



LGPA 2017/18

Accountability Requirements

Adjumani District

(Vote Code: 501)

Assessment	Compliant	%
Yes	6	100%
No	0	0%

Summary of requirements	Definition of compliance	Compliance justification	Compliant?
Assessment area: Annual performance contract			
<p>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.</p>	xxx	<p>Adjumani district submitted a draft Performance Contract for FY2017/18 (form B) to MoFPED on 13th/4/2017, the approved performance contract for FY2017/18 (final form B) was submitted on 26th/6/2017. This is also in line with the receipts/acknowledgements at MoFPED and all the documents were submitted by the district Planner (Moini Fred)</p>	Yes
Assessment area: Supporting Documents for the Budget required as per the PFMA are submitted and available			
<p>LG has submitted a Budget that includes a Procurement Plan for the forthcoming FY (LG PPDA Regulations, 2006).</p>	xxxxx	<p>Both the draft and final Performance Contracts for FY2017/18 submitted to MoFPED had a copy of consolidated procurement plan for Financial Year 2017/18 attached as per the LG PPDA regulations, 2006</p>	Yes
Assessment area: Reporting: submission of annual and quarterly budget performance reports			
<p>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)</p>	xxxxx	<p>The annual/Quarter 4 performance report for Adjumani DLG for FY2016/17 was submitted to MoFPED on 17/7/2017, which is in line with the LG budget preparation guidelines and PFMA Act, 2015</p>	Yes

<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>Adjumani DLG submitted all the 4 performance reports on as:</p> <p>Quarter 4 performance report for FY2016/17 was submitted to MoFPED on 17/7/2017.</p> <ul style="list-style-type: none"> • Quarter 3 performance report submitted to MoFPED on 11/5/2017 • Quarter 2 performance reports was submitted to MoFPED on 30/1/2017 • Quarter 1 performance report was submitted to MoFPED on 28th/10/2016. However, the receipt for first quarter submission to MoFPED was not seen in the ministry. However, at the district, the forwarding letter stamped at MoFPED instead of the receipt was retrieved. This still fulfils the requirement 	<p>Yes</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>xxxxx</p>	<ul style="list-style-type: none"> • A response written by the Internal Auditor to PS/ST in a letter dated 10/03/17 was submitted on 13/03/17. Another submission on additional responses was made on 24/03/17. • The total number of issues included in the reports which were responded to was 22. This also included the issues reported in the OAG report. • The statement included actions against all internal audit findings for the financial year 2015/16. 	<p>Yes</p>
<p>The audit opinion of LG Financial Statement (issued in January) is not adverse or disclaimer</p>	<p>xxxxx</p>	<p>The district had an unqualified report with an emphasis of matter on 6 issues: ? Failure to implement Budget as approved by Parliament ? Delayed completion of Council Hall ? Loss of motorcycle ? Lack of Land titles ? Low recovery Rate of Youth Livelihood funds ? Exceptions raised in PPDA audit report of district for financial year ended 30th June, 2017.</p>	<p>Yes</p>



LGPA 2017/18

Crosscutting Performance Measures

Adjumani District

(Vote Code: 501)

Score 57/100 (57%)

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. <hr/> <ul style="list-style-type: none"> • All new infrastructure investments have approved plans which are consistent with the Physical Plans: score 2. 	<p>0</p> <hr/> <p>0</p>	<p>Adjumani as a district does not have a functional physical planning committee much as it was constituted by CAO in 2014, there were no minutes of meetings held since then. Records provided in MoLHUD on Physical Development Planning status as of June 2017, indicated that Adjumani district is among the districts without a district level physical plan.</p> <hr/> <p>There were no evidence of new infrastructure investments having approved plans in consistency with the physical plans</p>
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. 	<p>2</p>	<p>There was evidence that the priorities for FY2017/18 AWP resulted from the budget conference of minute 14/BUD/2/11/16. The various departments made presentations that reviewed the past FY, challenges and priorities for the coming year.</p>

		<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>Looking at the 5 year development plan (DDP11) year 3 investments against AWP FY2017/18 capital projects, it was evident that the capital investments in the AWP were derived from the DDP11 as evidenced by:</p> <ul style="list-style-type: none"> Health Outputs 088181-Staff houses construction and rehabilitation, 088182 Maternity Ward construction and Rehabilitation and 088183 OPD and other ward construction and Rehabilitation Administration, output 138172, has extension of the council hall budgeted. Education outputs 078180-Classroom construction and rehabilitation, 078181 latrine construction and rehabilitation, 078182-Teacher house construction and rehabilitation, etc.
		<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. 	1	<p>The approved 5 year District Development Plan 2 (2015/16-2019/20 has all the sectoral investment project profiles, which were done at the design of the DDP11. The profiles are in line with the format in the LG planning guidelines 2014. The TPC discussed the profiles at the time of designing the DDP11.</p>
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. 	1	<p>The annual statistical abstract which gives statistical information, facts and figures for 2016/17 was compiled in July 2017. The compilation was based on population projections data of Census 2014. It was presented to DTPC for discussion on 10th/August/2017 to support budget allocation and decision making. In attendance were Heads of Departments, Sub county Chiefs and Town clerk for Adjumani town council</p>

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 	2	<p>According to the district planner, IFMS does not allow implementation outside the approved AWP and budgets uploaded on the system. However, this was evident from FY2016/17 AWP infrastructure projects compared to what is indicated in the DDP11 for that year and annual performance report for FY2016/17, which highlighted some of the planned infrastructure projects like</p> <ul style="list-style-type: none"> Output of Construction of 4 semi-detached staff teacher houses in Keyo and Nyeu primary schools page 98 on the annual performance report, Rehabilitation of District Education department Office Construction of 19 stance of latrines under education page 98 , etc
		<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 		2

