



LGPA 2017/18

Accountability Requirements

Bukwo District

(Vote Code: 567)

Assessment	Compliant	%
Yes	5	83%
No	1	17%

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>The LG submitted an annual performance contract of the FY 2017/18 as draft on 07/04/2018 and a final one on 31/07/2017.</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>The LG submitted a Procurement Plan for the FY 2017/18 to MoFPED on 17/11/2017 as a separate document not with the budget.</p>	No
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>LG submitted the annual performance report for the FY 2016/17 on 31/07/2017</p>	Yes

LG has submitted the quarterly budget performance report for all the four quarters of the previous FY; PFMA Act, 2015)

xxxxxx

• The LG submitted all the 4 quarterly budget performance reports as follows;

1. Quarter 1 submitted on 27/10/2016

2. Quarter 2 submitted on 30/01/2017

3. Quarter 3 submitted on 04/05/2017

4. Quarter 4 submitted on 31/07/2017

Yes

Assessment area: Audit

<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"> • The LG made a submission to the Internal Auditor General on the Auditor General findings and the Internal Audit reports for the year. • The submissions were dated 31st October 2016 for First Quarter Internal Audit Report as per documents inspected from the Internal Auditor's Office. 	<p>Yes</p>
<p>The audit opinion of LG Financial Statement (issued in January) is not adverse or disclaimer</p>	<p>xxxxx</p>	<ul style="list-style-type: none"> • The Audit Opinion for the LG Financial Statements is unqualified as evidenced in the Audit Report dated December 2017 released in January 2018. 	<p>Yes</p>



LGPA 2017/18

Crosscutting Performance Measures

Bukwo District

(Vote Code: 567)

Score 45/100 (45%)

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>There is no functional Physical Planning Committee in place. The office of the physical planner is vacant.</p>
		<ul style="list-style-type: none"> • All new infrastructure investments have approved plans which are consistent with the Physical Plans: score 2. 	0	<p>There is no single approved plan for all the infrastructural investments and yet according to inventory at the National physical planning board there is no submission for a valid approved physical structural plan for the LG.</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

- Evidence that priorities in AWP for the current FY are based on the outcomes of budget conferences: score 2.

0

According to the budget conference report for FY 2017/18 held on 15/11/2016, and AWP FY2017/18 that was approved under MIN.40/BDC/2017 during a council meeting held on 01/07/2017, Whereas most priorities in the AWP are based on the outcomes of the budget conference, there are also priority projects in the AWP that are not derived from the budget conference. For example;

- Completion of district council hall.(Phase III) - appears in report and AWP page8
- Construction of BUkwo Town council hall (Phase II) - appears in report and AWP page 29
- Rehabilitation of 2 classrooms in Chepkwasta p/s.- NOT IN REPORT and AWP page 47
- Rehabilitation of 1 water point.- appears in report and AWP page 56
- Rehabilitation of 1 piped water supply system (GFS). - appears in report and AWP page 56.
- Completion of maternity ward in Kapkoloswo HC III. - appears in report and AWP page 43.

		<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>According to the priorities in the approved AWP FY2017/18, it was established that they were derived from the approved five-year development plan that was approved by council during a sitting held on 21/05/2015 under MIN.04/BDC/2015.</p> <p>For example;</p> <ul style="list-style-type: none"> • Completion of district council hall.(Phase III) - appears in DDP page 85 and AWP page8 • Construction of BUkwo Town council hall (Phase II) - appears in DDP page 85 and AWP page 29 • Rehabilitation of 2 classrooms in Chepkwasta p/s.- appears in DDP page 74 and AWP page 47 • Rehabilitation of 1 water point.- appears in DDP page72 and AWP page 56 • Rehabilitation of 1 piped water supply system (GFS). - appears in DDP page72 and AWP page 56. • Completion of maternity ward in Kapkoloswo HC III. - appears in DDP page86 and AWP page 43.
		<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	There were no Project profiles developed.
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	There is no Annual statistical abstract compiled.

4

Investment activities in the previous FY were implemented as per AWP.

Maximum 6 points on this performance measure.

• 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

From the LG annual approved AWP and budget FY 2016/17 that was approved by council on 23/03/2016 under MIN.26/BDC/2016, it could be established that all infrastructure projects implemented by the LG in the FY 2016/17 were derived from the 2 documents For example;

- Construction of the district Council hall. - AWP page 59 and budget page 9.
- Construction of Bukwo Town Council administration offices. - AWP page 59 and budget page 9.
- Construction of 5 stance VIP latrines in Torasis ward. - AWP page 59 and budget page 9
- Construction of 2 class rooms in Birim p/s. - AWP page 50 and budget page 20.
- Construction of (5 stance) VIP latrines in Riwo and Kapterewo p/s'. - AWP page 51 and budget page 19.
- Extension of water lines for Tasakya, Bukwo and Chesower GFS'. - AWP page 60 and budget page 24.
- Construction of 4(5 stance) VIP latrines in Chesimat HC II, Kapkoloswo HC III, Brim HC II and Bukwo General Hospital,- AWP page 43 and budget page 17.
-

• 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

4

The investment projects implemented in the FY2016/17 were completed as per work plan by end of FY at 100%. See completion dates below;

- Construction of the district Council hall. – 19/01/2017
- Construction of Bukwo Town Council administration offices. – 03/05/2017
- Construction of 5 stance VIP latrines in Torasis ward. – 29/11/2016
- Construction of 2 class rooms in Birim p/s. – 24/05/2017
- Construction of (5 stance) VIP latrines in Riwo and Kapterewo p/s'. – 30/01/2017 and 5/06/2017 respectively.
- Extension of water lines for Tasakya, Bukwo and Chesower GFS'. – 04/04/2017
- Construction of 4(5 stance) VIP latrines in Chesimat HC II, Kapkoloswo HC III, Brim HC II and Bukwo General Hospital. – 22/06/2017, 5/06/2017, 5/06/2017 and 28/06/2017 respectively.

