



LGPA 2017/18

Accountability Requirements

Jinja District

(Vote Code: 511)

Assessment	Compliant	%
Yes	2	33%
No	4	67%

Summary of requirements	Definition of compliance	Compliance justification	Compliant?
Assessment area: Annual performance contract			
<p>LG has submitted an annual performance contract of the forthcoming year by June 30 on the basis of the PFMAA and LG Budget guidelines for the coming financial year.</p>	xxx	<p>No, the LG has not submitted her annual performance contract for the forthcoming year by 30th June. The Performance Contract for Jinja DLG for the FY 2017/2018 was submitted to MoFPED on 28th July 2017 and Office of the Prime Minister on 26 July 2017 as per the respective ministry stamps on the cover page of contract. Note: Jinja DLG has a new CAO in place, and Mrs Nankyanzi Olive Hope the former CAO Jinja retired on 30th August 2017. She handed over to Mr. William Kanyesigye on 4th October 2017. Mr. Kanyesigye was previously the CAO Masaka DLG. Refer to the DTPC meeting held 28th Sept 2017 Minute 02/09/2017 'Communication form Chair; bullet 4 where the DTPC discussed the CAOs resignation. This means that the score is not a direct reflection of the actions of the current CAO.</p>	No
Assessment area: Supporting Documents for the Budget required as per the PFMA are submitted and available			
<p>LG has submitted a Budget that includes a Procurement Plan for the forthcoming FY (LG PPDA Regulations, 2006).</p>	xxxxx	<p>Jinja submitted a Budget / Performance Contract for Jinja DLG for the FY 2017/2018 to MoFPED on 28th July 2017, as per the ministry stamps on the cover page of contract.</p> <p>However the Budget DOES NOT INCLUDE a Procurement Plan. Although a procurement plan for the FY 2017/2018 exists. Note that the Procurement Plan was first laid before the District Council on 28 March 2017. Refer to Minute MIN/DC/38/2017 of the DC meeting where all the department and LLG procurement work plans were presented and discussed. The 2017/2018 Procurement plan was shared, discussed and approved by council on 26th May 2017 under MIN/DC/45/2017</p>	No
Assessment area: Reporting: submission of annual and quarterly budget performance reports			

<p>LG has submitted the annual performance report for the previous FY on or before 31st July (as per LG Budget Preparation Guidelines for coming FY; PFMA Act, 2015)</p>	<p>xxxxxx</p>	<p>Yes, the LG Annual Performance Report for the pervious FY 2016/2017 was not submitted in time.</p> <p>The Annual performance Report for Jinja DLG in the period FY 2016/2017 was received by MoFPED on 7th Aug 2017 as per the MoFPED Acknowledgement receipt for the submission of Budget documents' Serial number 4520 scanned on page 2 of the report. The Annual Performance report FY 2017/2018 was received by the OPM on 7rh Aug 2017.</p>	<p>No</p>
<p>LG has submitted the quarterly budget performance report for all the four quarters of the previous FY; PFMA Act, 2015)</p>	<p>xxxxxx</p>	<p>No. While all the quarterly budget performance report for all the four quarters for the FY2016/2017 were submitted, the quarter four performance report for FY2016/2017 was submitted after 31st July on 3 Aug 2017 by the CAO Jinja and received by MoFPED on 7th Aug 2017 as per the dated MoFPED stamp on the cover page.</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>In the Internal Auditor General's findings, the LG had 17 issues raised.</p> <p>All the 17 issues raised by the Internal Auditor were responded to in the letter to the PS/ST dated 29th March 2017 Ref CR/251/1.</p> <p>The letter was received, stamped and recorded in the registration book at the Internal Auditor General's office on 30th 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>The LG received an unqualified audit opinion this was verified from the District audited financial statement for FY 2016/17 that was obtained at the Office of the Auditor General</p>	<p>Yes</p>



LGPA 2017/18

Crosscutting Performance Measures

Jinja District

(Vote Code: 511)

Score 59/100 (59%)

No.	Performance Measure	Scoring Guide	Score	Justification
Assessment area: Planning, budgeting and execution				
1	<p>All new infrastructure projects in: (i) a municipality; and (ii) all Town Councils in a District are approved by the respective Physical Planning Committees and are consistent with the approved Physical Plans</p> <p>Maximum 4 points for this performance measure.</p>	<p>Evidence that a municipality/district has:</p> <ul style="list-style-type: none"> • A functional Physical Planning Committee in place that considers new investments on time: score 2. 	0	<p>Yes there is a Physical Planning Committee in place BUT it is not functional as per Physical Planning Act. The Committee was set up in 2015 when its members were appointed and inducted. Refer to sample official appointment letter written by the CAO on 1ST June 2015 ref CR/1208/1 to the Town Clerk Buwenge. A personalised copy of that letter was written to each of the 21 office bearers that are legally supposed to form part of the Committee as per the Physical Planning Act 2010.</p> <p>The Building Plan registration book was reviewed, but there is no evidence that the applications within that book are not presented or discussed by the Physical Planning Committee.</p> <p>The only applications reviewed by the Physical Planning Committee are those registered to the Land Applications Registration Book. Refer to the committee meeting held 2 June 2017 Minute Min/Jja/DPPC/49/2017 where the applications are considered and decisions made. That minute Min/Jja/DPPC/49/2017 catered for applications submitted in the Land Applications registration book on 18th and 19th April 2017, and calculation indicates that a review of the submission was made after 33 days.</p>
		<ul style="list-style-type: none"> • All new infrastructure investments have approved plans which are consistent with the Physical Plans: score 2. 	0	<p>No. None of the new infrastructures have approved plans which are consistent with the Physical Plans.</p> <p>This is because the Physical Planning Committee has not received or approved any Building Plans in Jinja DLG.</p>

The prioritized investment activities in the approved AWP for the current FY are derived from the approved five-year development plan, are based on discussions in annual reviews and budget conferences and have project profiles

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

2

Yes, the priorities in the AWP for the FY 2017/2018 are based on the discussions and outcomes of the annual budget conference for the same FY.

Refer to the presentation made by the Water Department of their proposed Annual work plan for the FY 2017/2017 on Page 9 of the Budget conference report. These proposed activities are aligned to the final approved planned activities for the sector as listed on page 46 of the Annual Work Plan for the FY 2017/2018.

Also refer to the presentation made by the Production and Marketing Sector of their proposed Annual work plan for the FY 2017/2017 which is aligned to the final approved Production And Marketing sector plan in AWP for the FY 2017/2018 from Page 17 – 21.

NB: A valid FY 2017/2018 AWP was shared. The AWP is fully signed by the CAO on Page iv, and the District Chairperson on Page iii. The Budget conference was held 26 – 27 Oct 2016 as per shared report. As per the conference program, Activity 6 on Day 2 of the conference focused on development of the annual DLG priorities (Ref to Page 2 of report)

		<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>Yes, the capital investments in the approved Annual work plan for the FY 2017/2018 are derived from the approved DDP. The project profiles exist, and adhere to the G planning guidelines format.</p> <p>These project profiles also match the planned investments in the AWP for the FY 2017/2018. For Example project profile 1 under Works (Specifically Water) on page 275 is reflected in the AWP 2017/218 under activity 4 on Page 46. However it should be noted that the DDP only has project profiles from the Water and Roads departments under Works.</p> <p>Other departments like Education, Health and Production developed their profiles but submitted them late to the Planner, as such they are available but not incorporated into the approved DDP. The AWP for FY 2017/2018 was laid before council for deliberation on 28th April 2017. Refer to Min MIN/ DC/38/2017 where the capital investment activities were presented by the Sec for Finance. This presentation was derived from the DDP.</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>Yes project profiles have been developed and compiled within the DDP page 275 – 296.</p> <p>These project profiles were discussed by the TPC. Examples of such deliberations include Min 05/12/2017 Part 4 from the DTPC held on 11th December 2017 where planned investments and projects were discussed.</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>Yes, the statistical abstract for FY 2017/2018 was developed and it contains gender disaggregated data .</p> <p>Refer to Page 5, Page 8, and Page 16 of the Jinja DLG statistical abstract for the FY 2017/2018. The abstract was discussed in the DTPC held 11 Dec 2017 under Min 6/12/2017, bullet 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>Yes, the projects were derived from the Annual Work plan and budget approved by Council.</p> <p>Refer to the AWP for the FY 2016/2017, Page 1 of the Quarter 4 Production and Marketing Work Plan under Output 1 on HLG Services; District Production Management Services, Activity 2 on the Nakabango Jinja District Agriculture farm.</p> <p>This activity can be compared with the FY 2016/ 2017 Performance Report for Jinja DLG on Page 12 where a report was made on the establishment of the Nakabango demonstration apiary bee unit as planned.</p> <p>(NB: The AWP FY 2016/2017 is valid and was approved by the District Council on 1st April 2016 under Min MIN/DC/39/2016)</p>
		<ul style="list-style-type: none"> Evidence that the investment projects implemented in the previous FY were completed as per work plan by end for FY. o 100%: score 4 o 80-99%: score 2 o Below 80%: 0 	2	<p>Yes, to a great extent, the investment projects in the previous FY were completed as per the work plan by the end of the FY.</p> <p>For example refer to Page 8 of the AWP for the FY 2016/2017, in the Quarter 4 Education Work Plan – Capital Purchases: Nonstandard service delivery capital under Activity 1 for the purchase of a 4WD Double Cabin for the Education Department.</p> <p>This car was purchased, as indicated on Page 17 of the FY 2016/ 2017 Performance Report for Jinja DLG where a report was made on the procurement of the departmental vehicle as planned.</p> <p>In order to verify the percentage of completion of all planned investment activities, a review was made of the Annual Performance Report for the FY 2016/2017 under the tabular highlights of the Revenue and Expenditure of the 12 departments which indicated that planned funds were utilised up to 94.2% cumulatively under the Development Expenditure.</p> <p>Refer to Percentage of total expenditure in comparison to the approved Budget under the tabular highlights of the Revenue and Expenditure of the 12 departments on Pages 5, 7, 9, 11, 13, 16, 18, 20, 22, 24, 26, and 28.</p>

