC780/Wrks/2016-17/00007. Project contract value was approx. 83 million</p> <p>*Supply of One brand new double cabin pickup, Ref no. MSMC780/Supls/2016-17/00011 valued at approx. 145 million</p> <p>Selective bidding based on the prequalification lists (prequalification was done while the entity was still under Wakiso district)</p> <p>* Construction of a Five (5) stance VIP Latrine at Seguku Primary school, Ref no. MSMC780/Wrks/2016-17/00006. The project contract value is approx. 26million</p> <p>*Supply of 38 and 45 Three seater (3) to Kamanya P/S St. Theresa C/U Primary schools and UPE Schools in Ndejje division, Ref no. MSMC780/Supls/2016-17/00017. Contract value was approx. 17 million</p>
15	<p>The LG has certified and provided detailed project information on all investments</p> <p>Maximum 4 points on this performance measure</p>			<p>The following procured projects for FY 2016-2017 were reviewed to ascertain proper certification.</p> <p>* Construction of Two classroom block at Umea Masajja Primary School in Masajja division, Ref no. MSMC780/Wrks/2016-17/00008. Substantial completion Payment certificates (1,2&3) with admeasurement sheets and signed by the municipal engineer and town clerk, dated 18/04/2017, 11/05/2017 and 24/05/2017 were availed for review at the time of assessment</p> <p>* Construction of a Five (5) stance VIP Latrine</p>

<ul style="list-style-type: none"> Evidence that all works projects implemented in the previous FY were appropriately certified – interim and completion certificates for all projects based on technical supervision: score 2 	<p>0</p>	<p>at Seguku Primary school, Ref no. MSMC780/Wrks/2016-17/00006. No certificates were availed for review at the time of assessment</p> <p>* Construction of a Two (2) Classroom block at St.Pius Masajja Primary school in Masajja division, Ref no. MSMC780/Wrks/2016-17/00007. Substantial completion certificate dated 18/04/2017 and signed by the municipal engineer and town clerk were availed for review</p> <p>*Construction of a Two classroom block at Kigo Prisons Primary school, Ref no. MSMC780/Wrks/2016-17/00005. A completion certificate dated 6/04/2017 and signed by the municipal engineer and town clerk was availed for review</p> <p>*Construction of a five (5) stance VIP latrine block at Lubugumu Umea Primary school, Ref no. MSMC780/Wrks/2016-17/00011. No certificates were availed for review at the time of assessment</p> <p>*Renovation of Health Centre IV Ndejje, Construction of a walkway and renovation of Mutundwe Health Centre II, Ref no. MSMC780/Wrks/2016-17/00020. No certificates were availed for review at the time of assessment</p> <p>*Renovation of Mayor’s office block Phase II, Ref no. MSMC780/Wrks/2016-17/00013. A completion certificate dated 27/03/2017 and signed by the municipal engineer and town clerk was availed for review</p> <p>* Construction of Municipal boundary walls at the Municipal Council Headquarters Ref no. MSMC780/Wrks/2016-17/00021. . No certificates were availed for review at the time of assessment</p>
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		<ul style="list-style-type: none"> Evidence that all works projects for the current FY are clearly labelled (site boards) indicating: the name of the project, contract value, the contractor; source of funding and expected duration: score 2 	0	<p>The following sites were sampled and visited and the site boards erected on site had no contract amount and duration indicated thereon</p> <ul style="list-style-type: none"> Construction of Municipal boundary walls at the Municipal Council Headquarters Ref no. MSMC780/Wrks/2016-17/00021. Upgrading of Makindye Ssabagabo Municipal Road (1 Km) to Bituminous standard, Ref no. MSMC780/Wrks/2017-18/00001 <p>Other procurements for the current FY 2017-2018 are still underway</p>
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Assessment area: Financial management

16	<p>The LG makes monthly and up to-date bank reconciliations</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> Evidence that the LG makes monthly bank reconciliations and are up to-date at the time of the assessment: score 4 	4	<p>At the time of assessment on 31 January, 2018 the municipal council had prepared bank reconciliation statements up to June 2017 for the following accounts</p> <p>Community Based Services:</p> <p>General Fund</p> <p>Technical services and works</p> <p>MSMC YLP Fund</p> <p>LGMSD</p> <p>Health</p> <p>Property rates</p> <p>Finance, Planning and administration</p> <p>Property rates I</p> <p>Property rates II</p> <p>From July 2017, the municipality moved to the IFMS and started operating account number 2612100018 in Centenary bank, main branch. The municipality had prepared bank statements up to December, 2017 at the time of assessment.</p>
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17

The LG made timely payment of suppliers during the previous FY

Maximum 2 points on this performance measure

• If the LG makes timely payment of suppliers during the previous FY – no overdue bills (e.g. procurement bills) of over 2 months: score 2.

0

From the creditors ledger, 10 creditors were Selected and it was found that two invoices had been outstanding for more than two months as shown in details below;

NO	Payee	Chq No.	VR NO	Amount
Invoice	Payment	Delay		
Kamugo Technical	061/062	4/6	18,700,000	
28/06/17	30/06/17	2		
Kamugo Technical	057/058	1/6	13,000,000	
12/06/17	14/06/17	2		
Amoulgmated	021/022	02/9	22,677,732	
18/05/16	21/09/16	125		
Ssejana enterprises	367/368	7/4	2,168,937	
11/04/17	13/04/17	2		
Okinawa stationary	362/363	24/4	1,124,000	
24/03/17	12/04/17	18		
Lubega John	364/365	25/4	12,754,555	
7/04/17	12/04/17	5		
Victoria Motors	359	22/4	100,390,208	
4/04/17	12/04/17	8		
Sears investment	358	21/4	4,400,000	
11/11/16	12/04/17	153		
Kamugo Technical	37/38/39	4/12	12,390,000	
21/12/16	21/12/16	0		
Juliafe Motor	13/15/16	1/7	28,644,000	
27/05/16	8/07/16	11		

18

The LG executes the Internal Audit function in accordance with the LGA section 90 and LG procurement regulations

Maximum 6 points on this performance measure.

- Evidence that the LG has a substantive Senior Internal Auditor and produced all quarterly internal audit reports for the previous FY: score 3.