5	<p>The LG has executed the budget for construction of investment projects and O&M for all major infrastructure projects and assets during the previous FY</p> <p>Maximum 4 points on this Performance Measure.</p>	<ul style="list-style-type: none"> Evidence that all investment projects in the previous FY were completed within approved budget – Max. 15% plus or minus of original budget: score 2 	0	<p>Whereas most of the investment projects in the FY 2016/17 were completed within the approved budget – Max. 15% plus or minus of original budget, one project was NOT implemented within the above budget limits. See project budget performances below;</p> <ul style="list-style-type: none"> Construction of the district Council hall. – 100% Construction of Bukwo Town Council administration offices. – 100% Construction of 5 stance VIP latrines in Torasis ward. – 100% Construction of 2 class rooms in Birim p/s. – 76.4% Construction of (5 stance) VIP latrines in Riwo and Kapterewo p/s'. – 106% Extension of water lines for Tasakya, Bukwo and Chesower GFS'. – 94% Construction of 4(5 stance) VIP latrines in Chesimat HC II, Kapkoloswo HC III, Brim HC II and Bukwo General Hospital. – 100%
		<ul style="list-style-type: none"> Evidence that the LG has budgeted and spent at least 80% of O&M budget for infrastructure in the previous FY: score 2 	2	<p>The LG budgeted and spent at least 80% for O&M under the water and roads sector. Ie Water spent 100.4% and Roads spent 130.5%.</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	<ul style="list-style-type: none"> All HoDs were not appraised during FY 2016/2017 including those for: Natural Resource Management, Community Based Services, Production, Education, Works, Finance, Health, and Education.
		<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"> Several HoDs were not on substantive appointment during FY 2016/2017 including for Production, Natural Resource Management, Community Based Services, Health, and Works.

7	The LG DSC has considered all staff that have been submitted for recruitment, confirmation and disciplinary actions during the previous FY.	<ul style="list-style-type: none"> Evidence that 100 percent of staff submitted for recruitment have been considered: score 2 	0	<ul style="list-style-type: none"> There was a matter of irregularities in recruitment during FY 2016/2017 which led to the annulment of results by the Public Service Commission for the positions of Office Attendants, Drivers, Parish Chiefs, Accounts Assistants, Assistant Inventory Officer, Assistant Records Officer, and District Community Development Officer as indicated in the CAO's letter to the DSC dated 8th august 2017.
	Maximum 4 points on this Performance Measure	<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"> There were no submissions for confirmation of staff made by the DLG to the DSC during FY 2016/2017.
		<ul style="list-style-type: none"> Evidence that 100 percent of staff submitted for disciplinary actions have been considered: score 1 	0	<ul style="list-style-type: none"> Submissions for disciplinary handling while prepared by the district were not submitted to the DSC for consideration.
8	Staff recruited and retiring access the salary and pension payroll respectively within two months	<ul style="list-style-type: none"> Evidence that 100% of the staff recruited during the previous FY have accessed the salary payroll not later than two months after appointment: score 3 	0	<ul style="list-style-type: none"> There are cases of staff who assumed duty at the start of May 2016 but accessed the payroll in August 2016 (long after 2 months) e.g. Chebet Babara, Sande Sylvia, Chemutai Stella, Cheptoek Risper, Chebet Maria, Chebet Scalet, Chelangat Angella, and Chelangat Masline.
	Maximum 5 points on this Performance Measure.	<ul style="list-style-type: none"> Evidence that 100% of the staff that retired during the previous FY have accessed the pension payroll not later than two months after retirement: score 2 	0	<p>There are cases of staff who retired during FY 2016/2017 who did not access the payroll within two (2) months and even to-date for example: Wafula Richard, Chesang Isaac, Kweyey Joseph.</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	<ul style="list-style-type: none"> • Local Revenue (OSR) increased from UGX. 81,500,697 in 2015/2016 to UGX.151, 216,465 in 2016/2017. The percentage increase was 85.5%. • The source of information is the Audited Financial Statements for 2015/2016 & 2016/2017, Auditor General's Reports for 2015/2016 & 2016/2017.
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	<ul style="list-style-type: none"> • The Local Revenue ratio for actual against budgeted in 2016/2017 is 75.7% derived from UGX. 151,216,465 actual from the UGX199, 775,450 budgeted in the year. • The source of information was the Audited Financial Statements for 2016/2017 and the Auditor General's Report for 2016/2017 dated December 2017 and council Minutes for budget supplementary that adjusted Local Revenue Estimates.
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 	0	<ul style="list-style-type: none"> • The LG made LST collections of UGX. 41,443,750 in the Financial Year 2016/2017. • However, it did not remit any amounts to the LLGs.

		<ul style="list-style-type: none"> Evidence that the LG is not using more than 20% of OSR on council activities: score 2 	2	<ul style="list-style-type: none"> During the FY 2016/2017, the LG budgeted UGX. 45,000, 000 and spent UGX. 37,250,000 on council activities. The expenditure was far more than the expected UGX. 16,300,139 Limit that was to be spent from the OSR derived from the actual of UGX. 81, 500, 697 in 2015/2016. However, the LG had budgeted part of it to be financed from unconditional grant and that was where part of the expenditure was financed to fund council activities. to top up on the UGX.16, 300, 139 funded from OSR.
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Assessment area: Procurement and contract management

