



LGPA 2017/18

Accountability Requirements

Bugiri Municipal Council

(Vote Code: 795)

Assessment	Compliant	%
Yes	2	40%
No	3	60%

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>No, the LG Annual Performance Contract for the FY 2017/2018 was not submitted by 30th June according to the required evidence from MoFPED.</p> <p>Refer to 'Acknowledgement Receipt of Submission of Budget Documents' serial number 2810 dated 05 Feb 2018.</p> <p>Note: The Current TC Fenard Katunda Mukuru was appointed TC Bugiri MC on 4th Dec 2017 as per the letter from MoFPED signed by the PSST ref number BPD/77/222/02.</p> <p>Also refer to the letter from the Ministry of Local Government dated 13th Nov 2017, signed by the PS MoLG. The appointment started Dec 2017. As such the current period assessment period is not aligned fully to the time of service for the Accounting Officer.</p>	No
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>	<p>xxxxx</p>	<p>Yes, there is evidence to indicate that the Performance Contract/ Budget includes a copy of the Procurement Plan.</p> <p>Refer to annex 4 in the performance contract which is titled the Bugiri MC Procurement Plan for the FY 2017/2018</p>	<p>Yes</p>
<p>Assessment area: Reporting: submission of annual and quarterly budget performance reports</p>			
<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>	<p>xxxxx</p>	<p>No, Bugiri MC did not submit her annual performance report on 31st July 2017. The report was submitted on 2nd August 2017.</p> <p>The Annual performance Report for the period FY 2016/2017 was received by MoFPED on 2nd Aug 2017 as per the 'Acknowledgement Receipt of Submission of Budget Documents' serial number 0882.</p>	<p>No</p>

<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>No, the FY 2016/2017 performance report was submitted and included all the four quarters but it was not submitted on time.</p> <p>Refer to Quarter 1 Report submitted on 9th Nov 2016 to MoFPED as per the 'Acknowledgement Receipt of Submission of Budget Documents,' serial number 0027</p> <p>Refer to Quarter 2 Report submitted on 24th Feb 2017 to MoFPED as per the MoFPED dated stamp on the cover letter of the submission.</p> <p>Refer to Quarter 3 Report submitted on 25th May 2017 as per the 'Acknowledgement Receipt of Submission of Budget Documents,' number 0767</p> <p>Refer to Quarter 4 Report submitted on 2nd Aug 2017 to MoFPED as per the 'Acknowledgement Receipt of Submission of Budget Documents,' serial number 0882</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>	<p>The Municipality was operationalized in 2016/17 FY hence it did not have issues from the Internal Auditor General to address.</p>	<p>N/A</p>

The audit opinion of LG Financial Statement (issued in January) is not adverse or disclaimer

XXXXX

The Municipality received an unqualified audit opinion. This was verified from the District audited financial statement for FY 2016/17 that was obtained at the Office of the Auditor General

Yes



LGPA 2017/18

Crosscutting Performance Measures

Bugiri Municipal Council

(Vote Code: 795)

Score 51/100 (51%)

795 Bugiri Municipal Council Crosscutting Performance Measures

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. 	0	<p>No, the Municipal has a Physical Planning Committee which was set up in Dec 2017 when the four members were appointed but it is not functional.</p> <p>Refer to official letter written by the Town Clerk, on 8TH December 2017 Ref Number BMC/ 156/ 1 written to all member who should form part of the Committee as per the Physical Planning Act 2010.</p> <p>HOWEVER the committee meeting minutes shared by the Physical Planner indicate that the two committee meetings held so far were conducted before the formal appointment of the Physical Planning committee as evidenced by meeting minutes dated 9th Aug 201 and 25th Aug 2017. This nullifies those sessions and any business conducted before then.</p> <p>The MC has a Building Plan Registration Book which was opened on 1st May 2017</p>
		<ul style="list-style-type: none"> • All new infrastructure investments have approved plans which are consistent with the Physical Plans: score 2. 	2	<p>Yes, there is evidence to indicate that all new infrastructures that have approved building plans were built according to those approved plans. This is because the Physical Planner has conducted site visits to construction sites where the plans have been approved.</p> <p>Refer to inspection report dated Tues 31st Oct 2017 where the American Towers Corporation mast building site was supervised and found complaint.</p> <p>Also refer to inspection report dated Fri 1st Sept 2017 where the Global Training Network building site was supervised and found complaint.</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. 	0	<p>No, there is no evidence that the priorities in the AWP for the current FY were based on the outcomes of the budget conference for FY 2017/2018.</p> <p>This is because the Budget Conference Report for the FY 2017/2018 was not shared by the Planner. The Budget Conference reports shared were for FY 2015/16 and FY 2018/2019.</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. 	0	<p>Yes, there is evidence that indicates that the capital investments in the Budget Framework Paper for FY 2017/2018 were derived from the MDP.</p> <p>HOWEVER there is no evidence that the MDP was approved by the council. The minutes submitted to show that council approved the MDP were those for the meeting held 26th Oct 2017 MIN5 NCM 26TH OCTOBER 2017 where the Education and Health Department MDPs were approved.</p> <p>A review of the TPC minutes MIN2 TPC 17TH MAY 2017 Paragraph three indicates that the Draft Development Plan was due to be shared with NPA for approval.</p> <p>Regarding alignment of the draft MDP and the AWP for the FY 2017/2018, the following were observed:</p> <p>For example a review of the Draft Bugiri MCDP on Page 199 under the Annualized 5 year development work plans for Admin sector for the period FY 2015/16/ to FY 2019/20 indicates that the MC planned to secure shelves and cabinets for the central registry. A review of the FY 2017/2018 AWP under the work plan details for the Admin sector (Page 3) indicates the MC also planned to procure 50 cabinets and shelves for improved record keeping.</p> <p>For example a review of the Draft Bugiri MCDP on Page 208 under the Annualized 5 year development work plans for Health sector for the period FY 2015/16/ to FY 2019/20 indicates that the MC planned to empty pit latrines in public areas for improved public sanitation. A review of the FY 2017/2018 AWP under the work plan details for the Health sector (Page 3) indicates the MC also planned to procure 50 cabinets and shelves for improved record keeping.</p> <p>Note: The AWP for the FY 2017/2018 was approved by the council during the council meeting held 30th May 2017 under</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	<p>There is no evidence to indicate that the project profiles for investments in the current FY have been developed and discussed with the TPC for the FY 2017/2018 as per the LG Planning Guidelines.</p> <p>Note: there are 15 project profiles observed within the Draft MDP for the FY 2016/2017 and FY 2017/2018</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. 	0	<p>No, there is no evidence that a statistical abstract for FY 2016/2017 was developed for Bugiri MC and that it contains gender disaggregated data.</p> <p>A review of the planned activities in the AWP for the FY 2016/2017 indicated that the planning Unit budgeted and planned for the Municipal Statistical Abstract under the non-wage recurrent grant. This activity went unfunded by the end of the FY as it was not given priority. (Refer to page 80)</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>Yes, there is evidence to indicate that the infrastructural projects implemented by Bugiri MC in FY 2016/2017 were derived from the Annual Work plan for FY 2016/2017.</p> <p>Refer to the Page 81 of the 2016/2017 AWP in the Planning Sector under Administrative Capital where installation of three lightening arrestors was planned for in 3 administrative buildings. This activity is aligned to the implemented activity documented on Page 98 of the LG Performance report for FY 2016/2017, under the Planning Unit. Here three lightening arrestors were installed at the Municipal H/Q, and two primary schools.</p> <p>Also refer to the Page 66 of the 2016/2017 AWP in the Education Sector under Provision of furniture for primary schools where supply of 50 desks was planned for in two primary schools. This activity is aligned to the implemented activity documented on Page 79 of the LG Performance report for FY 2016/2017, under Provision of furniture for primary schools. Here 50 desks were supplied to each of the three primary schools.</p> <p>The AWP for the FY 2016/2017 was approved during the council meeting held 11th May 2016 under minute 004/BMC/NMC/2016</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 	2	<p>Yes, data reviewed indicates that the investment projects implemented in FY 2016/2017 were completed as per the FY work plan.</p> <p>A review of the Highlights of Revenue and Expenditure in the 10 departments for the FY 2016/2017 of the Annual Performance report indicates 95.4% cumulative annual average absorption under the Domestic Development, and Donor Development grant.</p> <p>Refer to pages 4, 6, 8, 9, 11, 13, 15, 18, 20 and 22 of the 2016/2017 Annual Performance Report.</p>