3

- The internal audit department is headed by senior internal auditor. According to the appointment letter Mr. Mugumbya Herbert Kiribedda, was appointed Senior internal auditor of Makindye Ssabagabo Municipal on 10th January, 2017 under minute 301/2016

- The senior auditor prepared all the quarterly reports for FY 2016/17. The reports were produced as follows;

• Period	Date of signing
• 1st quarter	28th February, 2016
• 2nd quarter	7th March, 2017
• 3rd quarter	20th October, 2017
• 4th quarter	20th October, 2017

- Evidence that the LG has provided information to the Council and LG PAC on the status of implementation of internal audit findings for the previous financial year i.e. follow up on audit queries: score 2.

2

Although the LG submitted internal audit reports for 2016/2017, to DPAC at the time of assessment DPAC had not discussed any of the internal audit reports. Therefore, the LG could not provide information on status of implementation of internal audit findings that had not been discussed by DPAC

- Evidence that internal audit reports for the previous FY were submitted to LG Accounting Officer, LG PAC and LG PAC has reviewed them and followed-up: score 1

0

The Municipal Council became a vote in 2016/2017. At the time of assessment the DPAC had not discussed any of the internal audit reports for 2016/2017.

19	<p>The LG maintains a detailed and updated assets register</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> • Evidence that the LG maintains an up-dated assets register covering details on buildings, vehicle, etc. as per format in the accounting manual: score 4 	0	<p>The district maintains one asset register. The Municipal council did not have a separate register of</p> <ul style="list-style-type: none"> i. land and buildings, roads and bridges ii. Transport equipment iii. Furniture and fittings iv. ICT equipment v. Office equipment .
20	<p>The LG has obtained an unqualified or qualified Audit opinion</p> <p>Maximum 4 points on this performance measure</p>	<p>Quality of Annual financial statement from previous FY: • unqualified audit opinion: score 4 • Qualified: score 2 • Adverse/disclaimer: score 0</p>	4	<ul style="list-style-type: none"> • According to the Auditor General's report for FY2017, the audit opinion on the financial statements of the Municipality for 2016/2017 was unqualified.

Assessment area: Governance, oversight, transparency and accountability

21	<p>The LG Council meets and discusses service delivery related issues</p> <p>Maximum 2 points on this performance measure</p>	<p>Evidence that the Council meets and discusses service delivery related issues including TPC reports, monitoring reports, performance assessment results and LG PAC reports for last FY: score 2</p>	2	<p>In the FY 2016/17, the Council met 6 times as indicated below and there is evidence of discussion of issues pertaining to service delivery including reports from the TPC:</p> <ul style="list-style-type: none"> • Meeting of 30th August 2016 • Meeting of 31st October 2016 • Meeting of 20th December 2016 • Meeting of 28th February 2017 • Meeting of 28th March 2017 • Meeting of 24th May 2017
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22	<p>The LG has responded to the feedback/complaints provided by citizens</p> <p>Maximum 2 points on this Performance Measure</p>	<ul style="list-style-type: none"> Evidence that LG has designated a person to coordinate response to feedback (grievance /complaints) and responded to feedback and complaints: score 2. 	0	<ul style="list-style-type: none"> There was no evidence a person designated to coordinate response and feedback, however, there was evidence of the following activities: <p>There is evidence of the MC receiving complaints especially regarding Land for road infrastructure development and on rates assessment. – Meetings with communities have been held to discuss and provide solutions.</p> <ul style="list-style-type: none"> There is evidence of feedback given by the technical committee to the Council Committee Responsible for works, as evidence in the 'Status Report for Works Projects in the Municipality
23	<p>The LG shares information with citizens (Transparency)</p> <p>Total maximum 4 points on this Performance Measure</p>	<p>Evidence that the LG has published:</p> <ul style="list-style-type: none"> The LG Payroll and Pensioner Schedule on public notice boards and other means: score 2 	0	<ul style="list-style-type: none"> LG payroll – on the noticeboard but not the Pensioner Schedule, at the time of the assessment on 5th February, 2017.
		<ul style="list-style-type: none"> Evidence that the procurement plan and awarded contracts and amounts are published: score 1 	0	<ul style="list-style-type: none"> Procurement Plan and awarded contracts were not displayed at the time of the assessment on 5th February, 2018
		<ul style="list-style-type: none"> Evidence that the LG performance assessment results and implications, are published e.g. on the budget website for the previous year (from budget requirements): score 1. 	0	<p>N/A. The Central Government did not conduct the Annual Performance Assessment for LGs in 2016/17</p>

24	<p>The LGs communicates guidelines, circulars and policies to LLGs to provide feedback to the citizens</p> <p>Maximum 2 points on this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the HLG have communicated and explained guidelines, circulars and policies issued by the national level to LLGs during previous FY: score 1 	1	<p>The following circulars had been shared with the LLGs</p> <p>Budget Call Circular 12/10/2107 for preparation of BFP 2018/19</p> <ul style="list-style-type: none"> • Sharing information on IPFs – (evidence) • Sharing of Guidelines on DDEH (2018/19)
		<ul style="list-style-type: none"> • Evidence that LG during previous FY has conducted discussions (e.g. municipal urban fora, barazas, radio programmes etc..) with the public to provide feed-back on status of activity implementation: score 1. 	0	<p>No record or evidence of conducting barazas or municipal fora was provided to enable ascertain this.</p>

