



LGPA 2017/18

Accountability Requirements

Buvuma District

(Vote Code: 590)

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	Annual Performance contract was submitted on 03/07/2017 which later than the due date of June 30th of the forthcoming year.	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	Based on the information from the Budget website the Consolidated Procurement Plan accompanied the Budget.	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	Submission of the Annual Performance report was made later than July 31st. Refer to the receipt dated August 3rd, 2017; SN-0897.	No
LG has submitted the quarterly budget performance report for all the four quarters of the previous FY; PFMA Act, 2015)	xxxxxxx	All four reports to MoFPED of the previous FY were submitted. This is confirmed by receipts of the reports from MoFPED dated as follows: Q1-14/11/2016; Q2-21/03/2017; Q3-15/05/2017; Q4-03/08/2017.	No
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>	<p>From the Ministry of Finance's inventory of LG submissions of responses to audit queries, this assessment established that Buvuma District Local Government submitted to PS/ST responses to audit queries raised in FY 2015/2016 on 13/04/2017.</p>	<p>Yes</p>
<p>The audit opinion of LG Financial Statement (issued in January) is not adverse or disclaimer</p>	<p>xxxxx</p>	<p>From the Auditor General's report for FY 2016/2017, this assessment established that Buvuma District Local Government received a qualified audit opinion.</p>	<p>Yes</p>



LGPA 2017/18

Crosscutting Performance Measures

Buvuma District

(Vote Code: 590)

Score 49/100 (49%)

No.	Performance Measure	Scoring Guide	Score	Justification
Assessment area: Planning, budgeting and execution				
1	<p>All new infrastructure projects in: (i) a municipality; and (ii) all Town Councils in a District are approved by the respective Physical Planning Committees and are consistent with the approved Physical Plans</p> <p>Maximum 4 points for this performance measure.</p>	<p>Evidence that a municipality/district has:</p> <ul style="list-style-type: none"> • A functional Physical Planning Committee in place that considers new investments on time: score 2. <hr/> <ul style="list-style-type: none"> • All new infrastructure investments have approved plans which are consistent with the Physical Plans: score 2. 	<p>0</p> <hr/> <p>0</p>	<p>Physical Planning Committee was appointed in accordance to the Physical Planning Act, 2010 under letter dated 17th March, 2016 derived from file reference no.CR/214/18. However the Committee is Non- Functional in the absence of the Physical Development Plan/Structural Plan and the position of the Physical Planner has not yet been filled in accordance to the DLG staff structure.</p> <hr/> <p>No Physical/Structural plan in place.</p>
2	<p>The prioritized investment activities in the approved AWP for the current FY are derived from the approved five-year development plan, are based on discussions in annual reviews and budget conferences and have project profiles</p>	<ul style="list-style-type: none"> • Evidence that priorities in AWP for the current FY are based on the outcomes of budget conferences: score 2. 	<p>2</p>	<p>From the sampled priorities in the AWP Pages 115;116;118; 119;120 which namely are: Construction of Phase I of Mubaale Piped Water Supply System (Surface Water Pump);Bottlenecks Clearance on Community Access Roads in Busamuzi Parish; Classroom Construction & Rehabilitation in Mawanga Parish; Urban unpaved Roads Maintenance; Classroom Construction & Rehabilitation in Buwanga Parish; Teacher House Construction & Rehabilitation; Borehole Drilling & Rehabilitation in Buwanga Ward are all well linked outcomes of the budget conference held on October 25, 2016.</p>

		<ul style="list-style-type: none"> Evidence that the capital investments in the approved Annual work plan for the current FY are derived from the approved five-year development plan. If different, justification has to be provided and evidence that it was approved by Council. Score 2. 	2	<p>From the AWP approved on February 26th, 2017 for FY 2017/18 the following capital investments show linkage with the 5 Year DDP 2015/16-2019/20 dated 25th February, 2015 with following investments as examples: (i) Completion of a 3 Classroom Block at Lukoma P/S in Busamuzi Sub-County; (iii) Renovation of a Maternity Ward at Bugaya HC III- Bugaya Sub-County; (iii) Widening & Grading of Mubaale- Kijjaka Road in Bugaya Sub-County; (iv) Conducting Civil Works on Bukwaya Swamp in Bweema Sub-County; (v) Grading 8KM of Namatale-Bbanga road in Bweema Sub-County; (vi) Promotion of Sanitation & Hygiene in the DLG; (vii) Construction of Phase II of Mubaale Piped Water Scheme; (viii) Rehabilitation of Kekejje Gravity Flow Scheme in Nairambi Sub-County.</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. 	1	<p>Project Profiles have been developed and can be traced in the 5- Year DDP FY 2015/16-2019/20 pages 125ff in accordance with the LG Planning Guideline. They have also been discussed by TPC based on the following availed minutes availed for assessment: 30/08/2017; 11/12/2017; 20/11/2017; 19/10/2017; 02/11/2017; 28/09/2017; 23/01/2018.</p>
3	<p>Annual statistical abstract developed and applied</p> <p>Maximum 1 point on this performance measure</p>	<ul style="list-style-type: none"> Annual statistical abstract, with gender disaggregated data has been compiled and presented to the TPC to support budget allocation and decision-making- maximum 1 point. 	1	<p>Annual Statistical Abstract 2016/17 developed and a copy was availed during assessment and it is dated June 2017, signed off by the CAO Mr Muramira Aggrey Winston on the 12 July 2017. It was also presented to TPC to support budget allocation and decision making under TPC Minute DTPC/06/Oct/2017: 06.3.</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 sampled projects in the AWP, Annual Performance report & Annual Budget Performance report: (i) Completion of a 3 Classroom Block at Lukoma P/S in Busamuzi Sub-County; (iii) Renovation of a Maternity Ward at Bugaya HC III- Bugaya Sub-County; (iii) Widening & Grading of Mubaale- Kijjaka Road in Bugaya Sub-County; (iv) Conducting Civil Works on Bukwaya Swamp in Bweema Sub-County; (v) Grading 8KM of Namatale-Bbanga road in Bweema Sub-County; (vi) Promotion of Sanitation & Hygiene in the DLG; (vii) Construction of Phase II of Mubaale Piped Water Scheme; (viii) Rehabilitation of Kekejje Gravity Flow Scheme in Nairambi Sub-County.</p>
		<ul style="list-style-type: none"> Evidence that the investment projects implemented in the previous FY were completed as per work plan by end for FY. o 100%: score 4 o 80-99%: score 2 o Below 80%: 0 	0	<p>Based on the sampled investment projects in the AWP, Annual Budget Performance reports the following were implemented: Construction of Phase I of Mubaale Piped Water Supply System (Surface Water Pump);Bottlenecks Clearance on Community Access Roads in Busamuzi Parish; Classroom Construction & Rehabilitation in Mawanga Parish; Urban unpaved Roads Maintenance; Classroom Construction & Rehabilitation in Buwanga Parish; Teacher House Construction & Rehabilitation; Borehole Drilling & Rehabilitation in Buwanga Ward,) Completion of a 3 Classroom Block at Lukoma P/S in Busamuzi Sub-County; (iii) Renovation of a Maternity Ward at Bugaya HC III- Bugaya Sub-County; (iii) Widening & Grading of Mubaale- Kijjaka Road in Bugaya Sub-County; (iv) Conducting Civil Works on Bukwaya Swamp in Bweema Sub-County; (v) Grading 8KM of Namatale-Bbanga road in Bweema Sub-County; (vi) Promotion of Sanitation & Hygiene in the DLG; (vii) Construction of Phase II of Mubaale Piped Water Scheme; (viii) Rehabilitation of Kekejje Gravity Flow Scheme in Nairambi Sub-County. However, it was difficult to determine the extent of completion in the absence of Certification documentation from the district DLG Engineer as they are a subject of investigation by the Inspectorate of Government.</p>

5

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

Maximum 4 points on this Performance Measure.