12	<p>The LG has in place the capacity to manage the procurement function</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> Evidence that the District has the position of a Senior Procurement Officer and Procurement Officer (if Municipal: Procurement Officer and Assistant Procurement Officer) substantively filled: score 2 	0	<ul style="list-style-type: none"> Bukwo DLG has a Senior procurement Officer who is substantively appointed with Minute No. 52.3/2015 The Procurement Assistant was however interdicted on cases of misuse of office
		<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>A Technical Evaluation Committee meeting that sat on 30th/12/2016 evaluated various bids and made various recommendations to the contracts committee. Minute Number BUKMINCC19/30/12/2016-17 indicates the Contracts Committee receiving an evaluation committee report from the Secretary Technical Evaluation Committee</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>Minute Number BUKMINCC20/30/12/2016-17 indicates the Contracts Committee considering recommendations from the Evaluation Committee and approved the award of various contracts including;</p> <ul style="list-style-type: none"> • Bukw567/wrks/16-17/00001 – Approval of the award Extension of Tasakya Gravity Flow Scheme Phase V to Sebei Overall Agencies (SOGA) Limited • Bukw/wrks/16-17/00003 – Approval of the Award of Completion of Construction of Bukwo Town council Administration Block awarded to Sebei Overall Agencies (SOGA) Limited • Bukw/wrks/16-17/00009 – Extension of Gravity Flow Scheme from Torokyo Village - Kopkoros – Kerenger village awarded to Bukwo (BM) Enterprises Limited • Bukw/wrks/16-17/00011 – construction of 5 stance VIP latrine at Chepkwasta p/s awarded to Kapkoros General Agencies Limited • Bukw/wrks/16-17/00002 – Extension of Bukwo - Muimet GFS – awarded to Kasande Agency
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>	<ul style="list-style-type: none"> • 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 	2	<ul style="list-style-type: none"> • The procurement and disposal plan for the FY2017/18 for Bukwo district local government cover all the infrastructural projects in the Bukwo LG budget estimates and work plan for the FY 2017/18; except for the Roofing of the Chemukung p/s, which was an emergency project after the thunderstorms had blown off the roofing for the 2 classroom block and an office at the school. Funds for this roofing were re-allocated from the funds planned to renovate a 2 classroom block at Chepkwasta p/s. this re-allocation was approved by the executive council on 13th/10/2017. • The fourth quarter procurement report for FY 2016/17 is an aggregation of all the procurement carried out in the previous quarters, and indicates that all planned procurement for the infrastructural projects were made.

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

Even though all the bid documents were prepared by the time of the assessment, it was noted that these documents were prepared way after the required date on 5th December 2017. This has particularly led to the delay in the execution of the projects. The delay in preparation of bid documents was attributed to mainly two reasons; (a) failure by the departments and sectors to submit the required specifications and BOQs to PDU and, (b) the shift in the planning guidelines from LGSMD to DDEG. The technical took long to internalise the new guidelines.

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

0

- The LG was found to have an updated contracts register that shows all the projects for the previous FY indicating the Procurement Reference Number, Subject of Procurement, the contract sum, the contractor, Amount Paid, Amount Retained and the balance.
- The procurement activity files are still incomplete. Some documentation such as project progress reports, interim and completion certificates and commissioning reports were missing.

		<ul style="list-style-type: none"> For previous FY, evidence that the LG has adhered with procurement thresholds (sample 5 projects): score 2. 	0	<p>The LG adhered to the procurement thresholds with procurements above Ugx. 50m conducted under open national bidding and advertised in the New Vision of 6th/12/2016. These includes;</p> <ul style="list-style-type: none"> Bukw567/wrks/16-17/00001 – Extension of Tasakya Gravity Flow Scheme Phase V valued at Ugx. 96,589,600 Bukw/wrks/16-17/00003 –Completion of Construction of Bukwo Town Council Administration Block valued at Ugx. 94,694,398 <p>For the procurements that were below Ugx. 50m were conducted under selective bidding process and these include;</p> <ul style="list-style-type: none"> Bukw/wrks/16-17/00006 - Construction of 2 stance VIP latrine at Chemwabit P/s with contract value of Ugx. 12,511,000 Bukw/wrks/16-17/00015 – construction of 2 stance VIP latrine at Bukwo Town Council Administration Block valued at Ugx. 9,260,000 Bukw/wrks/16-17/00009 – Extension of Gravity Flow Scheme from Torokyo Village - Kopkoros – Kerenger village valued at Ugx. 11,181,190
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>All infrastructural projects that were completed in the FY2016/17 and out liability period have both interim and completion certificates and some of these are;</p> <ul style="list-style-type: none"> Construction of District Council Hall and Offices Completion of the Construction of Maternity/General Ward at Kapkoloswo HC III Phase II Construction of 2 classroom block at Brim P/s Extension of Bukwo – Muimet GFS Phase V

		<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	Implementation of all works projects for the FY2016/17 is yet to begin. They are all still under procurement processes.
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	<ul style="list-style-type: none"> The LG makes timely monthly Bank reconciliations and for the eleven cashbooks checked, all were reconciled up to the 31st December 2017. The cashbooks looked at were for Administration, Works, Health, Finance, Statutory Bodies, Production, Internal Audit, Planning unit, Community Development Services, Education and Natural Resources Accounts.
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	<ul style="list-style-type: none"> The LG made timely payments to Suppliers during the Financial Year 2016/2017 as evidenced from payments documents (vouchers, requisitions, invoices) for the departments of Health, Education, Works, Administration, Internal Audit, Planning Unit, Natural Resources, Statutory Bodies and Production.
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. 	3	<ul style="list-style-type: none"> The LG has a Substantive Principal Internal Auditor appointed under DSC minute of 2005. The Internal Audit produced all the quarterly Internal Audit reports for 2016/2017 dated the 27th October 2016, 22nd January 2017, and 22nd April 2017 and 25th July 2017 for 1st, 2nd, 3rd and 4th Quarters respectively.

