



## LGPA 2017/18

Accountability Requirements

Kayunga District

(Vote Code: 523)

Assessment	Compliant	%
Yes	3	50%
No	3	50%

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>Final Performance Contract 2017/18 submitted on 27/07/2017 - <i>Source: MoFPED 'Status of Submission of Performance Contracts FY 2017/18</i></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>The LG Budget and Procurement Plan for 2017/2018 were attached to the Annual Performance Contract submitted to MoFPED on 8th May, 2017.</p>	Yes
Assessment area: Reporting: submission of annual and quarterly budget performance reports			
<p>LG has submitted the annual performance report for the previous FY on or before 31st July (as per LG Budget Preparation Guidelines for coming FY; PFMA Act, 2015)</p>	xxxxx	<p>The Annual Performance Report for FY 2016/17 was received in MoFPED on Receipt Sn 4566 of 2017 on 22nd August 2017. 22 days late.</p>	No

<p>LG has submitted the quarterly budget performance report for all the four quarters of the previous FY; PFMA Act, 2015)</p>	<p>xxxxxx</p>	<p>The LG submitted all four quarterly performance reports to MoFPED but after the stipulated dates as below"</p> <p>1st Quarter Report - 10th November, 2016 sn 0039</p> <p>2nd Quarter Report - Submitted on 7th March, 2017</p> <p>3rd Quarter Report - Submitted on 24/5/2017 sn 0761</p> <p>4th Quarter Report - Sn 4566 of 2017 – 22nd August 2017</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>	<ul style="list-style-type: none"> <li>The district submitted the status of implementation of audit recommendations to the Internal Auditor General on 1st March, 2017.</li> </ul>	<p>Yes</p>
<p>The audit opinion of LG Financial Statement (issued in January) is not adverse or disclaimer</p>	<p>xxxxxx</p>	<p>According to the Auditor General's report for the FY 2016/17, the audit opinion on the financial statements of Kayunga Local Government was unqualified.</p>	<p>Yes</p>



## **LGPA 2017/18**

Crosscutting Performance Measures

Kayunga District

(Vote Code: 523)

Score 58/100 (58%)

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"> <li>• A functional Physical Planning Committee in place that considers new investments on time: score 2.</li> </ul> <p>• All new infrastructure investments have approved plans which are consistent with the Physical Plans: score 2.</p>	<p>0</p> <p>0</p>	<p>No Structural Plan for the District but there one for Kayunga the Town Council.</p> <p>There is a Physical Planning Committee in place for the District FY2015/2016 but effective functioning during FY 2016/17. The Team was not able to review minutes of the Kayunga Physical Planning Committee and the Plans Registration book in the absence of the Town Physical Planner.</p> <p>- The District Plan register had only 127 application since 2013, and not all had been approved' Those approved did not indicates dates on which they had been approved.</p> <p>Not all on going constructions are approved, and there was also evidence in Kayunga Town Council of a Fuel Station Development that was not consistent with the approved Physical / Structural Plan of the Town Council.</p> <p>A sample of five construction sites was taken in Kayunga Sub County and none had approved plans.</p>
2	<p>The prioritized investment activities in the approved AWP for the current FY are derived from the approved five-year development plan, are based on discussions in annual reviews and budget conferences and have project profiles</p>	<ul style="list-style-type: none"> <li>• Evidence that priorities in AWP for the current FY are based on the outcomes of budget conferences: score 2.</li> <li>• 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.</li> </ul>	<p>2</p> <p>2</p>	<p>A review of the the Budget Conference Report and the Annual Work Plan 2017/18 indicated consistency.</p> <p>The capital investments in the Annual Work Plan for FY 2017/2018 were derived from the five year Development Plan and these were approved in Council - Approval of Council Committee Reports: 18th May 2017 – Min 332/KDC/05/16/17</p>