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>Yes, data reviewed indicates that investment projects in the previous FY were completed within the approved Budget – plus or minus 15%</p> <p>A review of the Annual Performance Report for the FY 2016/2017 under the tabular Highlights of the Revenue and Expenditure of the 10 departments indicates a cumulative absorption rate of 95.4% which is a cumulative variance of 4.6% below the budget for total expenditures under Domestic Development Expenditures and Donor Development Expenditures specifically.</p> <p>To review the data used to calculate the percentage of total expenditure in comparison to the approved Budget, look at the tabular highlights of the Revenue and Expenditure of the 10 departments Refer to pages 4, 6, 8, 9, 11, 13, 15, 18, 20 and 22 of the 2016/2017 Annual Performance Report.</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 	0	<p>No, the MC has not budgeted and spent at least 80% of the O and M budget on infrastructure. A review of the tabular Cumulative Department Work plan Performance for the FY 2016/2017 indicates that the O and M expenditure for the only two O and M activities identified were absorbed up to an average of 73%.</p> <p>For example refer to Pages 85 - 86 under Roads and Engineering, Budget for routine maintenance of Urban roads was utilized by up to 51.8%.</p> <p>Refer again to Page 79 under the Education Sector Budget for Rehabilitation of 3 class room blocks which was utilized by up to 94.1%.</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>#4 out of the (7) HoDs (including staff assigned with extra duties) were appraised during FY2016/17 and their annual performance reports were on file. They include: Principal Treasurer, Senior Education Officer, Municipal Engineer, and Municipal CDO. It was noted that some of the annual performance reports were not dated and stamped by the appraiser/supervisor. Also noted that signed performance agreements for FY 2016/17 were not on file apart from that of the Principal Treasurer.</p>
		<ul style="list-style-type: none"> Evidence that the LG has filled all HoDs positions substantively: score 3 	0	<p>There are (7) positions of HoDs as per the approved structure of Bugiri MC dated 2/5/17. Only (3) out of the (7) positions of HoDs are substantively filled (Deputy TC, Principal Treasurer and Senior Education Officer). The other (4) positions are filled with staff assigned extra duties including Municipal Engineer, Principal CDO, Principal Commercial Officer, and Medical officer of health services.</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 	2	<p>The Town Clerk submitted to DSC (23) posts to be filled in FY 2016/17 (refer to submission letters dated 1/11/16 and 23/11/16 as well as the MoPS clearance letter dated 11/10/16). The evidence in the DSC minutes indicated that all (23) posts were considered. Refer to minutes of 225th meeting of BDSC held on 3/3/17 under Min.634-49/17, and BDSC/691/17, and minutes of the 226th meeting of BDSC held on 13/3/17 under Min. BDSC/700-704/17 It was noted that MC advertised externally the post of municipal engineer but failed to attract suitable candidates (letter dated 30/1/17 to TC by Secretary DSC)</p>
		<ul style="list-style-type: none"> Evidence that 100 percent of staff submitted for confirmation have been considered: score 1 	1	<p>There was no evidence of submission list to DSC for confirmation in FY 2016/17 by the Town Clerk. The MC became operational in FY 2016/17 and therefore no submissions were made to the DSC in FY 2016/17</p>
		<ul style="list-style-type: none"> Evidence that 100 percent of staff submitted for disciplinary actions have been considered: score 1 	1	<p>There was no evidence of submission list for disciplinary action in FY 2016/17. The MC became operational in FY 2016/17 and therefore no submissions were made to DSC in FY 2016/17</p>
8	<p>Staff recruited and retiring access the salary and pension payroll respectively within two months</p> <p>Maximum 5 points on this Performance Measure.</p>	<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	<p>Yes. Bugiri MC recruited (23) staff in FY 2016/17. It was noted that only (6) out of the (23) staff were appointed on probation while (17) were appointed on promotion/re-designation. All the (6) LG staff appointed on probation in March 2017 accessed the salary payroll in May 2017. Refer to IPPS numbers checked for staff appointed in FY 2016/17: 1004794, 1004793, 1004787, 1004791, 1004782, 1004775, etc.</p>
		<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	<p>There was no evidence of staff who retired in FY 2016/17. The MC became functional in FY 2016/17 and therefore there were no retirement cases in FY 2016/17</p>
Assessment area: Revenue Mobilization				