		<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. 	2	<ul style="list-style-type: none"> The LG provided information to the Council and LGPAC on the status of the implementation of the Audit findings evidenced through the submissions by the Internal Auditor to LGPAC as per the above dates of submissions.
		<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	<ul style="list-style-type: none"> There were submissions to LGPAC and Accounting officer as seen in the Internal Audit Reports BUT there was no evidence in form of LGPAC Minutes to prove that the LG PAC reviewed the Internal Audit Reports.
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	<ul style="list-style-type: none"> The LG does not maintain an Assets Register in the format prescribed in the Accounting Manual but only availed one that was in the old format.
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	<ul style="list-style-type: none"> The LG had unqualified Audit opinion as evidenced from the OAG report for 2016/2017 dated December 2017.

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>According to the minutes available for FY 2016/17, there is evidence that council sits i.e. sat on 01/07/2017, 28/04/2017, 30/11/2016 e.t.c. and yet during the council meeting that was held on 30/11/2016 under MIN.17/BDC/2016, council deliberated and approved a supplementary budget on various district projects.</p>
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. 	0	<p>No proof for designating a person to coordinate response to feed-back (grievance /complaints).</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>	0	<p>At the time of assessment a list of staff to receive salary for the month previous was displayed but the Pensioner Schedule was not seen on public notice boards.</p>
		<ul style="list-style-type: none"> Evidence that the procurement plan and awarded contracts and amounts are published: score 1 	0	<p>Whereas there was a displayed list of best evaluated bidders for various procurements, the procurement plan was not sighted anywhere on display.</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	<p>N/A, The Central Government did not conduct the Annual Performance Assessment for LGs in 2016/17</p>

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 	1	There is a set of minutes of a TPC joint meeting with LLGs officials i.e. Chairmen LCIII and S/C chiefs where DDEG guidelines were communicated and disseminated on 01/11/2017.
	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 feedback on status of activity implementation: score 1. 	0	There was no proof to support the fact that LG during FY2016/17 conducted discussions (e.g. municipal urban fora, barazas, radio programmes etc..) with the public to provide feedback on status of activity implementation.

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	<ul style="list-style-type: none"> The gender focal person for Bukwo district local government conducted gender mainstreaming guidance to the Heads of Department, Community Development Officers from lower local governments on 29th/06/2017 Minutes are also available for a meeting of Executive Council members on UWEP projects held on 29th/03/2017
	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. 	2	<ul style="list-style-type: none"> The plan for activities on gender strengthening is available and was approved on 30th/03/2017. The plan is also integrated into the district annual work plan and budget estimates for the FY 2017/18. It includes activities such as support women council meetings, holding women executive meetings, conducting training on gender concerns, participating in women's day celebrations and monitoring women's projects. For the FY2016/17, the GFP planned and received for Ugx. 2,762,000, which was 100% utilised

26	<p>LG has established and maintains a functional system and staff for environmental and social impact assessment and land acquisition</p>	<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>Screening or EIAs aren't done for all the works projects at the LG. There are therefore no mitigation measures planned or budgets for all the projects.</p>
	<p>Maximum 6 points on this performance measure</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>Reviews in the bid documents indicated that there's no integration of environment and social management plans. Engagement with the environment officer indicated that he's not consulted by the sectors when preparing specifications or BOQs</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>Processing Land titles for the institutions is an on-going activity. For the current projects the titles aren't yet processed, though in some the land was surveyed.</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>Only 3 completed projects had Environmental and Social Mitigation Certification Form completed and signed by Environmental Officer. These are;</p> <ul style="list-style-type: none"> • Construction of 2 classroom block at Brim P/s • Extension of Bukwo – Muimet GFS Phase V • Extension of Tasakya GFS <p>Some other projects are still under defects liability period.</p>



LGPA 2017/18

Educational Performance Measures

Bukwo District

(Vote Code: 567)

Score 68/100 (68%)

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 Evidence that the LG has deployed a Head Teacher and minimum of 7 teachers per school for the current FY: score 4 	4	<p>According to performance contract, a budget of 3,840,941,000/= was in place for 520 teachers in post against 49 schools giving an average of 11 teachers per school which is higher than the threshold of 8 per school.</p> <p>Basing on the staff lists and OBT in place, 44 schools with P.7 classes had teachers ranging from 8 [lowest] to 30 [highest] and 5 schools with P.6 class had 7 teachers each. Implying that there was rational distribution of teachers across schools.</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 	3	<p>According to recruitment plan in place out of 618 teachers, 512 are in post (82.8%) with a wage bill giving a gap of 106 teachers.</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>By structure there are 3 posts of inspectors which are substantively filled with a wage bill in place.</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>	0	<p>There was no evidence of a recruitment plan to fill the 106 vacant posts of teachers.</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>There was no need for a recruitment plan for inspectors since the positions were filled.</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>	0	<ul style="list-style-type: none"> There was no evidence of appraisal for the three (3) school inspectors during FY 2016/2017.
		<p>Evidence that the LG Education department appraised head teachers during the previous FY. • 90% - 100%: score 3 • 70% - 89%: score 2 • Below 70%: score 0</p>	0	<ul style="list-style-type: none"> Of the forty nine (49) primary school head teachers only seven (7) constituting 14% were appraised during FY 2016/2017.