		<ul style="list-style-type: none"> <li>• Project profiles have been developed and discussed by TPC for all investments in the AWP as per LG Planning guideline: score 1.</li> </ul>	1	<p>Project profiles for 2017/18 are attached to the Annual Work plans.</p> <p>2017/2018 DDEG AWP – District Discretionary Development Equalization Grant AWP – DLG and LLGs</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"> <li>• 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.</li> </ul>	1	<p>The Annual Statistical Abstract for the FY 2017/18 was presented to TPC. The Abstract is also available on the District Website <a href="http://kayunga.go.ug">kayunga.go.ug</a></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"> <li>• 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</li> </ul>	2	<p>A review of the Annual Work plan and budget indicated consistency to the annual work plan and budget.</p>
		<ul style="list-style-type: none"> <li>• 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</li> </ul>	4	<p>All investment projects for 2017/18 were implemented as planned - save the District Headquarters and the Kitimbwa Piped Water Scheme that are phased.</p>
5	<p>The LG has executed the budget for construction of investment projects and O&amp;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"> <li>• Evidence that all investment projects in the previous FY were completed within approved budget – Max. 15% plus or minus of original budget: score 2</li> </ul>	2	<p>Sampled investments from FY 2016/17 were implemented within approved budget.</p>
		<ul style="list-style-type: none"> <li>• Evidence that the LG has budgeted and spent at least 80% of O&amp;M budget for infrastructure in the previous FY: score 2</li> </ul>	2	<p>Sampled projects in Kayunga District, Kayunga Town Council and the Sub Counties in the Roads and Water Sector accounted for up to 90% of the O&amp;M budget.</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"> <li>Evidence that HoDs have been appraised as per guidelines issued by MoPS during the previous FY: score 2</li> </ul>	2	<p>Appraisal Reports were availed for the undermentioned HODs;</p> <p>Production, Education, CBS Natural Resources and Health.</p> <p>For Engineering appraisal did not arise since he was appointed in May 2017. Appointment letter was seen.</p> <p>For Finance the person heading was acting.</p>
		<ul style="list-style-type: none"> <li>Evidence that the LG has filled all HoDs positions substantively: score 3</li> </ul>	0	<ul style="list-style-type: none"> <li>All HOD positions except Finance were substantively filled</li> <li>The Position of Finance Officer is occupied by someone acting. Appointment letter Ref: KYG/CR/2011 dated 24th February 2017. No evidence that the position will be filled in the near future.</li> </ul>
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"> <li>Evidence that 100 percent of staff submitted for recruitment have been considered: score 2</li> </ul>	2	<p>Copies of submissions for recruitment. Min 577/KYG/2017, MIN/DSC/KYG/2017 and 579/DSC/2017 in respect of consideration for recruitment.</p>
		<ul style="list-style-type: none"> <li>Evidence that 100 percent of staff submitted for confirmation have been considered: score 1</li> </ul>	1	<p>Min 553/DSC/KYG/ 2017 and Min 575/DSC/KYG/2017 in respect of consideration for confirmation of staff.</p>
	<ul style="list-style-type: none"> <li>Evidence that 100 percent of staff submitted for disciplinary actions have been considered: score 1</li> </ul>	1	<p>Min 553/DSC/KYG/2017 relating to consideration of staff for disciplinary actions.</p>	

8	Staff recruited and retiring access the salary and pension payroll respectively within two months	<ul style="list-style-type: none"> <li>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</li> </ul>	3	No staff were recruited in the previous year
	Maximum 5 points on this Performance Measure.	<ul style="list-style-type: none"> <li>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</li> </ul>	0	17 members of staff retired but only 3 were on pension payroll -

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"> <li>If increase in OSR from previous FY but one to previous FY is more than 10% : score 4 points</li> <li>If the increase is from 5 -10% : score 2 point</li> <li>If the increase is less than 5% : score 0 points.</li> </ul>	0	<p>I obtained the following information from note 2 of the financial statements for FY 2017 and 2016</p> <table border="0" style="width: 100%; text-align: right;"> <thead> <tr> <th></th> <th style="text-align: center;">2017</th> <th style="text-align: center;">2016</th> </tr> </thead> <tbody> <tr> <td>Local revenue</td> <td style="text-align: right;">248,581,246</td> <td style="text-align: right;">254,994,481</td> </tr> <tr> <td>Increase in revenue =</td> <td colspan="2" style="text-align: right;">248,581,246 – 254,994,481= -6,413,235</td> </tr> <tr> <td>% increase =</td> <td colspan="2" style="text-align: right;">-6,413,235/254,994,481 X 100 = -2.5%.</td> </tr> </tbody> </table>		2017	2016	Local revenue	248,581,246	254,994,481	Increase in revenue =	248,581,246 – 254,994,481= -6,413,235		% increase =	-6,413,235/254,994,481 X 100 = -2.5%.	
	2017	2016														
Local revenue	248,581,246	254,994,481														
Increase in revenue =	248,581,246 – 254,994,481= -6,413,235															
% increase =	-6,413,235/254,994,481 X 100 = -2.5%.															
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"> <li>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.</li> </ul>	2	<p>Revenue performance for FY2017 obtained from note 2 of the financial statements for FY2017 was as follows;</p> <table border="0" style="width: 100%; text-align: right;"> <tbody> <tr> <td>Actual revenue collected</td> <td style="text-align: right;">248,581,246</td> </tr> <tr> <td>Budgeted revenue</td> <td style="text-align: right;">248,586,914</td> </tr> <tr> <td>Revenue performance =</td> <td style="text-align: right;">248,581,246/248,586,914 X 100</td> </tr> <tr> <td></td> <td style="text-align: right;">= 99.99%</td> </tr> </tbody> </table> <p>This represents realisation of -0.01%</p>	Actual revenue collected	248,581,246	Budgeted revenue	248,586,914	Revenue performance =	248,581,246/248,586,914 X 100		= 99.99%				
Actual revenue collected	248,581,246															
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Revenue performance =	248,581,246/248,586,914 X 100															
	= 99.99%															



