



LGPA 2017/18

Accountability Requirements

Bushenyi- Ishaka Municipal Council

(Vote Code: 777)

Assessment	Compliant	%
Yes	3	50%
No	3	50%

Summary of requirements	Definition of compliance	Compliance justification	Compliant?
Assessment area: Annual performance contract			
LG has submitted an annual performance contract of the forthcoming year by June 30 on the basis of the PFMAA and LG Budget guidelines for the coming financial year.	xxx	The LG submitted the Final Performance Contract to MoFED on 11/9//2017 receipt no. 4083	No
Assessment area: Supporting Documents for the Budget required as per the PFMA are submitted and available			
LG has submitted a Budget that includes a Procurement Plan for the forthcoming FY (LG PPDA Regulations, 2006).	xxxxx	The LG budget submitted on 11/9/2017 to MoFPED was preceded by a draft that was accompanied by a procurement plan. From the inventory of MoFPED, it was submitted on 11/4/2017 to the MoFED.	Yes
Assessment area: Reporting: submission of annual and quarterly budget performance reports			
LG has submitted the annual performance report for the previous FY on or before 31st July (as per LG Budget Preparation Guidelines for coming FY; PFMA Act, 2015)	xxxxx	The LG submitted Annual Performance Report for the previous FY 2016/17 to MoFPED on 9//8/2017 receipt serial number 4535. Copies to OPM and MoLG bear acknowledgement receipts.	No

<p>LG has submitted the quarterly budget performance report for all the four quarters of the previous FY; PFMA Act, 2015)</p>	<p>xxxxxx</p>	<p>The LG submitted the quarterly budget performance report for all the four quarters: Receipts from MoFPED confirm this:</p> <p>Q1 dated 2/11/2016 serial number 0</p> <p>Q2 dated 6/2/2017 serial number. 0284</p> <p>Q3 dated 8/5/2017 serial number 0686</p> <p>Q4 dated 9th/8/2017 serial number .4535</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 Local Government submitted the Internal Auditors Generals report status for the year 2015/16 on 4th March 2017, Ref: BIMC/CR/252 and receipted by the Directorate of Internal Auditor at MOFPED 13th March 2017.</p>	<p>Yes</p>
<p>The audit opinion of LG Financial Statement (issued in January) is not adverse or disclaimer</p>	<p>xxxxxx</p>	<p>Unqualified opinion as per Auditor General's report of 2016/17 submitted on 29th December 2017 (page226)</p>	<p>Yes</p>



LGPA 2017/18

Crosscutting Performance Measures

Bushenyi- Ishaka Municipal Council

(Vote Code: 777)

Score 62/100 (62%)

No.	Performance Measure	Scoring Guide	Score	Justification
Assessment area: Planning, budgeting and execution				
1	<p>All new infrastructure projects in: (i) a municipality; and (ii) all Town Councils in a District are approved by the respective Physical Planning Committees and are consistent with the approved Physical Plans</p> <p>Maximum 4 points for this performance measure.</p>	<p>Evidence that a municipality/district has:</p> <ul style="list-style-type: none"> • A functional Physical Planning Committee in place that considers new investments on time: score 2. 	2	<p>The Municipal Council has a committee in place, appointed by the Town Clerk (TC) and it includes: Town Clerk as Chairperson, Senior Planner as secretary, Members are: Municipal Engineer, Senior Health Inspector, two Senior Assistant Town Clerks from Divisions (co-opted members); all these have letters of appointment to the committee dated 1/7/2016, signed by the Town Clerk.</p> <p>The committee considers applications for new investments in 28 days. Committee minutes of various sittings available and checked eg June 29/2017 and 5th /2/2017.</p> <p>Land Fill/Composite Plant at Kabagalame Ruharo Ward Central Division for Bushenyi/Ishaka MC submitted on Jan, 12/2017 and considered on Feb 9th /2017.</p> <p>Improvement of Mayor's Gardens/ Office Compound for Bushenyi Ishaka MC; submitted on 15th / 10/2017 and approved on 29th/10/ 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>The Municipality Council has approved structural plans approved by Physical Planning Board on 24/6/2008. Records in the Plan registration book in the Physical Planning Unit shows that all new infrastructure projects approved by the Physical Planning Committee are consistent with the approved Physical Plans eg</p> <ul style="list-style-type: none"> • Land Fill/Composite Plant at Kabagalame Ruharo Ward Central Division for Bushenyi/Ishaka MC. • Improvement of Mayor's Gardens/ Office Compound for Bushenyi/ Ishaka MC • For roads, the MC has developed a detailed plan for the entire road network

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.

2

The Budget Conference Report 2016/17 highlights priorities for all sectors and the AWP draws from Budget Conference Report (BCR) as shown below;

- Purchase of 40 chairs for Council AWP page 8 and is found in the BCR page 7
- Purchase of 1 double Cabin Pickup vehicle for education department AWP page 9 and is found on page 8 BCR
- Tarmacking of Basajja-Rwemirokora rd 0.9km Phase II in Ishaka Division AWP page 10 and in the BCR is on page 13
- Grading of urban roads (Kakanju 4km, Kikchwamba- Ruharo 2km) AWP page 10 and BCR page 13
- Beautification of the Area along the High Street (Bushenyi Central Division) AWP page 11 and BCR page 9

		<ul style="list-style-type: none"> Evidence that the capital investments in the approved Annual work plan for the current FY are derived from the approved five-year development plan. If different, justification has to be provided and evidence that it was approved by Council. Score 2. 	2	<p>The Municipal Council Development Plan (MDP) 2015/15-2020 was approved on June 30th/2016 under minute: BIMCCOU Min.31/2015. The LG derives its capital investment from the Approved 5 year Development Plan as shown below;</p> <ul style="list-style-type: none"> Purchase of 40 chairs for Council AWP page 8 and is found in the MDP page 8 Tarmacking of Basajja-Rwemirokora rd 0.9km Phase II in Ishaka Division AWP page 10 and in the MDP is on page 90 Grading of urban roads (Kakanju 4km, Kikchwamba- Ruharo 2km) AWP page 10 and MDP page 91 Beautification of the Area along the High Street (Bushenyi Central Division) AWP page 11 and MDP page 92 Purchase of 1 double Cabin Pickup vehicle for education department AWP page 9 and is not found in MDP but on page 8 BCR. The reason is that during the budget conference it was prioritised. It was later taken to Council for approval <p>On 26th /5/2017 minute BIMCCOU Min25/2017</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>The MC developed project profiles and used them in the Annual Work plan but were not submitted and discussed in the TPC meetings as per LG Planning guidelines.</p>
3	<p>Annual statistical abstract developed and applied</p> <p>Maximum 1 point on this performance measure</p>	<ul style="list-style-type: none"> Annual statistical abstract, with gender disaggregated data has been compiled and presented to the TPC to support budget allocation and decision-making- maximum 1 point. 	1	<p>The LG prepared the statistical abstract for FY 2017/18 (dated July 1st/2017). It contained gender disaggregated data etc. It was presented and discussed in TPC meeting held on 17/5/2017, minute: BIMC/TPC/Min54/2016/17</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>From the Annual Budget Performance Report, all the infrastructure projects implemented by the LG were derived from the AWP and budget; examples are captured below:</p> <p>Education:</p> <ul style="list-style-type: none"> Construction of 2 classroom block at IrembeziPS in Nyakabirizi Division Council (changed project from Kashanji PS under minute BIMCCOUMin:47) page 18 of the budget, AWP page 44. Project worth shs 65,981,000 <p>Roads</p> <ul style="list-style-type: none"> Tarmacking of Basjja-Rwamirokora rd 0.8km Phase I in Ishaka Division page 19 of the budget worth 385,000,000m. it is in synnc and is on pg49 of the AWP <p>Works</p> <ul style="list-style-type: none"> Beautification of Town in front of MC offices worth shs. 50,850,000 page 21 of the budget, and can be traced on pg 54 of the AWP
		<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>Projects were completed as per work plan</p> <ul style="list-style-type: none"> Classroom block at Irembezi PS start date 5th /10/16, completion date 5th /01/17 page 78 APR 2016/17(100%) Tarmacking of Basajja-Rwemirokora rd 0.7km start date 7th /9/2016 and completion date 30th /6/2017 pg 82 of APR FY 2016/17 (100%) Beautification of Town along High Street Bushenyi; start date 21st /11/2016 and completion date 21st /2/2017 page 86 of the APR 2016/17 (100%)