• 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

Based on the information available from the Annual Budget Performance report for FY 2016/17 the following investment projects were completed within budget as follows: (i) Construction of Phase I of Mubaale Piped Water Supply System (Surface Water Pump) with a planned budget of Ugx: 249, 498,000/ and actual spent of Ugx: 248, 372,000/; (ii) Bottlenecks Clearance on Community Access Roads in Busamuzi Parish with a planned budget of Ugx: 6,742,000/= with actual spent of Ugx: 6,742,000/=; (iii) Classroom Construction & Rehabilitation in Mawanga Parish with a planned budget of Ugx: 73,110,000/= and an actual expenditure of Ugx: 70,,219,000/=; (iv) Urban unpaved Roads Maintenance with a planned budget of Ugx: 24, 808,000/= and an actual expenditure of Ugx: 22,070,000/=; (v) Classroom Construction & Rehabilitation in Buwanga Parish; (vi) Teacher House Construction & Rehabilitation with a planned budget of 6,340,000/= with an actual expenditure of 8,197,000/=; (vii) Borehole Drilling & Rehabilitation in Buwanga Ward with an approved budget of Ugx: 33,788,000/= with an actual expenditure of 28,128,000/=. This information correlates well with Q4 Annual Performance report.

		<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>Based on the sampled projects: (i) Construction of Phase I of Mubaale Piped Water Supply System (Surface Water Pump) with a planned budget of Ugx: 249, 498,000/ and actual spent of Ugx: 248, 372,000/ (99.54%) (ii) Bottlenecks Clearance on Community Access Roads in Busamuzi Parish with a planned budget of Ugx: 6,742,000/= with actual spent of Ugx: 6,742,000/= (100%); (iii) Classroom Construction & Rehabilitation in Mawanga Parish with a planned budget of Ugx: 73,110,000/= and an actual expenditure of Ugx: 70,,219,000/= (96.04%); (iv) Urban unpaved Roads Maintenance with a planned budget of Ugx: 24, 808,000/= and an actual expenditure of Ugx: 22,070,000/= (88.96%); (v) Classroom Construction & Rehabilitation in Buwanga Parish;erformance report with a planned budget of Ugx: 200,000,000 an actual expenditure of 200,000,000/= (100%). The total average translates to 96.91%. This well traced in the Annual performance report (Q4) pages 115ff & Annual financial accounts from MoFPED from the Accountant Generals Office.</p>
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Assessment area: Human Resource Management

6	<p>LG has substantively recruited and appraised all Heads of Departments</p> <p>Maximum 5 points on this Performance Measure.</p>	<ul style="list-style-type: none"> Evidence that HoDs have been appraised as per guidelines issued by MoPS during the previous FY: score 2 	0	<p>From the Human Resource office this assessment established that 1 out of 9 Heads of departments had signed performance Contracts and had annual performance report on their personal files for financial year 2016/2017. That is the Ag DHO.</p> <p>The rest of the staff were not appriased in 2016/2017.</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>From the Human Resource office and reviewed personnel files, this assessment established that 5 out of 9 HODs are substantively appointed, as evidenced by appointment letters on personal files.</p> <p>They include; DNRO File CR/B/N/D/10003, CFO File BVM/D/10014, DEO File BVM/D/10173, DPMO File CR/D/10022, and DCDO File CR/D/10007.</p> <p>The rest of the staff is not substantively appointed.</p>
7	<p>The LG DSC has considered all staff that have been submitted for recruitment, confirmation and disciplinary actions during the previous FY.</p> <p>Maximum 4 points on this Performance Measure</p>	<ul style="list-style-type: none"> Evidence that 100 percent of staff submitted for recruitment have been considered: score 2 	2	<p>From Secretary DSC it was established that the CAO declared 66 vacancies for recruitment to the DSC in the letter dated 21st September 2016.</p> <p>The DSC considered all the 66 vacancies submitted for recruitment in the sitting of 14th – 19th December 2016</p>
		<ul style="list-style-type: none"> Evidence that 100 percent of staff submitted for confirmation have been considered: score 1 	1	<p>From Secretary DSC it was established that there were no submissions from CAO on staff for confirmation during the financial year 2016/2017.</p>
		<ul style="list-style-type: none"> Evidence that 100 percent of staff submitted for disciplinary actions have been considered: score 1 	1	<p>From the Secretary DSC this assessment established that there was no case on disciplinary and therefore there was submission from CAO on staff for disciplinary action for financial year 2016/2017.</p>

8	<p>Staff recruited and retiring access the salary and pension payroll respectively within two months</p> <p>Maximum 5 points on this Performance Measure.</p>	<ul style="list-style-type: none"> • Evidence that 100% of the staff recruited during the previous FY have accessed the salary payroll not later than two months after appointment: score 3 	0	<p>From Secretary District Service Commission, this assessment established that all the 66 staff who were recruited in financial year 2016/2017 accessed payroll two month after appointment.</p> <p>The recruited staff were appointed on 13/12/2016 and accessed payroll in April 2017</p>
		<ul style="list-style-type: none"> • Evidence that 100% of the staff that retired during the previous FY have accessed the pension payroll not later than two months after retirement: score 2 	0	<p>From the Human Resource office this assessment established that there were only one staff who retired in financial year 2016/2017. That is Mr Kato Damian Head teacher who retired on 2/8/2016 and by the time of assessment he had not accessed payroll.</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. 	0	<p>From the final accounts of FY 2016/2017 the assessment established that Buvuma District Local Government collected local revenue amounting to UGX 71,342,384 and UGX 74,283,362 in FY 2015/2016 implying a reduction of UGX 2,940,978 (4%).</p>
10	<p>LG has collected local revenues as per budget (collection ratio)</p> <p>Maximum 2 points on this performance measure</p>	<ul style="list-style-type: none"> • If revenue collection ratio (the percentage of local revenue collected against planned for the previous FY (budget realisation) is within +/- 10% : then 2 points. If more than +/- 10% : zero points. 	2	<p>From the final accounts for FY 2016/2017 this assessment established that Buvuma District Local Government collected local revenue amounting to UGX 71,342,384 against a revised budget of UGX 71,342,384 implying a realisation ratio of 1%</p>

11	Local revenue administration, allocation and transparency Maximum 4 points on this performance measure	<ul style="list-style-type: none"> Evidence that the District/Municipality has remitted the mandatory LLG share of local revenues: score 2 	0	From the final accounts for FY 2016/2017 and books of account, this assessment established that Buvuma District Local Government obtained from the district payroll, local service tax amounting to UGX 12,672,650 of which UGX 4,126,400 (32.6%) was remitted to lower local governments. This was less than the required 65%.
		<ul style="list-style-type: none"> Evidence that the LG is not using more than 20% of OSR on council activities: score 2 	0	From the final accounts for FY 2016/2017 and books of account, the assessment established that during FY 2016/2017 Buvuma District Local Government collected local revenue amounting to UGX 71,342,384 of which UGX 34,275,000 (48%) was spent on Councillors' allowances.