Local revenue administration, allocation and transparency

Maximum 4 points on this performance measure

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

0

I reviewed financial statements for FY2017, vouchers and EFTs and confirmed that the district did not remit all the 65% that was due to LLG. They remitted 39,000,00 instead of  $248,581,246 \times 65\% = 161,577,810$

Sub county No.	EFT No. Amount	Voucher
Kayunga FN00008	5239901012715 2,500,000	Pv-
Kitimbwa FN00009	5239901012716 2,500,000	Pv-
Kayonza FN00013	5239901012720 1,500,000	Pv-
Bbaale FN00014	5239901012721 1,500,000	Pv-
Kangulumira FN00011	5239901012718 1,500,000	Pv-
Nazigo FN00012	5239901012719 2,500,000	Pv-
Kayunga FN00010	5239901012717 4,000,000	Pv-
Busana FN00019	5239901018540 7,500,000	Pv-
Nazigo FN00050	523990101876 5,000,000	Pv-
Busacwa FN00051	5239901018770 5,000,000	Pv-
Galilaya FN0003	523990100960 6,000,000	Pv-
Total	39,000,000	

		<ul style="list-style-type: none"> <li>Evidence that the LG is not using more than 20% of OSR on council activities: score 2</li> </ul>	0	<p>I obtained the following information from financial statements for the FY 2017</p> <p>Council costs</p> <p>Travel inland for council (standing committee 34,609,700 25,632,000</p> <p>Travel inland for council 34,931,200</p> <p>Total 69,540,900</p> <p>Total cost as % of local revenue <math>69,540,900/248,581,246 \times 100 = 27.9\%</math></p> <p>This was more than the 20% required by the regulations</p>
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Assessment area: Procurement and contract management

12	<p>The LG has in place the capacity to manage the procurement function</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> <li>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</li> </ul>	2	<p>Position of senior procurement officer and procurement officer are substantively filled</p> <ul style="list-style-type: none"> <li>Appointment letter dated 4th December 2017 signed by the chief administrative Officer for the Senior Procurement Officer was seen</li> <li>An appointment letter dated 23rd March 2015 signed by the CAO for the Procurement Officer was seen</li> </ul>
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<ul style="list-style-type: none"> <li>Evidence that the TEC produced and submitted reports to the Contracts Committee for the previous FY: score 1</li> </ul>	1	<p>There was evidence of TEC reports being made. Samples of TEC Reports seen and reviewed were for:</p> <ul style="list-style-type: none"> <li>* Construction of a 4-units Staff House with a 2-stance pit latrine at Busaana Health centre project ref no: KAY /Wrks/16-17/00058, dated 25/10/2016 signed by members of the TEC committee</li> <li>* Construction of a 2-Classroom block with an office and store at Lukonda P/S (KAYU 523/Wrks/2016-2017/00055. Report dated 25/10/2016 and signed by members of the TEC committee</li> <li>*Drilling, development, construction and Installation of Boreholes and I production well (KAY 523/Wrks/2016-17/00060. Report is dated 21/10/2016 and signed by members of the TEC committee</li> </ul>
<ul style="list-style-type: none"> <li>Committee considered recommendations of the TEC and provide justifications for any deviations from those recommendations: score 1</li> </ul>	1	<p>There was evidence that the recommendations of TEC were adopted by Contracts Committee. Sampled files are:</p> <ul style="list-style-type: none"> <li>*Drilling, development, construction and Installation of Boreholes and production well (KAY 523/Wrks/2016-17/00060. TEC Report is dated 21/10/2016 and signed by Mr Kabitto Julius the chairman and other members of the Contracts committee. Recommendations for approval of the best evaluated bidder (ICON Project Ltd) were adopted by Contracts committee meeting held on 10/11/2016 under minute no: 95/KYG/10/11/2016</li> <li>* Construction of Refuse Bankers in 5 Rural Growth Centres (Procurement Ref no KAY 523/Wrks/2016-17/00105. TEC Report is dated 27/10/2016 and recommendations for this procurement were made under contracts committee meeting held on 10/11/2016 under minute no: 95/KYG/10/11/2016</li> </ul>