5	<p>The LG has executed the budget for construction of investment projects and O&M for all major infrastructure projects and assets during the previous FY</p> <p>Maximum 4 points on this Performance Measure.</p>	<ul style="list-style-type: none"> Evidence that all investment projects in the previous FY were completed within approved budget – Max. 15% plus or minus of original budget: score 2 	2	<p>From the Annual Budget Performance Report 2016/17 investment projects implemented were completed within approved budget</p> <p>For example :</p> <p>Irembezi Primary School (Start date 5/10/2016- 5/01/2017 total cost was 69,454,000) the MC LG paid 58,509,459 leaving the balance for defects liability retention. It was within the approved budget</p>
		<ul style="list-style-type: none"> Evidence that the LG has budgeted and spent at least 80% of O&M budget for infrastructure in the previous FY: score 2 	2	<p>Expenditure on O&M for infrastructure presented as below;</p> <p>Repair vehicles and graders</p> <p>Budget 74,976,000</p> <p>Actual expenditure 60411848</p> <p>Maintenance Civil</p> <p>Budget 767,745,000</p> <p>Actual 683,034,054</p> <p>Total Budget 842, 721, 000</p> <p>Actual expenditure 743,445, 902 88%</p>

Assessment area: Human Resource Management

6	<p>LG has substantively recruited and appraised all Heads of Departments</p> <p>Maximum 5 points on this Performance Measure.</p>	<ul style="list-style-type: none"> Evidence that HoDs have been appraised as per guidelines issued by MoPS during the previous FY: score 2 	2	<p>According the staff establishment 2016/2017, there were 06 approved HOD positions. All HODs were appraised as per the guidelines issued by MOPS(complete performance agreements and reports signed by the Town Clerk)</p>
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		<ul style="list-style-type: none"> Evidence that the LG has filled all HoDs positions substantively: score 3 	0	<p>Out of 08 HODs positions approved in the FY 2017/2018, only 03 were substantially filled</p> <ul style="list-style-type: none"> Deputy Town Clerk appointed under Min No 43/2017(1) of the DSC BIMC/156/4/1 The Principal Treasurer appointed under Min 66/2013(1) BIMC/156/5/1 The Principal Education Officer appointed under Min. No. 13/2013(1) BIMC/156/4/1
7	<p>The LG DSC has considered all staff that have been submitted for recruitment, confirmation and disciplinary actions during the previous FY.</p> <p>Maximum 4 points on this Performance Measure</p>	<ul style="list-style-type: none"> Evidence that 100 percent of staff submitted for recruitment have been considered: score 2 	0	<p>09 positions were declared to the DSC in the FY 2016/2017(04 Health workers, 02 Extension workers and 03 staff under the urban conditional grant (CR/T/156/1)</p> <p>There was no fully constituted DSC to consider this recruitment. The term of the DSC expired on 12th Jan 2016(DSC Annual report) and a new commission was appointed on 5th July 2017 CR/156/4</p>
		<ul style="list-style-type: none"> Evidence that 100 percent of staff submitted for confirmation have been considered: score 1 	1	<p>No submission was made to the DSC for confirmation in the FY 2016/2017</p>
		<ul style="list-style-type: none"> Evidence that 100 percent of staff submitted for disciplinary actions have been considered: score 1 	0	<p>01 case of interdiction was submitted to the DSC on May 10, 2017 (File No:BIMC/163/4). The DSC was not fully constituted to consider this case.</p>

8	Staff recruited and retiring access the salary and pension payroll respectively within two months	<ul style="list-style-type: none"> Evidence that 100% of the staff recruited during the previous FY have accessed the salary payroll not later than two months after appointment: score 3 	3	No recruitment was done in the FY 2016/2017. CR/T/156/1
	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	13 staff were retired during the FY 2016/2017. All the staff did not access the pension payroll within two month after retirement. Ref: CR/TC/167/1

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"> The OSR Revenue for 2016/17 was Uganda Shillings 831,947,637 and the previous year 2015/16 was Shs 731,286,290, there was an increase of 100,667,347 which is 13.8% as per Annual Financial statements (Page 8). The Revenue increased from the previous year by more than 10%. (Page 8 Annual Financial Accounts 2016/17).
10	<p>LG has collected local revenues as per budget (collection ratio)</p> <p>Maximum 2 points on this performance measure</p>	<ul style="list-style-type: none"> If revenue collection ratio (the percentage of local revenue collected against planned for the previous FY (budget realisation) is within +/- 10% : then 2 points. If more than +/- 10% : zero points. 	2	<p>The Budgeted Revised Revenue was Ugx 831,947,637 and the Actual collection as per Annual Financial statements of 2016/17 (Page 14) was 817,360,113 which is a 98% performance and translates to within 2% and variance of Ugx 14,587,524. (Page 14 Annual Financial Accounts 2016/17).</p>

Local revenue administration, allocation and transparency

Maximum 4 points on this performance measure

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

2

The LG is a Municipal Council guided by LGA Section 85 (1) "In the City and municipal councils, and a division council shall retain 50% of all revenue it collects in its area of jurisdiction and remit 50% to the city or municipal council."

Total Local Revenue from (Page 17) Annual Financial Statements 2016/17 was 831,947,637 less Property Tax (36,580,881) = 780,779,232 which is 100%. 50% = 390,389,616 was shared among the three Divisions and the balance =390,580,881 was retained by Municipal Council.

85(1B) "The city or municipal council may, with the concurrence of a division in its area of jurisdiction, collect revenue on behalf of the division."

LGA Fifth Schedule- Part V

19. (2) A city or Municipal council shall distribute at least 30% of the total amount of its revenue collection to Division council area of jurisdiction on a monthly basis in accordance with the formula in sub regulation (4) of this regulation.

The shareable revenue Sec 85(1b) above and Fifth schedule 19(2): 30% of 390,389,616 equal to 117,116,884 remitted to LLG as follows :

- Ishaka : 33,827,639

- Central : 44,449,053

- Nyakabirizi: 25,187,133.