5	<p>The LG has executed the budget for construction of investment projects and O&M for all major infrastructure projects and assets during the previous FY</p> <p>Maximum 4 points on this Performance Measure.</p>	<ul style="list-style-type: none"> Evidence that all investment projects in the previous FY were completed within approved budget – Max. 15% plus or minus of original budget: score 2 	2	<p>Yes investment projects were completed within the approved budget plus or minus 15%.</p> <p>A review of the Annual Performance Report for the FY 2016/2017 under the tabular highlights of the Revenue and Expenditure of the 12 departments indicates a cumulative variance of 5.8% under Development Expenditures specifically.</p> <p>Refer to Percentage of total expenditure in comparison to the approved Budget under the tabular highlights of the Revenue and Expenditure of the 11 departments on Pages 5, 7, 9, 11, 13, 16, 18, 20, 22, 24, 26, and 28</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>Yes, the LG has budgeted and spent at least 80% of the O and M budget in infrastructure.</p> <p>A review of the tabular cumulative Department Work plan Performance for the FY 2016/2017 indicates that the cumulative O and M expenditure is above 80%.</p> <p>For example refer to Page 84 of the Annual Performance Report FY 2016/2017 under Finance Department – Budget for the Maintenance of Machinery, Equipment and Furniture for the year was utilized by 114.5%.</p> <p>Additionally on Page 84, still under Finance Department, Budget for Maintenance of Other was utilized 100%. This Vote item usually caters for renovations for example plumbing works under the Finance office.</p>

Assessment area: Human Resource Management

6	<p>LG has substantively recruited and appraised all Heads of Departments</p> <p>Maximum 5 points on this Performance Measure.</p>	<ul style="list-style-type: none"> Evidence that HoDs have been appraised as per guidelines issued by MoPS during the previous FY: score 2 	0	<p>Annual performance appraisal reports for FY 2016/17 for (5) HoDs were in place for DEO, DHO, CFO, District Planner and Production and Marketing Officer. There was no evidence of annual performance reports for FY 2016/17 for the DCDO, District Engineer, DIA, and DCAO. It was also noted that the MoPS performance appraisal guidelines are not fully complied with</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>#9 out of the (11) approved positions of HoDs are substantively filled as per the approved customized and costed staff structure for Jinja DLG. The two positions which are vacant include the position of the district natural resources and district commercial officer. The position of the DNRO was advertised twice in print media (New vision of 11/11/2013 and 15/12/2015 respectively but failed to attract candidates and this was attributed to the required work experience of at least 9 years of which 3 at a Principal level in natural resources management environment yet there is no post of principal in the LG structure at the natural resources department.</p>
7	<p>The LG DSC has considered all staff that have been submitted for recruitment, confirmation and disciplinary actions during the previous FY.</p> <p>Maximum 4 points on this Performance Measure</p>	<ul style="list-style-type: none"> Evidence that 100 percent of staff submitted for recruitment have been considered: score 2 	2	<p>The MoPS cleared (71) posts to be filled in FY 2016/17 in two letters dated 29/7/16 and 9/9/16 respectively. The DSC considered all the (71) posts under Minute extracts of the Jinja DSC meetings held on 23rd, 24th, 25th, 30th, 31st January; 6th & 7th February respectively. Signed on 21/2/2017 by the Chairperson.</p>
		<ul style="list-style-type: none"> Evidence that 100 percent of staff submitted for confirmation have been considered: score 1 	1	<p>In FY 2016/17, (41) LG staff were submitted to DSC by CAO for confirmation in (10) separate letters dated between 5/8/16 and 27/6/17. All the confirmation cases were considered by the DSC under a series of minute extracts of meetings held between September 15th, 2016 and June 1st, 2017 respectively</p>
		<ul style="list-style-type: none"> Evidence that 100 percent of staff submitted for disciplinary actions have been considered: score 1 	1	<p>In FY 2016/17, (10) LG staff were submitted by the CAO to DSC for disciplinary actions in (10) separate letters dated between September 5th, 2016 and May 3rd, 2017 respectively. The DSC considered all the cases in (3) minute extracts of meetings held on August 1-2, 2016; September 6-7, 2016; November 5th, 16th and 25th, 2016 respectively. Refer to the following DSC minute numbers: 404, 435, 483-5, 479, 480-2 and 502-5. The disciplinary cases involved abandonment of duty (4), dismissal (4), lifting of interdiction (1) and retirement in public interest (1).</p>

8	<p>Staff recruited and retiring access the salary and pension payroll respectively within two months</p> <p>Maximum 5 points on this Performance Measure.</p>	<ul style="list-style-type: none"> • Evidence that 100% of the staff recruited during the previous FY have accessed the salary payroll not later than two months after appointment: score 3 	3	<p>In FY 2016/17, (58) people were recruited under the minute extracts of Jinja DSC meetings held on 23rd, 24th, 25th, 27th, 30th, 31st January and 9th, 6th, and 16th February 2017. The minute was signed by the Chairperson and Ag.Secretary DSC on 21/2/17 and acknowledged by the CAO on 22/2/2017. The review of the payroll verification report for April 2017, confirmed that all the recruited staff accessed on the payroll in April 2017 which is within 2 months of the required timeframe.</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 a sample of the 12 retirement cases, only (3) retired staff accessed on pension payroll within 2 months after retirement. Examples include; Makembo G, retired on 22/1/17 and accessed on pension payroll in June 2017; Otode Tom, retired on 6/9/16 and accessed on pension payroll in December 2016; etc</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. 	2	<p>The LG has increased its Local revenue collections from 1,231,364,379 that was collected in 2015/16 to 1,346,680,732 that was collected in FY 2016/17 an increment of 9%.</p> <p>This was verified from the review of the annual final accounts for FY 2016/17 and 2015/16</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 review of the annual budget for 2016/17 it was found out that the LG had budgeted to collect 1,364,462,000 in 2016/17 FY. However, from the review of the annual accounts of 2016/17 it found out that the District was actually able to collect 1,346,680,732 in FY 2016/17 which is a budget collection ration of -1%</p>

11	<p>Local revenue administration, allocation and transparency</p> <p>Maximum 4 points on this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the District/Municipality has remitted the mandatory LLG share of local revenues: score 2 	2	<p>There are basically two sources of Local revenue that are collected by the District that it shares with the Lower Local Governments (LLGs) i.e. Local Service Tax (LST) and Royalty fees.</p> <p>For LST the district has been remitting 65% to each LLG for example it sent 15,000,000 LST to Buwenge, 13,402,821 to Kakira Town Council and 26,532,715 to Bugembe TC in 2016/17 FY as evidenced from the review of the supplier paid invoice history obtained from the IFMS</p> <p>For the Royalty fees the LG agreed with the sub-counties to share 50% of the collection and the District has shared this 50% with the LLGs</p> <p>Other Local revenue sources are being collected by the LLGs.</p>
		<ul style="list-style-type: none"> • Evidence that the LG is not using more than 20% of OSR on council activities: score 2 	2	<p>The Local Government spent a total of 111,405,000.00 to finance Council activities of this 49,185,000 was for Council allowances and 49,500,000 was for standing committee allowances.</p> <p>This was 8.3% of the Local Revenue collected</p>

Assessment area: Procurement and contract management

12	<p>The LG has in place the capacity to manage the procurement function</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> • Evidence that the District has the position of a Senior Procurement Officer and Procurement Officer (if Municipal: Procurement Officer and Assistant Procurement Officer) substantively filled: score 2 	2	<p>Yes, Jinja DLG1 has the position of Senior Procurement Officer. Evidenced by Mr. Gulaale Fred who was appointed on transfer from central government and promoted substantively under Min. No.45 dated 25th July2008 signed by CAO Okiror II Orotum</p> <p>Jinja DLG also had a Procurement Officer who started as Procurement Assistant in 2007 later substantively promoted to officer level under Min No. 70/JDSC/2011.</p>
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<ul style="list-style-type: none"> Evidence that the TEC produced and submitted reports to the Contracts Committee for the previous FY: score 1 	1	<p>Yes, the TEC in Jinja DLG produced and submitted reports to the contracts committee for the FY 2016/17 as evidenced by;</p> <p>JINJ511/SVCS/2016-17/001-0038 were services and about 14 works related procurements with TEC reports submitted to contracts committee for FY16/17 all available in the various action files referenced above.</p> <p>On file in the PDU were 13 sets of DCC minute meetings all with evaluation committee submissions on file; For example</p> <p>Minutes of 12/5/2017 had 14 procurement evaluation submissions, approval of evaluation teams as part of the agenda items.</p> <p>Minutes of 5/5/2017 were on file;</p> <p>Minutes of 20/3/2017 were on file;</p> <p>Minutes of 13/3/2017 were on file;</p> <p>Minutes of 14/9/2016 had evaluation reports considered. TEC submissions were attached in Action files for all procurements</p>
<ul style="list-style-type: none"> Committee considered recommendations of the TEC and provide justifications for any deviations from those recommendations: score 1 	1	<p>Yes, the contracts committee in Jinja DLG considered the recommendations from TEC. In all cases on file sampled the DCC considered the recommendations of TEC and there was found no deviation. The officers too confirmed that they were no deviations.</p> <p>Evidence amongst others can be from DCC decision of 16/8/2016 for 2 classroom construction at Bugembe Muslim Sequence No. 00046 was technically awarded to Muhumbya Investments at 62,499,408 Shs Vat Inclusive as the TEC of 20/7/2016.it was however not fully signed by all TEC members.</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>Yes, Jinja DLG had a Final Proc. and disposal plan for FY 17/18 which was submitted to PPDA on 22/11/2017 but not signed by CAO at the end. It covered all infrastructure projects approved in AWP and budget. with examples ;</p> <ul style="list-style-type: none"> JINJ511/WRKS/2017-18/0047 Staff house at Ndiwansi JINJ511/WRKS/2017-18/0046 Classrooms at Bugembe Muslim Primary School JINJ511/WRKS/2017-18/0045 Classroom at St. Matia Mulumba Pr. School JINJ511/WRKS/2017-18/0097 Rehabilitation of 4 boreholes Routine mechanised maintenance under force account Buwenge (11.2km), Lumuli river bank(2km) Wakitaka- Kabembe(4km) Isebantu –Nakabango 0.6km <p>Procurement in FY16/17 adhered to the draft procurement plan as signed by CAO on 30//3/2016</p> <p>HoDs submitted AWP to PDU FY 16/17, they were on file, consolidated which formed a basis of their subsequent requests on Form PP1.</p>
14	<p>The LG has prepared bid documents, maintained contract registers and procurement activities files and adheres with established thresholds.</p> <p>Maximum 6 points on this performance measure</p>	<ul style="list-style-type: none"> For current FY, evidence that the LG has prepared 80% of the bid documents for all investment/infrastructure by August 30: score 2 	0	<p>No evidence that for current FY, Jinja DLG had prepared 80% of the bid documents by 30th August. Only 3 bid docs for the schools (Bugembe Muslim, St Matia Mulumba and staff house at Ndiwansi were dated July 2017 on file. Other bids like</p> <p>JINJ511/WRKS/17-18/00100 had no date for ascertaining when they were submitted. Solicitation Documents by Engineer for drilling casting and installation at 190,000,000m not owned.:</p> <p>Several projects for renovations, laboratory construction under production department, sign post installations, solar lights, passenger shed constructions all had no bids. on file</p>