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 	2	<p>From the annual/Q4 performance report FY2016/2017 analysis, it was evident that:</p> <ul style="list-style-type: none"> The district had an approved budget of 25,109,549, 000 as expected revenue but only 22,530,967,000 (90%) was received. However, in terms of budget performance, 22,382,365,000 was sent to the departments and only 21,946,514,000 (98%) was spent by the departments. From the Q4 report, the % budget released was 89%, but % budget spent was 87% and releases spent was 98% which is within the range of +/-15%
		<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 	0	<p>From the AWP plan of FY2016/17, there was no evidence that O&M for infrastructure projects especially water and roads was budgeted for. O&M was mentioned in the project profiles but there was no deliberate budgets attached. What the planner referred to as O&M expenditure was maintenance of equipment like under: Health-vehicle-84% Works-machines/equipment-91% Water-vehicle-100% Natural resources-100% Planning unit- 100% which are not infrastructure projects.</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 	2	<ul style="list-style-type: none"> All the 9 heads of departments and 4 keys sections had their performance contracts filled, signed and endorsed by CAO as per the guidelines of MoPS (CICULAR STANDING INSTRUCTION NO1 OF 2016)
		<ul style="list-style-type: none"> Evidence that the LG has filled all HoDs positions substantively: score 3 	0	<ul style="list-style-type: none"> The following positions are not substantively filled: • 1- The CFO Position • 2-The Principle Human resource position • 3-The District Engineer. But there is evidence that they have been advertising these posts though they have not been able to attract suitable candidates

7	The LG DSC has considered all staff that have been submitted for recruitment, confirmation and disciplinary actions during the previous FY. Maximum 4 points on this Performance Measure	<ul style="list-style-type: none"> Evidence that 100 percent of staff submitted for recruitment have been considered: score 2 	2	<ul style="list-style-type: none"> All the 48 positions submitted for recruitment have been considered by the DSC, as per CAO'S submission CR/157 dated 20/8/2016 and the DSC/ADJ/112/2017
		<ul style="list-style-type: none"> Evidence that 100 percent of staff submitted for confirmation have been considered: score 1 	1	<ul style="list-style-type: none"> All staff confirmation submissions have been considered by the DSC as per CAO'S submission CR/157 dated 20/8/2016 and the DSC/ADJ/117/2017
		<ul style="list-style-type: none"> Evidence that 100 percent of staff submitted for disciplinary actions have been considered: score 1 	1	<ul style="list-style-type: none"> All staff submitted for disciplinary action have been considered by the DSC as per Cao's submission CR/151 for 3 cases in relation to DSC min. DSC/ADJ/118/2017
8	Staff recruited and retiring access the salary and pension payroll respectively within two months Maximum 5 points on this Performance Measure.	<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	<ul style="list-style-type: none"> All the 45 recruited staff in the previous financial year have already accessed the payroll as per DSC min. DSC/ADJ/112/2017 and the PPS soft ware
		<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 	0	Some few pensioners who got on pension early, got their pay only after 4 months
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) Maximum 4 points on this Performance Measure.	<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	Revenue performance in FY 2015/16 was Shs 272,361,930. Revenue performance for 2016/17 was Shs 279,718,136. The percentage increase was 2.7%, which is less than 5%.

10	<p>LG has collected local revenues as per budget (collection ratio)</p> <p>Maximum 2 points on this performance measure</p>	<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>For FY 2016/17 the OSR budget was Shs 284,888,000. For the same year, Shs 279,718,136 was realised. This was 1.8% below what was budgeted and within the +/- 10% range.</p>
11	<p>Local revenue administration, allocation and transparency</p> <p>Maximum 4 points on this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the District/Municipality has remitted the mandatory LLG share of local revenues: score 2 	2	<p>There is evidence that the district remits 65% of local revenue to LLGs (Sub-counties). Examples include Shs 910,000 forest royalty remitted to Pakele Sub county on 19/10/16. Also Shs 1,542,125 LST remitted to Adropi Sub county on 12/01/17. Another example is Shs 9,868,589 LST remitted to Adjumani Town Council on 20/01/17.</p>
		<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>Total Council expenditure for 2016/17 was Shs 53,960,000 of which Shs 52,800,000 came from Central Government. Also, Shs 25,960,000 was directly spent on Standing Committee (Councillor Allowances). Total spent from OSR in FY 2016/17 was 1,160,000 + 25,960,000 which comes to Shs 27,120,000. This makes a proportion of 9.9% with the total OSR collection for FY 2015/16 (Shs 272,361,930).</p>

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 	2	<p>Substantive Appointment Letters for the position of a Senior Procurement Officer and Procurement Officer are in place.</p>
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		<ul style="list-style-type: none"> Evidence that the TEC produced and submitted reports to the Contracts Committee for the previous FY: score 1 	1	<p>Minutes from TEC are in place for a number of projects that were implemented in FY 2016/2017. The projects include 2 stance VIP latrine constructed at Ofua Health Center III under DDEG (ADJU 504/Wrks/16-17/024), 5 stance VIP latrine constructed at Oyuwi Primary School under DDEG (EDUCTN) (ADJU 504/Wrks/16-17/020), 2 stance VIP latrine constructed at Ofua Sub county Headquarters under DDEG (ADJU 504/Wrks/16-17/025), and 4 stance VIP latrine constructed at Onigo Primary School under DDEG (ADJU 504/Wrks/16-17/035). Also, Minutes from TEC are in place for Rehabilitation of 10 Km of Murrum Road from Ofua through Subbe to Mirieyi under DDEG (ADJU 504/Wrks/16-17/002).</p>
		<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>Minutes from Contracts Committee are in place for a number of projects that were implemented in FY 2016/2017. The projects include 2 stance VIP latrine constructed at Ofua Health Center III under DDEG (ADJU 504/Wrks/16-17/024), 5 stance VIP latrine constructed at Oyuwi Primary School under DDEG (EDUCTN) (ADJU 504/Wrks/16-17/020), 2 stance VIP latrine constructed at Ofua Sub county Headquarters under DDEG (ADJU 504/Wrks/16-17/025), and 4 stance VIP latrine constructed at Onigo Primary School under DDEG (ADJU 504/Wrks/16-17/035). Also, Minutes from Contracts Committee are in place for Rehabilitation of 10 Km of Murrum Road from Ofua through Subbe to Mirieyi under DDEG (ADJU 504/Wrks/16-17/002). In all cases mentioned above, the Contracts Committee considered recommendations of TEC with no deviations whatsoever.</p>
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</p>			<p>a) The following projects appear in Procurement and Disposal Plan and approved Annual Work Plan and Budget for 2017/2018 FY:</p> <ul style="list-style-type: none"> - Construction of one block of 4 occupants staff house and 2 stances of drain-able latrine and bathroom at Birra Health Center III. - Construction of one block of 4 occupants staff house and 2 stances of drain-able latrine and bathroom at Mabguru Primary School.