- The Divisions applied Section 85 (1C) of the Local Government Act : "Where the City or Municipal Council fails to remit revenue referred to under subsection (1b), the Division Council shall retain revenue due to the city or municipal Council to make full recovery of the revenue due to it." and retained the following funds:

- Nyakabirizi : 4,753,242

- Ishaka : 3,800,000 (Over by 96,233)

- Central : 5,196,000

		<ul style="list-style-type: none"> Evidence that the LG is not using more than 20% of OSR on council activities: score 2 	2	<p>The Local Revenue for FY 2015/16 was 713,280,290 less Property Rates 68,676,353 = 662,603,937.</p> <p>20% of 662,603,937 is 135,520,787.</p> <p>Statutory Expenses (Page 8) Annual Financial statements 2016/17 of 193,092,500 includes Government Grants Salary 33,872,000</p> <p>GOU Contracts 4,563,000</p> <p>GOU Ex Gratia Council 100,000,000</p> <p>This leaves a balance of 54,157,000 which was paid from Local revenue.</p> <p>$54,157,000 / 662,603,937 = 8.1\%$</p> <p>This is less by 11.8% on the maximum of Ugx 135,520,787 which is the 20% on emoluments.</p>
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Assessment area: Procurement and contract management

12	<p>The LG has in place the capacity to manage the procurement function</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> Evidence that the District has the position of a Senior Procurement Officer and Procurement Officer (if Municipal: Procurement Officer and Assistant Procurement Officer) substantively filled: score 2 	0	<ul style="list-style-type: none"> The position of Procurement Officer (PO) was substantially filled as shown in the appointment letter dated 1st March 2012 under District Service Commission (DCS) Min No: 19/2012(1) signed by signed by the Town Clerk. The PO was confirmed on 17th December 2012 under DCS Min No: 55/2012(1). In FY 2016/17 to date, the Position of Assistant Procurement Officer (APO) has not been substantially filled. Bushenyi-Ishaka Municipal Council (BIMC) has never recruited an APO.
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• Evidence that the TEC produced and submitted reports to the Contracts Committee for the previous FY: score 1

1

There was evidence that the TEC produced and submitted reports to the Contracts Committee (CC) in FY 2016/17. For example;

- Construction of 2- Classroom Block at Kasenyi P/S (*Proc Ref No: BIMC 777/WRKS/2016-2017/00001*) was submitted on 30th August 2016 signed by the Chairperson & 2 members of TEC.
- Grading of Urban Roads (*Proc Ref No: BIMC 777/SRVCs/2016-2017*) was submitted to CC on 7th September 2016 requesting for approval of budget for personnel to be involved in the works for upgrading Urban Roads in BIMC from the Force Account. LGPP (2) was used and signed by the Procurement Officer.
- Supply of fuel and lubricants for grading of Urban Roads in Bushenyi- Ishaka MC (*Proc Ref No: BIMC 777/SRVCs/2016-2017*) submitted by the Procurement Officer on 7th September 2016.
- Construction of a Box Bridge at Bweranyanji Swamp (*Proc Ref No: BIMC 777/WRKS/2016-2017/00004*) was submitted to Contracts Committee on 27th April 2017 signed by all members of TEC.
- Construction of a Box Bridge at Kichwamba Swamp (*Proc Ref No: BIMC 777/WRKS/2016-2017/00005*) was submitted to Contracts Committee on 27th April 2017 signed by all members of TEC.
- Beautification of Bushenyi Town along Highway in Central Division (*Proc Ref No: BIMC 777/WRKS/2016-2017/0002*) was submitted to CC on 27th October 2017 signed by all members of TEC.

There was evidence, in the procurement files and minutes of Contracts Committee (CC), that the recommendations from TEC were considered. For example,

- MIN 023/CC/2016-2017 dated 7th September 2016 indicated approval of recommendation from TEC to award contract to M/S Richo Investments Ltd to construct a 2-Classroom block at Kasenyi P/S (*Proc Ref No: BIMC 777/WRKS/2016-2017/00001*) at a

• Committee considered recommendations of the TEC and provide justifications for any deviations from those recommendations: score 1

bid price of UGX 64,851,738 VAT inclusive.

• MIN 036/CC/2016-2017 dated 3rd October 2016 indicated approval of recommendation from TEC to award contract to M/S Richo Investments Ltd to construct a 2-Classroom block at Irembezi P/S (*Proc Ref No: BIMC 777/WRKS/2016-2017/00001*) at a bid price of UGX 64,851,738 VAT inclusive. This was after the Executive Approval dated 5th September 2016 (Min No: BIMC/ COU Min 47/208) which changed the project location from Kasenyi P/S to Irembezi P/S.

• MIN 019/CC/2016-2017 dated 7th September approved budget for budget for personnel to be involved in the works for upgrading Urban Roads (*Proc Ref No: BIMC 777/SRVCs/2016-2017*) in BIMC from the Force Account as shown in LGPP Form (20).

• MIN 020/CC/2016-2017 dated 7th September approved budget Supply of Fuel and Lubricants for grading Urban Roads and BIMC at the cost UGX 38,953,000 using force account method.

• MIN 083/CC/2016-2017 dated 28th April 2017 approved TEC recommendation to award the contract to M/S Cream General & Technical Services Ltd to construct a Box Bridge at Bweranyanji Swamp (*Proc Ref No: BIMC 777/WRKS/2016-2017/0004*) in Nyakabirizi Division at a bid price of UGX 42,044,226 VAT inclusive.

• MIN 084/CC/2016-2017 dated 28th April 2017 approved TEC recommendation to award the contract to M/S Cream General & Technical Services Ltd to construct a Box Bridge at Kichwamba Swamp (*Proc Ref No: BIMC 777/WRKS/2016-2017/0005*) at a bid price of UGX 42,044,226 VAT inclusive as shown in LGPP Form (12).

• MIN 044/CC/2016-2017 dated 4th November 2016 (see LGPP form (20). 2017 approved TEC recommendation to award the contract to M/S Muka Advertisement (U) Ltd to do the Beatification of Bushenyi Town along Highway in Central division at a bid price of UGX 39,899,977 as shown in LGPP Form (20) signed by the Procurement Officer and Chairperson of CC.

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 	0	<ul style="list-style-type: none"> The Procurement and Disposal Plan (PDP) for the current FY 2017/18 did not cover all infrastructure projects in the approved AWP and Budget for FY 2017/18. For example; <ul style="list-style-type: none"> i. Construction of a 2-Classroom block at Kasenyi P/S (<i>Proc Ref No: BIMC 777/WRKS/2016-2017/00001</i>) was included in the PDP but not included in the AWP. Also the Construction of 2 classroom block at Irembezi P/S was not in the approved AWP for FY 2016/17 but included in the approved PDP for FY 2016/17. ii. Beautification of Bushenyi along Highway in Central division was included in the PDP but not included in the approved AWP.
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 	0	<ul style="list-style-type: none"> Out of a total of 10 infrastructure projects which required bid documents in the PDP for FY 2017/18, only 1 bid documents (10%) were prepared by 30th August 2017. This was attributed to the delay to submit requisitions using the LGPP Form (1) to the PDU by Sector Heads/Heads of departments. The PDP for current FY 2017/18 also indicated projects which did not require bid documents because they are procured under the Force Account (e.g funded by URF) and implemented by district staff using DLG road equipment and road gangs. Also micro-projects (supplies) did not require Bid documents procured using the framework constructs.