9	<p>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)</p> <p>Maximum 4 points on this Performance Measure.</p>	<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. 	4	<p>The Municipality commenced operations in 2016/17 thus it did not have local revenue collections in 2015/16</p> <p>However initially the whole area making up the Municipality was part of Bugiri Town Council</p> <p>In 2015/16 the Town Council collected 220,000,000 which more than what the Municipality collected in 2016/17 (UGX 216,926,897/=) by -1%</p> <p>The above notwithstanding, the Municipality is a new distinct entity with different management and leadership from that of the former Town Council, the assessment felt it right not to assess it based on the Town Council Collection (more especially so when we are not assessing LLGs) thus it has been awarded full marks (the assumption is that it raised revenue from 0 to UGX 216,926,897).</p>
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. 	0	<p>From the revenue of the budget for FY 2016/17 it was found out that the Municipality had budgeted to collect UGX 248,769,000/= in FY 2016/17 but was only able to collect UGX216, 926,897/= this translated into a budget collection ratio of -13% which is above the allowable threshold.</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 • Evidence that the LG is not using more than 20% of OSR on council activities: score 2 	0	<p>At the start the Municipality all resources accruing from tender fees was collected centrally by the Municipality as Divisions gain more capacities but from 2017/18 the Division are now collecting the funds the Municipality only collects LST.</p> <p>In 2016/17 the Municipality collected UGX 69,827,667 and remitted 47% (UGX 33,065,781) to the Division hence falling short of the 50% that is the legible share of revenues between the urban higher LGs and the urban Division LG (50/50)</p> <p>The Municipality spent UGX 31,171,500/= to finance Council expenditures.</p> <p>Since the Municipality only commenced operations in 2016/17 the assessment team has awarded it full marks as there was no local revenue of 2015/16 to facilitate the computation of the percentage council expenditure.</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	0	<p>Yes, Bugiri Municipal Council had evidence of a Procurement Officer to manage the function it was a ppointmet letter dated 28th March 2017 Ref BMC/156/1</p> <p>Appointed on transfer of service from Bugiri District LG to BMC under Minute No. BDSC 702/2017 signed by Ag. Town Clerk Alikwan Ayub Kisubi.</p> <p>However, the procurement assistant was not in place at the time of this assessment.</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 	<p>1</p>	<p>Yes, there was evidence of 4 sets of Technical evaluation committee minutes produced on</p> <ul style="list-style-type: none"> 7/11/2016 handling selection of chairperson, evaluation of bids add recommendations to Contracts Committee, fully signed by 3 members 17/2/2017 where Min/TEC/04/2017 recommended best 5 evaluated bidders for various actions to the contraommitteeacts c 26/5/2017 where Min/MBC/TEC/05/2017 was recommendation of the best evaluated bidders to cc included renovation of community hall, construction of extension of office block at BMC among others 22/6/2017 under \MIN/TEC/04/2017 RECOMMNDATIONOF Management of BUgiri Central Market in western Division to M/s Olwita Muhammad, also management of trailer park in western division, abattoir, loading and off loading and lodging /hotel management in both divisions <p>The above evaluations were submitted to the 7 contracts committee sessions on ;</p> <p>5/10/2016 under MIN/BMC/04(Vii)/2016 was phased extension of the BMC headquarters to M/s Nkabi at 12,100,000 inclusive.</p> <p>28/2/2017 agenda Min/BMC/04(v)/2017 was management of garbage collection in both divisions at 5,980,000 pm for 3 months.</p> <p>1/6/2017 under Min/MBC/04(1)/2017 renovation of Naluwerere community hall under start up costs by Nkabi Investments Ltd at 27,966,000 and MIN/BMC/04(ii)/2017 was construction of extension block at BMC headquarters under start up at 49,865,620/= by Luka consortium.</p> <p>30/6/2017 under MIN/MCC/04(i)/2017 to MIN/MCC/04(xiii)/2017 was approval of various revenue collection centres including the samples above.</p> <p>The Entity had evidence of TEC reports and their submission to the Contracts committee.</p>
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		<ul style="list-style-type: none"> • Committee considered recommendations of the TEC and provide justifications for any deviations from those recommendations: score 1 	<p>Yes, there was evidence that the Contracts Committee considered recommendations of the TEC and there were no deviations.</p> <ul style="list-style-type: none"> • MBC 795/16-17/00030 supply and installation of 3 lightening arrestors at 2 schools and BMC block was recommended to be awarded to Tebex Superior services at 7,965,000/= as upheld by the Contracts committee though the name was not included. • MBC 795/16-17/00010 supply of 3 seater 50 desks to Busanzi and Al Jaama P/S in BMC under DDEG was awarded to Ms Muza General Enterprise Ltd. At 7,750,000 as upheld by Contacts committee. • MBC 795/16-17/00012 procurement of office furniture and equipment in BMC under start up was in both cases awarded to Ms NABO International (U) Limited . • MBC 795/16-17/00034 supply and installation of 4 solar street lights along Tirikundas road under DDEG was upheld for Ms F.B.Engineering U Ltd at 20,000,000/= • MBC 795/16-17/00001 Procurement of 200m stone pitching of o.2 km along Bukooli road at 6,521,280 /= as upheld by the Contracts Committee. <p>In summary there was no deviation save for a case in items where the Executive committee suggested a change in projects in 2017/18. Minutes were available with PDU. The assessor concentrated on 2016/17.</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 on this performance measure.</p>		<p>a)From the reviewed Procurement plan for 2017/18 Ref BMC /158/5 signed by Kutunda –Mukuru Fenard on 6/12/2017 and received in PPDA on 20/12/2017 had all the infrastructure projects under roads sector listed from</p> <p>Item 37 to 65. A total of 19.2 km road length under periodic maintenance from URF.</p> <p>65 and 66 are the same</p> <p>61 and 62 are the same</p> <p>33- Construction of a 4 stance lined toilet at HINDOCHA under SFG</p> <p>34 - Rehabilitation of a 2 classroom block at HINDOCHA under UCG/DG</p> <p>35 – construction of a 5 –stance Pit latrine at Ndifakulya Market under DDEG</p> <p>36 – completion of Naluwerere community hall DDEG and</p> <p>67 – procurement of 6 solar street lights under DDEG</p> <p>The above projects were derived for the AWP and</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

0

budget FY17/18 work plan details as below;

On page 83 of Health is the toilet at Ndifakulya Market at 27m, On page 84 of Education is the rehabilitation of 2 classrooms at HINDOCHA P/s at 35m. On page 85 of Education is the 5 stance lined toilet at Hindocha P/S at 20,850,000shs

On pages 88 and 89 are 15.6 km lengths of roads which are not a full replica of what is in the Procurement plan. Busanzi(1.2km), Kyakulaga (1.2km) Isac Wangadya (1.5km), Lyavala (0.9km) are not in the Procurement plan.

Roads

40,41,42,43,44,50,51,54,55,56,57,58,59,60,61,63,64,65 of the procurement plan are not in the AWP 17/18 on pages 88 and 89.

Kawume –Wakooli rd has 2.8km in AWP and 0.9 in Proc Plan.

Bukooli road has 0.3 km in AWP yet 0.8 in Proc. plan

Busoga Avenue has 1.6km in AWP yet 1.3 in Proc plan

Market street has 1.6km in AWP yet 0.8 in Proc plan

Katawo road is 1.5 in AWP and 1.3 in Proc plan

Trikundas Road is 2km in AWP and 0.8km in the Proc. plan

The assessor also notes that much as the Engineers use varying work related nomenclatures in the work plan the procurement plan refers to all as periodic maintenance .