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>	<ul style="list-style-type: none"> 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 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>1</p> <p>2</p>	<p>In place there were circulars of: 10/03/2017 [Data collection]; 13/07/2017 [Nursery/ECD centres]; 15/05/2017 [Forgeries of appointment letters]; and 29/09/2016 [Primary Teachers Recruitment] from MoES. From district to schools there was evidence of one circular dated 29/01/2017 [Athletics Calendar].</p> <p>Minutes of meetings of 22/05/2017, 07/07/2016, 23/02/2016, and 04/07/2017 were in place with traces on various policy issues discussed.</p>
7	<p>The LG Education Department has effectively inspected all private and public primary schools</p> <p>Maximum 12 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that all private and public primary schools have been inspected at least once per term and reports produced: o 100% - score 12 o 90 to 99% - score 10 o 80 to 89% - score 8 o 70 to 79% - score 6 o 60 to 69% - score 3 o 50 to 59% score 1 o Below 50% score 0. 	6	<p>Out of 84 schools [49 government & 35 private], the inspection reports indicated schools inspected in term 3 - 82 [97.6%]; term 2 - 39 [46.4%]; term 1 - 79 [94%] giving an average of 79.3% schools inspected.</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 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 	<p>4</p> <p>2</p>	<p>Basing on departmental minutes of 03/10/2017; 25/01/2017; 03/10/2016; 27/07/2017; 13/02/2017; 02/07/2017; and 25/01/2016 issues related to absenteeism of teachers, defiant teachers and performance were discussed.</p> <p>Evidence in place indicated that reports of terms 1,2, and 3 were received by DES - Regional Office Eastern on 19/05/2017, 08/09/2017, and 20/01/2017 respectively though not stamped and never reached DES headquarters.</p>

		<ul style="list-style-type: none"> Evidence that the inspection recommendations are followed-up: score 4 	4	According to letters of warnings on absenteeism/ abscondment and invitation to rewards and sanctions committee plus reports on individual teachers and schools, inspection recommendations were followed up.
9	The LG Education department has submitted accurate/consistent reports/date for school lists and enrolment as per formats provided by MoES	<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	Names and number of schools in OBT, statistical forms and list of schools available, tally with EMIS data from MoES.
	Maximum 10 for this performance measure	<ul style="list-style-type: none"> 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 	5	Records from statistical forms at schools and district when compared with EMIS data from MoES show same enrolment data with minor differences. Schools: Chepkwasta [3756] - 455 boys & 441 girls; Suam [3758] - 673 boys & 644 girls; and Senendet [3778] - 361 boys & 444 girls had same enrolment figures. Schools: Kapyoyon [3776] - 504 boys & 464girls; and Amanang [3758] - 562 boys & 635 girls compared to EMIS of 498 boys & 477 girls and 562 boys & 625 girls respectively slightly differed.

Assessment area: Governance, oversight, transparency and accountability

10	The LG committee responsible for education met, discussed service delivery issues and presented issues that require approval to Council	<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	<ul style="list-style-type: none"> The committee sat only twice in the FY i.e. on 17/05/2017 and 28/11/2016, however, it managed to deliberate on the Education sector plans and budgets for the FY 2017/18.
	Maximum 4 for this performance measure	<ul style="list-style-type: none"> Evidence that the education sector committee has presented issues that requires approval to Council: score 2 	2	<p>From the committee minutes, it was established that a committee sat and presented issues that required approval to Council for example during a committee meeting that sat on 17/05/2017, the following were some of the issues recommended for approval in council;</p> <ul style="list-style-type: none"> Approval of sector plans and budget FY 2017/18 Nominated 2 councilors as LC V representatives to St. Joseph's Girls' SS Board of Governors. Etc...

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>According to appointment letters of of 23/02/2017 all SMCs were appointed and expire at the same time. Equally, SMC minutes indicated the same message.</p>
12	<p>The LG has publicised all schools receiving non-wage recurrent grants</p> <p>Maximum 3 for this performance measure</p>	<p>• Evidence that the LG has publicised all schools receiving non-wage recurrent grants e.g. through posting on public notice boards: score 3</p>	0	<p>There was no evidence of pinned up UPE funds received by schools on notice boards for the public to view.</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>	<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>There were no investment projects in the FY 2016/17, consequently no need for procurement requests.</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	<ul style="list-style-type: none"> The LG Education department made timely certification and recommendations for payments to suppliers in time. This was evidenced from the payments documents (vouchers, funds requisition forms, interim certificates) for the following supplies; Retention for the construction of a Five Stance VIP Latrine in KAPKOROS P/S, Retention for construction of a Two Classroom Block at ARYOWET P/S, Balance for the supply of Stationery for the department, Retention for the renovation of Two Classrooms with an Office at NDILAI P/S, Repair of departmental Vehicle (LG 0017-18) , Retention for the construction of Two Classroom Block at RIWO P/S and balance for purchase of the departmental Vehicle. This ranged from one day to twenty one days.
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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>There is no proof of timely submission of the sector annual performance report to the planning unit for consolidation.</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 o If sector has no audit query score 4 o If the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year: score 2 points o If all queries are not responded to score 0 	0	<ul style="list-style-type: none"> The sector had eight queries for the Financial Year 2016/2017 evidenced with the Internal Audit Reports. These were mainly lacking accountability for funds advanced to staff, UPE unaccounted for by four Headteachers for all the releases sent to the schools, vehicle repairs in the second quarter and un accounted for funds by the the DEO advanced to him to carry our supervision and preparation for the education ordinance funded by UNICEF. There were no formal responses to Audit findings.

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 in place to show consultations and guidance to senior women/men teachers on gender issues.</p>
		<ul style="list-style-type: none"> • Evidence that LG Education department in collaboration with gender department have issued and explained guidelines on how to manage sanitation for girls and PWDs in primary schools: score 2 	0	<p>There was no evidence of collaboration on gender issues.</p>
		<ul style="list-style-type: none"> • Evidence that the School Management Committee meet the guideline on gender composition: score 1 	1	<p>The appointment letters and attendance lists of SMCs indicated at least 3 women members on every committee.</p>
18	<p>LG Education department has ensured that guidelines on environmental management are disseminated</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG Education department in collaboration with Environment department has issued guidelines on environmental management (tree planting, waste management, formation of environmental clubs and environment education etc.): score 3: 	3	<p>Basing on the performance agreements headteachers signed, under the innovation aspect, there was commitment to plant trees. Visits to schools revealed that trees and flowers were in place; compounds structured and with grass despite the drought season.</p>



LGPA 2017/18

Health Performance Measures

Bukwo District

(Vote Code: 567)

Score 40/100 (40%)