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

2

• The Contracts Register for FY 2016/17 was updated with completed procurement activity files for FY 2016/17 and also FY 2017/18. For example,

i. Serial Number (S/N) 16: Construction of a 2 Classroom Block at Irembezi P/S (*Proc Ref No: BIMC 777/WRKS/2016-2017/00001*). Status completed.

ii. Serial Number (S/N) 04: Beautification of Bushenyi Urban roads along highway in Central division (*Proc Ref No: BIMC 777/WRKS/2016-2017/00002*). Status completed.

iii. Serial Number (S/N) 4: Construction of Box Bridge at Bweranyanji Swamp (*Proc Ref No: BIMC 777/WRKS/2016-2017/00004*). Status not completed.

iv. Serial Number (S/N) 3: Construction of Box Bridge at Kichwamba Swamp (*Proc Ref No: BIMC 777/WRKS/2016-2017/00004*). Status completed.

v. Serial Number (S/N) 5: Supply and Installation of Culverts on selected roads in BIMC (*Proc Ref No: BIMC 777/WRKS/2016-2017/00007*). Status completed.

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

2

There was evidence that Bushenyi-Ishaka Municipal Council (BIMC) adhered to procurement thresholds as shown in the Contracts Register and Procurement files [i.e. LGPP form (1)] and PDP. For example, the value of all projects and the procurement methods used were within the thresholds recommended by PPDA. A sample of 7 projects below was considered and it showed that all bids below UGX 50,000,000 were procured using selective bidding while those worthy at least UGX 50,000,000, Open domestic bidding (ODB) was used. Framework contract was used on projects under the Force Account.

- Construction of a 2-Classroom block at Kasenyi P/S (*Proc Ref No: BIMC 777/WRKS/2016-2017/00001*) at a bid price of UGX 64,851,738 VAT inclusive.
- Construction of a 2-Classroom block at Irembezi P/S (*Proc Ref No: BIMC 777/WRKS/2016-2017/00001*) at a bid price of UGX 64,851,738 VAT inclusive. This was after the Executive Approval dated 5th September 2016 (Min No: BIMC/ COU Min 47/208) which changed the project location from Kasenyi P/S to Irembezi P/S.
- Upgrading Urban Roads (*Proc Ref No: BIMC 777/SRVCs/2016-2017*) in BIMC from the Force Account as shown in LGPP Form (20).
- Supply of Fuel and Lubricants for grading Urban Roads and BIMC at the cost UGX 38,953,000 using force account method.
- Construct a Box Bridge at Bweranyanji Swamp (*Proc Ref No: BIMC 777/WRKS/2016-2017/00004*) in Nyakabirizi Division at a bid price of UGX 42,044,226 VAT inclusive.
- Construction of a Box Bridge at Kichwamba Swamp (*Proc Ref No: BIMC 777/WRKS/2016-2017/00005*) at a bid price of UGX 42,044,226 VAT inclusive as shown in LGPP Form (12).

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 works projects implemented in FY 2016/17 were appropriately certified (completion certificates are on the procurement file) for all projects based on technical supervision. Completion certificates were signed by the District Engineer and CAO. The certificates were attached to payment requests submitted to Finance Department as indicated in the Vouchers, progress report, and requisition by the contractor, and BoQs that were attached. For example, projects included:</p> <p>i. Construction of a 2-Classroom block at Irembezi P/S (<i>Proc Ref No: BIMC 777/WRKS/2016-2017/00001</i>)</p> <p>ii. Construction of a Box Bridge at Kichwamba Swamp (<i>Proc Ref No: BIMC 777/WRKS/2016-2017/00005</i>).</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>Not all the works projects for FY 2017/18 were labelled (Site Boards) indicating the name of the project, the contractor; source of funding and contract value. All site boards for infrastructure projects implemented in FY 2016/17 did not show the actual contract value except the source of funding.</p> <p>For example, BoQs for construction of a 2 classroom block at Irembezi P/S provided for inclusion of a site board i.e. provide for writing and erecting of a wooden sign post that reads as follows; Project, program/funding, site, client, supervisor and contract. The BoQs did not specify indication of contract values on the site boards.</p>
Assessment area: Financial management				

16	<p>The LG makes monthly and up to-date bank reconciliations</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> Evidence that the LG makes monthly bank reconciliations and are up to-date at the time of the assessment: score 4 	0	<ul style="list-style-type: none"> Bushenyi Ishaka General Account Fund: Un reconciled Receipts (54,853,860) and Journal Entries (5,500,000) from July to December 2017. As per IFMS General Ledger reconciliation Summary report run on 22nd January 2018. No Bank reconciliation statements for July to December 2017. LG on IFMS and have issues escalated to MOFEP (Post Journals: The Profile GOU: Vote identifier is Not Set for this User) which had not been resolved by the time we visited the LG and hence they couldn't reconcile on IFMS. LG has been on IFMS from July 2017.
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"> From Payments register for 2016/17, and from the sample made on payments, Education Sector: The sample of payments in favour of Richo Investments worth Ugx 58,509,459 for Irembezi Classroom construction were paid on time in a period not exceeding 2 days
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 LG has doesn't have a substantial Principal Internal Auditor. He was appointed on Transfer of service on 30/5/2011 on Letter Referenced DSC/19/2011(1) under Bushenyi DSC Minute 15/2006 (318) Confirmed in Service on 10th August 2006. But not on Position of Senior Internal Auditor</p> <p>All the Quarterly Audit reports for FY 2016/17 were prepared and submitted to the District Chairperson.</p>

		<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	<p>The Ag. Senior Internal Auditor has been following up the recommendations on the following letters submitted to the Audited</p> <p>30/12/2016 Ref :BIMC/213/1</p> <p>27/2/2017 : Ref : BIMC /213/1</p> <p>15/05/2017 : Ref :BIMC/213/1</p> <p>30/07/2017 : Ref :BIMC /213/1</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 	1	<p>The reports were submitted to the Chairman on the following dates Quarter 1. Ref: BIMC/213/1 of 30/12/2016, Quarter 2. Ref: BIMC 213/1 of 27/2017, Qtr.3 Ref: BIMC/213/1 of 15/5/2017 and Qtr. 4. Ref: BIMC/213/1 for 30/07/2017. The reports are copied to Internal Auditor General, MOLG, MOFPED, Auditor General, LGPAC and TC – Accounting officer.</p> <p>PAC is reviewing 2nd quarter for Internal Auditor Report for 2016/17 as of 12th January 2018.</p> <p>PAC has submitted reports to MOLG on 8th January 2018 on the Auditor General report for FY 2015/16.</p> <p>A report from PAC on Internal Auditors Report was submitted to Mayor on 6/7/2017 for Internal Auditor Quarter 1 FY 2016/17 & 20th June 2017 for Quarter 2 of 2016/17.</p> <p>Members of PAC were appointed on 5th August 2016 and started work during the last financial year.</p>
19	<p>The LG maintains a detailed and updated assets register</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> Evidence that the LG maintains an up-dated assets register covering details on buildings, vehicle, etc. as per format in the accounting manual: score 4 	0	<p>The Asset register is not updated. It's difficult to establish the balances on Page 39 of the Financial Statements for the period ended 30th June 2017 from the Asset Register. Note 22: Property, Plant and Equipment Net Book Value Shs 1,717,114,836.</p>