<p>on this performance measure.</p>	<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>	<p>2</p>	<ul style="list-style-type: none"> - Renovation of 2 classroom block at Yoro Primary School. - Borehole drilling at various locations. - Borehole rehabilitation at various locations. - Latrine sinking at Paluga Primary School under DDEG. - Latrine sinking at Gulinya Primary School under DDEG. <p>b) The following projects appear in Procurement and Disposal Plan and approved Annual Work Plan and Budget for 2016/2017 FY:</p> <ul style="list-style-type: none"> - Rehabilitation of Ofua-Subbe-Mirieyi 10 Km Murrum Road (ADJU 504/Wrks/16-17/002). - 2 stance VIP latrine constructed at Ofua Health Center III under DDEG (ADJU 504/Wrks/16-17/024). - 5 stance VIP latrine constructed at Oyuwi Primary School under DDEG (EDUCTN) (ADJU 504/Wrks/16-17/020). - 2 stance VIP latrine constructed at Ofua Sub county Headquarters under DDEG (ADJU 504/Wrks/16-17/025). - 4 stance VIP latrine constructed at Onigo Primary School under DDEG (ADJU 504/Wrks/16-17/035). - Construction of 2 units of semi-detached staff houses with kitchen and 2 stances of VIP latrine each at Keyo Primary School (ADJU 504/Wrks/16-17/003). - Construction of 2 units of semi-detached staff houses with kitchen and 2 stances of VIP latrine each at Nyeu Primary School (ADJU 504/Wrks/16-17/004).
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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

For current FY, there is NO evidence that the LG prepared 80% of the bid documents for all investment/infrastructure by August 30. Calculation based on a sample of Seven (7) randomly selected projects implemented in FY 2017/18 indicated that the LG prepared 71% of the bid documents for all investment/infrastructure by August 30. The Sampled Projects and the respective dates of preparation of their Bid Documents are indicated below:

- Construction of one block of 4 occupants staff house and 2 stances of drain-able latrine and bathroom at Birra Health Center III. Bid Document Prepared on 16/08/2017.

- Construction of one block of 4 occupants staff house and 2 stances of drain-able latrine and bathroom at Mabguru Primary School. Bid Document Prepared on 16/08/2017.

- Renovation of 2 classroom block at Yoro Primary School. Bid Document Prepared on 16/08/2017.

- Borehole drilling at various locations. Bid Document Prepared on 16/08/2017.

- Borehole rehabilitation at various locations. Bid Document Prepared on 16/08/2017.

- Latrine sinking at Paluga Primary School under DDEG. Bid Document Prepared in January 2018.

- Latrine sinking at Gulinya Primary School under DDEG. Bid Document Prepared in January 2018.

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

2

At the PDU, the Assessor saw an Updated Contracts Register for 2016/2017 FY and Referenced Completed Procurement Activity Files for all Procurements.

• For previous FY, evidence that the LG has adhered with procurement thresholds (sample 5 projects): score 2.

2

For 2016/2017 FY, there WAS Evidence that the LG adhered with procurement thresholds as exemplified by the following five (5) projects:

- Rehabilitation of 10 Km of Murrum Road from Ofua through Subbe to Mirieyi under DDEG (ADJU 504/Wrks/16-17/002). Contract Value: 90,000,000 UGX. Procurement Method: Open Bidding. Copy of Advert was placed in New Vision Newspaper of 07/September/2016.

- 2 stance VIP latrine constructed at Ofua Sub county Headquarters under DDEG (ADJU 504/Wrks/16-17/025). Contract Value: 8,500,000 UGX. Procurement Method: Selective Bidding. An Invitation to Bid Notice (Referenced CR/105/9) was Signed by CAO on 18/January/2017.

- 4 stance VIP latrine constructed at Onigo Primary School under DDEG (ADJU 504/Wrks/16-17/035). Contract Value: 18,000,000 UGX. Procurement Method: Selective Bidding. An Invitation to Bid Notice (Referenced CR/105/9) was Signed by CAO on 18/January/2017.

- 5 stance VIP latrine constructed at Oyuwi Primary School under DDEG (EDUCTN) (ADJU 504/Wrks/16-17/020). Contract Value: 18,990,000 UGX. Procurement Method: Selective Bidding. An Invitation to Bid Notice (Referenced CR/105/9) was Signed by CAO on 18/January/2017.

- 2 stance VIP latrine constructed at Ofua Health Center III under DDEG (ADJU 504/Wrks/16-17/024). Contract Value: 8,000,000 UGX. Procurement Method: Selective Bidding. An Invitation to Bid Notice (Referenced CR/105/9) was Signed by CAO on 18/January/2017.

15	<p>The LG has certified and provided detailed project information on all investments</p> <p>Maximum 4 points on this performance measure</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 	2	<p>The Assessor saw Completion Certification for Rehabilitation of 10 Km of Murrum Road from Ofua through Subbe to Mirieyi under DDEG (ADJU 504/Wrks/16-17/002).</p>
		<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>There was NO Evidence that all works projects for the 2017/2018 FY were clearly labelled (site boards) indicating: the name of the project, contract value, the contractor; source of funding and expected duration.</p>
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 	0	<p>The LG operates 13 bank accounts with the Treasury Single Account (TSA) being the main. As of 16-01-2018 the date of the assessment, 11 bank accounts were up to date reconciled to 31 December 2017. But the main account, the TSA was not up to date; it was reconciled to 31 October 2017. This was two months behind schedule.</p>
17	<p>The LG made timely payment of suppliers during the previous FY</p> <p>Maximum 2 points on this performance measure</p>	<ul style="list-style-type: none"> 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	<p>From the payments reviewed, eventhough on average the district makes timely payment of its suppliers, there are still some instances of delayed payments. Five suppliers in 2016/17 were sampled and this is how long it took for them to be paid: Malib Construction Co. Ltd – 1 Day, Care Mission Water Services – 7 Days, Parkview General Merchandise – 69 Days, Njeru Technical Services – 18 Days and New Vision Printing and Publishing – 25 Days. Average: 24 Days.</p>