Assessment area: Social and environmental safeguards

25	<p>The LG has mainstreamed gender into their activities and planned activities to strengthen women's roles</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> • Evidence that the LG gender focal person has provided guidance and support to sector departments to mainstream gender into their activities score 2. 	2	<p>The score is based on the following evidence provided at the time of assessment</p> <ul style="list-style-type: none"> * Makindye Ssabagabo Gender Mainstreaming/ Budget report for 2016-2017 signed by the Ag. PDCO (Alex Kivubi) but not dated *Minutes of Makindye Ssabagabo Municipal Technical Planning Committee meeting for Financial year 2016-2017 held on 29/07/2016 at the Municipal H/Q, signed by V/CDO and Deputy town clerk (no date)
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<ul style="list-style-type: none"> • Evidence that gender focal point has planned activities for current FY to strengthen women's roles and that more than 90% of previous year's budget for gender activities has been implemented: score 2. 	2	<p>The following documents were availed for review</p> <ul style="list-style-type: none"> *Report on womens day celebrations in Dokolo district on 3/3/2017 signed but not dated *Makindye municipal council PWD held on 20/04/2017 held at the Municipal council (no date) *Report on Uganda UWEP sensitisation workshop held on 24-27/10/2017 at Makindye Ssabagabo Ndejje, Masajja and Bunamwaya H/Q <p>According to OBT, the planned non-wage budget was 4.15 million and expenditure was 8.83 million (212%). Funds for UWEP were realised and incorporated in the budget for gender activities thus increasing the overall expenditure to 3472%</p> <p>Budgeting for women councils was made (1.787million) but was not realised</p> <p>The overall department expenditure was 234%</p>
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LG has established and maintains a functional system and staff for environmental and social impact assessment and land acquisition

Maximum 6 points on this performance measure

- Evidence that environmental screening or EIA where appropriate, are carried out for activities, projects and plans and mitigation measures are planned and budgeted for: score 2

0

For the following sampled projects for FY 2016/2017, evidence that environmental screening was carried out is contained in the Environmental Screening Report (*prepared by the Environment Focal Person*) dated 22nd December 2016:

- Kiggo-Lunnya road rehabilitation
- Stone pitching of St. Pius drainage
- Construction of toilet at Seguku P/S and bathrooms in St. Gyavira Lweza
- Construction of two classroom block at Kigo Lunnya
- Construction of walk away from theatre to maternity ward in Ndejje Health Centre IV

According to the Municipal Agriculture Officer who is also the Environment Focal person, the MC has an Environment Management Committee (*comprising of the Engineer, Physical Planner, Health Inspector, CDO, 5 councillors from the production, and Environment Focal person*), that meets at least twice a quarter and carries out routine monitoring.

However, only ONE monitoring report (*dated 6th March 2017*) covering all 13 screened projects was availed at the time of the assessment. According to the Focal person, monitoring was carried out once in FY 2016/17 which is not sufficient.

		<ul style="list-style-type: none"> • Evidence that the LG integrates environmental and social management plans in the contract bid documents: score 1 	0	<p>The score is based on the following contract documents that were sampled to ascertain inclusion of ESMPs.</p> <p>The following documents for FY 2016-2017 had no ESMPs but only a single clause GCC 63 to cater for Environment and social management</p> <ul style="list-style-type: none"> • Construction of a Five (5) stance VIP Latrine at Seguku Primary school, Ref no. MSMC780/Wrks/2016-17/00006 • Construction of Two classroom block at Umea Masajja Primary School in Masajja division, Ref no. MSMC780/Wrks/2016-17/00008. <p>A review of the documents for FY 2017-2018 indicated;</p> <ul style="list-style-type: none"> • The BOQs for Upgrading of Makindye Ssabagabo Municipal Road (1 Km) to Bituminous standard, Ref no. MSMC780/Wrks/2017-18/00001 had items therein (7,9 &10) to cater for environmental and social management • Construction of Municipal boundary walls at the Municipal Council Headquarters Ref no. MSMC780/Wrks/2016-17/00021, a project deferred from FY 2016-17 to 2017-18 also had no specific provisions for environment and social management
		<ul style="list-style-type: none"> • Evidence that all projects are implemented on land where the LG has proof of ownership (e.g. a land title, agreement etc.): score 1 	0	<p>There was no proof of land ownership provided at the time of assessment for land where the LG entity is implementing its projects (form of agreements, land titles etc.)</p>
		<ul style="list-style-type: none"> • Evidence that all completed projects have Environmental and Social Mitigation Certification Form completed and signed by Environmental Officer: score 2 	0	<p>No Environmental and Social Mitigation Certification forms for the completed projects of FY 2016/17 were availed.</p>



LGPA 2017/18

Educational Performance Measures

Makindye-Ssabagabo Municipal Council

(Vote Code: 780)

Score 54/100 (54%)

No.	Performance Measure	Scoring Guide	Score	Justification
Assessment area: Human Resource Management				
1	<p>The LG education department has budgeted and deployed teachers as per guidelines (a Head Teacher and minimum of 7 teachers per school)</p> <p>Maximum 8 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG has budgeted for a Head Teacher and minimum of 7 teachers per school (or minimum a teacher per class for schools with less than P.7) for the current FY: score 4 	4	<p>From the budget and staff lists, it was confirmed that at least 1 head teacher and 7 teachers were budgeted for the FY 2017/2018. Staff lists, payrolls and list of schools were available and all serving teachers and head-teachers were on the pay roll</p>
		<ul style="list-style-type: none"> Evidence that the LG has deployed a Head Teacher and minimum of 7 teachers per school for the current FY: score 4 	4	<p>From performance contract, staff list, payroll and list of schools, all the 16 schools (government aided) had substantive head teachers and a minimum of 7 teachers for the current FY.</p>
2	<p>LG has substantively recruited all primary school teachers where there is a wage bill provision</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG has filled the structure for primary teachers with a wage bill provision <ul style="list-style-type: none"> If 100% score 6 If 80 - 99% score 3 If below 80% score 0 	6	<p>A total of 198 teachers were budgeted for the FY 2017/18. The teachers who were available and on the pay roll were also 198 (100%).</p>

3	<p>LG has substantively recruited all positions of school inspectors as per staff structure, where there is a wage bill provision.</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG has substantively filled all positions of school inspectors as per staff structure, where there is a wage bill provision: score 6 	0	<p>From the approved structure and the budget, there is a wage bill provision for 4 inspectors and 1 Municipal Education Officer.</p> <p>However, all the officers and the Education Officer were in acting capacity</p>
4	<p>The LG Education department has submitted a recruitment plan covering primary teachers and school inspectors to HRM for the current FY.</p> <p>Maximum 4 for this performance measure</p>	<p>Evidence that the LG Education department has submitted a recruitment plan to HRM for the current FY to fill positions of Primary Teachers: score 2</p>	2	<p>A Recruitment plan work plan was submitted to the town clerk as at 1st March, 2017, was duly signed by the Ag. Town Clerk</p> <p>The number of teachers required for recruitment was 18</p>
		<p>Evidence that the LG Education department has submitted a recruitment plan to HRM for the current FY to fill positions of School Inspectors: score 2</p>	2	<p>Recruitment plan work plan was submitted to the town clerk as at 1st March, 017 and duly signed by the Ag. Town Clerk</p> <p>The number of inspectors to be filled was 4</p>