Summarily not all the projects in the Procurement Plan are in the AWP 17/18. Some of the roads were expected outputs for 2016/17 as seen on page 51

b) Form the quarterly reports and Contracts register procurement in previous FY adhered to the procurement plan).

Quarter 2 procurement report had supplies 0001, 00002, 00010,00012 which are in accordance with the Procurement plan of February 2017 on page 1.

Procurement 00010 had typos leading to apparent confusion with procurement item 0007 on page 4 and page 5 confusing the 50 3-seater desks and the furniture (3 chairs wooden chairs)

Similarly 00012 seems to be for 6 sign posts as well as furniture and equipment by Ms Nabo International Ltd.

Item 32 was on page 4 of the procurement plan

Item 34 was on page 6 of the procurement plan.

All quarter 3 procurements in the report were seen in the Procurement plan of February 2017.

All procurements reported in quarter 4 were evident in

			<p>the final procurement plan submitted to PPDA on 19/5/2017</p> <p>In summary the AWP and the procurement plan clearly deviate in various ways, without sufficient justification as is shown above"</p>
14	<p>The LG has prepared bid documents, maintained contract registers and procurement activities files and adheres with established thresholds.</p> <p>Maximum 6 points on this performance measure</p>	<ul style="list-style-type: none"> • For current FY, evidence that the LG has prepared 80% of the bid documents for all investment/infrastructure by August 30: score 2 	<p>2</p> <p>Yes, on file was an advert in the Daily Monitor of 17th May 2017 where Bid notice closure was for 6th June 2017.</p> <p>Construction of office extension bid was submitted in May 2017</p> <p>Naluwerere community hall submissions were on 19/5/2017 and agreement signed on 16th June 2017.</p> <p>some selective bid closing dates were 19th October 2016</p> <p>However there were others that were prepared belatedly, seen to have been 6th February 2017 but it was noted that the advert had most of the bids presumably over 80% catered for by that advert.</p>
		<ul style="list-style-type: none"> • For Previous FY, evidence that the LG has an updated contract register and has complete procurement activity files for all procurements: score 2 	<p>0</p> <p>Yes, in Bugiri Municipal Council PDU office was a filed Updated copy of the Contracts register 2016/17.</p> <p>On the other hand amongst the supposedly closed action files of 2016/17 were</p> <p>BMC/795/Supls/16-17/ 0002, 000222 lacked certificates of payment and report by contract managers.</p> <p>BMC/795/Svcs/16-17/ 00009 lacked a progress report and certificates</p> <p>BMC/795/Wrks/16-17/ 00032 and 000036 also lacked interim certificates and progress reports by contract managers . in conclusion there was no evidence of complete files for all procurements.</p>

		<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>Yes, evidence from the contracts register FY 2016/17 , there were no open bid procurements. The officer explained that in an effort not to return funds which were received belatedly they opted for selective bids for renovation of 3 classrooms at Hindocha at 49, 240,928/= and construction of an extension of office block plus renovation of Community hall and architectural services given that 80 m was seemingly little for the entire administration block given the terms and conditions and the time it would require to advertise and go through the bidding process so they broke it down. that was the only lump sum revenue.</p> <p>Hence no open bidding and no threshold violation</p> <p>.</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>	<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 	0	<p>There was a total of 13 action files presented amongst which sequence numbers</p> <p>BMC/795/Supls/16-17/ 0002, 000222 lacked certificates of payment and report by contract managers.</p> <p>BMC/795/Svcs/16-17/ 00009 lacked a progress report and certificates</p> <p>BMC/795/Wrks/16-17/ 00032 and 000036 also lacked interim certificates and progress reports by contract managers .</p> <p>The assessor checked and requested the Procurement Officer to verify and we both noticed that some of the files were incomplete. Mechanisms to track completion were discussed.</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 of any signboard for projects ongoing FY 17/18.</p> <p>The sampled projects sites were;</p> <p>Renovation of two classroom blocks at HINDOCHA P/S (roofing , windows, floor screed and gables at approx 55m .</p> <p>(Latitude: 0.5682; Longitude: 33.7487; Altitude: 1128.8)</p> <p>Construction of a 4-stance and Urinal Lined Pit Latrine at HINDOCHA. (Latitude: 0.5632; Longitude: 33.7485; Altitude: 1092.18)</p> <p>Rehabilitation of Naluwerere community Hall (roofing, Plaster and painting of walls, floor screed and shutters)</p> <p>(Latitude: 0.5632; Longitude: 33.7647; Altitude: 1166.7)</p> <p>Mechanized maintenance of Mutanda Road (0.9km) from (Latitude: 0.55154; Longitude: 33.7659; Altitude: 1129.4) to (Latitude: 0.5448; Longitude: 33.7683; Altitude: 1092.3)</p> <p>Mechanised maintenance of Egesa road (0.5km) from (Latitude: 0.5444; Longitude: 33.7652; Altitude: 1106.8) to (Latitude: 0.5495; Longitude: 33.7659; Altitude: 1141.8)</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>Review of cash books of the following accounts; operations, DDEG, General, Road Fund, YLP and UWEP revealed that the Municipality made monthly bank reconciliations and are up to date (last reconciled on 31st/12/17)</p>
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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. 	2	<p>In 2016/17 there were 10 projects undertaken by the Municipality, reviewing the contract files and vouchers of these 10 projects revealed that the Municipality paid suppliers on time for example:</p> <p>The contract to Nkabi Investments for extension of Municipal headquarters an invoice was raised on 19th/12/2016 and payment effected on 21st/12/2016</p> <p>The contract to Nkabi Investments for supply of kroiler birds an invoice was raised on 31st/03/17 and payment effected on 31st/03/17</p> <p>The contract to Delta Communication for supply of desktop computers an invoice was raised on 20h/10/2016 and payment effected on 20th/10/2016</p> <p>The contract to Luka Consortium for construction of extension block at Municipal headquarters an invoice was raised on 26th/6/2017 and payment effected on 27th/6/2017</p> <p>The contract to Paujose Investments for renovation of BMC headquarters an invoice was raised on 30th/1/2017 and payment effected on 31st /1/2017.</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. 	0	<p>The Municipality does not have a Senior Internal Auditor. The Municipal Internal Audit department is headed by an Internal Auditor appointed on Promotion as an Internal Auditor of Bugiri Naluwerere Town Council on 11th May 2015. Min No. BDSC/103/2015. When the Municipality was gazetted he was assigned responsibilities of a Senior Internal Auditor on 1st July 2016 letter Ref No. BMC/160/2</p> <p>The internal auditor has produced all the four quarterly internal audit reports on:</p> <ul style="list-style-type: none"> o 1st quarter 14th /11/2016 o 2nd quarter 31st /1/2017 o 3rd quarter 20th/04/2017 o 4th quarter 15th/08/2017
		<ul style="list-style-type: none"> 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. 	0	<p>There were no reports seen providing response from the Town Clerk to the Council and/or the LG PAC on the status of implementation of the internal audit findings</p>