Assessment area: Procurement and contract management

12	The LG has in place the capacity to manage the procurement function Maximum 4 points on this performance measure.	<ul style="list-style-type: none"> Evidence that the District has the position of a Senior Procurement Officer and Procurement Officer (if Municipal: Procurement Officer and Assistant Procurement Officer) substantively filled: score 2 	2	The LG is headed by a senior procurement officer and procurement officer who are substantively recruited. From HR records and files No: BVM/D/10226 and File No: CR/D/10163., the SPO was recruited on 1/07/2014. and PO was appointed on 01/7/2016. File No: BVM/D/10226 and File No: CR/D/10163.
		<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	TEC Report dated 14/12/2016 to evaluate the supply and installation of culverts was presented. Evaluation Report for Supply and installation of culverts PROC Ref: BUVU 590/WRKS/16-17/0002 and dated 22/12/2016 was presented. Evaluation Report for Supply of Laptops (BUVU 590/SVC/16-17/00015) dated: 14/6/2017 was presented.

		<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>DLG presented record of Contracts Committee Meeting dated 15/11/2017..</p> <ul style="list-style-type: none"> • Subject: BUVU590/WRKS/17-18/00001: Construction of Administration Block at District Headquarters Phase two. Maple Technical Services LTD was found compliant with all preliminary requirements and was therefore subjected to Technical evaluation stage; <p>Deviations provided by CC: Lexis International Ltd: Was found not compliant with some of the requirements. November 2017:</p> <p>DLG presented contracts Committee Decision on a submission report dated 201/10/2017: Procurement and disposal of various works, services and supplies FY 2017/18. DLG awarded Contracts for supply and installation of of clock in Machine and two laptops at UGX: 9,994,600 to Kibs Systems Ltd; and Supply of Culverts for town council at UGX: 12,000,000 to Kunzer Multipurpose Ltd.</p>
13	<p>The LG has a comprehensive Procurement and Disposal Plan covering infrastructure activities in the approved AWP and is followed.</p> <p>Maximum 2 points on this performance measure.</p>	<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	<p>Procurement Plan for FY 2017/18 submitted to PPDA on 24/7/2017 and approved by PPDA on 28 /7/2017, annual work plan and Budget FY 2017/18 covers all infrastructure Projects : These include:</p> <ul style="list-style-type: none"> • Construction of office Block at District Headquarters at UGX: 200,000,000; • Renovation of OPD at Busamuzi Health Centre III at UGX: 4,000,000. • Construction of Mubaale Piped water at UGX: 384,589,000 • Supervision of piped water scheme at UGX: 60,000,000. <p>LG made procurements in FY 2016/17 as per plan: Sample procurements include:</p> <p>i) REF: BUVU 590/WRKS/16-47/00002: Supply and installation of Culverts at UGX: 73,858,575; Contractor: Haheh Contractors.</p> <p>ii) Proc Ref: BUVU 590/SVCS/16-17/00015: Supply of Laptops: Contractor: TME Technologies (U) LTD.</p>

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

2

The LG prepared 80% of the bid documents for investments and infrastructure by August 30. 4/5 (80%) of sample bid documents include:

Procurement Ref No: BUVU 590/WRKS/17-18/00002: Standard bidding document dated 5/10/2017 for procurement under open bidding: Construction of Mubaale Piped water supply system in Bugaya Subcounty Phase.

Procurement Ref: BUVU 590/NCONS/17-18/00014: Standard Bidding document for selective bidding (Non Consultancy services): Repair of Vehicle UG 1852 M for Health Department and UG3155R.

Procurement Ref. No. BUVU 590/SPLS/17-18/00006: Bidding Document dated 31/7/2017 for selective Bidding (Supplies): Supply of printed stationary.

Procurement Ref: BUVU 590/WRKS/17-18/00001: Standard bidding Document dated 5/10/2017 for the procurement of works under open bidding: Construction of Administration Block at the District Head Quarters Phase Two:

Procurement ref No: BUVU 590/WRKS/17-18/00004 : Standard bidding document dated 5/10/2017 for the procurement of works under open bidding.

• 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 Contract register for FY 2016/17 was not presented. The SPO could not trace where the register was kept.

Complete procurement activity files for all procurements include:

BUVU 590/SPLS/16-17/00009: Supply of Road Tools by M/S Muwewe Technical Services Ltd. Contract Price: UGX: 5,220,000.

BUVU 590/SPLS/16-17/000013: Supply of Laptops by TMT Technologies LTD at UGX: 5,000,000.;

BUVU 590/WRKS/16-17/00002: Supply and installation of culverts by M/S Haheh Contractors LTD. At UGX: 73,858,575.

		<ul style="list-style-type: none"> For previous FY, evidence that the LG has adhered with procurement thresholds (sample 5 projects): score 2. 	2	<p>The LG adhered to procurement thresholds in FY 2016/17: Sample procurements with thresholds:</p> <p>Daily Monitor Advert dated: 5/10/2017: Title: Buvuma District Local Government: Invitation to Bid for Works, Supplies and Services:</p> <p>Subject of Procurement: Procurement ref: BUVU 590/WRKS/17-18/00001 for Construction of LG administration block at district headquarters phase Bid security: UGX:5M</p> <p>Construction of Piped water supply system at Mubaale in Bugaya Subcounty phase two: Bid Security: 16m</p>
15	<p>The LG has certified and provided detailed project information on all investments</p> <p>Maximum 4 points on this performance measure</p>	<ul style="list-style-type: none"> Evidence that all works projects implemented in the previous FY were appropriately certified – interim and completion certificates for all projects based on technical supervision: score 2 	0	<p>District Engineer and PDU did not present any interim and final payment certificates for ongoing or completed projects. The certificates were being reviewed by the office of the IGG Mukono Office during this assessment.</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>Projects implemented in FY 2017/18 are clearly labelled with name of project, contract value, name of contractor, source of funding, name of project but no contract value:</p> <p>Sampled project site boards include:</p> <p>BUVU590/WRKS/17-18/00001: Construction of District Administration Block Phase Two by Maple Investments.</p> <p>BUVU 290/WRKS/17-18/00002: Construction of piped water supply system at Mubaale, BUGAYA Subcounty, Buvuma District</p>
Assessment area: Financial management				