18	<p>The LG executes the Internal Audit function in accordance with the LGA section 90 and LG procurement regulations</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> Evidence that the LG has a substantive Senior Internal Auditor and produced all quarterly internal audit reports for the previous FY: score 3. 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. 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 	<p>3</p> <p>2</p> <p>1</p>	<p>The district has a substantively appointed Principal Internal Auditor, in the names of Leku Samuel, appointed on 24/11/2016.</p> <p>The District has provided information to the Council and LGPAC on the implementation of internal audit findings. According to the delivery book, the 2016/17 first quarter report was received by PAC on 07/11/16, the second quarter on 03/02/17, the third quarter on 02/05/17 and the fourth quarter on 11/08/17. These reports were discussed in PAC on 02/05/17 (1st & 2nd Quarters) and 26/10/17 (3rd & 4th Quarters).</p> <p>LGPAC minutes for FY 2016/17 for the whole year were not yet produced. Draft copies of 1st and 2nd Quarters were seen. But alternative evidence on submission to the CAO and discussion of audit findings in the LGPAC was available in the LGPAC minute book, including the decisions reached on the difference audit findings. Audit follow-up reports also highlighted the issues and actions taken.</p>
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 has a manual assets register which is formatted as recommended in the Finance Manual. However, the register is not updated and lacks information on quite a number of areas such as the costs of assets, dates of acquisition, the values for land and buildings etc.</p>
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	<p>The district had an unqualified report with an emphasis of matter on 6 issues: ? Failure to implement Budget as approved by Parliament ? Delayed completion of Council Hall ? Loss of motorcycle ? Lack of Land titles ? Low recovery Rate of Youth Livelihood funds ? Exceptions raised in PPDA audit report of district for financial year ended 30th June, 2017.</p>

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	<ul style="list-style-type: none"> • Under minute 46/OCM/03/2017, council among other items in the order paper approved a number of key service delivery documents like the Capacity Building plan, Procurement plan, Revenue Enhancement plan, O&M policy, District work plan/budget estimates for FY2017/18 and approval of items for disposal . • Also in the meeting of 25th/11/2016, council approved supplementary budget estimates for FY2016/17, Presentation of council sectoral committees (Social Services, Finance & planning, and production, marketing, natural resources, technical services and works committee) reports and consideration of treasury memorandum for FY 2013/14 (LG PAC).
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 feed-back (grievance /complaints) and responded to feedback and complaints: score 2. 	2	<p>The CAO designated the District planner to coordinate response to feedback, he was trained by MoFPED on how to use the budget and transparency initiative.</p>
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 • Evidence that the procurement plan and awarded contracts and amounts are published: score 1 	0	<p>There was no published information regarding LG payroll and pensioner schedule on public notice boards. The only information on most of the notice boards was job adverts from the many NGOs operating in the district</p> <p>No information on procurement plan and awarded contracts and amounts published any where in the district. Information from the district registry provided very loose and rough papers which were poorly kept in a file folder.</p>

		<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	Not applicable since there was no government performance assessment done in FY2016/17.
24	The LGs communicates guidelines, circulars and policies to LLGs to provide feedback to the citizens	<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 	0	There was no evidence in form a report or minute to show that HLG communicated and explained guidelines, circulars and policies issue by the national level LLGs during FY2016/17.
	Maximum 2 points on this performance measure	<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. 	1	There is free "Government Hour airtime" for radio talk shows held every Thursday on Amani radio 89.1 FM. So departmental heads, political leaders and other stakeholders hold radio talk shows on various thematic areas and Adjumani communities are allowed to call and interact. Other fora like barazas, urban foras,etc were not done

Assessment area: Social and environmental safeguards

25	The LG has mainstreamed gender into their activities and planned activities to strengthen women's roles	<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>There was Evidence that the LG gender focal person provided guidance and support to sector departments to mainstream gender into their activities as exemplified by the following:</p> <ul style="list-style-type: none"> - Distribution of Materials to LLGs to Strengthen Gender Mainstreaming in the District (Dated 10/February/2017). - Requisition for Meeting with Sub county CDOs on Gender (Dated 19/May/2017). - Training District Leaders on Gender Based Violence (Dated 04/November/2016). - Dissemination of Gender Mainstreaming Information to LLGs (Dated 20/December 2016).
	Maximum 4 points on this performance measure.			

		<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. 	0	<ul style="list-style-type: none"> There was Evidence that gender focal point had planned activities for 2017/2018 FY to strengthen women's roles with an Allocation of UGX 3,000,000 planned for Gender Activities from Local Revenue for current FY. There was NO Evidence that more than 90% of previous year's budget for gender activities was implemented since UGX 1,094,760 was disbursed for Gender Activities from Local Revenue for FY 2016/2017 (out of UGX 2,000,000 that had been allocated giving an implementation ratio of 54.74%).
26	LG has established and maintains a functional system and staff for environmental and social impact assessment and land acquisition	<ul style="list-style-type: none"> 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	There was NO Evidence that environmental screening or EIA where appropriate, was carried out for activities, projects and plans and mitigation measures were planned and budgeted for.
	Maximum 6 points on this performance measure	<ul style="list-style-type: none"> Evidence that the LG integrates environmental and social management plans in the contract bid documents: score 1 	0	There was NO Evidence that the LG integrated environmental and social management plans in the contract bid documents.
		<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 	1	<p>There was Evidence that all projects were implemented on land where the LG had proof of ownership by way of a land title or agreement with land owners as exemplified by the following:</p> <ul style="list-style-type: none"> The Assessor saw original Land Titles processed in the name of the LG including Land Titles for Onigo Primary School; Oyuwi Primary School; and Ofua Health Center III. The Assessor found out that Processing of a Land Title for Ofua Sub county Headquarters was at Deed Plan Level. The Assessor additionally saw the Deed Plan for Ofua Sub county Headquarters Land Title-in-the making.

		<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>There was NO Evidence that all completed projects had Environmental and Social Mitigation Certification Form completed and signed by Environmental Officer as exemplified by the following:</p> <ul style="list-style-type: none">- None of the projects sampled had a copy of an Environmental and Social Mitigation Certification Form completed and signed by Environmental Officer on their Procurement Files that were appropriately and adequately referenced.
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LGPA 2017/18

Educational Performance Measures

Adjumani District

(Vote Code: 501)

Score 56/100 (56%)