		<ul style="list-style-type: none"> For Previous FY, evidence that the LG has an updated contract register and has complete procurement activity files for all procurements: score 2 	0	<p>No evidence for an updated contract register for FY 2016/17. The LG has the contract registers for FY16/17 and 17/18 but not fully updated at the time of this assessment.</p> <p>References were not completed, signatures and service providers not filled.</p> <p>Several procurement activity files were not complete. The payment certificates, had no requests for payments, no contract managers nor reports, some signatures for DCC members missing on bid documents.</p>
		<ul style="list-style-type: none"> For previous FY, evidence that the LG has adhered with procurement thresholds (sample 5 projects): score 2. 	2	<p>Yes, for the previous FY no contract sampled was out of threshold range; evidence is by</p> <ul style="list-style-type: none"> JINJ511/WRKS/16-17/0038 was open domestic at 287,990,000m JINJ511/WRKS/16-17/0044 open domestic at 64,811,500 JINJ511/WRKS/16-17/0075 selective at 49.192,314 JINJ511/WRKS/16-17/00202 selective at 6,555,000 : JINJ511/SVCS/16-17/0041 Selective bidding at 12,000,000 m
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>No evidence of all works projects implemented in FY2016/17 appropriately certified with interim and completion certificate for all projects.</p> <p>True, CAOs, Engineers did certify before payment however, all certificates bare Interim Completion and not both interim and completion. There were no technical supervision reports on file for the works projects and more so not all projects had certificate. This was the case for all files.</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>No evidence that all works projects for the current FY are clearly labelled. There was no site board indicating source of funding.. All the projects visited as ongoing in FY17/18 had no site boards. For example;</p> <ul style="list-style-type: none"> -Production plant and animal clinic phase IV at 34m located at district headquarters -Water borne flash toilet at Namulesa market 35m Vat Inclusive. -St Matia Mulumba 2 classroom block at roofing completion -Ndiwansi staff house in Butagaya sub county -Bugembe Muslim Ps with 2 classroom block -Bugembe TC road rehabilitation under Force on Account. <p>However, FY 2016/17: Buwenge SDA primary and Lwanda Primary school. had labelled 5- stance latrines though not to the required detail of including project cost..</p>
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Assessment area: Financial management

16	<p>The LG makes monthly and up to-date bank reconciliations</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> Evidence that the LG makes monthly bank reconciliations and are up to-date at the time of the assessment: score 4 	4	<p>Bank Reconciliation were made and are up-to date as by 31st December 2017.</p> <p>However there were still some balances that were hanging and this was attributed to:</p> <ul style="list-style-type: none"> o The IFMS system cannot reconcile payments in transit for example the un-cleared EFT, unknown credit on account (especially on the revenue collection account), the voidable lines that are due for cancelling (for example bounced cheques) o In total there were 10 hanging transactions and explanations for the reasons why were provided including a letter to the Accountant General (response from the officer in office of the Accountant General received on January 12th 2018) requesting him to cancel the voidable lines
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17	<p>The LG made timely payment of suppliers during the previous FY</p> <p>Maximum 2 points on this performance measure</p>	<ul style="list-style-type: none"> • If the LG makes timely payment of suppliers during the previous FY – no overdue bills (e.g. procurement bills) of over 2 months: score 2. 	0	<p>For all payments for suppliers sampled from the sectors it was observed that the LG had only a few outstanding invoices that remained unpaid for over two months for example:</p> <ul style="list-style-type: none"> o Jaluko hardware. The invoice has remained outstanding since June 12th 2016. • Additionally, more outstanding invoices were also discovered that had remained outstanding for over 2 months for example some payment for salaries of the road gangs. This was attributed to among others, problems with their data in IFMS some of them didn't have Tax Identification Numbers numbers and many other reasons
18	<p>The LG executes the Internal Audit function in accordance with the LGA section 90 and LG procurement regulations</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> • Evidence that the LG has a substantive Senior Internal Auditor and produced all quarterly internal audit reports for the previous FY: score 3. 	3	<p>This District has a substantive Principle Internal Auditor recruited and confirmed under Minute No. 209/JDSC/2012 letter dated 16/4/2014.</p> <p>The internal auditor has produced all the quarterly reports for 2016/17 financial year. Copies of reports seen in Internal Audit and with the Clerk to Council</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>The responses and actions taken by management to Internal Audit reports for 1st 2nd and 3rd quarterly audit reports were prepared and submitted by the Chief Administrative Officer to LG PAC copies of the report seen:</p> <ul style="list-style-type: none"> o Ref CR/252/1 dated 3rd November 2016 o Ref CR/252/1 dated 20th February 2017 <p>However by the time of the assessment the district was still working on the queries raised in the 4th quarter audit report thus they have not responded to all the audit queries that were raised in 2016/17 FY.</p>

		<ul style="list-style-type: none"> • Evidence that internal audit reports for the previous FY were submitted to LG Accounting Officer, LG PAC and LG PAC has reviewed them and followed-up: score 1 	0	<p>Internal Audit Reports were submitted to LG and LG PAC. LG PAC met on June 14th reviewed the reports and made recommendations in reports signed on 14th June 2017 to the Chairman LC V for 1st, 2nd and 3rd quarter:</p> <ul style="list-style-type: none"> o Ref PAC/212/1 <p>The above notwithstanding, quarter 4 reports have not been reviewed neither has the LG PAC followed up implementation of the recommendations that they made when they reviewed audit reports of 1st, 2nd and 3rd quarter</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	<ul style="list-style-type: none"> • The Existing Assets Register seen is dated 31st June 2017. The LG is now in the process of updating this register.
20	<p>The LG has obtained an unqualified or qualified Audit opinion</p> <p>Maximum 4 points on this performance measure</p>	<p>Quality of Annual financial statement from previous FY:</p> <ul style="list-style-type: none"> • unqualified audit opinion: score 4 • Qualified: score 2 • Adverse/disclaimer: score 0 	4	<p>The Local Government received an unqualified audit opinion. This was verified from the Audited Financial Statement of FY 2016/17 obtained at the Office of the Auditor General</p>
Assessment area: Governance, oversight, transparency and accountability				

<p>21</p>	<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>	<p>2</p>	<p>Yes, the council meets and discusses service delivery issues including the DTPC, monitoring and performance assessment reports.</p> <p>In Jinja, each HOD develops a monthly performance report which is presented and approved by the TPC. Once this is done each HOD then presents the TPC approved departmental report to the respective standing sector committees where is discussed.</p> <p>Thereafter the committee discusses the report on a bimonthly basis, generates a report for the committee with recommendations, which report is then submitted to the District Council by the Chairperson of the respective Standing Committee. The report is discussed and approved on a bimonthly basis and thereafter decisions are shared for implementation by the Accounting Officer.</p> <p>Refer to DC meeting held 9th Nov 2016 under Minute MIN/DC/015/2016 – Presentation of Standing Committee reports; where the Chairperson for the Standing Committee on Education, Health and Community Based Service Committee presented an issues report dated 28th Oct 2017.</p> <p>This report was generated from the standing committee meeting held 26th Sept 2016 where the DHO, CDO, and DEO presented their approved DTPC department reports which covered the performance of Aug 2017 and planned activities for the forthcoming quarter. In addition the council also meets and discusses service delivery issues including councillors monitoring exercises.</p> <p>For example under the Health sector, the Chairperson for the Standing Committee on Education, Health and Community Based Service Committee presented an issues report dated 28th Oct 2017 which included the findings from their field monitoring as captured on Page one, Paragraph 1-2 of the health sector submission.</p>
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22	<p>The LG has responded to the feedback/complaints provided by citizens</p> <p>Maximum 2 points on this Performance Measure</p>	<ul style="list-style-type: none"> Evidence that LG has designated a person to coordinate response to feed-back (grievance /complaints) and responded to feedback and complaints: score 2. 	0	<p>The District has a budget desk but no budget website.</p> <p>The Officer in charge of the budget desk is the Principal Financial Officers and he is assigned to respond to queries from both internal and external stakeholders on the budget.</p> <p>This responsibility was made verbatim and was not shared in writing. There is no evidence that he has received or responded to any stakeholder queries.</p> <p>NB: The district has website www.jinja.go.ug but the budget has not been uploaded.</p>
23	<p>The LG shares information with citizens (Transparency)</p> <p>Total maximum 4 points on this Performance Measure</p>	<p>Evidence that the LG has published:</p> <ul style="list-style-type: none"> The LG Payroll and Pensioner Schedule on public notice boards and other means: score 2 	2	<p>Yes the payroll and pension schedule was displayed on the Notice Boards of the HR office.</p>
		<ul style="list-style-type: none"> Evidence that the procurement plan and awarded contracts and amounts are published: score 1 	0	<p>The Procurement and Contracts notice board is empty.</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>No. The district has website www.jinja.go.ug but the LG assessment results have not been uploaded since this is the first time the assessment the assessment is being carried out.</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>Yes, the hard copies submitted by the ministries for example on LG planning are shared with the relevant LLG and a copy kept in a shelf within the HQ and can be accessed by HODs or LLGs in the Planners office.</p> <p>In addition the District organised a two day induction for the new staff at both HLG and LLG level were all relevant national policy guidelines were shared.</p> <p>The meeting was held on 19 and 20 Dec 2017 as per registration attendance viewed. It was held at the Council Hall and was also attended by the DHODs. The Planner also ensures to secure soft copies of guidelines especially where they are lengthy and few hard copies.</p> <p>This way he shares them via email with colleagues since it would be costly to duplicate them. The soft copies are saved on the Planners laptop Inspiron N5040 under NPA guidelines folder and can be shared upon request.</p>
		<ul style="list-style-type: none"> • Evidence that LG during previous FY has conducted discussions (e.g. municipal urban fora, barazas, radio programmes etc..) with the public to provide feed-back on status of activity implementation: score 1. 	1	<p>Yes, there is evidence that the LGs have conducted discussions with the public to provide feedback on the status of activity implementation.</p> <p>For example radio programs are conducted predominantly under Health, Water and Education sectors to discuss status of activity implementation. These programs are led by the sector HODs who are often accompanied by councillor on Baba FM, Busoga Radio and Kiira Radio where free air time on the radio is provided.</p> <p>Refer to Page 12 of the FY 2016/2017 Annual Performance report under Production and Marketing where reference is made to 4 Radio talk shows, and 1 trade sensitization meeting held in the year.</p>
Assessment area: Social and environmental safeguards				