20	<p>The LG has obtained an unqualified or qualified Audit opinion</p> <p>Maximum 4 points on this performance measure</p>	<p>Quality of Annual financial statement from previous FY: • unqualified audit opinion: score 4 • Qualified: score 2 • Adverse/disclaimer: score 0</p>	4	<p>Unqualified Opinion for the FY 2016/17. (Page 226 Auditor General Report on 29th December 2017)</p>
Assessment area: Governance, oversight, transparency and accountability				
21	<p>The LG Council meets and discusses service delivery related issues</p> <p>Maximum 2 points on this performance measure</p>	<p>Evidence that the Council meets and discusses service delivery related issues including TPC reports, monitoring reports, performance assessment results and LG PAC reports for last FY: score 2</p>	2	<p>Council is functional and discusses service delivery issues for A review of council minutes revealed example:</p> <ul style="list-style-type: none"> • Council meeting held on 30th/06/2017 BIMCCOUMin 41/2017 discussed reports from standing committees : <p>Part a) Finance and Administration report</p> <p>part b) Council discussed report of social Services Committee (education, health, CBS-YLP, Women Entrepreneurship, Production and Marketing)</p> <ul style="list-style-type: none"> • Part c) Works and Technical Services <p>Council meeting held on 7th/9/2017 council received PAC report from the Executive presented by the Mayor under minute BIMCCOUMin6/2017</p> <ul style="list-style-type: none"> • On 22nd /5/2017 Council minute BIMCCOUMin29/2017, Approval of AWP FY 2017/18 Discussion of sectoral work plans 2017/18
22	<p>The LG has responded to the feedback/complaints provided by citizens</p> <p>Maximum 2 points on this Performance Measure</p>	<ul style="list-style-type: none"> • Evidence that LG has designated a person to coordinate response to feed-back (grievance /complaints) and responded to feedback and complaints: score 2. 	2	<p>The TC has appointed staff (Deputy TC) in a letter date 8/12/17, ref. BIMC/CR/153/1 to coordinate response to feedback from citizens</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>	2	<ul style="list-style-type: none"> • The LG published information on public notice boards including; pensioner payment schedule December 2017 and displayed LG staff payroll • LG displayed circular on salary arrears payment made October and December 2017.
		<ul style="list-style-type: none"> • Evidence that the procurement plan and awarded contracts and amounts are published: score 1 	1	<p>The LG has displayed extracts from the procurement plan and awarded contracts and amounts on the LG public noticeboards</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	<p>The LGs communicates guidelines, circulars and policies to LLGs to provide feedback to the citizens</p> <p>Maximum 2 points on this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the HLG have communicated and explained guidelines, circulars and policies issued by the national level to LLGs during previous FY: score 1 	1	<p>The Town Clerk communicates guidelines, circulars, and policies to Division as LLGs eg in letter dated 29/12/16. The TC wrote additional communication to Divisions communicating a circular from Bushenyi District CAO on a circular from MoLG ref. ADM/155/180/01 of 8th/12/16 to all CAOs in regard to Additional Responsibilities of Parish chiefs (Muluka Chiefs).</p> <p>MC received Trade Licensing Act 2017 (Cap101) Institution No. 1, supplement No. 1, Statutory Instruments 2017 No.2 from MoT&I, TC wrote a letter on 19/5/17 ref. BIMC/CR/104 to Divisions instructing them to make Enumeration of Taxes, and Assessment basing on the new law.</p>

• Evidence that LG during previous FY has conducted discussions (e.g. municipal urban fora, barazas, radio programmes etc..) with the public to provide feed-back on status of activity implementation: score 1.

1

The LG in the previous FY conducted discussions in form of community meetings, Letters written as well as community meetings eg Meeting to listen to citizens on Acceptance to make urban roads through their land which took place at Kitokye cell on 19/01/2017. Another community meeting was held at Rwemirokora in Ishaka Division on 1/11/2016 on the same issue, attendance lists were verified. These meetings were addressed by TC, Mayor, CDO, Engineer, and Physical Planner among others.

Assessment area: Social and environmental safeguards

25

The LG has mainstreamed gender into their activities and planned activities to strengthen women's roles

Maximum 4 points on this performance measure.

• Evidence that the LG gender focal person has provided guidance and support to sector departments to mainstream gender into their activities score 2.

2

There was evidence that the Gender Focal Person (GFP) provided guidance and support to sector departments on how to mainstream gender into their activities within FY 2016/17. For example,

(i) Community Based Service (CBS) department organised a Workshop on Gender mainstreaming (See Report dated 15th November 2017) attended by BIMC staff from the departments of Health, Education, Administration, Finance, the staff member from the 3 visions, and the CBS. The report was submitted to the Town Clerk by the SCDO of BMIC.

(ii) Under Min 4/2017 dated 15th December 2017, the CBS department supported the Education sector by presenting on gender mainstreaming in education activities in the Headteacher's meeting attended by 23 Head Teachers at BIMC.

(iii) CBS also supported the Central Division by presenting on Gender mainstreaming in Local Governments. The workshop was held on 24th December 2017 held at Hereza Recreation Centre.

(iv) CBS developed an Annual Workplan for FY 2016/17 and FY 2017/18 and FY 2018/19 from quarterly action plans are generated.

(v) CBS working closely with other departments developed the Action Plan, on 8th November 2017, for to cascading and implementing the National Integrated Early Childhood Development Policy (MoGLSD 2006) in which all sector departments e.g Health, Education, and CBS will be involved.

(vi) On 1st November 2016, CBS supported the Works department by conducting a Community Sensitization meeting for Roads works on Rwemirokora Road in Ishaka Division.

• Evidence that gender focal point has planned activities for current FY to strengthen women's roles and that more than 90% of previous year's budget for gender activities has been implemented: score 2.

0

There was evidence that gender focal person planned activities to strengthen women roles in FY 2017/18 as shown in the approved AWP & Budget for FY 2017/18 and the District Development Plan. Minutes from TPC also indicated inclusion of gender activities in the monthly progress reports presented by the CBS department. For example, planned to train 100 people in Gender mainstreaming in HIV/AIDS in FY 2017/18.

However, out of the total UGX 165,040,399 cumulative expenditure on gender activities excluding wage in FY 2016/17, only UGX 139,776,399 was spent on gender activities as per the final approved AWP & budget for FY 2016/17 and also as indicated in the final accounts. Hence representing 84.69 percent (inclusive of non-wage) for CBS department. This percentage was less than 90 percent.

LG has established and maintains a functional system and staff for environmental and social impact assessment and land acquisition

Maximum 6 points on this performance measure

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

0

Environment screening & ESIA (where applicable) was not conducted on mainly the following infrastructure projects prior to commencement of the implementation:

i. Construction of a 2- Classroom Block at Kasenyi P/S (*Proc Ref No: BIMC 777/WRKS/2016-2017/00001*).

ii. Grading of Urban Roads (*Proc Ref No: BIMC 777/SRVCs/2016-2017*).

iii. Construction of a Box Bridge at Bweranyanji Swamp (*Proc Ref No: BIMC 777/WRKS/2016-2017/00004*).

iv. Construction of a Box Bridge at Kichwamba Swamp (*Proc Ref No: BIMC 777/WRKS/2016-2017/00005*).

v. Beautification of Bushenyi Town along Highway in Central Division (*Proc Ref No: BIMC 777/WRKS/2016-2017/00002*).

The above infrastructure projects did not undergo screening prior to implementation yet screening is a mandatory requirement to inform the development of Bid Documents and BoQs.

In addition, there was no screening report(s) by the Senior Environmental Officer (SEO) or Environment officer because the two positions were not substantially filled in FY 2016/17 and are still vacant by 23rd January 2018. That is, BIMC has no Environment expert to screen and certify projects.

In most case, screening at the end mainly to authorise payment of contractors besides ensuring compliance to environmental mitigation measures by the Engineer.