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>	6	<ul style="list-style-type: none"> • There are 244 established position for health workers with a wage bill provision for the year 2017/18 • All these positions are filled as per the performance contract 2017/18 • Hence 100% of the structure for primary health workers with a wage bill provision from PHC wage for the current FY has been filled
2	<p>The LG Health department has submitted a comprehensive recruitment plan to the HRM department</p> <p>Maximum 4 points for this performance measure</p>	<p>Evidence that Health department has submitted a comprehensive recruitment plan/request to HRM for the current FY, covering the vacant positions of health workers: score 4</p>	4	<ul style="list-style-type: none"> • There are 51 vacant posts in the Health department and 32 posts proposed for filling as per the staff recruitment plan in the performance contract for FY 2017/18
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	<ul style="list-style-type: none"> • Of the two (2) health facility in-charges during FY 2016/2017 only Barasa Wamasebu Martin (constituting 50%) of Bukwo HC IV was appraised. There was no appraisal conducted for the in-charge of Bukwo General Hospital.

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"> For example the staff lists submitted together with the budget 2017/18 has under Kapkoloswo HC IV, Kwirwot HC II and Kapkoros HC II has 4, 2 and 3 enrolled nurses respectively this is in line with the health worker`s list on deployment provided by the DHO.
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Assessment area: Monitoring and Supervision

5	<p>The DHO has effectively communicated and explained guidelines, policies, circulars issued by the national level in the previous FY to health facilities</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the DHO has communicated all guidelines, policies, circulars issued by the national level in the previous FY to health facilities: score 3 	0	<ul style="list-style-type: none"> There were no communication letters to indicate that the DHO communicated ALL of the following guidelines issued by the national level in the previous year: <ol style="list-style-type: none"> PHC grants guidelines 2016/17 MoH guidelines for eye care – October 2016 Uganda Clinical Guidelines – 2016 Essential Medicines & Health Supplies List – 2016 MoH Resettlement Policy Framework – 2016 Health Sector Quality Improvement Framework and Strategic Plan 2015/16 – 2019/20, June 2016
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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 	0	<ul style="list-style-type: none"> There was no indication that the DHO had held meetings with health facility in-charges and among others explained the guidelines, policies, circulars issued by the national level in the meetings minutes for the DHT meetings held on the 24th January, 2017, 23rd February 2017, 21st March 2017, 25th April 2017 and on the 28th May 2017.
6	<p>The LG Health Department has effectively provided support supervision to district health services</p> <p>Maximum 6 points for this performance measure</p>	<p>Evidence that DHT has supervised 100% of HC IVs and district hospitals: score 3</p>	0	<ul style="list-style-type: none"> The district did not avail the mandatory quarterly integrated support supervision reports by the DHT for FY 2016/17. Only the 1st, 2nd and 3rd Quarter integrated support supervision report dated 30th September 2016, 23rd November 2016 and 30th April 2017 respectively were presented.
		<p>Evidence that DHT has supervised lower level health facilities within the previous FY:</p> <ul style="list-style-type: none"> 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 	0	<ul style="list-style-type: none"> The district did not avail the mandatory quarterly integrated support supervision reports by the DHT for FY 2016/17. Only the 1st, 2nd and 3rd Quarter integrated support supervision report dated 30th September 2016, 23rd November 2016 and 30th April 2017 respectively were presented. Supervision log books at Kapkoloswo HC III, Kwirwot HC II and Kapkoros HC II had logs for only the 1st, 2nd and 3rd Quarter integrated support supervision by the DHT during FY 2016/17

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 log books at Kapkoloswo HC III, Kwirwot HC II and Kapkoros HC II did not have logs for any integrated support supervision by the HSD during FY 2016/17
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	<ul style="list-style-type: none"> Meetings minutes for the DHT meetings held on the 24th January, 2017, 23rd February 2017, 21st March 2017, 25th April 2017 and on the 28th May 2017 did not indicate discussions about the integrated support supervision reports to make recommendations for corrective actions
		<ul style="list-style-type: none"> Evidence that the recommendations are followed – up and specific activities undertaken for correction: score 6 	0	<ul style="list-style-type: none"> All Meetings minutes for the DHT meetings did not indicate discussions regarding follow up of recommendations made in the 1st, 2nd and 3rd Quarter integrated support supervision report dated 30th September 2016, 23rd November 2016 and 30th April 2017 respectively

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 	10	<ul style="list-style-type: none"> • All 16 facilities on the OBT are the same facilities on the HIMS list from MoH.
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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	<p>From the committee minutes, it was established that a committee sat and discussed service delivery issues for example during a committee meeting that sat on 17/05/2017, sector annual plans and budget was presented by the A.g DHO for discussion.</p>
		<ul style="list-style-type: none"> • Evidence that the health sector committee has presented issues that require approval to Council: score 2 	2	<p>During a committee meeting that sat on 17/05/2017, the following were some of the issues recommended for approval in council;</p> <ul style="list-style-type: none"> • Approval of health sector plans and budget • Re allocation of funds planned for construction of 5(stance) VIP latrines in Aralam HC II to completion of kapoloswo HC III which was blown off by a hail storm • Proposed budget for purchase of motor cycle be re – allocated for other capital developments like latrine construction.