16	<p>The LG makes monthly and up to-date bank reconciliations</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> Evidence that the LG makes monthly bank reconciliations and are up to-date at the time of the assessment: score 4 	0	<p>During FY 2016/2017 Buvuma District Local Government operated 16 bank accounts, of which only 8 were reconciled and up to date by the time of this assessment.</p>
17	<p>The LG made timely payment of suppliers during the previous FY</p> <p>Maximum 2 points on this performance measure</p>	<ul style="list-style-type: none"> If the LG makes timely payment of suppliers during the previous FY – no overdue bills (e.g. procurement bills) of over 2 months: score 2. 	0	<p>From the CFO's office, this assessment established that a payment claims register was not maintained. As such, the timeliness of payments to suppliers could not be readily ascertained.</p>
18	<p>The LG executes the Internal Audit function in accordance with the LGA section 90 and LG procurement regulations</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	<p>From the internal audit department, it was established that all the four quarterly Internal Audit reports for FY 2016/2017 were produced by the Senior Internal Auditor who was substantively appointed on 18/04/2011 based on the personnel records cited by this assessment.</p>
	<p>Maximum 6 points on this performance measure.</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. 	0	<p>From the Clerk to Council and the Internal Audit Department, it was established that by the time of this assessment, Buvuma District Local Government had not yet provided information to Council and LG PAC on the status of implementation of internal audit recommendations raised during FY 2016/2017.</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>From the Clerk to Council, it was established that the internal audit reports for FY 2016/2017 were submitted to LG PAC, discussed and followed up.</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 assets register was obtained from the CFO and verified. It was noted that all the assets acquired by the district are therein recorded. However, the format used is different from that prescribed by Local Government Finance Manual. For instance, the motor vehicle section lacks provisions for Make/model, Tyre size, Capacity, Fuel Type, engine number, and chasis number; the land and buildings section lacks provisions for location and land title reference.</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>	2	<p>From the Auditor General's report for FY 2016/2017, the assessment established that Buvuma District Local Government received a qualified audit opinion.</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>Based on the Council Minutes availed for assessment dated as follows: 15/09/2016; 27/10/2016; 15/12/2016; 15/02/2017; 12/04/2017; 26/05/2017; 24/08/2017; 14/12/2017 they provide proof of discussions of service delivery related issues of the DLG which also include TPC minutes, Monitoring & LG PAC reports</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. 	2	<p>From the Budget website the Planner is the designated person to Coordinate response to feed-back and respond to feed-back and complaints.</p>

23	The LG shares information with citizens (Transparency)	Evidence that the LG has published: • The LG Payroll and Pensioner Schedule on public notice boards and other means: score 2	0	The LG Payroll & Pensioner Schedule were not displayed on Public Notice Boards.
	Total maximum 4 points on this Performance Measure	• Evidence that the procurement plan and awarded contracts and amounts are published: score 1	0	Consolidated Plan & Awarded Contracts and amounts are not displayed/published.
		• Evidence that the LG performance assessment results and implications, are published e.g. on the budget website for the previous year (from budget requirements): score 1.	0	No LG PA national exercise was carried out during the previous FY.
24	The LGs communicates guidelines, circulars and policies to LLGs to provide feedback to the citizens	• 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	A file obtained from the CAO's office under reference No.CR/BUV/103/01 was availed for assessment and it contained all explanations on Guidelines, Circulars and Policies issued by the National level including invitations to meetings to the LLGs
	Maximum 2 points on this performance measure	• Evidence that LG during previous FY has conducted discussions (e.g. municipal urban fora, barazas, radio programmes etc..) with the public to provide feed-back on status of activity implementation: score 1.	0	No proof was provided that during the previous FY the DLG conducted discussions with the public to provide feed-back on status of any activity implementation.
Assessment area: Social and environmental safeguards				

25	<p>The LG has mainstreamed gender into their activities and planned activities to strengthen women's roles</p>	<ul style="list-style-type: none"> • Evidence that the LG gender focal person has provided guidance and support to sector departments to mainstream gender into their activities score 2. 	2	<p>The District CDO presented a Report on Gender Mainstreaming in other LG sector departments and work plans dated 19/7/2017. A checklist for analysing gender issues in daily departmental activities was attached to the mainstreaming report.</p>
	<p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> • Evidence that gender focal point has planned activities for current FY to strengthen women's roles and that more than 90% of previous year's budget for gender activities has been implemented: score 2. 	2	<p>The DCDO presented an annual work plan for FY 2017/18: Planned activities include;</p> <ul style="list-style-type: none"> • Gender awareness training in divisions • Mobilisation and sensitisation workshops on UWEP • Support supervision on Disability (PWDs Groups) • Support Supervision of FAL activities • Monitoring and evaluation of Youth groups/projects; <p>90% of FY 2016/17 activity budget was implemented as follows:</p> <p>Support to disabled and elderly:</p> <p>PWDs: UGX: 401,000</p> <p>Fcaillitate PWDs= 401,500</p> <p>PWDs Council mebers: 400,000</p> <p>Shop project to PWDs dated 16/6/2017=1,800,000</p> <p>Cassava Growing Project for PWDs dated 12/6/2017 =1,800,000</p> <p>Social rehabilitation for PWDs 4/6/2017= 150,000</p> <p>Social Rehabilitation 5/4/2017= 150,000</p> <p>Social Rehabilitation 03/12/2016= 150,000</p> <p>Budget allocation for Activity = 5,604,000</p> <p>Spending= 5,252,500</p> <p>Percentage spent= 94%</p>

26	<p>LG has established and maintains a functional system and staff for environmental and social impact assessment and land acquisition</p> <p>Maximum 6 points on this performance measure</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 	2	<p>The LG Environmental Officer presented Environmental screening and monitoring reports for construction of LG administration block at DLG headquarters dated: 20/03/2017 and 28/9/2017 respectively ;</p> <p>According to FY 2017/18 , planned activities that are budgeted for include:</p> <p>Wetlands (Sensitization of communities) : Planned to cost UGX. 2,000,000;</p> <p>A sensitization of awareness training in forestry management: Planned to cost UGX: 2,000,000.</p>
		<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>Environmental Officer and PDU presented bill of quantities with input from Environmental Officer: Environmental Mitigation Measures for Construction of Administration Block Phase 2. BOQ Ref provided for budgeting for the mitigation measures at UGX: 15,036,120</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 	1	<p>The Principal Assistant Secretary presented a free hold land sale agreement between Mugalu Joachim and Buvuma DLG dated 15/4/2011. Size 3 Acres: UGX: 300,000,000. Projects Implemented on this Land: Construction of Buvuma District Headquarters. The process of surveying and acquiring land title had started at the time of this assessment.</p>
		<ul style="list-style-type: none"> • Evidence that all completed projects have Environmental and Social Mitigation Certification Form completed and signed by Environmental Officer: score 2 	2	<p>The Environmental Officer prepared and a signed one environmental and social mitigation certificate form dated 30/9/2017 for construction of Mubaale piped water scheme.</p>



LGPA 2017/18

Educational Performance Measures

Buvuma District

(Vote Code: 590)

Score 48/100 (48%)

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	<ul style="list-style-type: none"> Staff list shows that there are 165 teachers for whom the wage bill is provided for Lists of schools shows that the local government requires a minimum of 160 to meet the minimum threshold of one head teacher and 7 teachers thus the budget is sufficient to meet the threshold in FY 2017/18
		<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 	0	<ul style="list-style-type: none"> List of schools and Staff list shows that a total of 12 schools lack one teacher to meet the threshold of one head teacher and 7 teachers per school.
2	<p>LG has substantively recruited all primary school teachers where there is a wage bill provision</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG has filled the structure for primary teachers with a wage bill provision o If 100% score 6 o If 80 - 99% score 3 o If below 80% score 0 	6	<ul style="list-style-type: none"> Wage bill provision shows that the Local government has catered for 165 teachers this FY 2017/18 HRM staff structures shows that there are currently 156 teachers in place and 9 deputy head teachers have been advertised for and to be recruited according to the advert dated 23/01/2018.