5	<p>The LG Education department has conducted performance appraisal for school inspectors and ensured that performance appraisal for all primary school head teachers is conducted during the previous FY.</p> <p>Maximum 6 for this performance measure</p>	<p>Evidence that the LG Education department appraised school inspectors during the previous FY • 100% school inspectors: score 3</p>	3	<p>There are two positions namely Senior Inspector and Inspector of Schools. The position of Inspector of School is filled vide letter Ref: CRM 10024 dated 14/02/2017. The incumbent was appraised and the appraisal form was availed. The position of Senior Inspector of Schools was vacant and recommendation to fill it was submitted to DSC vide Letter Ref: CRD: MSMC. At the time of assessment there was no feedback.</p>
		<p>Evidence that the LG Education department appraised head teachers during the previous FY. • 90% - 100%: score 3 • 70% - 89%: score 2 • Below 70%: score 0</p>	0	<p>List of government aided primary schools was availed and head teachers availed. Appraisal report forms availed but incomplete</p>
Assessment area: Monitoring and Inspection				

The LG Education Department has effectively communicated and explained guidelines, policies, circulars issued by the national level in the previous FY to schools

Maximum 3 for this performance measure

- Evidence that the LG Education department has communicated all guidelines, policies, circulars issued by the national level in the previous FY to schools: score 1

0

The circulars available in the Education Department included;

Unlicensed /Unregistered Schools dated 22nd/ Sept/2017. No. DES/50/14.

Teacher Support Supervision No: ADM/203/255/01

2017 Comprehensive Education & Sports (CES) Sector Data Collection; Dated 10th/03/2017. NO. ADM/282/137/02

The following important circulars were missing both at the education department and in the sampled schools.

Focus on school inspection FY 2017/18. NO. DES/14/17 (missing)

School Feeding Program in Education Institutions. NO: MES/MIN25 (missing)

No circular from the Ministry was found in the selected schools, for schools only had local circulars issued by the education department.

Communication of information containing in guidelines was through head teacher meetings at beginning and end of the term.

The sampled schools included; ST. Pius Masajja P/S, Masajja UMEA P/S, Ndejje Catholic P/S and Gangu Muslim P/S (Private)

		<ul style="list-style-type: none"> • Evidence that the LG Education department has held meetings with primary school head teachers and among others explained and sensitised on the guidelines, policies, circulars issued by the national level, including on school feeding: score 2 	2	<p>The Education Officer holds meetings with head teachers</p> <p>E.g. Meeting held on 14th March, 2017.</p> <p>Min. 4/ Educ /2017: Communication from Inspector of Schools</p> <p>Min. 5/ Educ /2017: Communication from MEO</p>
7	<p>The LG Education Department has effectively inspected all private and public primary schools</p> <p>Maximum 12 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that all private and public primary schools have been inspected at least once per term and reports produced: o 100% - score 12 o 90 to 99% - score 10 o 80 to 89% - score 8 o 70 to 79% - score 6 o 60 to 69% - score 3 o 50 to 59% score 1 o Below 50% score 0. 	6	<p>The education department had a set of inspections forms for some individual schools (filled inspection forms), from which information was got to feed the quarterly reports. The inspection reports were not in a format issued by Ministry of Education and Sports for 2016/17</p> <p>Four (04) schools were sampled (3 government aided and 1 private), 3 schools had copies of inspection reports issued by the inspector of schools. From the sample, it can be deduced that at least 75% of the schools had been inspected in the previous year.</p>

LG Education department has discussed the results/reports of school inspections, used them to make recommendations for corrective actions and followed recommendations

Maximum 10 for this performance measure

• Evidence that the Education department has discussed school inspection reports and used reports to make recommendations for corrective actions during the previous FY: score 4

4

There was evidence that the Education department has discussed school inspection reports and used reports to make recommendations for corrective actions during the previous FY. E.g. Minutes of meeting with head teachers held on 13th/17/2017 emphasized need for all new schools to meet required government standards and to close those with no such standards.

• Evidence that the LG Education department has submitted school inspection reports to the Directorate of Education Standards (DES) in the Ministry of Education and Sports (MoES): Score 2

0

From DES records, Inspection reports were available for the financial year 2016/2017 but no evidence of having been submitted to DES.

Quarter 1: 13th Oct/ 2016

Quarter 2: 17th Jan/ 2017

Quarter 3: 13th April/ 2017

Quarter 4: 24th July/ 2017

• Evidence that the inspection recommendations are followed-up: score 4

4

There was evidence that the inspection recommendations are being followed-up.

E.g. Minutes of meeting with head teachers held on 13th/17/2017/

Min2/Educ/2017: Communication from the MEO; Indicates need for having general timetable, arrival books, work plans, holding staff meetings etc . There were also recommendation forms in the 3 sampled schools. The recommendation remarks were also pointing towards school infrastructural improvement.

9	<p>The LG Education department has submitted accurate/consistent reports/date for school lists and enrolment as per formats provided by MoES</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG has submitted accurate/consistent data: <ul style="list-style-type: none"> List of schools which are consistent with both EMIS reports and OBT: score 5 	5	<p>The number of government aided primary schools given by EMIS and OBT data was consistent with that in the education department for government aided schools (16 schools). Number of licenced schools was 220, all consistent with both EMIS reports and OBT.</p>
		<p>Evidence that the LG has submitted accurate/consistent data: <ul style="list-style-type: none"> Enrolment data for all schools which is consistent with EMIS report and OBT: score 5 </p>	0	<p>Education department only provided enrollment data for government schools for FY 2016/2017 as being 9,184 .</p> <p>Enrollment data for private licenced schools had not yet been ascertained.</p>

Assessment area: Governance, oversight, transparency and accountability

10

The LG committee responsible for education met, discussed service delivery issues and presented issues that require approval to Council

Maximum 4 for this performance measure

• Evidence that the council committee responsible for education met and discussed service delivery issues including inspection, performance assessment results, LG PAC reports etc...during the previous FY: score 2