		<ul style="list-style-type: none"> • 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	<p>All the four quarterly internal audit reports were submitted to the Accounting Officer and the chairman on the following dates:</p> <ul style="list-style-type: none"> o 1st quarter 22nd/11/2016 o 2nd quarter 13th/03/2017 o 3rd quarter 24th/05/2017 o 4th quarter 29th/08/2017 <p>There was no evidence that these reports were discussed in LG PAC and no evidence of follow up seen.</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 	4	<p>The Municipality has in a place an updated fixed assets register that includes among others; Land and Buildings, equipment, vehicles and the general assts.</p> <p>The register includes assets that have been recently acquired for example:</p> <ul style="list-style-type: none"> o The motorcycle for the superintendent of works acquired in 8th/8/2017
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:</p> <ul style="list-style-type: none"> • unqualified audit opinion: score 4 • Qualified: score 2 • Adverse/disclaimer: score 0 	4	<p>The Municipality received an unqualified audit opinion. This was verified from the District audited financial statement for FY 2016/17 that was obtained at the Office of the Auditor General</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	<p>Yes. The council meets and discusses service delivery issues including the TPC reports, performance, and monitoring reports.</p> <p>However they have not discussed the LG PAC report. This is because they have not received any response from the PAC despite the fact that they submitted their internal audit reports. For example the Quarter 1 report was submitted by the MC to the PAC on 14th Nov 2016 as per the ref AUD/BMC/130.</p> <p>Regarding the council meetings, refer to the Municipal Council meeting held on 30th May 2017 under Minute MIN FC/06/10/2016 Page 5, where the Mayor expressed concern that the Municipal Council lacked an approved LRE plan, 5 year Development Plan and Approved Recruitment Plan.</p> <p>This echoes the communication from the TC during the TPC meeting held 17th May 2017 under MIN2 TPC 17TH MAY 2017 where the TC expressed the need for the Treasure and Planner to compile and submit the draft Development Plan to NPA for approval.</p>
22	<p>The LG has responded to the feedback/complaints provided by citizens</p> <p>Maximum 2 points on this Performance Measure</p>	<p>• Evidence that LG has designated a person to coordinate response to feed-back (grievance /complaints) and responded to feedback and complaints: score 2.</p>	2	<p>Yes, there is evidence that the Municipal Council has a designated team to man the budget desk, and these have been formally assigned to respond to grievances, feedback from the citizens on the budget.</p> <p>Refer to letter written 4th July 2017 reference number BMC/16/2</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: • The LG Payroll and Pensioner Schedule on public notice boards and other means: score 2</p> <p>• Evidence that the procurement plan and awarded contracts and amounts are published: score 1</p>	2	<p>Yes, the LG Payroll Schedules were posted on the public notice board at the Admin block outer notice board.</p> <p>Yes, the Procurement and Contract information was displayed at the Admin block outer notice board.</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	No, there is no physical evidence submitted to show that the municipal council performance results and budget implications were shared and published since the assessment was not done the previous year.
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>Yes, the hard copies submitted by the ministries for example on LG planning or DDEG are disseminated to LLGs.</p> <p>For example the MC Planner issued the two divisions with the Guidelines for the Distribution of the Discretionary Development Equalisation Grant for the FY 2017/18 on 14th Dec 2016 during the TPC meeting.</p> <p>Refer to the TPC minutes for the meeting held 14th Dec 2016 under Minute 6/DEC/TPC/2016 where the DDEC Guidelines were disseminated.</p>
		<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 there is no evidence submitted to show that the MC conducted discussions with the public to provide feedback on status of activity implementation.</p> <p>While 4 radio talk shows were reported on in the FY 2016/2017 LG Performance Report under Production and Marketing Department on Page 74 – Out output area Trade Development and Promotion Services. There is no written report, video, audio, financial accountability or photos shared to prove that these talk shows were actually held.</p> <p>Also refer to the community mobilization sessions held under Production and Marketing where 5 cooperatives were assisted to register.</p> <p>Refer to Page 75 where the mobilisation was conducted and reported on in the FY 2016/2017 LG. There is no evidence of these mobilization being conducted.</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>	<p>• Evidence that the LG gender focal person has provided guidance and support to sector departments to mainstream gender into their activities score 2.</p>	0	<p>Yes there was evidence that the GFP who is the DCDO guided the sector departments on Gender mainstreaming as seen on ;</p> <p>Expanded TPC meeting of 8th June 2017 attended by 24 staff under Min 06/TPC/June 2017 was an agenda of sharing the GBV concept but was done by the CEDOVIP focal person and not the Municipal GFP.</p> <p>The officer created a report on gender issues for sector heads dated 22/5/2017 for an activity done on 30/5/2017 much as the attendance list had a date of 22/5/2017 as the date. It did not seem authentic to the assessor.</p>
		<p>• 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.</p>	0	<p>From the AWP FY17/18 on work plan details pages 1 to 4 there was no evidence of planning for strengthening women's roles.</p> <p>However under UWEP work plan there was sensitisation and training on fictionalisation procedures and protocols. Submitted to MoGLSD on 25th May 2017.</p> <p>During FY 2016/17 the total budget was 52,530,000 including the multi sectoral transfers. Without LLG multisectoral transfers it is 43,610,000/=</p> <p>Wage - 25,519,000</p> <p>LRR - 6,808,000</p> <p>SSDG - 5,883,000</p> <p>DDEG - 4,200,000 + 1,200, 000</p> <p>UWEP supplementary 86,849,084 (6,942,378 operations incl.)</p> <p>YLP supplementary 220,931,254 (11,627,961 operations Incl.)</p> <p>GRAND BUDGET = 351,390,338/=</p> <p>Expenditure FY 16/17 (see details in word) were</p> <p>Operational costs received was 15,996,080/=</p> <p>Actual YLP to 16 groups was 139,620,000/=</p> <p>Actual UWEP to 14 groups was 66,137,000/=</p> <p>GRAND EXPENSE REALIZED = 221,753,080/=</p> <p>Percentage performance =63.1% which is below 90%.</p>