<p>13</p>	<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"> <li>• 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</li> </ul>	<p>2</p>	<p>A procurement plans for 2016-2017 and 2017-2018 signed by the Senior procurement officer and chief administrative officer are available</p> <p>Major Investments that have been planned for and included in the current FY 2017-2018 include:</p> <ul style="list-style-type: none"> <li>*Construction of class room blocks at Musiitwa UMEA p/s, Kawolokota P/S, Bujwaya P/S, Nanjwenge P/S</li> <li>* Construction of Main Administration block foundation for southern wing is planned and budgeted for in the district work plan</li> </ul> <p>(pg. 132 of Administration work plan)</p> <ul style="list-style-type: none"> <li>* Completion of Administration/sub county headquarters Phase II is planned for procurement and supplementary budget was provided for under code D-263201-5-/FY 17/18-002 (Nazigo sub-county) dated 20/10/2017</li> <li>* Installation of a mini solar piped water supply system at Nakyesa Rural growth centres is plan and budget for (Page 176 of the water work plan)</li> </ul> <p>Procurements for 2016-2017 were as per plan. For instance;</p> <ul style="list-style-type: none"> <li>* In the approved annual budget, Under the sections for submissions for procurement, Construction of a 5-stance pit latrine at Kikwaya P/S in Kangulumira was indicated as item 29, and procurement was made under ref no: KAY 523/Wrks/16-17/00063</li> <li>*Procurement of a motor vehicle was indicated in the procurement plan 2016-2017, and captured in the approved budget for education page 176(Administrative capital) and procured under procurement ref no: KAYU 523/Supls/16-17/00057</li> <li>*Construction of 5 stance pit latrines at Nawansana UMEA P/S was among the constructions planned for under education for FY 2016-2017 and was procured under ref KAYU 523/Wrks/16-17/00078.</li> </ul>
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The LG has prepared bid documents, maintained contract registers and procurement activities files and adheres with established thresholds.

Maximum 6 points on this performance measure

• For current FY, evidence that the LG has prepared 80% of the bid documents for all investment/infrastructure by August 30: score 2

2

Bid documents for planned infrastructure were ready by 30th August 2017 as evidenced by

1) Bid advert notice in the New vision dated 17/08/2017 (for domestic bidding) inviting bids for

\* Construction of administration main block southern wing, construction of classroom blocks, supply and installation of mini solar piped water supply system, drilling, development or installation of deep boreholes, phased construction of Nazigo s/c admin block

2) Bid advert notice for selective bidding published on the LG noticed dated 17/08/2017 inviting bids for

\* Fencing of Kangulumira HC IV, Construction of refuse bankers at Kangulumira and Kitimbwa, construction of 5 stance toilets latrines in various primary schools, Rehabilitation of abattoir at Bbaale s/c, Rehabilitation of boreholes etc

The above procurements covered more than 80% of the planned procurements for the current FY 2017/2018

Further some planned projects were cancelled because the Discretionary development equalisation grant (2017/18 guidelines for Grant and budget guidelines) draft as of 05/08/2016 does not allow for sub-counties to undertake capital developments except under promotion of wealth creation. As such, infrastructure developments that were planned for, but not yet procured by district, were cancelled .

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

0

A contractors register for 2016-2017 signed by the Senior procurement officer and chief administrative officer is available. However, one cannot ascertain the status of the project (completion dates, revisions etc.) from the register

		<ul style="list-style-type: none"> <li>For previous FY, evidence that the LG has adhered with procurement thresholds (sample 5 projects): score 2.</li> </ul>	2	<p>Procurement thresholds were adhered as per the reviewed files for following procurements :</p> <p>* Bid advert notice in the New vision dated 17/08/2017 (for domestic bidding) was inviting bids for:</p> <ol style="list-style-type: none"> <li>1) Drilling, Development and Installation of Boreholes (KAYU 523/WRKS/16-17/00060. Project value was 210 million shillings</li> <li>2) Construction of administration main block southern wing KAYU 523/Wrks/16-17/00060 valued at 150 million shillings</li> <li>3) Construction of 2 Class room block with officer and store at Lukonda P/S (KAYU 523/WRKS/16-17/00055 valued at approximately 59million.</li> </ol> <p>The files have a procurement requisition from the user department (works), request for approval of procurement method, BOQs, Invitation to bid (selective), contractors bid document, TEC and Contracts Committee reports, letters of award/acceptance, contract agreement and Payment certificate</p> <p>* Selective bidding was undertaken from the list of prequalified firms for 2016-2017 no: PDU 105/1 signed by the procurement officer and CAO is available (as per bid notice dated 17/08/2017).</p> <ol style="list-style-type: none"> <li>4) Construction of a 4-stance pit latrine at Kiwenda Galilaya SC HQ (KAYU 523/Wrks/16-17/00119). Project value is approximately 17 million shillings.</li> <li>5) Consultancy services for Valuation of property for Kayunga Town council; KAYU 523/SRVS/16-17/0086 for 25million shillings. Reference was made to an "invitation to bid (selective bidding) under procurement notice no: 3, 2016/2017 published on 25/08/2016</li> </ol> <p>Direct bidding was also done for services that require technical expertise and where there no prior prequalified firm. E.g. the procurement of 'Supply of Fresian semen straws, Short horn semen straws, Liquid nitrogen and Synchronate hormone (KAYU 523/Supls/16-17/00086 valued at 15 million. Reference was made to an "invitation to bid (selective bidding) under procurement notice no: 3, 2016/2017 published on 25/08/2016</p>
15	The LG has certified and provided detailed project information on all			<p>There was evidence of certification for projects for FY 2016-2017 as below:</p> <p>*Construction of a 4-stance pit latrine at Kiwenda Galilaya SC HQ (KAYU 523/Wrks/16-17/00119).</p>