25	<p>The LG has mainstreamed gender into their activities and planned activities to strengthen women's roles</p> <p>Maximum 4 points on this performance measure.</p>	<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>Yes, the LG gender focal person provided guidance and support to sector departments to mainstream gender into their activities as evidenced by Minutes of TPC for HoDs and S/c chiefs of 29/9/2016 the GFP guided under Min.5/09/2016 to include in gender issues in departmental AWP, he advised them to have genderised data, and also advised CAO to assign a CDO to each dept.</p> <p>Water department has a CDO assigned or attached for social aspects in water sector.</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>Yes, there was evidence that the gender focal person had planned activities for current FY to strengthen women's roles as shown in AWP of 2017/18 on file with an activity for skilling of women in bead making using cow horns.</p> <p>Voucher seen as it is still in process.</p> <p>Women council meets quarterly to advocate for women issues- Minutes of 7th Sept 2016 and 2nd October 2016 were perused. They did not have any discussions advocating for women's roles by the Gender Focal person except discussion on UWEP programme which also aims to empower women.</p> <p>Yes, the central government transfer budget of 75m for the previous year had no allocation to gender mainstreaming save for the UWEP and women council activities. However, the LG realised 50,000 fully received as planned out of 26m from Locally Raised Revenue. this is used for travels by GFP 125,000 per quarter</p>

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

Maximum 6 points on this performance measure

<ul style="list-style-type: none"> Evidence that environmental screening or EIA where appropriate, are carried out for activities, projects and plans and mitigation measures are planned and budgeted for: score 2 	0	<p>No evidence that the Senior Environment Officer and DNRO as staff at Jinja DLG conducted screening or EIA where appropriate for activities, projects nor plans and mitigation measures being budgeted.</p> <p>Senior Environment Officer had no screening reports giving an explanation that all HoDs claim their budgets are very low so they cannot provide for the screening, EIA and monitoring for mitigation implementation.</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>Yes, there were some bid documents that provided little funds to social management planning in the Bid Doc summary (under education but not water sources)the provision was often 100,000 Ugx to 250,000 Ugx under education but non under water sector. Evidence on the summary bid sheets of education department</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>No evidence that ALL projects are implemented on land where the LG has proof of ownership. Evidence is that no action file had a land ownership document however some Agreements for land offers were on file from water department but no copies in PDU action files. They bore 2011, 2013, 2014 with only one dated 2017. Reason was that project execution takes time given the budget constraints. Secondly, Production project is situated on district Health title FRVJJA113 Folio 24</p> <p>DNRO had a file depicting efforts to prepare land titles but not for schools. The assessment for all projects could not be ascertained on file.</p>

		<ul style="list-style-type: none">• Evidence that all completed projects have Environmental and Social Mitigation Certification Form completed and signed by Environmental Officer: score 2	0	<p>No evidence of any completed project whatsoever had environmental and Social Mitigation Certification form completed and signed by environmental Officer.</p> <p>On file in PDU and from SEO no project had an ESM certification form completed and signed by Environment Officer.</p> <p>Water officer had a non dated environmental report presented for FY 16/17 and a request for 17/18 dated 10/1/1018 for CAOs approval with no signature of environment Officer.</p>
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LGPA 2017/18

Educational Performance Measures

Jinja District

(Vote Code: 511)

Score 46/100 (46%)

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"> There is evidence in the Performance Contract reflecting the Budget for FY 2017/2018 for the 87 primary schools with 1414 Teachers (inclusive of 87 Head Teachers budgeted for and 1327 Classroom teachers), together with 60,370 pupils. Wage bill clearly provides for that. It is clear that the List of schools in the DEO's office tallies with those in the Performance contract.
		<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"> Teachers Staff Lists of the 87 Primary schools are in place. It is evident that 83 head Teachers are substantially appointed and the gap is of 13 Senior Education Assistants in the government aided schools. Visited included Mafubira P/S, Namulesi Muslim P/s, and Mwiri P/S confirmed with the available staff Lists as displayed in the Head Teacher's Office. 4 Schools have Acting Head Teachers which implies that all the available 87 schools only 83 have substantive Head Teachers

<p>2</p>	<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>	<p>• 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</p>	<p>3</p>	<p>It is evident that the LG has planned to close the available gaps in the staff structure as submitted by the DEO on 4th October 2016. Advert for filling vacant teaching posts seen with recruitment of 3 head teachers and 40 education assistants run on 11th December 2017 New Vision. However, these were the Realised gaps as per the Recruitment plan for FY 2016/2017 drafted and signed on 4/10/2016 by the CAO and submitted to Public service for clearance on 06/10/2016.</p> <p>The wage bill provision for teachers is 1414 teachers and 1371 have been filled = 96.9%. There is a staffing Gap of 43 Teachers. It has been noted that 1 Head teacher remains not recruited. Since they had the wage bill to fill all the 4 vacant posts of Head Teachers and yet in the Advert they advertised for 3 Head teachers.</p>
<p>3</p>	<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>	<p>• 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</p>	<p>6</p>	<p>A staff structure was not evident at the department showing clearly the 4 Inspectors who are in place however a staff list was available.</p> <p>Education Department staff List was seen with Inspectors Lists signed on 02/1/17 as the official list for staff in FY 2016/2017. The list clarified their academic level, salary structure and Job Title with 4 Inspectors.</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 was evident, available, drafted and signed on 4/10/2016 by the CAO and submitted to Public service for clearance on 06/10/2016. The following was noted.</p> <ol style="list-style-type: none"> 1. It caters for 4 Head teachers and 39 Education assistants to be recruited. 2. An Advert for filling vacant teaching posts seen with recruitment of staff run on 11th December 2017 New Vision.
		<p>Evidence that the LG Education department has submitted a recruitment plan to HRM for the current FY to fill positions of School Inspectors: score 2</p>	2	<p>There are 4 School Inspectors of Schools and that the staff ceiling of Inspectors. They are all in place as per the staff list. One of the Inspectors acts also as a Senior Education Officer (SEO) a post approved in the department but without a wage bill</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>There are (4) inspectors of schools and all of them were appraised for FY 2016/17 and annual appraisal reports on file. They include: a) Baliraine Paul- appraised on 13/7/17 by DEO b) Nabeta Igeme- appraised on 30/8/17 c) Namuwaya Lydia – appraised on 13/7/17 and d) Kisambira Eria- appraised on 4/7/17 by DEO</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>	0	<p>The annual performance reports for the calendar year 2016 for the 87 head teachers were not seen. However, there was an annual performance assessment report for FY2016/17 submitted to the PS-MoPs by the CAO dated 9/5/17 indicating that 96% of head teachers were appraised and the only evidence adduced to this effect was signed performance agreements for Head teachers with no corresponding annual performance reports. Performance agreements are supposed to be used as a basis for filling the performance report-head teacher's form.</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>	<ul style="list-style-type: none"> Evidence that the LG Education department has communicated all guidelines, policies, circulars issued by the national level in the previous FY to schools: score 1 	0	<ul style="list-style-type: none"> It was clear that the LG education department communicated Guidelines, policies and circulars e. g closure of unlicensed schools on 19th December 2017 with reference EDU/106/1 to all head teachers and guidelines about school feeding. Register in Place for Head Teachers Picking school feeding guidelines <p>There was no presence of the following circulars at the district</p> <ul style="list-style-type: none"> UNFPA baseline evaluation in schools issued on 17/11/2016 Progress on National registration of all learners on 12/6/2017 Ensuring Teacher presence in schools issued on 26/6/2017 Teacher Support supervision in schools on 30/6/2017
		<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 	0	<p>Evidence of the Minutes of meetings are in place discussing other matters but details about Policies and guidelines such as school feeding not clearly stated in the captured minutes which was held on 10/10/2017 and they were not signed.</p>
7	<p>The LG Education Department has effectively inspected all private and public primary schools</p> <p>Maximum 12 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that all private and public primary schools have been inspected at least once per term and reports produced: <ul style="list-style-type: none"> 100% - score 12 90 to 99% - score 10 80 to 89% - score 8 70 to 79% - score 6 60 to 69% - score 3 50 to 59% - score 1 Below 50% - score 0. 	1	<p>Inspection report only covers 87 government aided schools in place and there is no report or proof of inspecting private primary schools. Government aided schools Inspection report was prepared on 29/Sept/ 2017 and the reference number EDU/213/1. That's the only report available on school inspection</p> <p>The district has 80 private schools according to the EMIS database, but there is no report on inspection of private primary schools in Jinja District</p> <p>$87 / (80+87) = 52.09\%$</p>

LG Education department has discussed the results/reports of school inspections, used them to make recommendations for corrective actions and followed recommendations

Maximum 10 for this performance measure

- Evidence that the Education department has discussed school inspection reports and used reports to make recommendations for corrective actions during the previous FY: score 4

4

Minutes are in place discussing Inspection reports on government schools held in the DEO's office dated 16/5/2017 and were signed by the chairperson. Departmental reports recommended re-organising of the teachers to ensure that the understaffed schools get teachers transferred from overstaffed schools.