2

Minutes of 6 meetings of the Social Services Committee (*handles Education, Health and Community Based Services*) for FY 2016/17 were availed, where Education issues were discussed as follows:

- Meeting of 10th August 2016 – *Presentation of 4th Quarter Performance* under MSMC/SOC/05/08/2016
- Meeting of 21st October 2016- *Presentation of 1st Quarter report and 2nd Quarter workplan* under Min.No. MSMC/SOC/06/10/16
- Meeting of 12th December 2016- *Presentation of status reports* under Min. No. MSMC/SOC/05/12/2016 and *Resolutions* under Min. No. MSMC/SOC/06/12/2016
- Meeting of 20th February 2017- *Monitoring reports for 2nd Quarter* under Min. No. MSMC/SOC/02/06/17 and *3rd quarter workplan* under Min. No. MSMC/SOC/02/07/17
- Meeting of 2nd and 3rd May 2017 – *Discussion of budget* under Min. No. MSMC/SOC/05/06/17, *discussion of monitoring reports* under Min. No. MSMC/SOC/05/07/17, *discussion and approval of 4th quarter workplan* under Min. No. MSMC/SOC/05/08/17
- Meeting of 21st June 2017- Min.No. MSMC/SOC/05/06/17 and *Presentation of 4th monitoring report* under Min.No. MSMC/SOC/06/06/17

		<ul style="list-style-type: none"> • Evidence that the education sector committee has presented issues that requires approval to Council: score 2 	2	<p>The Social Services Committee presented report (<i>including Education sector recommendations for approval</i>) in the Municipal Council meeting of:</p> <ul style="list-style-type: none"> • 30th August 2016 –Min. No. MSMC/COU/07/8/2016 (<i>Inspection and monitoring, land status, co-curricular activities, diet, head counting of pupils</i>) • 31st October 2016 - Min. No. MSMC/COU/07/10/2016 (<i>Transfer of funds from Masajja Umea to St. Gyaviira to renovate the teacher's' quarters, transfer of funds from Bunamwaya St. Theresa to Masajja Umea for construction of classroom block, availing of schools with firefighting organs</i>) • 20th December 2016 - Min. No. MSMC/COU/07/12/2016 (<i>Securing of land for Aggrey Memorial Secondary School</i>) • 28th February 2017 - Min. No. MSMC/COU/06/02/2017 (<i>Fencing of all public land for schools, service providers awarded tenders to start before end of 3rd Quarter, approved 3rd Quarter workplans for all departments</i>)
11	<p>Primary schools in a LG have functional SMCs</p> <p>Maximum 5 for this performance measure</p>	<p>Evidence that all primary schools have functional SMCs (established, meetings held, discussions of budget and resource issues and submission of reports to DEO) • 100% schools: score 5 • 80 to 99% schools: score 3 • Below 80% schools: score 0</p>	0	<p>Appointment letters of SMCs of all the 16 government aided schools were availed and signed by the MEO.</p> <p>Minutes of the SMCs were also available in the office of the Education department, but this was only for the 3 (75%) government aided schools selected. There were no minutes of SMCs for the private school</p>

12	<p>The LG has publicised all schools receiving non-wage recurrent grants</p> <p>Maximum 3 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG has publicised all schools receiving non-wage recurrent grants e.g. through posting on public notice boards: score 3 	0	<p>All schools receiving non-wage recurrent grants were not listed on notice boards by the time of this assessment.</p>
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Assessment area: Procurement and contract management

13	<p>The LG Education department has submitted procurement requests, complete with all technical requirements, to PDU that cover all items in the approved Sector annual work plan and budget</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the sector has submitted procurement requests to PDU that cover all investment items in the approved Sector annual work plan and budget on time by April 30: score 4 	4	<p>The procurement requisition forms were availed and requisition form was dated 20/09/2016. The request for for two (02) roomed classroom block at Bunamwaya P/S. Cost sh. 185,000,000</p>
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14	<p>The LG Education department has certified and initiated payment for supplies on time</p> <p>Maximum 3 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG Education departments timely (as per contract) certified and recommended suppliers for payment: score 3 points 	0	<p>Six vouchers were reviewed, and the longest time it took to recommend a payment was eight days as shown below;</p> <table border="1"> <thead> <tr> <th>Vr. No.</th> <th>ChequeNo</th> <th>Payee</th> <th>Amount</th> <th>invoice</th> <th>Recommendation</th> <th>Delay</th> </tr> </thead> <tbody> <tr> <td>7/4</td> <td>19& 020</td> <td>Kyema</td> <td>79,566,674</td> <td>18/4/2017</td> <td>1/04/17</td> <td>3</td> </tr> <tr> <td>5/4</td> <td>14& 15</td> <td>Restoration</td> <td>67,196,495</td> <td>10/4/2017</td> <td>18/4/17</td> <td>8</td> </tr> <tr> <td>1/6</td> <td>30&31</td> <td>Waguma</td> <td>8,537,536</td> <td>24/4/2017</td> <td>31/5/17</td> <td>7</td> </tr> <tr> <td>4/5</td> <td>27,28& 29</td> <td>Waguma</td> <td>30,000,000</td> <td>10/5/2017</td> <td>16/05/17</td> <td>6</td> </tr> <tr> <td>8/4</td> <td>18, 21& 22</td> <td>Waguma</td> <td>31,894,692</td> <td>18/4/2017</td> <td>21/04/17</td> <td>3</td> </tr> <tr> <td>2/6</td> <td>33</td> <td>Skylight</td> <td>21,296,758</td> <td>26/5/2017</td> <td>30/05/17</td> <td>4</td> </tr> </tbody> </table>	Vr. No.	ChequeNo	Payee	Amount	invoice	Recommendation	Delay	7/4	19& 020	Kyema	79,566,674	18/4/2017	1/04/17	3	5/4	14& 15	Restoration	67,196,495	10/4/2017	18/4/17	8	1/6	30&31	Waguma	8,537,536	24/4/2017	31/5/17	7	4/5	27,28& 29	Waguma	30,000,000	10/5/2017	16/05/17	6	8/4	18, 21& 22	Waguma	31,894,692	18/4/2017	21/04/17	3	2/6	33	Skylight	21,296,758	26/5/2017	30/05/17	4
Vr. No.	ChequeNo	Payee	Amount	invoice	Recommendation	Delay																																															
7/4	19& 020	Kyema	79,566,674	18/4/2017	1/04/17	3																																															
5/4	14& 15	Restoration	67,196,495	10/4/2017	18/4/17	8																																															
1/6	30&31	Waguma	8,537,536	24/4/2017	31/5/17	7																																															
4/5	27,28& 29	Waguma	30,000,000	10/5/2017	16/05/17	6																																															
8/4	18, 21& 22	Waguma	31,894,692	18/4/2017	21/04/17	3																																															
2/6	33	Skylight	21,296,758	26/5/2017	30/05/17	4																																															