investments

Maximum 4 points on this performance measure

- Evidence that all works projects implemented in the previous FY were appropriately certified – interim and completion certificates for all projects based on technical supervision: score 2

2

Certified by District Engineer and dated 26/6/2017

\*Construction of 3 stance pit latrine at Busaana SC HQ (KAYU 523/WRKS/16-17/00120. Certified by the District engineers and other user department officers and dated 21/06/2017

\* Phased construction of Kitimbwa piped water system (KAYU 523/WRKS/16-16/00108, Interim certificate certified by the District engineer and water officer on 19/8/2017

\*Completion certificate for Drilling, Development and Installation of Boreholes (KAYU 523/WRKS/16-17/00060 was certified by the district engineer and water officer on 20/6/2017

\*Completion Certificate for Construction of 6 protected springs KAYU 523/WRKS/16-17/00095 dated 20/3/2017 and signed by the district engineer and administrative officer

\*Certificate for construction of a public latrine at Kangulumira (KAYU 523/WRKS/16-17/00094 is dated 24/2/2017 and signed by district engineer and user departments

\*Completion certificates for construction of staff houses at Busaana T/C (KAYU 523/WRKS/16-17/00058) and Kyentume High school (KAYU 523/WRKS/16-17/00056) were certified/signed by the district engineer and CAO on 27/04/2017 and 11/04/2017 respectively

\* An interim certificate dated 20/12/2017 signed by the district engineer, CAO and other user departments and a final certificate dated 16/08/2016 (but signed in November 2016) for Construction of 2 Class room block with officer and store at Lukonda P/S (KAYU 523/WRKS/16-17/00055 were available for review.

\*Certificates for construction of latrines were as follows

- Construction of two stance pit latrine KAYU 523/WRKS/16-17/00069 dated 11/04/2017 and signed by the district engineer etc

- construction of 5-stance pit latrine at Kikwanya P/S; KAYU 523/WRKS/16-17/00063 dated 23/02/2017 and signed by the district engineer on 24/02/2017

- Interim certificate dated 20/06/2017 for construction of 2 five stance VIP latrines at Nazigo and Busaana (KAYU 523/WRKS/16-17/00077 signed by the district engineer on 20/06/17

- Certificate for Construction of a 2-stance latrine at Kayunga TC, KAYU 523/WRKS/16-17/00069

				<p>dated 11/04/2017 was certified by the district engineer on 27/4/2017</p> <p>- Construction of 5 refuse skips/bankers; KAYU 523/WRKS/16-17/000105. Certificate 1 &amp; 2 dated 18/05/2017 and 21/06/2017 respectively and signed by the district environmental officer and CAO.</p>
		<ul style="list-style-type: none"> <li>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</li> </ul>	0	<p>Site boards were not in place on the project sites that were visited. Sampled projects included</p> <ul style="list-style-type: none"> <li>* Construction of the Kayunga LG Administration block; Southern Wing. Ref no. KAYU/523/Wrks/17-18/00060 (Situating at the district headquarters</li> <li>* Construction of a classroom block at Musitwa Umea Primary school, Ref no. KAYU/523/Wrks/17-18/00061</li> <li>*Drilling, development and Installation of deep boreholes (Hand pumps) at.....Ref no. KAYU/523/Wrks/17-18/00068</li> </ul>