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 <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>Adjumani district Education sector OBT FY 17/18 has a wage bill of UGX 5,386,630,000 for 672 qualified teachers. The total covers Head teachers and regular teachers.</p> <p>The DEO has a school staff list and budget for 80 schools (i.e. 66 government aided and 14 integrated schools) for a Head teacher and Teachers on the payroll for FY17/18.</p> <p>The DEO has a staff list and budget for 47 Head teachers and caretakers for 80 posts; and 590 teachers against the minimum of 560 Teachers</p> <p>The 4 sampled schools (Mireyi integrated school; Ofua Central; Openzinzi Primary School; and Oyuwi Primary School) all have files of the teacher deployment and the staff list posted on the wall of the Head teachers show the staffing which is linked with those at the DEO's office.</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 o If 100% score 6 o If 80 - 99% score 3 o If below 80% score 0 	6	<p>The OBT budget provision for FY17/18 caters for the minimum staffing level in the structure of a Head teacher and minimum 7 Teachers for all the 80 primary schools although in some schools such as Adjumani Central Primary School there are 16 Teachers and a Head teacher which is far higher than the minimum requirement on account of the high pupil enrolment.</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>According to the district education school inspectors' positions for FY16-17, the district structure has 3 positions and only two have been filled.</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>Education department submitted recruitment plan for staff which included those for the primary teachers during FY17/18</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>Education department submitted recruitment plan for the third unfilled School Inspector during FY17/18</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>The 2 Schools Inspectors were both appraised during FY 16/17 as per their individual files at the DEO office.</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>	3	<p>The Education Department has personnel files of all the 47 Head teachers appraised during FY16/17.</p>

Assessment area: Monitoring and Inspection

6	<p>The LG Education Department has effectively communicated and explained guidelines, policies, circulars issued by the national level in the previous FY to schools</p> <p>Maximum 3 for this performance measure</p>	<p>• 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</p>	0	<p>There was no evidence of the circulars on files for FY16/17</p>
		<p>• 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</p>	2	<p>Minutes showed that the Education department held meetings with Head teachers on various issues including sharing information on guidelines and circulars relating to school feeding, closure of unregistered schools during a meeting on 4th January 2016 at Council Hall.</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: <ul style="list-style-type: none"> 100% - score 12 90 to 99% - score 10 80 to 89% - score 8 70 to 79% - score 6 60 to 69% - score 3 50 to 59% score 1 Below 50% score 0. 	0	<p>The only evidence found was for the third term inspection whose report was produced and not for all the schools thereby reflecting a below 50% of the schools.</p>
8	<p>LG Education department has discussed the results/reports of school inspections, used them to make recommendations for corrective actions and followed recommendations</p>	<ul style="list-style-type: none"> 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	<p>The Education Department held a meeting as per minutes of June 30th 2017 to discuss school inspection reports with the Head teachers.</p>
	<p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> 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	<p>According to the Directorate of Education Standards Submission matrix report for FY2016/17, the district submitted only 2nd Quarter Report out of the 4 Quarters and was acknowledged by DES in Kampala.</p>
		<ul style="list-style-type: none"> Evidence that the inspection recommendations are followed-up: score 4 	4	<p>All the sampled schools (Ofua central P/S; Openzinzi P/S; Oyuwi P/S) each had a hard bound book which contained inspection reports detailing feedback and actions for key recommendations from weaknesses established.</p>
9	<p>The LG Education department has submitted accurate/consistent reports/date for school lists and enrolment as per formats provided by MoES</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	<ul style="list-style-type: none"> EMIS (2016) list of schools data stood at 80 schools OBT list of schools data stood at 80 schools in FY2017/18
	<p>Maximum 10 for this performance measure</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>There is inconsistency between EMIS enrolment data stood at 53,701 FY2017/18 yet the OBT enrolment data stood at 63,833 pupils in FY2017/18</p>

Assessment area: Governance, oversight, transparency and accountability

10	<p>The LG committee responsible for education met, discussed service delivery issues and presented issues that require approval to Council</p>	<ul style="list-style-type: none"> 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	<p>The 5th joint social services committee (Education, Health and Community based services) meeting of 8th-10th /5/2017 focused on discussing budget for FY2017/18, Operations and Maintenance policy, procurement plan, revenue enhancement plan and board of survey reports for FY2015/16</p>
	<p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the education sector committee has presented issues that requires approval to Council: score 2 	0	<p>There was no evidence that the education sector committee which is under the social services committee of council presented education specific issues that required approval to council.</p>
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>	5	<p>The district has approved all (100%) SMCs' list whose tenure run from May 2016-2019, as per DEO's letter Ref. CR/006/004. Also, the SMCs' minutes of the sampled primary schools (Mireyi integrated school; Ofua Central; Openzinzi Primary School; and Oyuwi Primary School) were on files at the Head teachers' offices.</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>There was no evidence that Adjumani District displayed non-wage for all schools on their public notice board/s. In the sampled schools however there were displays of non-wage recurrent grants posted on the Head teachers' offices for cumulative years 2015 to 2017</p>

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 Education department prepared and submitted all investment items requests of the approved sector annual work-plans and all were submitted before 30th April 2017 as per document files that were prepared in collaboration with the works department and captured on page 49 on LG Workplan Vote 501 Adjumani FY16-17 Education Section 6.</p> <p>Examples include the construction of 4 unit semi-detached house at Magburu primary school valued at UGX169,137,050 and reference PD Entity Name and Code Adju504; the construction of 5 stances VP latrine at Paluga primary school valued at UGX19,000,000 with no reference number; Construction of VIP latrine at Oyuwi P/S valued at UGX18,990,000 reference PD Entity Name and Code Education - 6; Construction of 5 stance Pit latrine at Gulinya P/S valued at UGX22,800,000.</p> <p>Also, Renovation of office block valued at UGX42,500,000 dated 11 April 2017.</p>
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 	3	<p>Two procurements in Education were sampled;</p> <p>Malib Construction Co. Ltd which renovated staff houses at Kolididi Primary School for Shs 43,168,566. It invoiced on 22/06/17 and was paid on 23/06/17. The certificate was signed on 21/06/17. The payment was consistent in time and law.</p> <p>Malibu Enterprises Ltd constructed Teachers' houses, two stand latrines and a kitchen at Nyeu Primary School for Shs 48,088,987. It submitted an invoice on 12/05/17 and was paid on 19/05/17. The certificate was made on 15/05/17.</p>

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>There was no systematic evidence in form of acknowledgement of department annual performance and quarterly reports submissions to planner.</p>
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 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 	2	<p>Education Department had internal audit queries in FY 2016/17. But effort was made to respond to the queries, as shown in the second quarter report dated 03/02/2017 addressed to the Speaker and copied to the RDC, the LC5 Chairman, PAC Chairman, Auditor General, Internal Auditor, MoFPED, among others. Further evidence can be found in the report to the Internal Auditor General dated 10/03/17.</p>

Assessment area: Social and environmental safeguards

17	<p>LG Education Department has disseminated and promoted adherence to gender guidelines</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>No evidence of the guidelines was found</p>
	<p>Maximum 5 points for this performance measure</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>No evidence of the guidelines was found</p>