Another set of minutes dated 30/8/2016 at 10:00am also signed by the chairperson are in place discussing the details out of the Inspection report of Government aided schools. The departmental minutes recommended a recruitment plan to be prepared and submitted to CAO close the available teaching gaps.

- Evidence that the LG Education department has submitted school inspection reports to the Directorate of Education Standards (DES) in the Ministry of Education and Sports (MoES): Score 2

0

Inspection reports were in place but there was no evidence of their submission to DES – MoES.

- Evidence that the inspection recommendations are followed-up: score 4

4

It was recommended from the Inspection report and discussed in the meeting as shown in the minutes dated 16/05/2017 to restructure the staff and fill the available gaps. This was agreed in the meeting held in the DEO's office.

Minutes of a meeting held on 3rd October 2017 for staff re-organisation and Head Teachers transfers were in place. This was a recommendation of the previous departmental meetings and they were signed by Namuwaya Lydia. This was a follow up measure on the recommendations.

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>	<p>• Evidence that the LG has submitted accurate/consistent data: o List of schools which are consistent with both EMIS reports and OBT: score 5</p>	5	<p>List of Schools in EMIS report tally with the OBT.</p> <p>Sampled schools are</p> <ol style="list-style-type: none"> 1. Mafubira P/S 2. Namulesi Muslimi P/S 3. Mwiri P/S
		<p>Evidence that the LG has submitted accurate/consistent data: • Enrolment data for all schools which is consistent with EMIS report and OBT: score 5</p>	0	<p>It is evident when several schools that were sampled, Enrolment checked and compared to the EMIS data from MoES the following are the results.</p> <ol style="list-style-type: none"> 1. Kigalagala P/S had 517 pupils as the same as the EMIS database 2. Lubani P/S had 980 pupils as well as the EMIS database 3. Iziru P/S sampled had 848 pupils while EMIS database had a different figure 833, 4. Muwangi Primary Schools had 531 while EMIS database had 511 <p>Out of the Random Selection of 4 schools the data shows that 50% of the sampled schools had data which was consistent as per the EMIS database. Hence this information is inconsistent.</p>
Assessment area: Governance, oversight, transparency and accountability				

10

The LG committee responsible for education met, discussed service delivery issues and presented issues that require approval to Council

Maximum 4 for this performance measure

• 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

Yes, the standing Committee on Education, Health and Community Based Service Committee met and discussed service delivery issues like inspection, bi monthly department performance.

For example the committee met on 25TH July 2016 and one of the issues discussed was school inspection. Refer to issue 2 under Minute 02/EHS/2016. Under Issue 2 the District Inspector of Schools submitted an officially signed and stamped monitoring report dated 28 June 2016 of all Illegal Private Primary Schools in Jinja DLG following a district wide inspection exercise.

The LG PAC report was submitted to the DEC for example refer to the Minutes of the Jinja DLG DEC held 28th April 2017 under Minute MIN/DEC/114 where report from the PAC was presented to council for deliberation.

• Evidence that the education sector committee has presented issues that requires approval to Council: score 2

2

Yes the Education Sector has met and presented issues that required approval to Council. The council meets and discusses service delivery issues including the DTPC reports.

In Jinja, each HOD develops and monthly performance report which is presented and approved by the TPC. Once this is done each HOD then presents the TPC approved departmental report to the respective standing sector committees where is discussed.

Thereafter the committee discusses the report on a bimonthly basis, generates a report for the committee with recommendations. This report is then submitted to the District Council by the Chairperson of the respective Standing Committee for discussion and approval on a bimonthly basis and thereafter decisions are implemented by the Accounting Officer.

Refer to District Council meeting held 9th Nov 2016 under Minute MIN/DC/015/2016 – Presentation of Standing Committee reports; where the Chairperson for the Standing Committee on Education, Health and Community Based Service Committee presented an issues report dated 28th Oct 2017. This report was generated from the standing committee meeting held 26th Sept 2016 where the DHO, CDO, and DEO presented their approved DTPC department reports which covered the performance off Aug 2017 and planned activities for the forthcoming quarter for approval by council.

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)</p> <ul style="list-style-type: none"> • 100% schools: score 5 • 80 to 99% schools: score 3 • Below 80% schools: score 0 	0	<ul style="list-style-type: none"> - There was no evidence that all primary schools had functional SMC's. - 73 Government schools out of 87 have submitted their SMC reports and minutes of the previous meetings. .- There were no Lists of SMC's of Private schools in the DEO's office - Given that there are 87 Government schools and 80 private schools reflected in the EMIS report, this gives a total of 167 primary schools. Therefore 73 schools have functional SMC's out of 167 giving a percentage of 43.7% which is below the required minimum of 80%.
12	<p>The LG has publicised all schools receiving non-wage recurrent grants</p> <p>Maximum 3 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG has publicised all schools receiving non-wage recurrent grants e.g. through posting on public notice boards: score 3 	0	<p>There was no proof that the LG had publicised all schools receiving non-wage recurrent grants. Even those of this FY 17/18 are not yet put on the noticeboard.</p>
Assessment area: Procurement and contract management				
13	<p>The LG Education department has submitted procurement requests, complete with all technical requirements, to PDU that cover all items in the approved Sector annual work plan and budget</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the sector has submitted procurement requests to PDU that cover all investment items in the approved Sector annual work plan and budget on time by April 30: score 4 	4	<p>There is evidence with the Procurement Plan seen and was submitted with a Letter to PDU which was drafted on 5/4/2017 with ref: EDU/103/1 reached the PDU on 13/04/2016 as signed by the Respective officers on the document. It is noted that the document according to the dates reached PDU on time and that is by 13th April 2016 which is before 30th April as required.</p>

14	<p>The LG Education department has certified and initiated payment for supplies on time</p> <p>Maximum 3 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG Education departments timely (as per contract) certified and recommended suppliers for payment: score 3 points 	3	<p>Of all the four contracts that were undertaken by the Education department, it was found out that payments were certified and initiated on time and thus the payments were done within the time elaborated in the contracts for example.</p> <p>Constructions of VIP pit Latrine at Lwanda Primary School. The Contractor submitted a requisition on 29th May 2017, works were certified 12th/06/17 and payment done on 15th/06/2017.</p>
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Assessment area: Financial management and reporting

15	<p>The LG Education department has submitted annual reports (including all quarterly reports) in time to the Planning Unit</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the department submitted the annual performance report for the previous FY (with availability of all four quarterly reports) to the Planner by mid-July for consolidation: score 4 	0	<p>No, there is no evidence to indicate if and when the Education department submitted the annual report of the previous FY to the planner by mid -July for consolidation.</p>
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16	<p>LG Education has acted on Internal Audit recommendation (if any)</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year 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>Although the response from the Chief Administrative Officer to the LG Public Accounts Committee on the audit queries consolidated responses from the sectors, it was observed that not all audit queries were responded to especially those that arose from the 4th quarter audit findings that were still being handled by the time of the assessment</p>
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Assessment area: Social and environmental safeguards

17	<p>LG Education Department has disseminated and promoted adherence to gender guidelines</p> <p>Maximum 5 points for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG Education department in consultation with the gender focal person has disseminated guidelines on how senior women/men teacher should provide guidance to girls and boys to handle hygiene, reproductive health, life skills etc...: Score 2 	0	<p>No evidence shown, No minutes availed and no reports of any nature to justify this activity</p>
		<ul style="list-style-type: none"> • Evidence that LG Education department in collaboration with gender department have issued and explained guidelines on how to manage sanitation for girls and PWDs in primary schools: score 2 	0	<p>There is no evidence shown, no minutes and the department clearly admits not to have planned any activity in this line with the Gender department.</p>
		<ul style="list-style-type: none"> • Evidence that the School Management Committee meet the guideline on gender composition: score 1 	1	<ul style="list-style-type: none"> - Proof of submitted Lists of SMC members to DEO's office where at least 2 of the foundation body members were women. - It was evident from the sampled schools in the field; the following school were meeting the gender guideline on the composition of the members of the committee. <ol style="list-style-type: none"> 1. Mafubira Primary School where at least 2 of the SMC Foundation members are female 2. Namulesi Muslim P/S where at least 2 of foundation members
18	<p>LG Education department has ensured that guidelines on environmental management are disseminated</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG Education department in collaboration with Environment department has issued guidelines on environmental management (tree planting, waste management, formation of environmental clubs and environment education etc..): score 3: 	0	<ul style="list-style-type: none"> - There is no profiled evidence of any activity of the Education department together with the Environment department in issuing guidelines on environmental management - There has been no effort to mobilise schools nor be engaged in this aspect



LGPA 2017/18

Health Performance Measures

Jinja District

(Vote Code: 511)

Score 32/100 (32%)