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

<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	<p>Yes, there was sole evidence that an Environment Screening was done for Ndifakulya market development in Bugiri Municipal . It was prepared by the District Environment Officer dated 30/3/2017.</p> <p>Planning for mitigation measures was not evident under works, education nor planning units despite their having works related projects. Under Natural resources it was a general plan for monitoring and supervision not specific for mitigation measures.</p>
<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 contract bid documents for the procurements under reference;</p> <p>BMC/795/Wks/16-17/00032 Renovation of council hall,DDEG BMC/795/Wks/16-17/00036 Naluwerere community hall, BMC/795/Wks/16-17/00035 phased extension of Municipal council headquarters , and</p> <p>BMC/795/Wks/16-17/00037 construction of an extension Block of offices at the Municipal headquarters all had no evidence of a provision that integrates environmental and social management plans in the contract bid documents.</p> <p>The Procurement Officer out- rightly acknowledged that it has never the practice at Bugiri Municipal Council.</p> <p>In only one instance was a BoQ with 50,000 for environmental mitigation seen for the Municipal construction.</p>
<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 evidence that all projects were implemented on land where the LG had proof of ownership. However there were some two three titles namely</p> <ol style="list-style-type: none"> 1. Block (Road) Kawunye Wakoli Plot 52 and 50 at Busanzi 0.0930 Ha for a water supply. 2. Block (Road) Trikundas Street Plot 8-22 at Bwole 0.9900 Ha for a Market. 3. Plot 105 along Grant Stree,Bugiri Area).046 Ha under the names of Habib Mbulyanga with transfer forms dated October 2013 to Bugiri Town Council but not yet transferred. <p>In conclusion there was no ownership of land for all projects implemented in Bugiri MC at the time of assessment,</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 evidence was availed showing that all completed projects have Environmental and Social Mitigation Certification Forms completed and signed by Environmental Officer.</p> <p>They had no substantive Environment Officer neither did they make use of the District Environment Officer who has carried out screening for Ndifakulya market FY 16/17.</p>
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LGPA 2017/18

Educational Performance Measures

Bugiri Municipal Council

(Vote Code: 795)

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 	4	<p>There is evidence for budgeting in FY 2017/2018 with a wage bill of 640,566,000 catering for 5 Primary Schools including Head Teachers submitted to MoFPED on 12/7/2017 by Town Clerk</p> <p>Teachers budgeted for are 104 as reflected in the Performance Contract. Budget in place for 1 head teacher & minimum of 7 teachers per school.</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>- In FY 2017/2018 there are 5 Substantive Head teachers deployed in the 5 schools in the Municipality.</p> <p>- There is a total of 87 Teachers deployed inclusive of Head Teachers as per the Staff lists in MEO's office.</p> <p>Head Teachers Appointment Minute Numbers</p> <ol style="list-style-type: none"> Min BDSC 255/2001 issued on 28/12/2015 BDSC Min 223/2015 issued on 28/12/2015 BDSC 745/2017 issued on 17/11/2017. BDSC 53/2006 issued on 26/06/2006 with ref CR/ 156/1 BDSC 214/20047 issued on 8/12/2004

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 	3	<p>It's clear that out of the 104 teachers with wage bill provision, the district has 87 teachers in place with a gap of 17 teachers as per MEO's submission to Town clerk on 21st March 2017.</p> <p>87/104 = 83.65%</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 	6	<p>- The Municipality is supposed to have 2 Inspectors of schools as per the LG structure issued by the Ag. Town Clerk on 6/03/2017 with ref BMC/ 156/ 1.</p> <p>- However, there is 1 Inspector of Schools substantively appointed by the LG Service Commission under Minute No. BDSC 643/2017 issued on 10th March 2017 signed by the Town Clerk. This is what can be accommodated in the Wage bill as reflected in the OBT</p> <p>The Assessment Team was informed that there is no wagebill for recruitment of other departmental staff, however further recruitment can be done for only one staff per consecutive Financial year.</p>

4	The LG Education department has submitted a recruitment plan covering primary teachers and school inspectors to HRM for the current FY.	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	2	Yes, Recruitment plan was submitted to HRM on 21/03/2017 by the MEO showing a Gap of 17 teachers and other departmental staff.
	Maximum 4 for this performance measure	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	2	Yes, there is evidence as per the recruitment plan issued on 21/03/2017 by the MEO. The assessment team was informed that departmental recruitment can only cater for one staff recruitment per financial Year in every department.
5	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.	Evidence that the LG Education department appraised school inspectors during the previous FY • 100% school inspectors: score 3	0	There was no evidence of annual performance appraisal report for FY 2016/17 on file for the inspector of schools (Biryeri Proscovia). She was last appraised during FY 2015/16 on 12/6/16. It was noted that Bugiri MC has one substantively appointed Inspector of Schools as per the structure for the education department.
	Maximum 6 for this performance measure	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	3	Bugiri MC has (5) Primary Schools with (5) substantively appointed head teachers (confirmed through checked personnel files). Evidence on file indicated that all the (5) primary head teachers were appraised for calendar year 2016. The schools include a) Al-Jama P/S (Gafumbye), b) Busanza P/S (Mugweri), c) Hindocha P/S (Basan), d) Waluwerere P/S (Muwaganya) and e) Bugobo P/S (Muzei).
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

There is no evidence showing communication of all guidelines and policies because the current serving officers were appointed in March 2017. However below are some of the circulars available from the national Level.

1. Registration of Learners in Schools aged 5 Years and above issued on 18th July 2017 with ref: ADM/322/01

2. Improving Head Teachers and Teachers attendance in schools issued by DES on 30/8/2017.

However it should be noted that all the available circulars were not issued in FY 16/17 however even those circulars received in that period March – June 2017 when the officers were substantively appointed in office, were also not available.

• 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

0

There is no evidence where the LG Education department held meetings communicating National Policies and guidelines with primary Head Teachers.

However, there is evidence of the Municipal Inspector of Schools (MIS) communicating about National guidelines and other Policies including one about school feeding in a meeting held with Parents of Busanzi P/S held on 6/10/2016 in P.6 classroom from 11:50am minute page 5, the minutes were fully signed and stamped by the Secretary and Chairperson.

It should be noted that this meeting was with parents of a school and not with Head Teachers.