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"> <li>Evidence that the LG makes monthly bank reconciliations and are up to-date at the time of the assessment: score 4</li> </ul>	0	<ul style="list-style-type: none"> <li>I reviewed the bank statements for the period January- December 2017 and confirmed that the district had prepared statements for 11 months to November 2017.</li> </ul>
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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>	<p>• 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.</p>	0	<p>From a sample of 12 supplier invoices reviewed, 1 invoice was overdue for more than two months.</p> <table border="1"> <thead> <tr> <th>Voucher No.</th> <th>Payee</th> <th>Amount</th> <th>Invoice Date</th> </tr> </thead> <tbody> <tr> <td>Pv-WK00005</td> <td>Gapco Service</td> <td>9,464,084</td> <td>28/9/16</td> </tr> <tr> <td>Pv-AD00022</td> <td>SMB International</td> <td>49,662,424</td> <td>21/2/17</td> </tr> <tr> <td>Pv-AD00025</td> <td>SMB International</td> <td>93,538,021</td> <td>4/1/17</td> </tr> <tr> <td>Pv-AD00012</td> <td>SMB International</td> <td>54,358,478</td> <td>22/11/16</td> </tr> <tr> <td>Pv-AD00020</td> <td>Mbogo Investments</td> <td>1,300,000</td> <td>3/1/17</td> </tr> <tr> <td>Pv-AD00019</td> <td>Mbogo Investments</td> <td>640,000</td> <td>3/1/17</td> </tr> <tr> <td>Pv-LD00007</td> <td>Wanga General Enter</td> <td>2,466,717</td> <td>15/8/16</td> </tr> <tr> <td>Pv-WU00133</td> <td>Interplix Systems</td> <td>2,599,100</td> <td>6/5/17</td> </tr> <tr> <td>Pv-WU00157</td> <td>Seka Energy</td> <td>12,043,280</td> <td>30/8/17</td> </tr> <tr> <td>Pv-WU00155</td> <td>Seka Energy</td> <td>1,427,860</td> <td>30/8/17</td> </tr> <tr> <td>Pv-AD00024</td> <td>Seka Energy</td> <td>2,820,000</td> <td>4/4/17</td> </tr> <tr> <td>Pv-NU00083</td> <td>Seka Energy</td> <td>8,422,212</td> <td>10/1/17</td> </tr> </tbody> </table>	Voucher No.	Payee	Amount	Invoice Date	Pv-WK00005	Gapco Service	9,464,084	28/9/16	Pv-AD00022	SMB International	49,662,424	21/2/17	Pv-AD00025	SMB International	93,538,021	4/1/17	Pv-AD00012	SMB International	54,358,478	22/11/16	Pv-AD00020	Mbogo Investments	1,300,000	3/1/17	Pv-AD00019	Mbogo Investments	640,000	3/1/17	Pv-LD00007	Wanga General Enter	2,466,717	15/8/16	Pv-WU00133	Interplix Systems	2,599,100	6/5/17	Pv-WU00157	Seka Energy	12,043,280	30/8/17	Pv-WU00155	Seka Energy	1,427,860	30/8/17	Pv-AD00024	Seka Energy	2,820,000	4/4/17	Pv-NU00083	Seka Energy	8,422,212	10/1/17
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The LG executes the Internal Audit function in accordance with the LGA section 90 and LG procurement regulations

Maximum 6 points on this performance measure.

- Evidence that the LG has a substantive Senior Internal Auditor and produced all quarterly internal audit reports for the previous FY: score 3.

3

- The internal audit department is headed by a substantively appointed principal internal auditor I inspected the personal file of Mr. Muyinda Joseph Mukasa and confirmed that he was appointed Principal internal auditor effective 3rd May, 2010 under minute 32/DSC/KYG/2010

- The principal internal auditor produced quarterly internal audit reports for the FY 2016/2017 as follows:

Period	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Date	28th Oct, 2016	30th Mar, 17	24th April, 17	28th July, 17

- 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

I reviewed the district Public accounts Committee (DPAC) reports for FY 2016/2017 dated 11th April, 2017, 12th October, 2017 for 1st and 3rd quarters respectively and confirmed DPAC had discussed internal audit reports and the Chief administrative Officer had submitted the status of implementation of internal audit findings for discussion for 1st and 3rd quarters respectively..

- 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

I reviewed the district Public accounts Committee (DPAC) reports for FY 2016/2017 dated 11th April, 2017, 12th October, 2017 for 1st and 3rd quarters respectively and confirmed DPAC had discussed internal audit reports and the Chief administrative Officer had submitted the status of implementation of internal audit findings for discussion for 1st and 3rd quarters respectively.