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	<ul style="list-style-type: none"> Approved Staff structure vide ARC 135/306/01 dated 22/03/17 shows DLG to have two inspectors <p>Staff registers shows the two inspectors of schools in place for whom a wage bill is provided</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>Recruitment plan FY 2017/18 provided for the recruitment of 9 Deputy headteachers</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	<ul style="list-style-type: none"> Staff registers shows the two inspectors of schools already in place
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	<p>This assessment reviewed the personnel files for the senior Inspectors of Schools. The Inspector files CR/D/10504 and CR/D/10184 respectively.</p> <p>The assessment established that the senior inspector of school file CR/D/10504 was not appraised in financial year 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

2

From the Human Resource Office, 10 out of 20 Headteachers personnel files were reviewed.

The Reviewed personel file were for the following haedteachers for following primary schools;
BUV/Educ/10168
Bugaya,BUV/Educ/10176
Namatale,BUV/Educ/110183
Nanameba public,BUV/Educ/10174
Kyanja,BUV/Educ/10049
Buwanzi,BUV/Educ/10163
Namiti,BUV/Educ/10086
Lufu,BUV/D/10077 Namunyolo, EDUC/D/10074
Bulondo,EDUC/D/10056 Lingira Primary schools .

Out of the 10 personnel files for head teachers reviewed,only 4 had appraisal reports on the file that is EDUC/D/10056 Lingira, EDUC/D/10074 Bulondo, BUV/D/10077 Namunyolo , and BUV/Educ/10049 Buwanzi

The rest of Headteachers were not appraised in the calender year 2016

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

Maximum 3 for this performance measure

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

0

• Guidelines, circulars, policies from MoEs in FY 2016/17 include

o Circular ADM/203/255/01 dated 30/06/17 on Teacher Support supervision

o Circular ADM/282/137/02 Dated 10th March 2017 regarding 2017 Comprehensive education and sports Sector data collection exercise

o DES/97/17 dated 16th January, 2017 on unlicensed/unregistered schools by PS MoES

o Circular 8/2017 ADM 137/235/01 dated 9th May 2017 on adherence to school calendar

o Circular ADM/48/118/01 dated 18/04/2017 regarding coding of schools

o Circular ADM/282/137/02 dated 10/03/2017 regarding updated lists of educational schools and institutions

• Minutes from meetings held on 16/10/2017 shows dissemination on unlicensed/unregistered schools, meeting held between DEO and Head teachers held on 04/05/2017 shows issues of NIRA discussed , Minutes of meeting held on 5/12/17 shows under Min 3/12/2017 issues of school operations, Min 4/12/2017 issue of teacher supervision

• However not all circulars were disseminated

		<ul style="list-style-type: none"> Evidence that the LG Education department has held meetings with primary school head teachers and among others explained and sensitised on the guidelines, policies, circulars issued by the national level, including on school feeding: score 2 	2	<ul style="list-style-type: none"> Minutes from meetings between DEO and head teachers held on 15/06/17 under Min 08/08/2017 guideline on school feeding were discussed, Minutes from meetings held on 16/10/2017 shows dissemination on unlicensed/unregistered schools, meeting held between DEO and Head teachers held on 04/05/2017 shows issues of NIRA discussed , Minutes of meeting held on 5/12/17 shows under Min 3/12/2017 issues of school operations, Min 4/12/2017 issue of teacher support supervision
7	<p>The LG Education Department has effectively inspected all private and public primary schools</p> <p>Maximum 12 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that all private and public primary schools have been inspected at least once per term and reports produced: <ul style="list-style-type: none"> 100% - score 12 90 to 99% - score 10 80 to 89% - score 8 70 to 79% - score 6 60 to 69% - score 3 50 to 59% score 1 Below 50% score 0. 	0	<ul style="list-style-type: none"> Inventory of schools inspected in FY 2016/17 and School inspection reports shows that the following inspections were done: <ul style="list-style-type: none"> QTR 1: 20 government and 18 private schools inspected QTR 2: 49 schools inspected QTR 3: 14 schools inspected QTR 4: 38 schools inspected List of schools shows that the local government has a total of 20 government aided and 43 private schools thus average inspection during period of review was 47.5%

8	LG Education department has discussed the results/reports of school inspections, used them to make recommendations for corrective actions and followed recommendations	<ul style="list-style-type: none"> Evidence that the Education department has discussed school inspection reports and used reports to make recommendations for corrective actions during the previous FY: score 4 	0	<ul style="list-style-type: none"> No records provided of meeting held in FY 2016/17 to discuss school inspection reports at department or with Head teachers School inspection reports show no discussion on recommendation for corrective action
	Maximum 10 for this performance measure	<ul style="list-style-type: none"> Evidence that the LG Education department has submitted school inspection reports to the Directorate of Education Standards (DES) in the Ministry of Education and Sports (MoES): Score 2 	2	<ul style="list-style-type: none"> DES acknowledgement form 4 dated 13/07/2017 shows submission of QTR 4 reports FY 2016/17
		<ul style="list-style-type: none"> Evidence that the inspection recommendations are followed-up: score 4 	4	<ul style="list-style-type: none"> School inspection reports for QTR 4 shows that 16 out of 38 schools had worked on the inspection recommendations that were provided in QTR 3 and followed up and issues ranged from school feeding, absenteeism etc
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: o List of schools which are consistent with both EMIS reports and OBT: score 5 	0	<ul style="list-style-type: none"> List of schools shows 20 government and 43 private primary schools EMIS forms from MOES shows that there are a total of 50 schools(20 government and 30 private)
	Maximum 10 for this performance measure	Evidence that the LG has submitted accurate/consistent data: • Enrolment data for all schools which is consistent with EMIS report and OBT: score 5	0	<ul style="list-style-type: none"> Enrollment from DEO shows that there are 11,366 pupils in UPE. EMIS forms from MOES shows 10 461 pupils in UPE

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>Based on the availed minutes of the Social Services Standing committee of the DLG Council which houses the council committee for education which met on the days of: 17/05/2017; 13/02/2017; 13/12/2016; 26/10/2016 there is proof of meeting & discussions of related service delivery issues in the sector.</p>
		<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 minutes of the meetings & reports presented on the days of 17/05/2017; 13/02/2017; 13/12/2016; 26/10/2016 the education sector committee presented issues ranging from the budget, UPE enrollment, Construction & Rehabilitation of Classroom blocks, Teachers houses & HIV/AIDS day celebration.</p>
11	<p>Primary schools in a LG have functional SMCs</p> <p>Maximum 5 for this performance measure</p>	<p>Evidence that all primary schools have functional SMCs (established, meetings held, discussions of budget and resource issues and submission of reports to DEO) • 100% schools: score 5 • 80 to 99% schools: score 3 • Below 80% schools: score 0</p>	0	<ul style="list-style-type: none"> Inventory of SMC for schools at DEO's office show that all schools have SMCs Randomly Sampled five schools show have SMCs and held meetings and some discussed budgets and have files at DEO's office: <ul style="list-style-type: none"> Bulondo Primary school held meetings on 17/03/2017, 19/07/2017 and 16/10/2017 and under Min 05/SMC/2017 of each meeting discussed the Budget Namunyolo P/S no minutes available Bubanzi P/S no minutes on file Namatale P/S no minutes on file Lubya P/S shows meetings held on 29/08/2017 and under Min 6/29/8/2017 budget issues were discussed, Meeting held on 22/03/2017 under Min 5/22/03/2017 shows discussion of Budget issues