No.	Performance Measure	Scoring Guide	Score	Justification
Assessment area: Human resource planning and management				
1	<p>LG has substantively recruited primary health workers with a wage bill provision from PHC wage</p> <p>Maximum 6 points for this performance measure</p>	<p>Evidence that LG has filled the structure for primary health workers with a wage bill provision from PHC wage for the current FY • More than 80% filled: score 6 points, • 60 – 80% - score 3 • Less than 60% filled: score 0</p>	0	<ul style="list-style-type: none"> • There was no approved structure from the health department and it was difficult to establish whether the positions were all filled because the comprehensive recruitment plan was not available at DHOs office.
2	<p>The LG Health department has submitted a comprehensive recruitment plan to the HRM department</p> <p>Maximum 4 points for this performance measure</p>	<p>Evidence that Health department has submitted a comprehensive recruitment plan/request to HRM for the current FY, covering the vacant positions of health workers: score 4</p>	0	<p>There was no comprehensive recruitment plan or request to HR though there was a consolidated HR request for whole district to public service.. A letter dated 12th Sept 2017 had a list of personnel to be recruited addressed to the CAO and signed by DHO was on file but not verified by registry.</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>There is (1) General Hospital (Buwenge) and (3) Health Centre IVs (Bugembe HC IV, Budondo HC IV and Buwenge HC IV). It is only Buwenge General Hospital without a substantive in-charge. Only (1) out of (3) health facility in-charges was appraised for FY 2016/17. Dr.Atwongyeire Dick in-charge for Bundondo HC IV was appraised on 1/8/17 and the report is on file. This constitutes 33% which is below 70%</p>

4	<p>The Local Government Health department has equitably deployed health workers across health facilities and in accordance with the staff lists submitted together with the budget in the current FY.</p> <p>Maximum 4 points for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG Health department has deployed health workers equitably, in line with the lists submitted with the budget for the current FY: score 4 	0	<p>At the time of the assessment recruitment was still going on and there were advertisements on notice board. The positions were part of the consolidated plan for the district. Comparing list of new health workers for 2017 and the comprehensive list of all staff of Jinja district found that start date for newly recruited staff was between 22nd Feb and 13 Mar 2017.</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 		<p>Policies found at the DHOs office were consistent with policies at the facilities. At the DHOs office. At the DHO office there was evidence of distribution for example the Addendum to Uganda National Malaria and Pregnancy Guidelines, A book let for Care givers OF Cancer Patients, Service Standards and Deliver for the Health Sector, National Implementation Plan for LARC, and Maternal and Child Survival (as written on lists of distribution.)</p> <p>Policies, Guidelines at DHOs Office</p> <p>At the DHO office the following policies were found in The Investment Case for RMNCAH, The National Implementation Plan for LARCS of 2016, Addendum to Uganda National Malaria in Pregnancy (there was a circular related on the notice board) and the Clinical Guidelines for 2016.</p> <p>Policies and Guidelines at Facilities</p> <p>At the facilities the following policies and guidelines were found at the facilities visited but no circulars from the DHOs office. Bugembe HIV: The PHC Grant Guidelines for 2016/17, Tetanus Toxoid Vaccination Guidelines for Safe Male Circumcision, Guidelines for Local Government Planning Process for the Health Sector 2016, Performance Contract for the Health Sector, Consolidated Guidelines for Prevention AND Treatment of HIV 2016, Quality Improvement Framework and Strategic Plan 2015/16-2019/20, Achieving Equity in Immunisation Coverage April 2017, Reaching</p>
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		<p>communicated all guidelines, policies, circulars issued by the national level in the previous FY to health facilities: score 3</p>	3	<p>Every District and Every Child in Uganda 2017. But no circular from DHO TO Bugembe HCVI was on file or notice board.</p> <p>Wakitaka HCIII: There was no circular in the files or notice board and no policies available at the facility were distributed for the previous year</p> <p>Lukolo Health Centre HCIII: The National implementation plan for the LARCs for 2016 was available and Quality Improvement Framework and Strategic Plan 2015/16-2019/20. Kyomya HCII: No policies were available and in the file provided no circulars from the DHO.</p> <p>Budondo HCIV: The Consolidated Guidelines for Prevention and Treatment of HIV Dec 2016, Service Standards and Service Delivery for the Health Sector July 2016., The Quality Improvement Framework and Strategic Plan 2015/16-2019/20, The Investment Case for RMNCAH 2016, The Implementation Plan for LARC 2016, Health Sector Development Plan 2015/2016-2019/20.</p> <p>Mpumudde HCIV: Quality Improvement Framework and Strategic Plan 2015/16-2019/20 and the Uganda Public Health Service Protocols were found but no circulars found on file or the notice board.</p> <p>While there were some policies found at the facilities and not found at DHOs office it is likely that such policies were distributed by projects. But there is a consistency of some of the policies found at DHO office and facilities for example the Quality Improvement Framework and Strategic Plan 2015/16-2019/20, The Investment Case for RMNCAH 2016, The Implementation Plan for LARC 2016,</p>
		<ul style="list-style-type: none"> • Evidence that the DHO has held meetings with health facility in-charges and among others explained the guidelines, policies, circulars issued by the national level: score 3 	0	<p>While the policies were found at facilities there was no evidence available to show the policies and guidelines were disseminated by the DHOs office.</p>
6	The LG Health Department has			Evidence at DHOs Office

effectively provided support supervision to district health services

Maximum 6 points for this performance measure

Evidence that DHT has supervised 100% of HC IVs and district hospitals: score 3

3

There are five health centres IVs in Jinja district namely Bugembe, Mpumudde, Kakira, Wakitaka, Budondo, and Walukuba. These health centres are supposed to be supervised by DHT on a quarterly basis. There was evidence at DHO office that

- Bugembe Health Centre IV was supervised on 7th Nov 2016,
- Budondo Health Centre IV on Jan 2017
- Kakira Hospital on 10th November 2016 Mpumudde HCIV there were two supervisions in one month for DHT for 4th and 10th August 2016 and circumcision on 31st August 2016 and on 8th Nov 2016 and 22nd Dec 2017 there were MCH supervisions.
- Walukuba HCIV on 10th Oct 2016 and 7th Feb 2017 there were DHT supervision one with Data Officer and another with Focal Person HIV/AIDS

Evidence at Facility

- Budondo HCIV there was the General District /HSD Supervision Book and the Supervision Log Book. The following supervisions were found to have taken place: 5th July 2016 TB Diagnosis, 23rd Nov there was supervision for the viral load, 13th Dec 2016 a DHT supervision for active surveillance. These were supervisions supported by projects but with relevant DHT members.
- Walukuba HCIV there was no evidence of supervisions in the supervision log book at facility.
- Bugembe HCIV there was no evidence of supervision in year 2016/17.

Therefore, Health Centre IVs were supervised but not on a quarterly basis and not all were supervised.

There was evidence at DHO office that Bugembe Health Centre IV was supervised on 7th Nov 2016, Budondo Health Centre IV on Jan 2017, Kakira Hospital on 10th November 2016 and at Mpumudde HCIV there were two supervisions in one month for DHT for 4th and 10th August 2016 and on circumcision on 31st August 2016 and on 7th Dec 2016 there were MCH supervisions. In Walukuba HCIV there was no evidence of supervisions in the supervision

		<p>log book at facility but at the DHO office on 10th Oct 2016 and 7th Feb 2017 there were DHT supervision one with Data Officer and another with Focal Person HIV/AIDS, At Budondo HCIV there was the General District /HSD Supervision Book and the Supervision Log Book. And the following supervisions were found to have taken place: 5th July 2016 TB Diagnosis, 23rd Nov there was supervision for the viral load, 13th Dec 2016 a DHT supervision for active surveillance. These were supervisions were supported by projects and with relevant DHT members.</p> <p>Therefore Health Centre IVs were supervised but not on a quarterly basis.</p>
<p>Evidence that DHT has supervised lower level health facilities within the previous FY: • If 100% supervised: score 3 points • 80 - 99% of the health facilities: score 2 • 60 - 79% of the health facilities: score 1 • Less than 60% of the health facilities: score 0</p>	<p>0</p>	<p>Of the facilities visited less than 60% were supervised by the DHT. Details of justification described below.</p> <p>There was a file for DHT supervision reports. The DHO office had carried out the annual HFQCA which would replace the third mandated supervision visit to the facilities by DHT as per guidelines provided by MOH. All Health Centre IV had implemented the HFQCA in June 2017, and there were also supervisions activity reports for the following facilities: Bugembe Health Centre IV on 7th Nov 2016, Budondo Health Centre IV on Jan 2017, Oct 2016 and June 2016. Wakitaka III and Kakira Health Centre III on 7th November 2016, Benedict III, Kakira III and Kakira Hospital on 10th November 2016, Kibibi Health Centre III on 20th October 2016. Other facilities supervised were Kyomya HCII, Lukolo HCII, Butagaya HCIII, Bubugo II, Nawampande II, Ivunamba II, Nawangona II.</p>

7	<p>The Health Sub-district(s) have effectively provided support supervision to lower level health units</p> <p>Maximum 6 points for this performance measure</p>	<p>Evidence that health facilities have been supervised by HSD and reports produced: • If 100% supervised score 6 points • 80 - 99% of the health facilities: score 4 • 60 - 79% of the health facilities: score 2 • Less than 60% of the health facilities: score 0</p>	0	<p>At the DHOs office there were no reports on HSD supervision however at the facilities the following information was found.</p> <p>HSD facility supervision</p> <p>Kyomya HCIII there was HSD supervision on 27th July, 3rd August, 13th Dec, 10th Feb, 7th Aug of 2016 and 29th Mar and 3rd May 2017. Wakitaka HCII there was HSD supervision on 2nd Nov 2016.</p>
8	<p>The LG Health department (including HSDs) have discussed the results/reports of the support supervision and monitoring visits, used them to make recommendations for corrective actions and followed up</p> <p>Maximum 10 points for this performance measure</p>	<p>• Evidence that the reports have been discussed and used to make recommendations for corrective actions during the previous FY: score 4</p> <p>• Evidence that the recommendations are followed – up and specific activities undertaken for correction: score 6</p>	0	<p>Because there were no reports no correction action plans were developed.</p> <p>With no evidence of action plan reports no activities that were undertaken for correction.</p>
9	<p>The LG Health department has submitted accurate/consistent reports/date for health facility lists as per formats provided by MoH</p> <p>Maximum 10 for this performance measure</p>	<p>• 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>LG submitted accurate and consistent data regarding the list of facilities both in HMIS and OBT.</p>

Assessment area: Governance, oversight, transparency and accountability

10

The LG committee responsible for health met, discussed service delivery issues and presented issues that require approval to Council

Maximum 4 for this performance measure

• 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

Yes, Standing Committee on Education, Health and Community Based Service Committee met and discussed service delivery issues like inspection, bi monthly department performance.