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"> 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. 	12	<p>There is only one report available since the Municipal Inspector of Schools was appointed at end of march on 10th March 2017 hence only Q4 report was ready and forwarded. The current MIS informed the assessment team that the acting Inspector of schools never handed over any Inspection reports. It was also noted that the Municipality became operational in July 2016.</p> <p>Q4 Inspection report covered all 5 government schools and 1 private school which was available in EMIS report. The other 19 Private schools inspected were not available in the EMIS report. This was done on 27/6/2017 as per the report.</p> <p>This yields to 5/5 government schools and 1/1 Private schools reflecting 100% inspection rate</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> <p>Maximum 10 for this performance measure</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 	0	<p>There was no evidence of the department discussing inspection reports.</p> <p>However they had some departmental minutes available as held on 4/7/2017 in the MEO's office and fully signed. But the minutes had no detailed discussions about the inspection reports.</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 	2	<p>Inspection report for Q4 was submitted to DES regional office on 1/12/2017 and was received by the Senior Inspector of Schools as per the acknowledgement form issued.</p>

		<ul style="list-style-type: none"> Evidence that the inspection recommendations are followed-up: score 4 	0	There was no evidence for follow up Inspections made by the LG Education department
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: o List of schools which are consistent with both EMIS reports and OBT: score 5 	5	<p>List of schools submitted in the EMIS report are consistent with those in OBT.</p> <ol style="list-style-type: none"> Busanzi P/S Waluwerere P/S Butambula P/S Al Jama P/S Hindocho nP/S
		<p>Evidence that the LG has submitted accurate/consistent data: • Enrolment data for all schools which is consistent with EMIS report and OBT: score 5</p>	0	<p>Sampled school's enrolment data from the EMIS report doesn't tally with OBT as shown below.</p> <ol style="list-style-type: none"> Al-jama P/S had 947 pupils on EMIS while in OBT it had 961 Bugubo Butambula had 613 on EMIS and 608 on OBT Hindocho has 1268 on EMIS while it has 1198 on OBT Waluwerere had 906 on EMIS while 887 in the OBT.

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> <p>Maximum 4 for this performance measure</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>Yes, there is evidence that the Standing Committee on and Social Services met and discussed Education service delivery issues like sector performance.</p> <p>For example the committee met on 19th December 2017 and discussed the status of the private schools in the MC. Refer to page 2 under MIN4 SSC 19TH DECEMBER 2017</p>
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• Evidence that the education sector committee has presented issues that requires approval to Council: score 2

0

No, there is not clear evidence that the sector committee presented issues that require approval from council.

Refer to Municipal Council meeting held on 23rd December 2016 under Minute 013/BMC/NC/2006 where the Chairperson of the Standing Committee for the Social Services did not present their report as expected since the report had not been developed. This submission triggered a lengthy discussion within the council on the poor functionality of the standing committee.

The factors identified for the poor functionality include:

Lack of consensus between the technical and political personnel on the key issues and recommendations to be included within the report.

Lack of induction of the councillors in their roles and responsibilities

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>	<p>- There are 5 schools with officially appointed members for all the 5 government schools. Waluwerere P/S members appointed on 6/3/2017, Hindocha P/S issued on 1/11/2016, Busanzi P/S issued on 1/11/2017, Butambula P/S issued on 1/11/2016, Aljama P/S issued on 1/11/2016.</p> <p>- Minutes of the 3 meetings in a year was evident at Busanzi P/S. Meetings held on 29/9/2016 signed by Chairperson and secretary. Meeting on 1/05/2017 signed by Chairperson and Secretary. Meeting of 13/7/2017 and signed by chairperson and secretary.</p> <p>- Minutes of SMC Hindocha P/S held on 15/02/2017 were fully signed, 2/03/2017 were fully signed, 11/08/2016. There were fully signed.</p> <p>- Minutes of SMC for Bugubo - Butambula P/S held on 28/7/2016, 18/10/2016, 30/01/2017. They were all fully signed.</p> <p>It should be noted that other 2 remaining government schools had 2/3 minutes available in their files.</p> <p>The only 1 private school in the EMIS report had no SMC minutes to show its functionality.</p> <p>This reflects 3/5 government schools and 0/1 private schools = $\frac{3}{6} = 50\%$</p>
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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 	3	<p>There is evidence of posting of Funds to the noticeboards for FY 17/18, however those for FY 16/17 were seen to be on file as acknowledged on 20/8/2016 by the MEO</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>Yes, one of the available Procurement request was for Renovation of 3 classrooms at Hindocha P/S originated on 12/01/2017 and reached PDU on 12/01/2017.</p> <p>Also to note was the procurement of 50 Desks at Aljama P/S and Busanzi P/S initiated by MEO on 1/9/2016 and reached PDU on 14/9/2016. This is reflected in the OBT report on page 37 in education Outputs.</p> <p>All the above procurement requests reached PDU before April 30th as required.</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 	3	<p>For all the two projects undertaken in the department it was observed the head of department approved suppliers for payments on time, this can be evidenced from the following:</p> <p>The contract to Wangi General enterprises ltd for renovation of 3 classroom block, an invoice was raised on 2nd/5/2017 and the head of department approved on 3rd/5/2017</p> <p>The contract to Muza General enterprises ltd for supply of desks, an invoice was raised on 5th/12/2016 and the head of department approved on the same day.</p>
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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>No, there is no evidence that the Department of Education submitted annual performance reports for all four quarters to the planner by Mid - July for consolidation.</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 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 If all queries are not responded to score 0 	0	<p>The assessment did not find evidence of responses from department on the issues raised in the internal audit reports yet there were a number of issue raised including among others:</p> <p>Lack of top up accounts for UPE schools</p> <p>Reconciliations not following right formats</p> <p>School financial statement were not submitted</p> <p>It was reported that when the draft reports are produced by the internal auditor, they are only discussed between the Accounting Officer, Treasurer and Internal Auditor and agree on the management action to be undertaken and that is the end of it. There are no responses from departments.</p>
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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 of dissemination of guidelines on how Senior Women/ Men Teachers are to provide guidance to girls and boys on handling issues of hygiene, reproductive health and life skills.</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 is no evidence that the department issued and explained guidelines on sanitation for girls and PWD's primary schools</p>

		<ul style="list-style-type: none"> • Evidence that the School Management Committee meet the guideline on gender composition: score 1 	1	<p>Yes, there is evidence that the SMC meet the gender guideline composition as per their Appointment Letter in MEO's Office. The schools sampled are listed hereby below</p> <ol style="list-style-type: none"> 1. Busanzi P/S 2. Waluwerere P/S 3. Butambula P/S 4. Hindocha P/S
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>There was no evidence of issuing of environmental guidelines by the LG Education department.</p>



LGPA 2017/18

Health Performance Measures

Bugiri Municipal Council

(Vote Code: 795)

Score 13/100 (13%)

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>	0	<p>There was no PHC wage bill for recruitment of primary health workers. So no positions were advertised or filled.</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>	0	<p>There was a recruitment plan for at municipal health department for 2016/17 and 2017/18 on file. And two positions for the health department where in this plan. However there is no evidence of health department submission of recruitment plan to HR.</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>	0	<p>The health facility in-charge for Bugiri Town Council HC II (Namakula Margret-Nursing Officer) was last appraised during FY 2014/15 on 30/6/15 by DHO. There was no evidence of performance appraisal report for FY 2016/17 on file. It was also noted that Bugiri TC HCII is yet to be upgraded to HC III status (letter on upgrading of Bugiri TC HCII to HCIII to PS-MoH, dated 20/4/17).</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 	0	<p>Because there were no PHC funds no recruitment took place and no staff where deployed.</p>
Assessment area: Monitoring and Supervision				