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	<ul style="list-style-type: none"> • At the time of the assessment Kwirwot HC II and Kapkoros HC II avail all the mandatory quarterly HUMC meeting minutes for FY 2016/17 , however non had discussions of budget and resource issues • Kapkoloswo HC III did not avail all the mandatory quarterly HUMC meeting minutes. Only quarter 3 meeting minutes held on the 24th March 2017 were availed.
12	<p>The LG has publicised all health facilities receiving PHC non-wage recurrent grants</p> <p>Maximum 3 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG has publicised all health facilities receiving PHC non-wage recurrent grants e.g. through posting on public notice boards: score 3 	0	<ul style="list-style-type: none"> • There was no evidence on the public notice board at the DHOs office that the office had publicised all health facilities receiving PHC non-wage recurrent grants. • All health facilities visited did not publicise the PHC non-wage recurrent grant

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>	<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	<ul style="list-style-type: none"> • There was no submission letters to DPU that covered all investment items in the approved Sector annual work plan and budget on time by April 30 for 2017/18
	<p>Maximum 4 for this performance measure</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	<ul style="list-style-type: none"> • At the time of the assessment a copy of the procurement request form (Form PP5) to the PDU by 1st Quarter of FY 2017/18 was not availed

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	<ul style="list-style-type: none"> • There was a Procurement Plan for 2016/17 for all health facilities signed by the DHO and 16 health unit in-charges
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	<ul style="list-style-type: none"> • The DHO made timely certification and recommendations for payments to suppliers in time. This was evidenced from the payments documents (vouchers, funds requisition forms, interim certificates) for the following; • Repair of the department's vehicle and supply of stationery to the department which certification and recommendation for payments took from one to four days.
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"> • There is no proof of timely submission of the sector annual performance report to the planning unit for consolidation.
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	<ul style="list-style-type: none"> • • The sector had five (5) queries for the Financial Year 2016/2017 evidenced with the Internal Audit Reports un accounted funds by the Health Inspector, Accounts Assistant, all the Quarterly Support supervision by the DHO payments lacked acknowledgements from recipients of funds, • There were no formal responses to Audit findings.

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	<ul style="list-style-type: none"> • Health Unit Management Committees (HUMCs) at Kapkoloswo HC III, Kwirwot HC II and Kapkoros HC II had more than two females members
		<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	<ul style="list-style-type: none"> • No guidelines on how to manage sanitation in health facilities including separating toilet facilities for men and women were found at Kapkoloswo HC III, Kwirwot HC II and Kapkoros HC II

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">• No medical waste management guidelines, including guidelines for construction of facilities for medical waste disposal were found at Kapkoloswo HC III, Kwirwot HC II and Kapkoros HC II
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LGPA 2017/18

Water & Environment Performance Measures

Bukwo District

(Vote Code: 567)

Score 32/100 (32%)

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 	0	<p>According to the Annual Workplan of the District for Fy 2017/18 with a cover letter dated 12th July 2017 addressed to the Permanent Secretary Ministry of Water and Environment signed by CAO (Mr. Francis Odap and received by PS MoWE on 21st August 2017. The District plans to construct in Matimba, Kaptomologon-Chemwabit, Bukwo-Mulmet barracks and extension of piped water system to Bukwo barracks and design piped water system in Bukwo s/c. All these projects are targeting sub counties of</p> <ul style="list-style-type: none"> Kaptrerwa with a safe water coverage of 61%, Bukwo with safe water coverage of 111%. <p>The district has subcounties with safe water coverage below the district which were not targeted and these include; Riwo with safe water coverage of 41%, Kotek at 61.6%, Kamet at 54.19%.</p> <p>At the time of the assessment the District did not have a 1st and 2nd quarter progress reports. Only the plan was used to get information.</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 	0	<p>According the district Annual workplan For District Water and Sanitation Development Grant for 2016/17 with a cover letter dated 15th July 2016 addressed to Permanent Secretary Ministry of Water and Environment and signed by CAO (Mr. Sokuton Fred Twalla) and received by PS MoWE on 2nd August 2016., the District safe water coverage was at 74.43%. The district implemented in the subcounties of Kaptrerwa with a safewater coverage of 61%, Senedet with safe water coverage of 59.6%, Bukwo with a coverage of 111% , Chesower with a coverage of 72% .</p> <p>The district has subcounties with safewater coverage below the district which were not targetd and these included: Riwo with coverage of 41%, Kotek at 61.6%, Kamet at 54.19%. Much as the District Water Officer informed the team of existence of other Government Programmes/interventions in these sub counties, this was not documented in the Plan.</p> <p>The assessment team noted with concern the lack of a 4th quarter progress report for fy 2016/17 for the district.</p>
Assessment area: Monitoring and Supervision				