For example the committee met on 21st November 2016 and one of the issues discussed was inspection and performance on community health education. The District Health Inspector presented the health department report for the Period July to Sept 2016 and noted a decline in HIV testing among pregnant women (Page 6)

Refer to issue 6 under Minute 09/EHS/2016, where the Council commented on the need to strengthen sensitization to Pregnant mothers in reference to the DHIs submission quoted above. ' This indicator is with governace and we will work together'

<p>• Evidence that the health sector committee has presented issues that require approval to Council: score 2</p>	<p>2</p>	<p>Yes. The committee met and discussed service delivery issues that required approval from the council.</p> <p>In Jinja, each HOD develops and monthly performance report which is presented and approved by the TPC. Once this is done each HOD then presents the TPC approved departmental report to the respective standing sector committees where is discussed. Thereafter the committee discusses the report on a bimonthly basis, generates a report for the committee with recommendations.</p> <p>This report is then submitted to the District Council by the Chairperson of the respective Standing Committee for discussion and approval on a bimonthly basis and thereafter decisions are implemented by the Accounting Officer.</p> <p>Refer to the District Council meeting held 9th Nov 2016 under Minute MIN/DC/015/2016 – Presentation of Standing Committee reports; where the Chairperson for the Standing Committee on Education, Health and Community Based Service Committee presented an issues report dated 28th Oct 2017.</p> <p>This report was generated from the standing committee meeting held 26th Sept 2016 where the DHO, CDO, and DEO presented their approved DTTPC department reports which covered the performance of Aug 2017 and planned activities for the forthcoming quarter. They indicated the planned targeted health centres for council approval.</p>
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<p>11</p>	<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 	<p>0</p>	<p>There was no evidence of a functional HUMC in Jinja District and justification for no score is described below.</p> <p>Budondo Health Centre IV: There were meeting minutes dated 9th Nov 2016 and 14th Oct 2016 but both minutes were similar and were not signed off by respective persons. On 29th July 2016 there was another meeting and it was signed off on 9th Nov 2016 by respective persons and stamped. On 14th April 2016 there was a meeting and minutes signed off on 14th April and stamped on 10th May 2016.</p> <p>Kyomya HV11: Didn't have a HUMC but a request was made by the in charge and a letter available on file.</p> <p>Lukolo HCIII: Had three meetings, 24th October 2017, 7th July 2017 and 10th April 2017. The minutes of the July meeting were not signed therefore not authentic, and the meeting on 10th April was signed by secretary and not the chairperson. Wakitaka Health Centre III didn't have the file for HUMCs while Bugembe Health Centre IV there has been no HUMCs for the last two years.</p> <p>Mpumudde Health Centre IV: A new committee had been put in place in 6th Dec 2017. The composition of the committee was two females and four males.</p> <p>Walukuba Health Centre IV: There were minutes for a meeting on 25th July 2017 and composition of the committee is three females and five males. It was worth mentioning there were also appointment letters for two members on file dated 14th Feb 2017 and there were detailed discussions in the minutes of 25th July on utilities but minutes were not signed.</p> <p>Therefore there were no functional Health Management Committees. Functional meant having four meetings held in a year and discussing issues related to resources</p>
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12	<p>The LG has publicised all health facilities receiving PHC non-wage recurrent grants</p> <p>Maximum 3 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG has publicised all health facilities receiving PHC non-wage recurrent grants e.g. through posting on public notice boards: score 3 	0	<p>At the DHOs office while the list was publicised on the notice board it didn't indicate the amount of money. At the same time the second page of the list had another page covering the second page which was numbered 25. So only a list on page 24 with no amounts was on notice board.</p> <p>At facilities Budondo Health Centre IV had PHC publicised for 2016/17, Lukolo III there was information in the file for 2017/18 but on notice board there was a publication of 2016/17. In Wakitaka Health Centre III there was a PHC funds cash book, and in charge was unaware of allocation to the facility. In Bugembe Health Centre IV the PHC funds allocation for 2017/18 was on the notice board. Both Mpumudde HCIV and Walukuba HCIV didn't have the PHC grant publicised on notice board.</p>
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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 DHO didn't submit the procurement request to PDU covering all investment item as approved in annual workplan and budget.</p>
		<p>Evidence that LG Health department submitted procurement request form (Form PP5) to the PDU by 1st Quarter of the current FY: score 2</p>	0	<p>There is no evidence of submission of procurement request with DHO and PDU.</p>

14	<p>The LG Health department has supported all health facilities to submit health supplies procurement plan to NMS</p> <p>Maximum 8 points for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG Health department has supported all health facilities to submit health supplies procurement plan to NMS on time: • 100% - score 8 • 70-99% – score 4 • Below 70% - score 0 	8	<p>It is worth mentioning that this activity was organised from the central government. Thirty-five centre twos, 16 Health Centre III and 5 Health Centre IV from data from NMS submitted three procurement plans for medicines and supplies by 30th June 2017. All plans were dated 8th June 2017, there was no submission letter because this was organised from central government and after the exercise officials from NMS took the procurement plans.</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>Was not able to assess any contract as it was reported by the Principal Finance Officer that in the financial year there were no contracts awarded by the health sector</p> <p>On triangulation with the office of the district health officer it was again found out that they did not execute contracts in 2016/17</p>
Assessment area: Financial management and reporting				
16	<p>The LG Health department has submitted annual reports (including all quarterly reports) in time to the Planning Unit</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the department submitted the annual performance report for the previous FY (including all four quarterly reports) to the Planner by mid-July for consolidation: score 4 	0	<p>No, there is no evidence to show if and when the Health Department submitted the annual and quarterly performance report for the previous FY to the planner in time for consolidation.</p>

17	<p>LG Health department has acted on Internal Audit recommendation (if any)</p> <p>Maximum 4 for this performance measure</p>	<p>Evidence that the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year • 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 review of the management response to the internal audit queries by the Chief Administrative Officer it was found out that not all audit queries were responded to by the time of the assessment the LG was in the process of responding to 4th quarter audit reports.</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>	<p>• Evidence that Health Unit Management Committee (HUMC) meet the gender composition as per guidelines: score 2</p>	2	<p>HUMCs had the following gender compositions and it was met. Lukolo HCVI composition was three females and five males. Mpumudde HCVI the composition of the committee was two females and four males and Walukuba Health Centre IV composition of the committee is three females and five males.</p>
		<p>• Evidence that the LG has issued guidelines on how to manage sanitation in health facilities including separating facilities for men and women: score 2</p>	0	<p>There was no evidence at DHOs office and at facilities regarding the sanitation guidelines issuance.</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>There was no evidence at DHOs office or at facilities regarding the medical waste management.</p>
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LGPA 2017/18

Water & Environment Performance Measures

Jinja District

(Vote Code: 511)

Score 75/100 (75%)

No.	Performance Measure	Scoring Guide	Score	Justification
Assessment area: Planning, budgeting and execution				
1	<p>The DWO has targeted allocations to sub-counties with safe water coverage below the district average.</p> <p>Maximum score 10 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG Water department has targeted sub-counties with safe water coverage below the district average in the budget for the current FY: score 10 	0	<p>The District safe water coverage average is 70% but all the Sub-counties have Coverage far above the District average (Budondo - 98%; Butagaya - 108%; Buwenge - 86%; Buyengo - 120%; and Busede - 103% while the least covered under the DWSCG (i.e. Kakira - 28%; and Mafubira - 20%) are mostly having additional over coverage in a great way by NWSC. Targeted here are all the Sub-counties, though with above average coverage (Budondo, Butagaya, Buwenge Buyengo and Busede).</p>
2	<p>The LG Water department has implemented budgeted water projects in the targeted sub-counties (i.e. sub-counties with safe water coverage below the district average)</p> <p>Maximum 15 points for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG Water department has implemented budgeted water projects in the targeted sub-counties with safe water coverage below the district average in the previous FY: score 15 	15	<p>Yes, there is evidence that indicated 16 Deep Borehole Drilling (Hand pumps) in the Approved and stamped budget for Rural Water supply and sanitation on 02/08/2016; Submitted and stamped quarterly Progressive reports to the MoFPED; Performance contract Form B for FY 2016/17 submitted to MoFPED that indicated 18 deep boreholes constructed in Rural Sub-counties of Budondo, Butagaya, Buwenge, Buyengo and Busede; Borehole siting report and Borehole pumping test and log sheets for boreholes done during FY 2016/17. Field reports of supervision, monitoring and inspection of WATSAN developments in the sub-counties.</p>
Assessment area: Monitoring and Supervision				