5

The DHO has effectively communicated and explained guidelines, policies, circulars issued by the national level in the previous FY to health facilities

Maximum 6 for this performance measure

• Evidence that the DHO has communicated all guidelines, policies, circulars issued by the national level in the previous FY to health facilities: score 3

There is no evidence that the municipal health department communicated policies and guidelines. At municipal there was one policy and one circular and some policies were found at facilities

At the municipal health department there was one policy available the Primary Health Care Grant Guidelines 2016. The following circulars were found on file 14th June 2017 Use of the UNEPI Cold Chain in Storage of maintaining cold chain for Oxytocin, 31st Dec 2017. Proposal for piloting the ordering-based Pull EMHS system

At the facilities the following policies were found at Bugiri Town Council HCII, Uganda Clinical Guidelines 2016, Essential Medicines and Health Supplies List for Uganda 2016, Integrating Nutrition Assessment Counselling and Supporting Health Service Delivery 2016, Consolidated Guidelines for Prevention and Treatment of HIV IN Uganda 2016, Immunisation Practice in Uganda 2017.

At Bugiri Police HCII, Uganda Clinical Guidelines 2016, Essential Medicines and Health Supplies List for Uganda 2016. Health Sector Quality Improvement Framework and Strategic Plan 2015/16-2019/20.

With regard to the circulars there were two circulars at Bugiri Town Council on 11th Oct 2017 regarding National STI survey and another circular dated 11th April 2017 regarding Training of Health Workers and CHEW on EPI communication.

There were no circulars at Bugiri Police HCII.

		<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	There was no evidence that the Municipal health department disseminated the policies, guidelines and circulars in meetings
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	<p>There is no HCIV in the municipal council</p> <p>The DHT of Bugiri District is charged with supervision of health facilities in the municipal. At DHO office in Bugiri the DHT supervision reports revealed Bugiri Municipal Council HCII was supervised on 2nd Sept 2016 and 23rd Feb, 16th June, and 18th Oct of 2017. At Bugiri Police HCII there were supervisions regarding medicines management.</p> <p>However at the facilities information on support supervisions was not consistent with information at DHOs office.</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>	0	<p>There was no evidence of HSD supervision from Bugiri District.</p> <p>Bugiri Hospital is the HSD charged with supervision of municipal facilities. At the DHOs office Bugiri Municipal Council HCII was between 23rd and 31st Mar 2016. However at the facility the information was not consistent with information at the DHOs office. At Bugiri Municipal Council HCII the two supervisions were related to medicines management and Bugiri Police HCII no evidence of supervision from Bugiri Hospital.</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>	<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 	0	<p>There was no evidence that the reports were discussed to make recommendations since no discussion were made</p>
		<ul style="list-style-type: none"> • Evidence that the recommendations are followed – up and specific activities undertaken for correction: score 6 	0	<p>With no meetings held to discuss the report findings there was no action plan implementation, therefore no evidence.</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>	<ul style="list-style-type: none"> • 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 	0	<p>There are two facilities in Bugiri municipal Council namely Bugiri Town Council HCII and Bugiri Police HCII. The HMIS is managed by Bugiri District and both facilities were mentioned in HMIS, however in OBT no facility was mentioned, but it indicated “” funds allocated to a facility””.</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 	0	<p>No, there is no evidence that the Standing Committee on Social Services met and discussed Health service delivery issues like sector performance.</p>
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• Evidence that the health sector committee has presented issues that require approval to Council: score 2

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No, there is not clear evidence that the sector committee presented issues that require approval from council.

Refer to Municipal Council meeting held on 23rd December 2016 under Minute 013/BMC/NC/2006 where the Chairperson of the Standing Committee for the Social Services did not present their report as expected since it was not developed. This submission triggered a lengthy discussion within the council on the poor functionality of the standing committee.

The factors identified for the poor functionality include:

Lack of consensus between the technical and political personnel on the key issues and recommendations to be included within the report.

Lack of induction of the councillors in their roles and responsibilities

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>There is no functional HUMC in Bugiri Municipality</p> <p>At the municipal council health department there were HUMCs meeting minutes dated 15th May 2017 for Bugiri Town Council HCII. The minutes were not signed, attendance list was absent and issues related to budget and workplan were not discussed. On 4th Feb 2017 there was another meeting for the fourth quarter there was an attendance list of seven members with two females and five males and budget issues were not discussed.</p> <p>At the two facilities: Bugiri Police HCII, HUMC was not in place. While at Bugiri Town Council there minutes for meetings on 16th Mar, 4th May, 30th Sept, 22nd Nov all of 2016 and 15th May, 4th Feb and 15th Dec all of 2017. Unfortunately, all minutes were not signed.</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	<p>The PHC non-wage funds for 17/18 were published on the notice board of the municipal, but not at the facilities. PHC releases for the first and second quarter amounting to 4,282,055/= for each quarter.</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>The only capital investment was a five-stance toilet at Ndifakulya Market but this was under DEG. The request originated from the health department but the process had not been completed and relevant persons had not stamped.</p> <p>No evidence of procurement request form PP5 to PDU.</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 	8	<p>This activity was coordinated by NMS. Bugiri Municipal Council procurement plan was among the procurement plan of for the HCIII and HCII. In addition Bugiri Police HCII is one of the facilities selected by NMS to participate in the pull pilot study and procurement plans are bimonthly and the municipal prepares the plans for Bugiri HCII. There were bimonthly electronic receipts from NMS.</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>There were no projects undertaken in the department in FY 2016/17</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>No, there is no evidence that the Department of Health submitted annual performance reports for all four quarters to the planner by Mid - July for consolidation.</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>The assessment did not find evidence of responses from department on the issues raised in the internal audit reports yet there was an audit issue raised in the 3rd quarter internal audit report on the failure of health Centres to prepare books of accounts.</p> <p>It was reported that when the draft reports are produced by the internal auditor, they are only discussed between the Accounting Officer, Treasurer and Internal Auditor and agree on the management action to be undertaken and that is the end of it. There are no responses from departments.</p>

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 	0	<p>The municipal manages two facilities namely Bugiri Municipal Council HCII and Bugiri Police HCII. Bugiri Municipal Council HCII couldn't establish the composition because the attendance list of seven instead of recommended five. There was no HUMC at Bugiri Police HCII.</p>
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		<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	There was no evidence at the municipal council health department that guidelines to manage sanitation including those for separation of facilities were issued.
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	There was no evidence at the municipal health department that guidelines for waste management including those for construction of facilities were issued.