<ul style="list-style-type: none"> • Evidence that the LG integrates environmental and social management plans in the contract bid documents: score 1 	1	<p>BIMC integrated environmental and social management plans in the contract bid documents and BoQs. For example:</p> <p>i. Bid documents/BoQs for the construction of a Box Bridge at Bweranyanji swamp (<i>Proc Ref No: BIMC 777/WRKS/2016-2017/00004</i>) under Bill Item (G) provided for the planting of trees or grass as shall be directed by the supervisor in order to reduce the effects on the environment. Estimated at UGX 13,305.</p> <p>ii. Bid document/BoQs for the Construction of a 2- Classroom Block at Kasenyi P/S (<i>Proc Ref No: BIMC 777/WRKS/2016-2017/00001</i>) provided for the environmental mitigation measures under Bill Item No.1(G) as follows; provide for planting of trees or grass as shall be directed by the supervisor in order to reduce the effects of the environment. Estimated at UGX 100,000.</p> <p>iii. Bid document/BoQs for the Beautification of Bushenyi Town along Highway in Central Division (<i>Proc Ref No: BIMC 777/WRKS/2016-2017/00002</i>) provided for measures for control of soil erosion by drainage under Bill Item (I).</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>Not ALL completed infrastructure projects was on Government owned land that was titled. For example, all Government does not own any primary school in Bushenyi district & BIMC but just supports/aides primary Schools some of which are under the religious Bureaux. For example, Construction of a 2- Classroom Block at Irembezi P/S (<i>Proc Ref No: BIMC 777/WRKS/2016-2017/00001</i>) was under the Protestant Church not Government.</p> <p>However, the construction of a Box Bridge at Kichwamba Swamp was on public land (i.e. roads owned by the Government) which did not require any acquisition of land or displacement of people and property.</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>All completed projects did not have Environmental and Social Mitigation Certification Forms completed and signed by the Senior Environmental Officer (SEO) or Environment Officer. For example,</p> <p>i. The completion certificate for the Construction of a 2- Classroom Block at Irembezi P/S (<i>Proc Ref No: BIMC 777/WRKS/2016-2017/00001</i>) was only certified by the Engineer. There was certification by the SEO/Environment Officer.</p>
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LGPA 2017/18

Educational Performance Measures

Bushenyi- Ishaka Municipal Council

(Vote Code: 777)

Score 61/100 (61%)

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>Approved estimates FY 2017/18 Pg 10 shows that the LG budgeted for 24 primary school Head teachers and 206 teachers at Shs 1,618,843,000. This is also indicated in the global figure for the total budget for the primary subsector Pg 17 of the Performance contract BIMC /CR/156/1 Pg 16 (signed by PS/ST on 14/07/2017 and by the Town Clerk on 10/7/2017)</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>The LG has deployed a Head teacher and minimum of 7 teachers in the 24 primary schools as per Staff lists and letter BIMC/302/2 dated 7/12/17</p> <p>Visited school had the following deployments; Bushenyi Town School – urban 1 Head teacher and 12 teachers, Kyeitembe P.S – rural 1 Head teacher, 11 teachers, Rwatukwire P.S – urban I Head teacher, 13 teachers, and Basajjabalaba P.S – urban I Head teacher 8 teachers</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>LG has substantially recruited all primary school teachers within the wage bill provision.</p> <p>The approved structure in the LG Performance Contract indicates 261 teachers. Filled posts are 249 according to the staff registers</p> <p>This represents a 94.5% filling of the structure for primary teachers with a wage bill provision</p>

3	<p>LG has substantively recruited all positions of school inspectors as per staff structure, where there is a wage bill provision.</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG has substantively filled all positions of school inspectors as per staff structure, where there is a wage bill provision: score 6 	0	<p>The approved structure provides for 2 inspectors. Only 1 post is filled. The file number of Inspector Annie Tumubweine is CR/M/10122</p>
4	<p>The LG Education department has submitted a recruitment plan covering primary teachers and school inspectors to HRM for the current FY.</p> <p>Maximum 4 for this performance measure</p>	<p>Evidence that the LG Education department has submitted a recruitment plan to HRM for the current FY to fill positions of Primary Teachers: score 2</p>	2	<p>From the recruitment Plan for FY2017/18, 21 vacant positions of teachers (3 Senior Education Assistants and 18 Education Assistants) were included.</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>	0	<p>The position of Inspector was never included in the Procurement Plan in submission letter BIMC/CR/156/1 dated 29/9/2016</p>

5	<p>The LG Education department has conducted performance appraisal for school inspectors and ensured that performance appraisal for all primary school head teachers is conducted during the previous FY.</p> <p>Maximum 6 for this performance measure</p>	<p>Evidence that the LG Education department appraised school inspectors during the previous FY. • 100% school inspectors: score 3</p>	3	<p>The municipality had one Inspector of schools in the FY 2016/2017. A performance appraisal was completed and signed by the DTC on 18th July 2017. (Ref: CR/M/101/122)</p>
		<p>Evidence that the LG Education department appraised head teachers during the previous FY. • 90% - 100%: score 3 • 70% - 89%: score 2 • Below 70%: score 0</p>	3	<p>The municipality has a total of 24 primary school head teachers. A sample of 10% (2.4?03 head teachers) was taken. All the three had complete appraisals (both performance agreements and performance reports).(Ref: CR/M/E47, CR/M/E270 and CR/M/E10200)</p>

Assessment area: Monitoring and Inspection

6	<p>The LG Education Department has effectively communicated and explained guidelines, policies, circulars issued by the national level in the previous FY to schools</p> <p>Maximum 3 for this performance measure</p>	<p>• Evidence that the LG Education department has communicated all guidelines, policies, circulars issued by the national level in the previous FY to schools: score 1</p>	1	<p>Guidelines, policies, circulars issued by the national level in the previous FY e.g Adherence to school calendar, dress code, installation of lightning arrestors have been communicated as seen in BIMC/EDU/201/3 dated 8/6/2016</p>
		<p>• Evidence that the LG Education department has held meetings with primary school head teachers and among others explained and sensitised on the guidelines, policies, circulars issued by the national level, including on school feeding: score 2</p>	2	<p>Meetings for Head teachers where the guidelines are explained and teachers sensitised take place every beginning of term. The LG held the following meetings with head teachers on 28/9/2017 (33 attendees), 14/6/2017 (33 attendees), 21/3/2017 (30 attendees), and 15/2/2017 (23 attendees).</p>

7	<p>The LG Education Department has effectively inspected all private and public primary schools</p> <p>Maximum 12 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that all private and public primary schools have been inspected at least once per term and reports produced: <ul style="list-style-type: none"> 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>In the 33 (9 private and 24 public) primary schools, 25 school inspections were conducted in term III (as per Q2 Inspection report), 30 inspections in term 2 (as per Q1 Inspection Report), while 14 school inspections had taken place in Q4 (2016/17 – term I) as indicated in the schools inspection reports for those quarters. This represents an average of 69.68% (70%) school inspections per term</p> <p>In the sampled schools visited, Kyeitembe P.S was inspected on 7/4/2016, 15/6/2016, 26/7/2016, 24/4/2016, 3/11/2016, and 2/11/2016 in the FY 2016/17. Rwatukwire had been inspected on 11/3/2016, 21/3/2016, 10/6/2016, 11/7/2016, and 2/11/2016 during FY 2016/17. Bushenyi Town School was inspected on 3/11/2016, 2/11/2016, 22/11/2016, 7/2/2017, and 25/3/2017.</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 	4 2	<p>Departmental meeting 10/10/2016 discussed inspection reports and resolved under min 2/2016(b) to discipline Sima Sison, Proscovia Kyarisima, Kengingo Agnes, and Lydia Kiconco. On 3/1/2017 under min 2/2017 the sector decided on transfers of 9 Education Assistants.</p> <p>The LG has submitted all reports by MIS and MEO as per DES Inspections Report matrix for the FY 2016.</p> <p>In addition, Acknowledgement letters by DES were available in the LG for the following dates 24/4/2017 (Q4), 8/6/2017 (Q3), 19/1/2017 (Q2), and 19/11/2016 (Q1)</p>