		<ul style="list-style-type: none"> • Evidence that the School Management Committee meet the guideline on gender composition: score 1 	1	<p>The DEO had an approved SMCs list who tenure run from May 2016-2019, Letter by the DEO Ref. CR/006/004 showing the need to have gender composition as per the Education Act 2008. Of the 4 sampled schools visited both their SMCs' lists displayed on the Head teachers' offices show evidenced of women representation on all the four SMCs (i.e. Mireyi integrated school (Ofua Central 3 Females out of 13 members; Openzinzi Primary School 4 Females out of 13 members)</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: 	0	<p>No evidence of the guidelines was found</p>



LGPA 2017/18

Health Performance Measures

Adjumani District

(Vote Code: 501)

Score 70/100 (70%)

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</p> <ul style="list-style-type: none"> • More than 80% filled: score 6 • 60 – 80% - score 3 • Less than 60% filled: score 0 	6	<ul style="list-style-type: none"> • Approved structure FY2017/18 had a total of 585 health staffs while the current staffs on payroll are 502 giving 85.5%. • A copy of the advert that had been placed by Adjuman District Service Commission NO.2/2016 in New vision paper dated Monday October 17th 2016 with health positions being advertised was seen at the DSC secretary's office . Selection and shortlisting of applicants was taking place for the vacant positions by the time of assessment.
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>	0	<p>There was no recruitment plan/request for the current year seen though there was an advert running which was seen at the DSC secretary's office which had health positions among the advertised ones. Adjuman District Service Commission DSC NO 2/2016 advert in New vision dated Monday 17 2016 was seen at the DSC. The DSC was in process of shortlisting the candidates by the time of this assessment.</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	<ul style="list-style-type: none"> • 100% of the Appraisal personal files for in-charges were filled and signed by the Head of Department/ supervisors as seen from the HR office.
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	<ul style="list-style-type: none"> • Records of staff lists for the budget framework FY 17/18 (OBT) were similar to the copy of the current staff listing per facility despite some few transfers from one facility to the other as seen in the DHOs office.

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 	3	<ul style="list-style-type: none"> • Copies of new financial management guidelines, HIV consolidated Guidelines 2016, Uganda Clinical Guidelines 2016, and circulars from NMS were seen at the selected health units.
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		<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 	3	<ul style="list-style-type: none"> Copy of Health workers attendance lists during orientation meeting on the new Financial Management guidelines for PHC was availed at the DHOs office. No minutes related to meetings on guidelines/ circulars were availed at the DHOs office despite other meetings for Performance reviews that were taking place.
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> <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>	0	<ul style="list-style-type: none"> Only 3 out of 4 quarterly reports indicated that only one HCIV was supervised. Also none of the reports indicated Adjuman Hospital being supervised by the DHT. Copies of Supervision reports seen from the DHOs office indicate that 59.3% of the 40 health facilities were supervised. Copies of reports also indicated that the DHT only supervises the HSDs and HC IIIs. HC IIs were mainly supervised by the HSD.
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>	0	<ul style="list-style-type: none"> Supervision reports seen at HSD (Adjuman Hospital) showed that 54% of HCs in the catchment area were supervised.

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>	<ul style="list-style-type: none"> • Evidence that the reports have been discussed and used to make recommendations for corrective actions during the previous FY: score 4 • Evidence that the recommendations are followed – up and specific activities undertaken for correction: score 6 	4	<ul style="list-style-type: none"> • Copies of the DHT supervisions reports indicated recommendations generated by the supervising teams and actions that were to be taken. <p>Copies of supervision reports at HSD also showed recommendations and action points given by the supervising teams.</p> <ul style="list-style-type: none"> • DHT and HSD supervision reports showed actions points generated from previous visits having been implemented like the need to distribute Consolidated HIV guidelines to facilities and also making sure that health workers started using the recommended policies and guidelines. Consolidated HIV Guidelines were distributed to facilities and were seen at the selected health facilities. This came as a recommendation from the previous supervisions.
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>	<ul style="list-style-type: none"> • Evidence that the LG has submitted accurate/consistent data regarding: <ul style="list-style-type: none"> o List of health facilities which are consistent with both HMIS reports and OBT: score 10 	10	<p>A copy of the list of Health facilities at the DHOs office that were consistently submitting the HMIS to the DHO/MOH (40 Facilities) were the same as the list of health facilities in the OBT.</p>
Assessment area: Governance, oversight, transparency and accountability				

10	<p>The LG committee responsible for health met, discussed service delivery issues and presented issues that require approval to Council</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> A copy of the Social services committee meeting minutes on their 5th joint meeting of 8-10th may 2017 discussed budget for FY 17/18, operations and maintenance policy, procurement plan, revenue enhancement plan and board of survey reports was seen in District Planners Office.
		<ul style="list-style-type: none"> Evidence that the health sector committee has presented issues that require approval to Council: score 2 	0	<ul style="list-style-type: none"> There was no evidence that the sector committee presented issues for approval by the council.
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 	5	<p>Copies of HUMC meeting minutes were availed in both Hospital and all the selected health facilities(100%). These facilities included; Adjuman Hospital, Pakere HC III, Openzinzi HCIII, and Ofua HC III.</p> <p>Copies of HUMC members lists were also well displayed in the selected facilities.</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 	3	<ul style="list-style-type: none"> Copies of PHC fund release distribution list of health facilities were properly displayed on noticeboard of DHO and on noticeboards of selected Health facilities showing how much money was disbursed to each facility.
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 	0	<p>A Copy of procurement Plan request to DPU from DHOs office was availed and seen but was dated January 19th 2018 contrary to April 30th 2017.</p>
		<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>A Copy of procurement Plan request to DPU from DHOs office was availed and seen but was dated January 19th 2018 contrary to Mid July 2017.</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: <ul style="list-style-type: none"> • 100% - score 8 • 70-99% – score 4 • Below 70% - score 0 	8	<ul style="list-style-type: none"> • Copies of Order forms from health facilities were availed at the DHOs office which were used to compile one order request to NMS • The District uses the DHSI2 system which has deadlines with NMS. • Receipt from NMS in form of a letter to the CAO showing the procurement request for all facilities dated July 1st 2016 was seen at DHOs office.