Assessment area: Financial management and reporting

15	<p>The LG Education department has submitted annual reports (including all quarterly reports) in time to the Planning Unit</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the department submitted the annual performance report for the previous FY (with availability of all four quarterly reports) to the Planner by mid-July for consolidation: score 4 	0	<p>in the absence of record on the submission from the department, it was not possible to verify adherence to deadlines. However, all Municipal Quarterly Reports for the FY 2016/17 were submitted late to MoFPED.</p>
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16	<p>LG Education has acted on Internal Audit recommendation (if any)</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year o If sector has no audit query score 4 o If the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year: score 2 points o If all queries are not responded to score 0 	0	<p>According to the internal audit reports for FY 2016/2017, the department had the following queries:</p> <ul style="list-style-type: none"> Internal Audit findings on the sector <table border="1" data-bbox="1061 392 1492 571"> <thead> <tr> <th>Quarter</th> <th>Quarter 1</th> <th>Quarter 2</th> <th>Quarter 3</th> <th>Quarter 4</th> </tr> </thead> <tbody> <tr> <td>No. of queries :</td> <td>2</td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>2</td> <td>0</td> <td>0</td> <td></td> </tr> </tbody> </table> <p>The department had 4 audit queries in the year which were not responded to.</p> <p>At the time of assessment on 5nd February, 2017 the DPAC had not discussed any internal audit reports for 2016/2017.</p>	Quarter	Quarter 1	Quarter 2	Quarter 3	Quarter 4	No. of queries :	2					2	0	0	
Quarter	Quarter 1	Quarter 2	Quarter 3	Quarter 4															
No. of queries :	2																		
	2	0	0																

Assessment area: Social and environmental safeguards

17	<p>LG Education Department has disseminated and promoted adherence to gender guidelines</p> <p>Maximum 5 points for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG Education department in consultation with the gender focal person has disseminated guidelines on how senior women/men teacher should provide guidance to girls and boys to handle hygiene, reproductive health, life skills etc...: Score 2 	0	<p>There was no evidence that LG Education department in consultation with the gender focal person has disseminated guidelines on how senior women/men teacher should provide guidance to girls and boys to handle hygiene, reproductive health, life skills etc</p>
		<ul style="list-style-type: none"> Evidence that LG Education department in collaboration with gender department have issued and explained guidelines on how to manage sanitation for girls and PWDs in primary schools: score 2 	0	<p>There was no evidence that LG Education department in collaboration with gender department have issued and explained guidelines on how to manage sanitation for girls and PWDs in primary schools. However, all the sampled schools had seperate schools and hand-washing facilities for both girls and boys.</p>

		<ul style="list-style-type: none"> • Evidence that the School Management Committee meet the guideline on gender composition: score 1 	1	<p>List of SMCs from the 4 sampled schools only 3 (government aided) had functional SMCs and with both male and female representatives. The average number of female representatives was 4 which is the minimum requirement.</p> <p>The sampled schools included; ST. Pius Masajja P/S, Masajja UMEA P/S, Ndejje Catholic P/S and Gangu Muslim P/S (Private)</p>
18	<p>LG Education department has ensured that guidelines on environmental management are disseminated</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG Education department in collaboration with Environment department has issued guidelines on environmental management (tree planting, waste management, formation of environmental clubs and environment education etc.): score 3: 	3	<p>All licenced schools in the office of the education officer had been issued with certificates of environmental compliance as one of the requirements for operation.</p>



LGPA 2017/18

Health Performance Measures

Makindye-Ssabagabo Municipal Council

(Vote Code: 780)

Score 46/100 (46%)

No.	Performance Measure	Scoring Guide	Score	Justification
Assessment area: Human resource planning and management				
1	<p>LG has substantively recruited primary health workers with a wage bill provision from PHC wage</p> <p>Maximum 6 points for this performance measure</p>	<p>Evidence that LG has filled the structure for primary health workers with a wage bill provision from PHC wage for the current FY • More than 80% filled: score 6 points, • 60 – 80% - score 3 • Less than 60% filled: score 0</p>	3	<p>The staffing levels stands at 69%. The district has recruited technical staff and support staff supported locally using PHC funds except for the HC IV. The vacant posts were advertised for five (5) technical staff to fill the gaps in retirement, resignation and promotions.</p>
2	<p>The LG Health department has submitted a comprehensive recruitment plan to the HRM department</p> <p>Maximum 4 points for this performance measure</p>	<p>Evidence that Health department has submitted a comprehensive recruitment plan/request to HRM for the current FY, covering the vacant positions of health workers: score 4</p>	4	<p>The Municipality submitted a recruitment plan for the current FY 2017/2018 and it was included in the Draft Performance Contract that was submitted to MoFPED.</p>
3	<p>The LG Health department has ensured that performance appraisal for health facility in charge is conducted</p> <p>Maximum 8 points for this performance measure</p>	<p>Evidence that the health facility in-charge have been appraised during the previous FY: o 100%: score 8 o 70 – 99%: score 4 o Below 70%: score 0</p>	8	<p>There are 5 government owned Health Facilities as per list availed and they are :</p> <p>Bunamwaya Health Centre II,</p> <p>Mutundwe Health Centre II ,</p> <p>Mutungo Health Centre III and Ndejje Health Centre IV.</p> <p>The in-charge were appraised and the appraisal reports availed.</p>