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"> <li>• 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</li> </ul>	0	<p>The district maintains one asset registers which records ;</p> <ul style="list-style-type: none"> <li>i. computers and equipment,</li> <li>ii. motor vehicles and plant,</li> <li>iii. furniture and fittings,</li> </ul> <p>The district does not have a register for Land and buildings.</p> <p>At the time of assessment</p> <ul style="list-style-type: none"> <li>• The asset registers are also in a format that complies with treasury accounting regulations.</li> </ul>
20	<p>The LG has obtained an unqualified or qualified Audit opinion</p> <p>Maximum 4 points on this performance measure</p>	<p>Quality of Annual financial statement from previous FY: • unqualified audit opinion: score 4 • Qualified: score 2 • Adverse/disclaimer: score 0</p>	4	<ul style="list-style-type: none"> <li>• According to the Auditor General's report for the FY 2017, the audit opinion on the financial statements of Kayunga Local Government was unqualified.</li> </ul>
Assessment area: Governance, oversight, transparency and accountability				
21	<p>The LG Council meets and discusses service delivery related issues</p> <p>Maximum 2 points on this performance measure</p>	<p>Evidence that the Council meets and discusses service delivery related issues including TPC reports, monitoring reports, performance assessment results and LG PAC reports for last FY: score 2</p>	2	<p>Council met 6 times and there is evidence of discussion of issues pertaining to service delivery., and reports from the TPC and Council Committee Resolutions.</p>

22	<p>The LG has responded to the feedback/complaints provided by citizens</p> <p>Maximum 2 points on this Performance Measure</p>	<ul style="list-style-type: none"> <li>Evidence that LG has designated a person to coordinate response to feed-back (grievance /complaints) and responded to feedback and complaints: score 2.</li> </ul>	0	<p>There was no evidence of designating a person to respond to grievances and complaints from the public</p>
23	<p>The LG shares information with citizens (Transparency)</p>	<p>Evidence that the LG has published: • The LG Payroll and Pensioner Schedule on public notice boards and other means: score 2</p>	2	<p>The LG Payroll and Pensioner schedule was displayed at the LG notice board and there was evidence of previous copies filed.</p>
	<p>Total maximum 4 points on this Performance Measure</p>	<ul style="list-style-type: none"> <li>Evidence that the procurement plan and awarded contracts and amounts are published: score 1</li> </ul>	1	<p>Kayunga DLG on an annual basis produces among the mandatory notices an indication of projects, their location, period of implementation, contractor and contractor amount and source of funds – these are posted in public places and noticeboards.</p> <p>The schedule all includes all IPFs by Sector</p> <p>Kayunga DLG has also produced a District Profile Pocket Booklet – which outlines what was done and what is to be done.</p>
		<ul style="list-style-type: none"> <li>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.</li> </ul>	0	<p>N/A. The Central Government did not conduct the Annual Performance Assessment for LGs in 2016/17</p>

24	<p>The LGs communicate guidelines, circulars and policies to LLGs to provide feedback to the citizens</p>	<ul style="list-style-type: none"> <li>• Evidence that the HLG have communicated and explained guidelines, circulars and policies issued by the national level to LLGs during previous FY: score 1</li> </ul>	1	<p>Planner receives circulars on mail – shares copy with CAO and Registry, and then share during TPC, - then circulars to HoDs and LLG Chiefs for circulating to the communities</p>
	<p>Maximum 2 points on this performance measure</p>	<ul style="list-style-type: none"> <li>• 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.</li> </ul>	1	<p>Out of Monday Top Management Meetings, it was resolved to have a District Leaders Consultative meeting where all stakeholders come on board and discuss on issues that would benefit the District as a whole.</p> <p>The Rationale for Leadership Forum is:</p> <ul style="list-style-type: none"> <li>- To give an accountability (situation analysis), progress on key service delivery units</li> <li>- To provide a platform for Local Leaders to highlight the key bottlenecks to service delivery in their local authorities and provide practical solutions on how to address them;</li> <li>- to serve as Platform for resource mobilization especially for the unfunded priorities</li> </ul> <p>The DLG also hold barazas – public dialogues – during 2016/17 FY 2 of these were held at County Level in Baale and Kangulumira Subcounties- on 24th June 2016 and 7th September, 2016. . Reports on these activities were reviewed. The DLG also has a Website <a href="http://www.kayunga.go.ug">www.kayunga.go.ug</a> in addition to other social media platforms. The website is regularly updated. Other media include radio talk shows.</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"> <li>• Evidence that the LG gender focal person has provided guidance and support to sector departments to mainstream gender into their activities score 2.</li> </ul>	2	<p>Minutes of the 3rd DPTC meeting for FY 2016/2017 held on 13th September 2016 in the district health board room Kayunga provided for a gender presentation on gender planning and budgeting. Min 8/DPTC/19/9/2016.</p> <p>Gender Mainstreaming Mentoring report dated 10/11/2016 to CAO signed SCDO was seen</p> <p>Support to other departments documentation seen includes:</p> <p>* Fourth quarter water sector report 2016-2017 for Kayunga District ref no: CR 213/5 dated 4/08/2017 signed by CAO shows a gender mainstreaming clause 2.2 page 9</p>
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• 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