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>Two procurements in Health were sampled;</p> <p>Agweru General Merchandise which paid a Shs 5,545,821 retention for construction of the DHO's house. It invoiced on 10/06/16 and was paid on 18/01/17. The certificate was signed by the DHO on 16/06/16. The contract specified that the retainer would be paid within 6 months of completion of works and so this is not an overdue delay in payment.</p> <p>Maria Vusia Silvia Enterprises was paid a retention of Shs 6,126,397 for construction of staff houses at Ukusijoni Health Centre III. It submitted an invoice on 13/03/17 and was paid on 05/05/17. The certificate was made on 24/02/2017. The payment was timely.</p>
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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	<ul style="list-style-type: none"> According to Planner, OBT is accessed on line and then generates baby files by entering IPFs for all the quarters for departments which are completed and then submitted on line to planner. There was no hard copy evidence from departments to planner showing the date of submission or any email to that effect.
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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 • 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</p>	2	<p>Health Department had internal audit queries in FY 2016. But effort was made to respond to the queries, as shown in the second quarter report dated 03/02/2017 addressed to the Speaker and copied to the RDC, LC5 Chairman, PAC Chairman, Auditor General, Internal Auditor General MoFPED, among others. Further evidence can be found in the report to the Internal Auditor General dated 10/03/17</p>
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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>Copies of HUMC members list displayed in selected health facilities met the gender composition of both female and males.</p> <p>Copies of Guidelines on HUMC selection were also available in the selected health units</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 	2	<ul style="list-style-type: none"> Copies of Adjuman DLG Public Health Ordinance 2015 on how to manage sanitation were found in all the selected health facilities.
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	<ul style="list-style-type: none"> There were no copies of the medical waste management guidelines in all the selected facilities including the DHOs office though copies medical waste segregation were seen in the selected facilities.



LGPA 2017/18

Water & Environment Performance Measures

Adjumani District

(Vote Code: 501)

Score 55/100 (55%)

No.	Performance Measure	Scoring Guide	Score	Justification
Assessment area: Planning, budgeting and execution				
1	<p>The DWO has targeted allocations to sub-counties with safe water coverage below the district average.</p> <p>Maximum score 10 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG Water department has targeted sub-counties with safe water coverage below the district average in the budget for the current FY: score 10 	10	<p>During the assessment, it was established that the annual work plans (AWP) for FY 2017/2018, planned to implement drilling of 4 deep boreholes(hand pump), the planned boreholes were allocated to the sub counties of Ofua 77% and Pakelle 80%, Adropi with safe water coverage of 33% and Dzaipi 44% below the district safe water coverage of 62% were targeted.</p>
2	<p>The LG Water department has implemented budgeted water projects in the targeted sub-counties (i.e. sub-counties with safe water coverage below the district average)</p> <p>Maximum 15 points for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG Water department has implemented budgeted water projects in the targeted sub-counties with safe water coverage below the district average in the previous FY: score 15 	15	<p>The assessment established that the annual work plans (AWP) for FY 2016/2017, implemented the planned activity of drilling 11 deep boreholes (hund pumps) in the sub counties of Adropi with safe water coverage of 33%, Dzaipi 44%, Itirikwa 39%, Okusijoni 37%, Pachara 27%, Arinyapi 59% below the district coveregae of 62% and Ofua with water source coverage of 77% benefited. During the assessment, 3 deep wells at Alia primary school, Pakyara and kusijoni were sampled and found functioning. this was supported by the contracted drilling and pump testing report of Care Mission Water Services dated 18/04/2017 and water department quarter four report submitted to the MoWE on 5th July 2017 with details of constructed water sources.</p>
Assessment area: Monitoring and Supervision				

3	<p>The LG Water department carries out monthly monitoring and supervision of project investments in the sector</p> <p>Maximum 15 points for this performance measure</p>	<p>Evidence that the LG Water department has monitored each of WSS facilities at least annually.</p> <ul style="list-style-type: none"> • If more than 95% of the WSS facilities monitored: score 15 • 80 - 95% of the WSS facilities - monitored: score 10 • 70 - 79%: score 7 • 60 - 69% monitored: score 5 • 50 - 59%: score 3 • Less than 50% of WSS facilities monitored -score 0 	3	<p>During the assessment process, there was an evidence of 50% of reports including quarterly reports that Adjumani Local government water department monitored and supervised the construction of planned deep boreholes and sanitation facilities in the financial year 2016/2017.</p>
4	<p>The LG Water department has submitted accurate/consistent reports/data lists of water facilities as per formats provided by MoWE</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG has submitted accurate/consistent data for the current FY: <ul style="list-style-type: none"> o List of water facility which are consistent in both sector MIS reports and OBT: score 10 	0	<p>According to the annual work plan for the financial year 2017/2018, table 2.1, highlighted district population of 229,500 with 62% safe water coverage, this is different from the data in the MIS, ATLAS 2017 that is at 95% safe water coverage with population of 230,052. The population data is different from Uganda bureau of statistics population census report (2014) which is 225,251, with population growth estimated to be 229,500 by July 2017.</p> <p>The district water officer clarified that he had incorporated the hosted refugees population in the area since they are sharing water resources in the community area with the host community members. The clarification did not have evidence of data source since the refugees influx is increasing on daily basis bearing in mind that they can be reallocated at any time and they are under care and planning of UNHCR.</p> <p>The discrepancies in data sources could not allow evidence generation whether the district targets sub counties with safe water coverage below the district average. There is a need for the district to support the DWO to work with the ministry of water and environment MIS officer and reconcile the discrepancies in the data base to be able to generate actual data for planning and budgeting processes.</p>

Assessment area: Procurement and contract management

5	<p>The LG Water 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>	<p>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</p>	4	<p>Water department submitted all the procurement requests covering all investment items for financial year 2017/2018 to PDU on 28th April 2017</p>
6	<p>The DWO has appointed Contract Manager and has effectively managed the WSS contracts</p> <p>Maximum 8 points for this performance measure</p>	<ul style="list-style-type: none"> • If the DWO prepared a contract management plan and conducted monthly site visits for the different WSS infrastructure projects as per the contract management plan: score 2 	0	<p>The contract manager was assigned (as per nomination letter signed by CAO dated on 20th January 2017) but there was no evidence of contract management plan that guided drilling processes of 11 deep boreholes in 8 sub counties of the district.</p>
		<ul style="list-style-type: none"> • If water and sanitation facilities constructed as per design(s): score 2 	0	<p>The water department implemented a sanitation facility at Elegu rural growth centre market, the constructed toilet at Elegu market followed the design specifications. However, the designs did not have a ramp and the door step hinders the easy access by people with disabilities.</p>
		<ul style="list-style-type: none"> • If contractor handed over all completed WSS facilities: score 2 	0	<p>In all the WSS facilities sampled (Aliabapa-deep well, Olia primary school-deep well, Elegu market-toilet, Openzizi primary school-toilet, Oyuni primary school-Toilet) invoicing by the contractor for the completion phase payment and certification by district engineer have been done but no evidence of official hand over of the projects was seen.</p>
		<ul style="list-style-type: none"> • If DWO appropriately certified all WSS projects and prepared and filed completion reports: score 2 	0	<p>The DWO certified all the WSS sampled projects before the payments were done and dated 12/05/17. However, there was no evidence of completion reports</p>