4	<p>The Local Government Health department has equitably deployed health workers across health facilities and in accordance with the staff lists submitted together with the budget in the current FY.</p> <p>Maximum 4 points for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG Health department has deployed health workers equitably, in line with the lists submitted with the budget for the current FY: score 4 	4	<p>Health workers are equitably distributed based on the staffing norms by Ministry of Health and HC II, III and IV level. The staff distribution list has been availed for all the 5 government health facilities (One HC IV and 3 HC IIs)</p>
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Assessment area: Monitoring and Supervision

5	<p>The DHO has effectively communicated and explained guidelines, policies, circulars issued by the national level in the previous FY to health facilities</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the DHO has communicated all guidelines, policies, circulars issued by the national level in the previous FY to health facilities: score 3 	0	<p>No evidence of communication of guidelines, policies and circulars issued at national level</p>
		<ul style="list-style-type: none"> Evidence that the DHO has held meetings with health facility in-charges and among others explained the guidelines, policies, circulars issued by the national level: score 3 	0	<p>No evidence of specific meetings with health facility in-charges and Municipal Health Officer to explain guidelines, policies and circulars.</p>
6	<p>The LG Health Department has effectively provided support supervision to district health services</p> <p>Maximum 6 points for this performance measure</p>	<p>Evidence that DHT has supervised 100% of HC IVs and district hospitals: score 3</p>	0	<p>There are no specific reports where the municipality has supervised Ndejje HC IV. The municipality has no general hospital.</p>
		<p>Evidence that DHT has supervised lower level health facilities within the previous FY: • If 100% supervised: score 3 points • 80 - 99% of the health facilities: score 2 • 60 - 79% of the health facilities: score 1 • Less than 60% of the health facilities: score 0</p>	3	<p>The Municipal Health officer and the HSD team have supervised lower level health facilities on a quarterly basis. Four quarterly support supervision reports for FY 2016/2017 were availed at the 5 health facilities including one PNFP facility.</p>

7	<p>The Health Sub-district(s) have effectively provided support supervision to lower level health units</p> <p>Maximum 6 points for this performance measure</p>	<p>Evidence that health facilities have been supervised by HSD and reports produced: • If 100% supervised score 6 points • 80 - 99% of the health facilities: score 4 • 60 - 79% of the health facilities: score 2 • Less than 60% of the health facilities: score 0</p>	6	<p>The Municipal Health Officer and the HSD team have supervised lower level health facilities on a quarterly basis. Four quarterly reports were availed in 5 health facilities, that is 4th quarter 2016/2017, 3rd quarter 2016/2017, 2nd quarter 2016, and 17/10/2016. The five health facilities; Seguku HCII, Mutungo HC II, Magdalane HC III and Bunamwaya HC II, Mutundwe HC II</p>
8	<p>The LG Health department (including HSDs) have discussed the results/reports of the support supervision and monitoring visits, used them to make recommendations for corrective actions and followed up</p> <p>Maximum 10 points for this performance measure</p>	<p>• Evidence that the reports have been discussed and used to make recommendations for corrective actions during the previous FY: score 4</p> <p>• Evidence that the recommendations are followed – up and specific activities undertaken for correction: score 6</p>	0	<p>There is no evidence that the reports have been discussed and used to make recommendations for corrective action</p> <p>There is no evidence that recommendations have been followed and specific actions undertaken for correction. Activities such as procurement of staff uniform at HC II level, painting of the dilapidated health facilities, procurement of blood bank (fridge) and a delivery bed are not documented within the support supervision action plans</p>
9	<p>The LG Health department has submitted accurate/consistent reports/date for health facility lists as per formats provided by MoH</p> <p>Maximum 10 for this performance measure</p>	<p>• Evidence that the LG has submitted accurate/consistent data regarding: o List of health facilities which are consistent with both HMIS reports and OBT: score 10</p>	10	<p>All the 6 health facilities, public, PNFP's monthly, quarter and annual outputs are reflected on OBT. All 6 health facilities including one PNFP receive PHC funds and names appear in OBT.</p>
Assessment area: Governance, oversight, transparency and accountability				

10

The LG committee responsible for health met, discussed service delivery issues and presented issues that require approval to Council

Maximum 4 for this performance measure

• Evidence that the council committee responsible for health met and discussed service delivery issues including supervision reports, performance assessment results, LG PAC reports etc. during the previous FY: score 2

2

Minutes of 5 meetings of the Social Services Committee (*handles Education, Health and Community Based Services*) for FY 2016/17 were availed, where Health issues were discussed as follows:

- Meeting of 10th August 2016 – *Presentation of 4th Quarter Performance* under Min. No. MSMC/SOC/05/08/2016
- Meeting of 21st October 2016- *Presentation of Health Inspector's report and 2nd Quarter workplan* under Min.No. MSMC/SOC/06/10/16
- Meeting of 12th December 2016- *Presentation of status reports* under Min. No. MSMC/SOC/05/12/2016 and *Resolutions* under Min. No. MSMC/SOC/06/12/2016
- Meeting of 20th February 2017- *Monitoring reports for 2nd Quarter* under Min. No. MSMC/SOC/02/06/17 and *3rd quarter workplan* under Min. No. MSMC/SOC/02/07/17
- Meeting of 2nd and 3rd May 2017 – *Discussion of budget* under Min. No. MSMC/SOC/05/06/17, *discussion of monitoring reports* under Min. No. MSMC/SOC/05/07/17, *discussion and approval of 4th quarter workplan* under Min. No. MSMC/SOC/05/08/17

The Social Services Committee presented report (*including Health sector recommendations for*

• Evidence that the health sector committee has presented issues that require approval to Council: score 2

2

approval) in the Municipal Council meeting of:

• 30th August 2016 –Min. No. MSMC/COU/07/8/2016
(clean-up day for all divisions, sensitization of communities on control of wastewater, public toilets under PPP)

• 31st October 2016 - Min. No. MSMC/COU/07/10/2016
(provision of walkways from theatre to maternity ward for Ndejje H/C IV, provision of ramps for PWDs, fencing of health centers)

• 20th December 2016 - Min. No. MSMC/COU/07/12/2016
(drafting of sanitation schedule to support divisions)

• 28th February 2017 - Min. No. MSMC/COU/06/02/2017
(Fencing of all public land for health units, service providers awarded tenders to start before end of 3rd Quarter, approved 3rd Quarter workplans for all departments, processing of land documents for Health Centers, maintenance of Mutundwe-Kisugula Health Centre veranda)