		<ul style="list-style-type: none"> Evidence that the inspection recommendations are followed-up: score 4 	4	Q3 Monitoring report by the MEO dated 17/4/2017 used inspection reports recommendations to invite and sensitise parents and SMCs of Buramba P.S, Bwegirangye P.S, Ishaka Hospital Katungu P.S and Kanyamaboona P.S (primary schools located around Kizinda market) on teachers punctuality, attendance, and pupil absenteeism.
9	<p>The LG Education department has submitted accurate/consistent reports/date for school lists and enrolment as per formats provided by MoES</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG has submitted accurate/consistent data: <ul style="list-style-type: none"> List of schools which are consistent with both EMIS reports and OBT: score 5 	0	There is no evidence that the LG has submitted accurate/consistent data on schools. There are inconsistencies with EMIS total schools at 35 and district data showing total of 33 schools (24 public and 9 private)
		<p>Evidence that the LG has submitted accurate/consistent data:</p> <ul style="list-style-type: none"> Enrolment data for all schools which is consistent with EMIS report and OBT: score 5 	0	There is no evidence that the LG has submitted accurate/consistent data on enrolment. Variation found in enrolment total of 7,622 provided by LG while EMIS data from MoES showed total of 10,889 (5,463 M 5,426 F)
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>Committee met on 29/9/2016 and under min 20/2016 discussed MEO's report on Monitoring and Support Supervision, School Inspection Reports, P7 Mock results, and Progress on SFG projects.</p> <p>On 22/8/2016 under Min 15/2016, Council approved the sector implementation plan and discussions by the standing committee</p>
		<ul style="list-style-type: none"> Evidence that the education sector committee has presented issues that requires approval to Council: score 2 	2	In a meeting held 22/8/2016 under Min BIMCSS Min 15/2016 there was discussion of the 2016/17 Integrated Work Plan and sought approval of Council for the Department Work Plan and Procurement Plan embodying Construction of 2 classrooms at Irembezi P.S, and Purchase of a sector vehicle

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>Minutes of SMCs are not submitted to MEOs office. However, all primary schools in LG have functional SMCs. 100% of the 5 schools sampled had held at least three meetings per year as follows:-</p> <p>Bushenyi Town School – 23/3/2016, 28/7/2016, 6/10/2016 while in 2017 – 25/3/2017, 22/6/2017, and 11/10/2017.</p> <p>Irembezi – 29/4/2016, 22/2/2016, 25/11/2016, and 16/2/2017, 13/7/2014</p> <p>Kibale II P.s – 10/3/2016, 28/4/2016, 7/7/2016, 11/8/2016 (extra-ordinary meeting), 13/11/2016 and 3/2/2017, 30/4/2017, 2/7/2017, 12/11/2017.</p> <p>St Kagwa P.S – 5/4/2016, 26/7/2016, 28/10/206 and 6/1/2017, 11/4/2017, 28/7/2017, and 4/10/2017.</p> <p>Bweranyangi Junior School – 9/5/2016, 23/9/2016, 5/12/2016, and 25/5/2017, 21/7/2017, 5/12/2017</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>	3	<p>All schools receiving non-wage grant displayed on public noticeboard at LG. This included the Q1 2017/18 UPE IPFs by school as well as the 3 releases for FY 2016/17.</p> <p>However, Bushenyi Town school (urban), had not displayed in among the schools visited while the rest (Kyeitembe-rural, P.S, Rwatukwire P.S – urban and Basajjabalaba – urban had displayed them in the general office before the Head Teachers office. In Baasajjabalaba P. S it was also displayed in the staff room</p>
Assessment area: Procurement and contract management				

13	<p>The LG Education department has submitted procurement requests, complete with all technical requirements, to PDU that cover all items in the approved Sector annual work plan and budget</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the sector has submitted procurement requests to PDU that cover all investment items in the approved Sector annual work plan and budget on time by April 30: score 4 	0	<p>Procurement requests to PDU were submitted for only some of the investments, namely; A double cabin pick-up vehicle valued at 145,000,000 on 14/3/2017, and P7 mock and P6 End of year exams valued at 3,600,000 also on 14/3/2017. The procurement request for Construction of 2 classrooms at Irembezi P.S was not seen as one of the items approved in the sector work plan</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"> From the Contract sample (Start date 5/10/2016 End date 5/01/2017) and payment requests and certificates of payments worth 58,509,459 Ugx to Richo Investments in respect to Irembezi Classroom Construction. It was established payments were made on time. Not exceeding one week period from the day the payment of request was made.
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>Annual performance report submitted to Planner late for consolidation with Q4 (BIMC33/Edu/306 on 1/8/2016. The rest of the quarters were submitted on time, namely Q1 on 20/10/2016, Q2 9/1/2017, and Q3 28/4/2017.</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 	2	<ul style="list-style-type: none"> • The Sector had 5 queries during the financial year: • (i) Non preparation of Income & Expenditure for termly and annual statements • (ii) Documents not cancelled with the word "PAID". • (iii) Non maintenance of cashbooks by the Head teachers of Primary schools. • (iv) Non –functionality of school Management of Kashenyi Primary School. • (v) Non Display of accountabilities of UPE funds in Primary Schools. • They were all responded too and the status of implementation was availed in a letter dated 28th June 2017.
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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 	2	<p>The guidelines were disseminated under BIMC/EDU/201/3 dated 8/6/2016 which covered cross-cutting issues of HIV, gender, and environment</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>The LG Education department had not issued and explained guidelines on how to manage sanitation for girls and PWDs in 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>From sampled schools the guideline of not less than 30% of Foundation members on SMC members being female was met. In Kyeitembe there were 5 females, namely; Chrilis Mpairwe, Enid Tugume, Joy Kabirisi, Jannifer Nayijuka, and Annet Aruho In Rwatukwire P.S there were 4 females, namely; Peace Bampata, Rovence Bagonza, Miria Masiko, and Ephrance Niwamanya. In Bushenyi Town School they were three namely; Lukia Nakalisa, Jalia Atuhaire, and Justine Bategyereize</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>Memorandum of Understanding signed by MEO and Town Clerk entered into between Conservation Efforts for Community Development – CECOD initialled on 5/11/2015 and 21/10/2015 respectively to do the following in 12 selected primary schools ; forestry, agroforestry, sustainable agriculture (organic farming), waste management, water and sanitation, as well as biodiversity conservation and domestication of medicinal plants. Kyeitembe PS, Basajabalaba P.S, and Rwatukwire primary schools had guidelines on the above and effected them at schools. Apophia Nabasa is the teacher in charge of environment at Rwatukwire P.S.</p>



LGPA 2017/18

Health Performance Measures

Bushenyi- Ishaka Municipal Council

(Vote Code: 777)

Score 68/100 (68%)