12	<p>The LG has publicised all schools receiving non-wage recurrent grants</p> <p>Maximum 3 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG has publicised all schools receiving non-wage recurrent grants e.g. through posting on public notice boards: score 3 	3	<ul style="list-style-type: none"> • UPE non-wage grant release for all schools 2017 seen on Local government Notice board
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Assessment area: Procurement and contract management

13	<p>The LG Education department has submitted procurement requests, complete with all technical requirements, to PDU that cover all items in the approved Sector annual work plan and budget</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the sector has submitted procurement requests to PDU that cover all investment items in the approved Sector annual work plan and budget on time by April 30: score 4 	4	<ul style="list-style-type: none"> • Procurement request documents for construction of Seed SS as per sector AWP shows requests submitted before April 30 2016/17 • DPU dated 24/07/2017 shows all items incorporated as submitted by DEO
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14	<p>The LG Education department has certified and initiated payment for supplies on time</p> <p>Maximum 3 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG Education departments timely (as per contract) certified and recommended suppliers for payment: score 3 points 	0	<p>From the list of 10 payment requests raised in the Education Department in FY 2016/2017, it was noted that 3 of them were recommended after a period of over two months; 4 of them after three weeks; while the 3 were recommended within one week.</p>
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Assessment area: Financial management and reporting

15	<p>The LG Education department has submitted annual reports (including all quarterly reports) in time to the Planning Unit</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the department submitted the annual performance report for the previous FY (with availability of all four quarterly reports) to the Planner by mid-July for consolidation: score 4 	4	<p>Q4 Education Annual Performance report for the previous FY was submitted to Planner on 10/07/2017 which is within the timeline of mid-July.</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	<p>From the quarterly internal audit reports for FY 2016/2017, it was established that the Education Department has 5 audit queries, of which 3 were not yet responded to by the time of this assessment.</p>

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	<ul style="list-style-type: none"> • No collaboration evident between DEO and gender Focal person • Minutes of meeting between DEO and Head teachers held on 15/06/2017 under Min 08/08/2017 shows that issues of school feeding, reproductive health and gender guidelines under Min 09/06/2017 were disseminated
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		<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	<ul style="list-style-type: none"> • Minutes of meeting between DEO and Head teachers held on 15/06/2017 under Min 09/08/2017 shows dissemination and discussion of guidelines on sanitation • No collaboration evident between DCDO and DEO on the gender guideline dissemination
		<ul style="list-style-type: none"> • Evidence that the School Management Committee meet the guideline on gender composition: score 1 	0	<ul style="list-style-type: none"> • Sampled schools Kirongo, Buyoba, Namatale have all the two females and Luufu and Buwnazi Priamry schools have one female each contrary to the guidelines
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	<ul style="list-style-type: none"> • Minutes of meeting between DEO and teachers on 15/06/2017 shows DEO and DNRO met the Head teachers and under Min 09/06/2017 disseminated and discussed guidelines on environment and plating of trees



LGPA 2017/18

Health Performance Measures

Buvuma District

(Vote Code: 590)

Score 46/100 (46%)

No.	Performance Measure	Scoring Guide	Score	Justification
Assessment area: Human resource planning and management				
1	<p>LG has substantively recruited primary health workers with a wage bill provision from PHC wage</p> <p>Maximum 6 points for this performance measure</p>	<p>Evidence that LG has filled the structure for primary health workers with a wage bill provision from PHC wage for the current FY •</p> <p>More than 80% filled: score 6 points, • 60 – 80% - score 3 • Less than 60% filled: score 0</p>	3	<p>• The health department has 141/ 206 (68%) as per the approved staff structure dated 30th July 2017 There is evidence of ongoing recruitment of 08 staff as per the advertisement by the district service commission on 08th Feb 2018 of: 1 medical officer and 7 Askaris.</p> <p>Additional positions of Enrolled midwives (2) medical records assistant (2) and medical laboratory technician (1) will be supported by the implementing partner Makerere University Walter Reed Project (MUWRP)</p>
2	<p>The LG Health department has submitted a comprehensive recruitment plan to the HRM department</p> <p>Maximum 4 points for this performance measure</p>	<p>Evidence that Health department has submitted a comprehensive recruitment plan/request to HRM for the current FY, covering the vacant positions of health workers: score 4</p>	4	<p>There was a staff recruitment plan available (not dated) that was submitted to the HR department. The comprehensive recruitment plan proposed recruitment of 107 critical staff for FY17/18.</p> <p>A request dated 5th September 2017 was submitted to Ministry of Public service requesting to recruit staff in the district local government among which were health department posts that have since been advertised and shortlisted candidates were scheduled for interviews on 23rd March 2018</p>
3	<p>The LG Health department has ensured that performance appraisal for health facility in charge is conducted</p> <p>Maximum 8 points for this performance measure</p>	<p>Evidence that the health facility in-charge have been appraised during the previous FY: o 100%: score 8 o 70 – 99%: score 4 o Below 70%: score 0</p>	0	<p>The District had one Health centre IV(Buvuma) and 8 HCIII</p> <p>From the personnel files reviewed this assessment established that the following Health Unit charges had appraisal reports on file for financial year 2016/2017</p> <p>BUV/CR/10260,BUV/CR/10281,BUM/D/10119,BUM/D/10113 and BUM/D/10031</p> <p>The rest of the health staff were not appraised in 2016/2017</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"> Health department deploys staff based on need, patient load at the facilities and in line with health centres staffing norms. Staff are transferred from one facility to another based on demand. As per the staff deployment list dated 15th August 2017 at the health department, staff at sampled facilities were: Buvuma HC4: 39 staff as per staff list and 16 staff at Busamuzi HC3 with transfer of 8 staff to under staffed health centres. <p>All the staff at the two facilities were included in the budget. DHT Minutes dated 19th September 2017, minute 02.09.8 indicated staff that were being transferred from one facility to another including Buvuma HC4 and Busamuzi HC3</p>
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Assessment area: Monitoring and Supervision

5	<p>The DHO has effectively communicated and explained guidelines, policies, circulars issued by the national level in the previous FY to health facilities</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the DHO has communicated all guidelines, policies, circulars issued by the national level in the previous FY to health facilities: score 3 Evidence that the DHO has held meetings with health facility in-charges and among others explained the guidelines, policies, circulars issued by the national level: score 3 	0	<p>There was no evidence of DHO communication of guidelines, policies issued by the national level although the DHO indicated use of mTrac 6767, emails and telephone calls to send messages to In-charges. Circulars are printed and distributed to facilities although their was no distribution list</p> <p>DHT minutes reviewed did not indicate discussion of guidelines, policies, and circulars with in-charges</p>
6	<p>The LG Health Department has effectively provided support supervision to district health services</p> <p>Maximum 6 points for this performance measure</p>	<p>Evidence that DHT has supervised 100% of HC IVs and district hospitals: score 3</p>	0	<ul style="list-style-type: none"> Support supervision reports seen: <ul style="list-style-type: none"> Q1: 19th Sept 2016 Buvuma HC4, Busamuzi HC3, and Buwooya HC2 • Q2: 17th Oct 2016 Nkata HCII and Bugaya HCIII <p>The DHT did not conduct the 4 mandatory quarterly supervisions to Buvuma HCIV</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	0	The DHT conducted only 2/4 mandatory quarterly integrated support supervisions in the previous FY16/17 of which only 4/10 (40%) lower health facilities were supervised.
7	The Health Sub-district(s) have effectively provided support supervision to lower level health units Maximum 6 points for this performance measure	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	0	Buvuma district has one HSD under Buvuma HC4. There were no supervision reports indicating that Buvuma HSD had conducted integrated support supervision to lower health centres
8	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 Maximum 10 points for this performance measure	• Evidence that the reports have been discussed and used to make recommendations for corrective actions during the previous FY: score 4	0	There was no evidence that the supervision reports were discussed and used to make recommendations for corrective action
		• Evidence that the recommendations are followed – up and specific activities undertaken for correction: score 6	0	There was no evidence that recommendations are followed up and specific actions undertaken