3	<p>The LG Water department carries out monthly monitoring and supervision of project investments in the sector</p> <p>Maximum 15 points for this performance measure</p>	<p>Evidence that the LG Water department has monitored each of WSS facilities at least annually. • 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>WSS facilities were monitored at least once during the period 20th February 2017 to 20th May 2017 as seen in the 10 page Report of Supervision and Monitoring of WATSAN Facilities (old hand-pumps rehabilitated, new hand pumps constructed FY 2015/16; springs protected/re-protected FY 2015/16; and old water sources tested for water quality FY 2015/16) in Jinja District for facilities implemented from FY 2014/15 to 2016/17 in Budondo, Buwenge, Butagaya, Busede, Buyengo, Mafubira and Kakira Sub-counties. The supervision and monitoring reports of each project matches with the plans.</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 list of water facilities submitted for the FY 2017/18 (construction of 1 public Latrine in RGC; 10 Deep Borehole drilling (Hand pump); 4 Borehole rehabilitations; Sub-county spring protection rehabilitation; and Assessment of Water quality for 50 old sources) in the sector MIS, the Performance contract reports and in the Out Budgeting Tool are accurate and consistent.</p>
Assessment area: Procurement and contract management				
5	<p>The LG Water department has submitted procurement requests, complete with all technical requirements, to PDU that cover all items in the approved Sector annual work plan and budget</p> <p>Maximum 4 for this performance measure</p>	<p>Evidence that the sector has submitted procurement requests to PDU that cover all investment items in the approved Sector annual work plan and budget on time (by April 30): score 4</p>	4	<p>The DPU had a file that contained the submitted list of all investment items from the DWO in the approved sector AWP and Budget on time. The DWO submitted a Water Department Annual Procurement Plan for FY 2017/18 to the CAO with reference WAT/105/1.</p>

<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 	2	<p>The CAO appointed the DWO as the Contract Manager and there are Contract Management Files with clear contract implementation plans at the District Water Office. There is a Field report for 9 new proposed deep borehole sites in Butagaya FY 2016/17; Field report for 8 old hand pumps rehabilitation in Butagaya, FY 2016/17; Field report for 10 old hand pumps rehabilitation in Budondo, FY 2016/17; Field report for Inspection of 2 springs for re-protection in Budondo, FY 2016/17; Field report for 15 new proposed boreholes sites in Budondo, FY 2016/17; Technical inspection of piped water systems etc.</p>
	<ul style="list-style-type: none"> • If water and sanitation facilities constructed as per design(s): score 2 	2	<p>Water and sanitation facilities were found to be constructed as per the designs. Three Hand pump Deep Boreholes (Buwagi DWD# 57030; Bufuula DWD# 57032; and Lukolo DWD# 57031) in Budondo Sub-county were sampled and visited. The facilities were found to have been constructed as per designs and were all functioning well except the one at Lukolo DWD# 57031 which just required minor repairs as it had broken down a day before the visit. The committee members of each facility were asked the numbers of pipes installed and these numbers were found tarry with the depth of installations as indicated in the Borehole drilling, pump testing and log sheet information in the contract management files and records with the DWO. In addition, a VIP Latrine Facility at Nakanyonyi Trading Centre with 4 stances and a urinal for men was found to have been constructed according to the designed specifications in the Contract management file.</p>
	<ul style="list-style-type: none"> • If contractor handed over all completed WSS facilities: score 2 	2	<p>An Interim certificate of completion of works No.1 with Contract No. 2016/BH/JJA/01 for Borehole drilling was seen on file and other written evidence of facility completion and payment were seen in the Contract management file/records.</p>
	<ul style="list-style-type: none"> • If DWO appropriately certified all WSS projects and prepared and filed completion reports: score 2 	2	<p>The DWO certified all the WSS projects as also seen in an Interim certificate of completion of works No.1 with Contract No. 2016/BH/JJA/01 for Borehole drilling was seen on file and other written evidence of facility completion and payment as seen in the Contract management file/records.</p>

7	<ul style="list-style-type: none"> Evidence that the DWOs timely (as per contract) certified and recommended suppliers for payment: score 3 points 	<ul style="list-style-type: none"> Evidence that the DWOs timely (as per contract) certified and recommended suppliers for payment: score 3 points 	3	<p>Of all the six contracts executed by the department, it was found out that the department certified and initiated payments on time as per the contracts for example:</p> <ul style="list-style-type: none"> Contract for construction of public VIP latrine in RGC an invoice was raised on 25th /5/17, certified on 31st /5/17 and payment done on 19th/6/17 Contract for rehabilitation of boreholes an invoice was raised on 12th/6/17, certified on 12th/6/17 and payment done on 17th/06/2017.
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Assessment area: Financial management and reporting

8	<p>The LG Water department has submitted annual reports (including all quarterly reports) in time to the Planning Unit</p> <p>Maximum 5 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the department submitted the annual performance report for the previous FY (including all four quarterly reports) to the Planner by mid-July for consolidation: score 5 	0	<p>No, there is no evidence to show when the the Water Department submitted the annual and quarterly performance reports to the Planner in time for consolidation.</p>
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9	<p>LG Water Department has acted on Internal Audit recommendation (if any)</p> <p>Maximum 5 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year o If sector has no audit query score 5 o If the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year: score 3 If queries are not responded to score 0 	0	<p>Although the response from the Chief Administrative Officer to the LG Public Accounts Committee on the audit queries consolidated responses from the sectors, it was observed that not all audit queries were responded to for example</p> <ul style="list-style-type: none"> The department had awarded contracts that are beyond the threshold for drilling boreholes and this required Solicitor General's approval which was not done.
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Assessment area: Governance, oversight, transparency and accountability

10

The LG committee responsible for water met, discussed service delivery issues and presented issues that require approval to Council

Maximum 6 for this performance measure

• 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

Yes. The council committee met and discussed service delivery issues including the DTPC reports.

In Jinja, each HOD develops and monthly performance report which is presented and approved by the TPC. Once this is done each HOD then presents the TPC approved departmental report to the respective standing sector committees where is discussed.

Thereafter the committee discusses the report on a bimonthly basis, generates a report for the committee with recommendations. This report is then submitted to the District Council by the Chairperson of the respective Standing Committee for discussion and approval on a bimonthly basis and thereafter decisions are implemented by the Accounting Officer.

Refer to the District Council meeting held in quarter three FY 2016/2017 under Minute MIN/DC/015/2016 – Presentation of Standing Committee reports; where the Chairperson for the Standing Committee Of Works and Technical Services presented an issues report dated 27th Jan 2017.

This report was generated from the standing committee meeting held 27th Jan 2017 where the District Engineer and the DWO presented their approved DTPC department reports on the performance of December 2017 and planned activities for the forthcoming quarter.

		<ul style="list-style-type: none"> Evidence that the water sector committee has presented issues that require approval to Council: score 3 	3	<p>Yes. The sector committee of council met and discussed service delivery issues including the DTPC reports.</p> <p>Refer to DC meeting held in quarter three FY 2016/2017 under Minute MIN/DC/015/2016 – Presentation of Standing Committee reports; where the Chairperson for the Standing Committee Of Works and Technical Services presented an issues report dated 27th Jan 2017 to the full council.</p> <p>This report was generated from the standing committee meeting held 27th Jan 2017 where the District Engineer and the DWO presented their approved DTPC department reports which covered the performance of December 2017 and planned activities for the forthcoming quarter. These specified the sub counties where sector investments and O and M activitis would be done for approval by the 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 	0	<p>There was no display of such information at all on the district notice boards (at the DPU and the DWO) as well as any copies found at the Registrar. All the information for the AWP, budget and the Water Development grant releases and expenditures were available with the DWO.</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	<p>From a sample of WSS projects checked, it was found that all WSS projects were clearly labelled on the concrete platform casting indicating the name of the source (Village), the DWD Number, the date of construction, and the source of funding (DWSCG).</p>
		<ul style="list-style-type: none"> Information on tenders and contract awards (indicating contractor name /contract and contract sum) displayed on the District notice boards: score 2 	0	<p>Tenders and Contracts were awarded as seen in the Contract Management files/records with the DWO but no such information was displayed on the District Notice boards and most of the bids were done under selective bidding.</p>

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	Yes the communities make applications for water sources and each application found in a file with the DWO, clearly spell out that in case of the offer, community contributions (of UGX 200,000 in case of Deep borehole or Motorized Augur well; or UGX 100,000 in cases of Shallow well or rehabilitation of a borehole or shallow well; or UGX 50,000 to 100,000 in case of a protected spring) have to be made within 3 months. During the visits to the sampled facilities, it was confirmed that for every community that received a facility, they actually made community contribution, set up WSC within 3 weeks from the village feedback meeting and fulfilled all other requirements.
		<ul style="list-style-type: none"> • Number of water supply facilities with WSCs that are functioning evidenced by collection of O&M funds and carrying out preventive maintenance and minor repairs, for the current FY: score 2 	2	For each Water Supply Facility visited, the WSCs were found active and were collecting UGX500 to UGX1000 per household per month for carrying out O&M, preventive maintenance and minor repairs. The committees were well constituted of 7 to 9 members (including LC I) and had even opened up bank accounts for keeping the funds.

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	There were two Environmental and Social Management Plan (ESMP) reports for Hand-dug wells, Boreholes and Public Latrines in RGCs in selected Sub-counties in Jinja District for the FY 2016/17 and 2017/18 although the one for 2017/18 did not have a date even though it was presented for the current FY 2017/18.
		<ul style="list-style-type: none"> • Evidence that there has been follow up support provided in case of unacceptable environmental concerns in the past FY: score 1 	0	No evidence was adduced to this effect since even the mitigation plan proposed in the ESMP report for FY 2016/17 is not site specific but general.
		<ul style="list-style-type: none"> • Evidence that construction and supervision contracts have clause on environmental protection: score 1 	1	The Environmental and Social Management Plan for Hand-dug wells, Boreholes and Public Latrines in RGCs in selected Sub-counties in Jinja District for the FY 2016/17 and 2017/18 had mitigation measures that could influence the design of deep boreholes where the soak pit needed to be created for excess water.

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	<p>Most of the facilities constructed have WSCs of 7 or 9 people, established within 3 weeks after giving a feedback to the applying village. Information at DWO show that 4 to 5 members are women. For the facilities visited at Lukolo DWD# 57031; Buwagi DWD# 57030; and Bufuula DWD# 57032, the composition of women on the WSCs were found to be 50% in each case.</p>
15	<p>Gender- and special-needs sensitive sanitation facilities in public places/RGCs.</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> • If public sanitation facilities have adequate access and separate stances for men, women and PWDs: score 3 	3	<p>Yes, the sanitation facility visited has a ramp for facility access by PWDs and there are separate stances for men, women and PWDs; though there is no labelling to show the gender sides.</p>