No.	Performance Measure	Scoring Guide	Score	Justification
Assessment area: Human resource planning and management				
1	<p>LG has substantively recruited primary health workers with a wage bill provision from PHC wage</p> <p>Maximum 6 points for this performance measure</p>	<p>Evidence that LG has filled the structure for primary health workers with a wage bill provision from PHC wage for the current FY</p> <p>• More than 80% filled: score 6 points, • 60 – 80% - score 3 • Less than 60% filled: score 0</p>	3	<ul style="list-style-type: none"> • The approved structure has a total of 66 staff wage bill is Ugx 367,936,837/= Wage bill provides for 48 positions • Filled positions are 45 • Filled percentage is 68.2%
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"> • A recruitment plan for FY2017/2018 was submitted under file BMC 16/19/16 in the DHOs office

3	<p>The LG Health department has ensured that performance appraisal for health facility in charge is conducted</p> <p>Maximum 8 points for this performance measure</p>	<p>Evidence that the health facility in-charge have been appraised during the previous FY: o 100%: score 8 o 70 – 99%: score 4 o Below 70%: score 0</p>	8	<p>All health facility In-charges were appraised during the FY 2016/2017.</p> <p>The municipality had 2 health facilities (1 HCIV and 1 HC II) in the FY 2016/2017. A performance agreement for the HCIV in-charge was signed by the Deputy Town Clerk on 18th July 2016 and the performance report on 10th August 2017. CR/M/10105</p> <p>The HCII In-charge completed a performance appraisal signed by the DTC on 18th August 2017. (CR/M/1006)</p>
4	<p>The Local Government Health department has equitably deployed health workers across health facilities and in accordance with the staff lists submitted together with the budget in the current FY.</p> <p>Maximum 4 points for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG Health department has deployed health workers equitably, in line with the lists submitted with the budget for the current FY: score 4 	4	<ul style="list-style-type: none"> The staff list from DHO office tallies with the staff lists at the health facility <p>Bushenyi HCIV DHO-24, HC-24</p> <p>Ruharo HCII DHO-4, HC-4</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

3

• The DHO has communicated all guidelines and polices as he also dubs as the in charge of the only HCIV in the Municipality

• The following circulars and guidelines were cited at the facility

• Ref BIMC/CR?157 circular on attendance to duty dated 12th April 2017

• Code of conduct and ethics guide September 2009

• ADM 235/01 circular on public service dress code from permanent secretary shared with health facilities on 13th July 2017 contained in the BIMC letters file

• ADM 141/428/01 dated 17th August 2017 from permanent secretary about procurement of drugs was sent to health centres on 25th October 2017.

• 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 are no in charges meetings held. The meetings conducted are the health unit management committee meetings which leave out the in charge of the only other Ruharo HCII

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>	3	<ul style="list-style-type: none"> • There is a supervision report for Q1 dated 30th September 2017 and Q2 dated 3rd January 2018. The report includes the the only one HCIV. These are contained in the support supervision file 2017/2018 in the DHO office
		<p>Evidence that DHT has supervised lower level health facilities within the previous FY: • If 100% supervised: score 3 points • 80 - 99% of the health facilities: score 2 • 60 - 79% of the health facilities: score 1 • Less than 60% of the health facilities: score 0</p>	3	<p>Supervision reports were on file as per dates below and included all the 2 health centers</p> <p>Q1 02/06/17</p> <p>Q2 22/03/17</p> <p>Q3 18/12/16</p> <p>Q4 28/09/16</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	<ul style="list-style-type: none"> • HSD does not supervise HCII directly. Rather the DHT team does an overall supervision since there are only 2 health centers

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 <hr/> <ul style="list-style-type: none"> • Evidence that the recommendations are followed – up and specific activities undertaken for correction: score 6 	<p>0</p> <hr/> <p>6</p>	<ul style="list-style-type: none"> • There is no specific reference in the meeting minutes that refers to discussion of findings from supervision reports <hr/> <ul style="list-style-type: none"> • In the supervision log book at Ruharo Health centre the following follow up was done • On 15th Dec 2017 on page 38218 (flipside), the health unit was advised to make use of temperature monitoring chat and display the outreach roster • On 12th July 2017 page 38214 by the DHT it was recommended that health workers should sign the attendance register as well as hold regular staff meetings
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 	<p>10</p>	<ul style="list-style-type: none"> • HMIS has 2 facilities and OBT has 2 facilities. Bushenyi HCIV and Ruharo HCII

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>	<p>• 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</p> <p>• Evidence that the health sector committee has presented issues that require approval to Council: score 2</p>	2	<p>• Council meeting held on 26th May 2017, approved the Annual Work Plan including the health sector plan for 2017/2018 under minute BIMC COU MIN 29/2017</p> <p>• Under minute BIMC COU 25/2017 (b) in the council meeting held on 26th May 2017 the standing committee presented issues regarding sanitation standards in town as well as primary school latrines</p>
11	<p>The Health Unit Management Committees and Hospital Board are operational/functioning</p> <p>Maximum 5 points</p>	<p>Evidence that health facilities and Hospitals have functional HUMCs/Boards (established, meetings held and discussions of budget and resource issues):</p> <ul style="list-style-type: none"> • If 100% of randomly sampled facilities: score 5 • If 80-99% : score 3 • If 70-79%: : score 1 • If less than 70%: score 0 	5	<ul style="list-style-type: none"> • Bushenyi HCIV - 4 meetings (24/06/16, 6/12/16, 6/01/17, 16/03/17) • Ruharo HCII - 4 meetings (31/08/16, 15/11/17, 10/02/17, 11/04/17)
12	<p>The LG has publicised all health facilities receiving PHC non-wage recurrent grants</p> <p>Maximum 3 for this performance measure</p>	<p>• 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</p>	3	<p>• All 2 of the 2 sampled facilities had PHC grant release notices pinned up on notice boards at the facility</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	<ul style="list-style-type: none"> • There were no evidence of submission of the health sector procurement plan to PDU • No submission forms could be traced.
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"> • The HCIV directly deals with NMS through the online system and had receipts of the medicines from NMS dated 3/06/17, 21/8/17, 11/10/17, 24/11/17 • Interviews with the in charge at Ruharo HCII revealed that they submit their NMS requests to the DHO office for coordination and forward management
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 	0	<p>No development funds for the last two financial years and hence no payments made to the suppliers. Funds available for Wage and Non-Wage recurrent expenditure.</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>The final report was submitted on 9th August 2017, beyond the set target of mid-July</p> <p>Q1 - 2/11/16</p> <p>Q2 - 6/02/17</p> <p>Q3 - 8/05/17</p> <p>Q4 - 9/08/17</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 • If sector has no audit query score 4 • If the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year: score 2 points • If all queries are not responded to score 0</p>	2	<ul style="list-style-type: none"> • The Sector had two queries for the whole FY: • (i) Un updated stock cards for drugs at Ruharo HC II. • (ii) Inappropriate security of drugs at Ruharo HCII due to weak door where they are delivered from. • They have been responded to and the status of implementation of recommendations was availed in a letter dated 10th April 2017. The Sock Cards were updated and a Private security Guard was hired (pending formal recruitment) plus Electric power installed to help at night.
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"> • All the 2 HUMC have above 30% members as females • Bushenyi HCIV 5 female, 6 male • Ruharo HCII 2 female, 3 male
		<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 could be traced at each of the health facility and the staff could not demonstrate knowledge
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 guidelines could be traced at each of the health facility and the staff could not demonstrate knowledge