9	<p>The LG Health department has submitted accurate/consistent reports/date for health facility lists as per formats provided by MoH</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG has submitted accurate/consistent data regarding: <ul style="list-style-type: none"> List of health facilities which are consistent with both HMIS reports and OBT: score 10 	10	<p>There is a total of 10 facilities receiving PHC funds and these are in OBT. All the 10 facilities (9 Govt and 1 PNFP) are submitting HMIS reports. In addition, one PNFP not receiving PHC funds submits HMIS reports in DHIS2.</p>
Assessment area: Governance, oversight, transparency and accountability				
10	<p>The LG committee responsible for health met, discussed service delivery issues and presented issues that require approval to Council</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the council committee responsible for health met and discussed service delivery issues including supervision reports, performance assessment results, LG PAC reports etc. during the previous FY: score 2 	2	<p>Based on the availed minutes of the Social Services Standing committee of the DLG Council which houses the council committee for health which met on the days of: 17/05/2017; 13/02/2017; 13/12/2016; 26/10/2016 there is proof of meeting & discussions of related service delivery issues in the health sector.</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>From the minutes of the meetings & reports presented on the days of 17/05/2017; 13/02/2017; 13/12/2016; 26/10/2016 the health sector committee presented issues ranging from the budget, Work plans, Health Inspection and Monitoring reports, HIV/AIDS day celebration, Construction & Rehabilitation of the Maternity Ward at Bugaya HC III which required approval of Council.</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 	0	<ul style="list-style-type: none"> The two facilities visited have functional HUMC boards. Meeting dates; Buvuma HC4; Q2 13/09/16, Q3 01/03/17, Q4 15/06/17. HUMC meeting was not held in Q1 for Buvuma HC4 Busamuzi HC3: Q1: 7/9/16, Q2: 21/10/16, Q3: 11/01/17, Q4: 17/05/2017 <p>Only 50% (1/2) of facilities held all the 4 mandatory HUMC meetings</p>

12	<p>The LG has publicised all health facilities receiving PHC non-wage recurrent grants</p> <p>Maximum 3 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG has publicised all health facilities receiving PHC non-wage recurrent grants e.g. through posting on public notice boards: score 3 	3	<p>The health department has publicised facilities receiving PHC funds: 9 Government facilities and one PNFP are receiving PHC funds</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 	0	<p>The health department submitted the annual procurement request on 21st June 2017</p>
		<p>Evidence that LG Health department submitted procurement request form (Form PP5) to the PDU by 1st Quarter of the current FY: score 2</p>	2	<p>The Health department submitted Q1 request on 20th September 2017 for mixed petrol for community LED and Sanitation activities in Busamuzi and Bugaya sub counties</p>
14	<p>The LG Health department has supported all health facilities to submit health supplies procurement plan to NMS</p> <p>Maximum 8 points for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG Health department has supported all health facilities to submit health supplies procurement plan to NMS on time: <ul style="list-style-type: none"> 100% - score 8 70-99% – score 4 Below 70% - score 0 	8	<p>There was evidence that the district had supported the one HC4 to prepare their annual procurement plan and the 3 HC3 and 5 HC2 to prepare their medicine kits for the FY17/18. Copies of the procurement plans were available at the district health office. The request was submitted on 31st January 2017 to NMS. NMS provided a list of the facilities that had submitted procurement plans on time before the deadline of 30th June 2017.</p>

15	<p>The LG Health department has certified and initiated payment for supplies on time</p> <p>Maximum 2 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the DHO (as per contract) certified and recommended suppliers timely for payment: score 2 points 	2	<p>From the list of 5 payment requests raised in the Health Department in FY 2016/2017, it was established that they were recommended by the Head of Department within an average of one week.</p>
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Assessment area: Financial management and reporting

16	<p>The LG Health department has submitted annual reports (including all quarterly reports) in time to the Planning Unit</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the department submitted the annual performance report for the previous FY (including all four quarterly reports) to the Planner by mid-July for consolidation: score 4 	4	<p>Q4 health sector Annual Performance report for the previous FY was submitted to Planner on 10/07/2017 which is within the timeline of mid- July.</p>
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17	<p>LG Health department has acted on Internal Audit recommendation (if any)</p> <p>Maximum 4 for this performance measure</p>	<p>Evidence that the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year • If sector has no audit query score 4 • If the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year: score 2 points • If all queries are not responded to score 0</p>	0	<p>From the quarterly internal audit reports for FY 2016/2017, it was established that the Health Department has 3 audit queries, of which 1 was not yet responded to by the time of this assessment.</p>
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Assessment area: Social and environmental safeguards

18	<p>Compliance with gender composition of HUMC and promotion of gender sensitive sanitation in health facilities.</p> <p>Maximum 4 points</p>	<ul style="list-style-type: none"> • Evidence that Health Unit Management Committee (HUMC) meet the gender composition as per guidelines: score 2 	2	<p>The 2 facilities meet the gender composition of at least one third female.</p> <p>Buvuma HC4: 3/9</p> <p>Busamuzi HC3: 5/9</p>
		<ul style="list-style-type: none"> • Evidence that the LG has issued guidelines on how to manage sanitation in health facilities including separating facilities for men and women: score 2 	0	<p>The health department with support from Makerere University Walter Reed Project trained health care workers on sanitation, occupation health, waste management and biosafety hazard in November 2017. However, there was no evidence that guidelines were issued during this training</p> <p>At Buvuma HCIV toilet facilities are separated male and female while at Busamuzi, there is only one toilet available shared between staff and patients</p>
19	<p>The LG Health department has issued guidelines on medical waste management</p> <p>Maximum 2 points</p>	<ul style="list-style-type: none"> • Evidence that the LGs has issued guidelines on medical waste management, including guidelines for construction of facilities for medical waste disposal : score 2 points. 	0	<p>The health department with support from Makerere University Walter Reed Project trained health care workers on sanitation, occupation health, waste management and biosafety hazard in November 2017. However, there was no evidence that guidelines were issued during this training.</p>



LGPA 2017/18

Water & Environment Performance Measures

Buvuma District

(Vote Code: 590)

Score 82/100 (82%)