<p>3</p>	<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. • 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</p>	<p>15</p>	<p>The planned Projects where works were undertaken during 2016/17 included</p> <ul style="list-style-type: none"> • Tasakya- Chemwbit • Rehabilitation of Chesower GFS • Kwirwot Tartar • Bukwo – Muimet • Chebinyinyi GFS source • Tulwo- Kaprenget <p>From the supervision and monitoring reports all these projects were visited. A sample of the reports included reports by the Borehole Maintenance Technician (Maigut Mike Makitor) addressed to the District Water officer which included:</p> <ul style="list-style-type: none"> o report dated 5/10/16 on monitoring of Tasakya GFS Phase IV o report dated 20/3/17 ON supervision status report of ongoing water Projects in Fy 16/17 o report dated 27/4/2017 Supervision report on extension of Bukwo GFS o report dated 26/5/17 on supervision of Rehabilitation of Chebinyiny water source. o report dated 20/7/2017 Kaprah /kapsoyi supervision report
<p>4</p>	<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>	<p>• Evidence that the LG has submitted accurate/consistent data for the current FY: o List of water facility which are consistent in both sector MIS reports and OBT: score 10</p>	<p>0</p>	<p>No data has been submitted to the center for the current financial year. No construction works as yet..</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>Information on the PP Form 1 indicate the following requisitions were prepared on time:</p> <ul style="list-style-type: none"> i. Construction of Tasakya – Kaptorogon GFS ii. Construction of Bukwo Gfs iii. Design of Bukwo GFS iv. Extension of Tasakya GFS <p>These requisitions were prepared by the DWOs on 10/07/2017 and CAO approved funding on the same date.</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>At the time of the assessment, construction works had not yet started. Contracts awards had not been done.</p>
		<ul style="list-style-type: none"> • If water and sanitation facilities constructed as per design(s): score 2 	0	<p>At the time of the assessment, construction works had not yet started. Contracts awards had not been done.</p>
		<ul style="list-style-type: none"> • If contractor handed over all completed WSS facilities: score 2 	0	<p>At the time of the assessment, construction works had not yet started. Contracts awards had not been done.</p>
		<ul style="list-style-type: none"> • If DWO appropriately certified all WSS projects and prepared and filed completion reports: score 2 	0	<p>At the time of the assessment, construction works had not yet started. Contracts awards had not been done.</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	<ul style="list-style-type: none"> The DWO made timely certification and recommendations for payments to suppliers in time. The payments documents (vouchers, funds requisition forms, interim certificates) for the following projects in 2016/2017; <p>Retention of TASAKYA GFS, Extension of BUKWO (MUIMET) GFS, Completion of Rain Water Harvesting Septic Tank and Water Borne Toilets at District Administration offices, supply of stationery to the department and construction of Reservoir at the TASAKYA GFS. The certifications and recommendations for payments by the Vote Controller (DWO) took from one to Nineteen days.</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 	0	<p>There is no proof of timely submission of the sector annual performance report to the planning unit for consolidation.</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 	0	<ul style="list-style-type: none"> The sector had five (5) queries for the Financial Year 2016/2017 evidenced with the Internal Audit Reports on lacking accountability due to missing activity reports, unaccounted funds by the DWO and his team for supervision of contract works, fuel for the second and third quarter. There were no formal responses to Audit findings.
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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>The committee sat only twice in the FY i.e. on 17/05/2017 and 28/11/2016, however, it managed to deliberate on the water sector plans and budgets for the FY 2017/18</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>During a committee meeting that sat on 28/11/2016, under MIN.4/2017, the following were some of the issues recommended for approval in council;</p> <ul style="list-style-type: none"> Areas like Tuyobei, suam-kululu, kaptomologon and Chemwabit should be prioritised for safe water supply. A new GFS should be designed from either the 2 sources Suchayeny in Amanang river and Lomon in Kamanyor river in Chepkwasta S/C. Chesower GFS should be upgraded from where compassion international ended. etc...
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 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>There was no display of information on AWP, Budget and releases and expenditure on the district notice board.</p> <p>Filed visits made show inconsistencies in labelling e.g</p> <ul style="list-style-type: none"> a tap stand of Kamunil Village in Senedet sub county was labelled with Financial year, name of contractor, Funder but lacked the source of funds. a tap stand in Kabaraka village in Senendet sub county was not labelled at all .

		<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	There was no information on tenders and contract awards displayed on the Notice board.
12	<p>Participation of communities in WSS programmes</p> <p>Maximum 3 points for this performance measure</p>	<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	<p>Communities apply for tap connections. At the time of the assessment a total of 3 applications had been received at the District water office. None had paid the UGX 50,000/= as Community Cash Contribution.</p> <p>These include:</p> <ol style="list-style-type: none"> 1. Chemonges Wafula John from Senedet village in Senendet s/c. To be considered on Tasakya GFS 2. Cherop Alfred from Senendet village, Senendet s/c 3. Siwa Ben in Senendet village in Senedet s/c
		<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 	0	At the time of the assessment, construction works had not yet started.
Assessment area: Social and environmental safeguards				

The LG Water department has devised strategies for environmental conservation and management

Maximum 4 points for this performance measure

• 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

The available information was that the DWO funds the activity as noted on one voucher s/n 12838 and No. 23/6/17 being payment as facilitation to carry out Environmental Compliance and Monitoring of water projects totalling to UGX 1,462,000/= Instruction no 00438. To Sikor Mella Stephen dated 27th /6/2017. There was no evidence that this activity was undertaken. No report attached was attached to this voucher. The planned Projects where works were to be undertaken included

1. Tasakya- Chemwbit
2. Rehabilitation of Chesower GFS
3. Kwirwot Tartar
4. Bukwo – Muimet
5. Chebinyinyi GFS source
6. Tulwo- Kaprenget

Payment voucher was used for the assessment because the reports were not available in the Water Office and at the office of Senior Environment Officer(DNRO). However, the reports were later presented but had just been compiled and were incomplete.

• Evidence that there has been follow up support provided in case of unacceptable environmental concerns in the past FY: score 1

0

No evidence of any EIA undertaken hence no evidence of follow ups done.

		<ul style="list-style-type: none"> Evidence that construction and supervision contracts have clause on environmental protection: score 1 	0	<p>Sampled contracts included:</p> <p>1) Extension of Taskya GFS Kworoti GFS Phase V. Ref BUKW 567/WRKS/16-17/00001. There was a document (it was not signed) on Environment Mitigation measures to be met by Contractors. This was doubtful since no Screening had been done as there were no reports and templates and certification for this project.</p> <p>2) Extension of Bukwo (Muimet) GFS Ref BUKW 567/WRKS/16-17/00002.</p> <p>3) Extension of Tasakya Kwirwot GFS Phase v1 Ref BUKW 567/16-17/000035</p> <p>There was no Environment Protection clause in the any of the sampled contracts.</p>
14	<p>The LG Water department has promoted gender equity in WSC composition.</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> If at least 50% WSCs are women as per the sector critical requirements: score 3 	0	<p>Payment voucher S/N 11617 VOUCHER NO 22/12/2016 TO Chelangat Jacklyne UGX 1,496,000. Minutes of sensitisation meeting dates 11/01/2017 of Tosakya GFS The three tapstands only one had 4 out 6 members as women. Kapkoros HC II.</p> <p>Chesower Central GFS 5 out of 12 members were women which less than 50%.</p>
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 	3	<p>A 5 stance VIP Latrine /Urinal shelter constructed under PRDP III FY 2016/17 at the District Headquarters had separate stances for men and women and had a provision for PWD.</p>