• 24th May 2017 - Min. No. MSMC/COU/08/05/2017
*(prioritisation of staff in Health Sector, 30% of funds on medical examination to be provided to the sector, changing of funds for different services as per the new guidelines from the Ministry of Health), Min. No. MSMC/COU/09/05/2017
*(Approval of budget)**

11	<p>The Health Unit Management Committees and Hospital Board are operational/functioning</p> <p>Maximum 5 points</p>	<p>Evidence that health facilities and Hospitals have functional HUMCs/Boards (established, meetings held and discussions of budget and resource issues):</p> <ul style="list-style-type: none"> • If 100% of randomly sampled facilities: score 5 • If 80-99% : score 3 • If 70-79%: : score 1 • If less than 70%: score 0 	0	<p>Two of the four health centres have HUMC meetings and budget and resources are discussed.</p> <p>Magdalene (PNFP)- File with minutes not available</p> <p>Ndejje HC IV- No minutes on file for FY2016/2017</p> <p>Seguku HC II-Four sets of minutes seen for the dates 11/06/17, 21/3/17, 11/11/16, 12/6/16</p> <p>Mutungo HC II—Four sets of minutes seen-10/03/17, 16/03/17, 18/11/16, 21/03/17</p>
12	<p>The LG has publicised all health facilities receiving PHC non-wage recurrent grants</p> <p>Maximum 3 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG has publicised all health facilities receiving PHC non-wage recurrent grants e.g. through posting on public notice boards: score 3 	0	<p>The health facilities that receive PHC funds releases have not been publicised at the municipality offices and in the four health centres visited- Ndejje HC IV, Seguku HC II, Mutungo HC II, Magdalene HC III (PNFP)</p>
Assessment area: Procurement and contract management				
13	<p>The LG Health department has submitted procurement requests, complete with all technical requirements, to PDU that cover all items in the approved Sector annual work plan and budget</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the sector has submitted procurement requests to PDU that cover all investment items in the approved Sector annual work plan and budget on time by April 30 for the current FY: score 2 <p>Evidence that LG Health department submitted procurement request form (Form PP5) to the PDU by 1st Quarter of the current FY: score 2</p>	0	<p>No procurement plan for 2017/2018 was availed at the time of this assessment.</p> <p>No procurement request was availed at the time of the assessment as having been submitted to PDU using PP form 1</p>

14	<p>The LG Health department has supported all health facilities to submit health supplies procurement plan to NMS</p> <p>Maximum 8 points for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG Health department has supported all health facilities to submit health supplies procurement plan to NMS on time: • 100% - score 8 • 70-99% – score 4 • Below 70% - score 0 	0	<p>There is no evidence that the municipality supported the development of procurement plans for HC IV and lower level health facilities. This process was supported by NMS and Wakiso District.</p>
15	<p>The LG Health department has certified and initiated payment for supplies on time</p> <p>Maximum 2 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the DHO (as per contract) certified and recommended suppliers timely for payment: score 2 points 	2	<p>Suppliers are recommended centrally by the contracts committee and not the Municipality Health Officer</p>
Assessment area: Financial management and reporting				
16	<p>The LG Health department has submitted annual reports (including all quarterly reports) in time to the Planning Unit</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the department submitted the annual performance report for the previous FY (including all four quarterly reports) to the Planner by mid-July for consolidation: score 4 	0	<p>In the absence of a record on the submission from the department, it was not possible to verify adherence to deadlines. However, all Municipal Quarterly Reports for the FY 2016/17 were submitted late to MoFPED.</p>

17	<p>LG Health department has acted on Internal Audit recommendation (if any)</p> <p>Maximum 4 for this performance measure</p>	<p>Evidence that the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year</p> <ul style="list-style-type: none"> • If sector has no audit query score 4 • If the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year: score 2 points • If all queries are not responded to score 0 	0	<p>According to the internal audit reports for FY 2016/2017, the department had the following queries:</p> <ul style="list-style-type: none"> • Internal Audit findings on the sector <table border="1" data-bbox="1109 392 1492 504"> <thead> <tr> <th>Quarter 4</th> <th>Quarter 2</th> <th>Quarter 3</th> <th>Quarter 1</th> </tr> </thead> <tbody> <tr> <td>0</td> <td>0</td> <td>1</td> <td>0</td> </tr> </tbody> </table> <p>No. of quarries :</p> <p>The department had 1 audit quarries in the year which were not responded to.</p> <ul style="list-style-type: none"> • At the time of assessment on 5nd February, 2017 the DPAC had not discussed any of the internal audit reports for 2016/2017. 	Quarter 4	Quarter 2	Quarter 3	Quarter 1	0	0	1	0
Quarter 4	Quarter 2	Quarter 3	Quarter 1									
0	0	1	0									

Assessment area: Social and environmental safeguards

18	<p>Compliance with gender composition of HUMC and promotion of gender sensitive sanitation in health facilities.</p> <p>Maximum 4 points</p>	<ul style="list-style-type: none"> • Evidence that Health Unit Management Committee (HUMC) meet the gender composition as per guidelines: score 2 	2	<p>All health units had female representation and calculated at 43% (9/21 members are female)</p> <p>Ndejje HC IV-2/7, Mutungo HC II-2/4, Magdalene HC III-3/5, Seguku HC II- 2/5</p>
		<ul style="list-style-type: none"> • Evidence that the LG has issued guidelines on how to manage sanitation in health facilities including separating facilities for men and women: score 2 	0	<p>No guidelines on sanitation were available / in place in the four health facilities visited-Ndejje HC IV, Seguku HC III, Mutungo HC II and Magdalene HC III</p>

19	<p>The LG Health department has issued guidelines on medical waste management</p> <p>Maximum 2 points</p>	<ul style="list-style-type: none">• Evidence that the LGs has issued guidelines on medical waste management, including guidelines for construction of facilities for medical waste disposal : score 2 points.	0	<p>There are no guidelines on health care waste management in health facilities were issued to the four health facilities visited- Ndejje HC IV, Seguku HC III, Mutungo HC II and Magdalene HC III</p>
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