No.	Performance Measure	Scoring Guide	Score	Justification
Assessment area: Planning, budgeting and execution				
1	<p>The DWO has targeted allocations to sub-counties with safe water coverage below the district average.</p> <p>Maximum score 10 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG Water department has targeted sub-counties with safe water coverage below the district average in the budget for the current FY: score 10 	10	<ul style="list-style-type: none"> From the DWO, a Summary showing the average safe water coverage of the district (36%) and the percentage for each of the sub counties was Obtained from the national water atlas 3 Sub-counties are below the district average safe water coverage and these included Bugaya 3%, Nairambi 29% and Bweema 4% 2 Sub-counties below the district safe water coverage were targeted in the AWP 2017/2018
2	<p>The LG Water department has implemented budgeted water projects in the targeted sub-counties (i.e. sub-counties with safe water coverage below the district average)</p> <p>Maximum 15 points for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG Water department has implemented budgeted water projects in the targeted sub-counties with safe water coverage below the district average in the previous FY: score 15 	15	<ul style="list-style-type: none"> From the AWP and budget for financial year 2016/2017 and the annual progress reports on quarterly basis submitted to the line ministry, it was established that 1 Piped water scheme phase I of Mubaale was planned and implemented in Bugaya Sub County with safe water coverage of 3%. It was established that the design of surface piped water scheme was planned and implemented in Bweema sub county with safe water coverage of 4%
Assessment area: Monitoring and Supervision				

3	<p>The LG Water department carries out monthly monitoring and supervision of project investments in the sector</p> <p>Maximum 15 points for this performance measure</p>	<p>Evidence that the LG Water department has monitored each of WSS facilities at least annually. • 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>	15	<p>- From the DWO in the supervision report file it was established that 1 water project was implemented and there was 1 report for the construction of Mubaale piped water scheme phase I dated 19/9/2017</p>
4	<p>The LG Water department has submitted accurate/consistent reports/data lists of water facilities as per formats provided by MoWE</p> <p>Maximum 10 for this performance measure</p>	<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>	10	<p>• The reports of MIS obtained from MoWE, the performance contracts and the OBT attached to AWP 2017/2018 submitted to MoWE shows consistence of the same projects and these include construction of Mubaale piped water scheme and rehabilitation of 5 boreholes</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>	0	<p>• From the procurement file in the DWO it was established that the DWO Submitted procurement requests to PDU on 12/9/2017 and this was late.</p>
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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	<ul style="list-style-type: none"> - From the DWO it was established that was no contract management plan in place for the contracts implemented - There was appointment letter for the contract manager dated 15/3/2017 for construction of mulaaba piped water scheme - From DWO it was established that they were no site meeting minutes, no site reports
		<ul style="list-style-type: none"> • If water and sanitation facilities constructed as per design(s): score 2 	2	<ul style="list-style-type: none"> - From the sampled project, of Mulaaba piped water scheme Phase 1. - it was established that the facilities were constructed according to designs and specifications
		<ul style="list-style-type: none"> • If contractor handed over all completed WSS facilities: score 2 	0	<ul style="list-style-type: none"> - From DWO it was established that they were No handover reports by the contractor
		<ul style="list-style-type: none"> • If DWO appropriately certified all WSS projects and prepared and filed completion reports: score 2 	0	<ul style="list-style-type: none"> - From DWO established that certificates and completion reports for all the projects implemented were not available, i
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 	0	<p>From the list of 8 payment requests raised in the Water Department in FY 2016/2017, it was established that, 4 were recommended after a period of over two months, 1 was recommended after one month, while the 3 were recommended within one week.</p>

Assessment area: Financial management and reporting

8	<p>The LG Water department has submitted annual reports (including all quarterly reports) in time to the Planning Unit</p> <p>Maximum 5 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the department submitted the annual performance report for the previous FY (including all four quarterly reports) to the Planner by mid-July for consolidation: score 5 	5	<p>Q4 Water sector Annual Performance report for the previous FY was submitted to Planner on 12/07/2017 which is within the timeline of mid-July</p>
9	<p>LG Water Department has acted on Internal Audit recommendation (if any)</p> <p>Maximum 5 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year o If sector has no audit query score 5 o If the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year: score 3 If queries are not responded to score 0 	3	<p>From the quarterly internal audit reports for FY 2016/2017, it was established that the Water Department has 2 audit queries, all of which were responded to by the time of this assessment.</p>

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>Based on the availed minutes of the Finance & Administration, Works & Technical Services Standing committee of the DLG Council which houses the council committee for Water which met on the days of: 26/10/2016; 13/12/2016; 22/02/2017; 17/05/2017; 22/08/2017 there is proof of meeting & discussions of related service delivery issues in the Water sector.</p>
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		<ul style="list-style-type: none"> Evidence that the water sector committee has presented issues that require approval to Council: score 3 	3	<p>From the minutes of the meetings & reports presented on the days of 26/10/2016; 13/12/2016; 22/02/2017; 17/05/2017; 22/08/2017 the Water sector committee presented issues ranging from the budget, Work plans, Sanitation, Community Mobilization and sensitization, Monitoring reports, which required approval of Council.</p>
11	<p>The LG Water department has shared information widely to the public to enhance transparency</p> <p>Maximum 6 points for this performance measure</p>	<ul style="list-style-type: none"> The AWP, budget and the Water Development grant releases and expenditures have been displayed on the district notice boards as per the PPDA Act and discussed at advocacy meetings: score 2 	2	<p>From the district notice board, it was established that they were displays of releases, development grants</p> <p>- From the DWO, in the 1st quarter progress report it was established that minutes of advocacy meetings were compiled on 4/9/2016 and there were discussions of expenditures and releases under Min.4/09/2016</p>
		<ul style="list-style-type: none"> All WSS projects are clearly labelled indicating the name of the project, date of construction, the contractor and source of funding: score 2 	2	<ul style="list-style-type: none"> From the sampled project of construction of piped water supply scheme of mubaale in Bugaya sub county it was established that it had sign boards well labelled
		<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 	2	<ul style="list-style-type: none"> From the district notice board it was established that, invitation to tenders, best evaluated bidders were displayed on notice board

12	Participation of communities in WSS programmes Maximum 3 points for this performance measure	<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	<ul style="list-style-type: none"> From the DWO in the Community request file, it was established that community application request for water facilities and these included; application from bukagali lc1 requesting for rehabilitation of borehole dated 30/1/2017, application from Lukoma primary school dated 30/1/2017 requesting for bore hole rehabilitation
		<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	<ul style="list-style-type: none"> From the sampled projects which included 1 solar powered project in busamizi and bore holes in Nairambi, Bwooya, and Buvuma, it was established that there were no collections for O&M fees for the projects that were constructed.

Assessment area: Social and environmental safeguards

13	The LG Water department has devised strategies for environmental conservation and management Maximum 4 points for this performance measure	<ul style="list-style-type: none"> Evidence that environmental screening (as per templates) for all projects and EIAs (where required) conducted for all WSS projects and reports are in place: score 2 	2	<ul style="list-style-type: none"> From the DWO in the environmental screening file, it was established that a report on the environmental and social screening was done for Mulaaba water supply scheme was compiled on 2/5/2017
		<ul style="list-style-type: none"> Evidence that there has been follow up support provided in case of unacceptable environmental concerns in the past FY: score 1 	0	<ul style="list-style-type: none"> From the DWO it was established that there were no follow up support on environmental concerns in the financial year 2016/2017
		<ul style="list-style-type: none"> Evidence that construction and supervision contracts have clause on environmental protection: score 1 	1	<ul style="list-style-type: none"> From the contract file for construction of mubaale water scheme, it was established that the BOQs had environmental clauses under ITEM 332 Disposal of excavated material.

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 	3	<ul style="list-style-type: none"> • From the extension workers file it was established that the composition of women on WSC is 50% and above
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>From the sampled 5 stance lined pit latrine for Mubale piped water scheme in Bugaya sub county, it was established that the latrine constructed has adequate access, a separation for men and women, a ramp for PWDs.</p>