7	<ul style="list-style-type: none"> Evidence that the DWOs timely (as per contract) certified and recommended suppliers for payment: score 3 points 	<ul style="list-style-type: none"> Evidence that the DWOs timely (as per contract) certified and recommended suppliers for payment: score 3 points 	3	<p>Two procurements in Water were sampled;</p> <p>Care Mission Water Services which drilled 8 hand pump boreholes for Shs 155,561,170. It invoiced on 18/04/17 and was paid on 17/05/17. The certificate was signed on 12/05/17. This has a time difference of 1 month, which is within limits.</p> <p>James L & Brothers which constructed a three stance drainable latrine at Elegu market for Shs 3,591,875. It invoiced on 28/05/17 and was paid on 23/06/17. The certificate was signed on 28/05/17. This has a time difference of 3 weeks, which is within limits.</p>
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Assessment area: Financial management and reporting

8	<p>The LG Water department has submitted annual reports (including all quarterly reports) in time to the Planning Unit</p> <p>Maximum 5 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 5 	5	<p>The district submitted annual performance report of previous financial year 2016/2017 and four quarterly reports. The fourth quarter report which is the annual was submitted by the CAO on 10th July 2017.</p>
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9	<p>LG Water Department has acted on Internal Audit recommendation (if any)</p> <p>Maximum 5 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 5 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 3 If queries are not responded to score 0 	3	<p>Water Department had internal audit queries in FY 2016. But effort was made to respond to the queries, as shown in the second quarter report dated 03/02/2017 addressed to the Speaker and copied to the RDC, LC5 Chairman, PAC Chairman, Auditor General, Internal Auditor General MoFPED, among others. Further evidence can be found in the report to the Internal Auditor General dated 10/03/17.</p>
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Assessment area: Governance, oversight, transparency and accountability

10	<p>The LG committee responsible for water met, discussed service delivery issues and presented issues that require approval to Council</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the council committee responsible for water met and discussed service delivery issues including supervision reports, performance assessment results, LG PAC reports and submissions from the District Water and Sanitation Coordination Committee (DWSCC) etc. during the previous FY: score 3 	3	<p>Under minute 46/OCM/03/2017, council among items in the order paper approved a number of key service delivery documents for FY2017/18 documents including Capacity Building plan, Procurement plan, Revenue Enhancement plan, O&M policy, District work plan/budget estimates including (Social Services, Finance & planning, and production, marketing, natural resources, technical services and works committee) and approval of items for disposal</p>
		<ul style="list-style-type: none"> Evidence that the water sector committee has presented issues that require approval to Council: score 3 	3	<p>The water sector committee presented issues that require approval, among the issue presented was identification of beneficiaries of water projects</p>
11	<p>The LG Water department has shared information widely to the public to enhance transparency</p> <p>Maximum 6 points for this performance measure</p>	<ul style="list-style-type: none"> The AWP, budget and the Water Development grant releases and expenditures have been displayed on the district notice boards as per the PPDA Act and discussed at advocacy meetings: score 2 	0	<p>During the assessment period, the notice board did not have information displayed concerning the AWP, budget and the Water Development grant releases and expenditures as per the PPDA Act.</p>
		<ul style="list-style-type: none"> All WSS projects are clearly labelled indicating the name of the project, date of construction, the contractor and source of funding: score 2 	0	<p>Of the sampled WSS projects, only two deep wells were labelled with date of construction. The contractor and source of funding were in abbreviation form making it difficult to understand, name of the project was missing details and the rest of the 5 WSS sampled were not labelled at all difficult to understand the financial year they were constructed without reviewing records..</p>
		<ul style="list-style-type: none"> Information on tenders and contract awards (indicating contractor name /contract and contract sum) displayed on the District notice boards: score 2 	0	<p>During the assessment period, no evidence of information on tenders and contract awards displayed on the district notice boards</p>

12	Participation of communities in WSS programmes	<ul style="list-style-type: none"> If communities apply for water/public sanitation facilities as per the sector critical requirements (including community contributions) for the current FY: score 1 	1	The WSS sampled projects show communities apply for water/public sanitation facilities as per the sector critical requirements including community contributions.
	Maximum 3 points for this performance measure	<ul style="list-style-type: none"> Number of water supply facilities with WSCs that are functioning evidenced by collection of O&M funds and carrying out preventive maintenance and minor repairs, for the current FY: score 2 	2	The sampled water supply facilities have WSCs which are functioning. This was evidenced by the routine maintenance and repairs done and information shared with MIS department with support of the water department.

Assessment area: Social and environmental safeguards

13	The LG Water department has devised strategies for environmental conservation and management	<ul style="list-style-type: none"> Evidence that environmental screening (as per templates) for all projects and EIAs (where required) conducted for all WSS projects and reports are in place: score 2 	0	No evidence was seen from the water department.
	Maximum 4 points for this performance measure	<ul style="list-style-type: none"> Evidence that there has been follow up support provided in case of unacceptable environmental concerns in the past FY: score 1 	0	No evidence was seen from the water department.
		<ul style="list-style-type: none"> Evidence that construction and supervision contracts have clause on environmental protection: score 1 	0	There was no evidence that construction and supervision contracts have clause on environmental protection
14	The LG Water department has promoted gender equity in WSC composition. Maximum 3 points for this performance measure	<ul style="list-style-type: none"> If at least 50% WSCs are women as per the sector critical requirements: score 3 	3	The size of water source committees verified with an average composition of 7(3 females, 4 males) shows the fair representation of women

15	<p>Gender- and special-needs sensitive sanitation facilities in public places/RGCs.</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> • If public sanitation facilities have adequate access and separate stances for men, women and PWDs: score 3 	0	<p>Of the 5 sampled toilet facilities, 3 were compliant for PWDs while two were not, there have a door step that hinders the easy access of people with disabilities, and the sanitation facilities were not marked by gender making it difficult to understand.</p>
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