The work plan for the current FY 2017/2018 was availed. Activities for Gender mainstreaming were planned for inclusion in the annual work plan as per communication from the DCDO dated 3rd May 2017

\*A Report dated 11th January 2017 titled 'Support supervision for women council activities' in a few sub counties was submitted to the CAO by the SCDO

\*Report on International women's day celebration 2016 to the CAO, dated 9/08/2016 by the SCDO

Other reports seen included:

\*FAL (Functional Adult Literacy) Monitoring report (4th quarter dated 01/06/2017 by the SCDO

\*YLP Enforcement and Recovery status report Effective 27/09/2016, by the YLP Coordinator dated 11/10/2016

The budget specifically for gender mainstreaming was 1 million shillings and was spent 100% as per requisition dated 12/04/2017 and payment voucher dated 5/10/2017

The score is based on the gender mainstreaming budget since other budget lines are tagged to other activities that are not specific. For instance,

\*Budget for women councils budget was 5.917 million and 5.188 million was spent on this line activity (87.7%).

\*Cumulative departmental budget on Gender activities 2016-2017 (less wages) was 17.893 million and expenditure 17.545million 99.8%.

<p>LG has established and maintains a functional system and staff for environmental and social impact assessment and land acquisition</p> <p>Maximum 6 points on this performance measure</p>	<ul style="list-style-type: none"> <li>• 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</li> </ul>	0	<p>For the current year (2017/18), no screening reports were availed for assessment by the Environmental Officer, YET procurement processes for the works have already commenced. Further no monitoring reports for screening and mitigation measures were not availed</p> <p>Sampled Screening reports for projects within the FY 2016-2017 had screening reports</p> <ol style="list-style-type: none"> <li>1) Construction of a Refuse Bankers in 5 Rural Growth Centres (Busaana, Kitimbwa, Kangulumira and Nazigo) (KAYU /523/WRKS/16-17/00105 is dated 7/10/2016 submitted to the CAO by the Senior Environmental Officer</li> <li>2) Drilling, Development and Installation of Boreholes (KAYU 523/WRKS/16-17/00060) total of 10 boreholes. Screening report is dated 16/01/2017, submitted to the CAO by the SEO</li> </ol>
	<ul style="list-style-type: none"> <li>• Evidence that the LG integrates environmental and social management plans in the contract bid documents: score 1</li> </ul>	0	<p>Review of contract bid documents indicated that the only provision for integration of ESMP in bid documents is GCC 60.1 i.e Plant 20 trees. ESMP are not available and ought to be tailor made each/specific projects to address specific environmental impacts as per Screening reports</p> <ol style="list-style-type: none"> <li>1) Contract Agreement for Construction of refuse bankers at Kangulumira S/C and Kitimbwe S/C</li> <li>2) Construction of teacher's house at Kyengera P/S. Ref no. KAYU/523/Wrks/17-18/00065</li> <li>3) Construction of the Kayunga LG Administration block; Southern Wing. Ref no. KAYU/523/Wrks/17-18/00060 (Situating at the district headquarters</li> <li>4) Construction of a classroom block at Musitwa Umea Primary school, Ref no. KAYU/523/Wrks/17-18/00061</li> <li>5) Drilling, development and Installation of deep boreholes (Hand pumps) Ref no. KAYU/523/Wrks/17-18/00068</li> </ol>

		<ul style="list-style-type: none"> <li>• Evidence that all projects are implemented on land where the LG has proof of ownership (e.g. a land title, agreement etc.): score 1</li> </ul>	1	<p>Score is based on evidence of Land titles for sites where major investments are on-going include</p> <ul style="list-style-type: none"> <li>* Construction of Nazigo s/c admin block. Leasehold land, Plot 33, Bugerere 146, Nazigo Mukone dated 1/05/1994</li> <li>* Construction of administration main block southern wing. (Freehold register volume 1285, folio 12. Plot 138, Block 115 at Ntenjeru)</li> <li>* Construction of staff houses at Busaana HC IV (KAYU 523/WRKS/16-17/00058). Lease by Uganda Land Commission dated 15/09/1994; Plot 4, Bugerere Block 113. LB/7761, Min no. 19/90 (a) 98 of 4/4/90</li> <li>* Other projects such as Supply and Installation of mini water solar water supply system at Nakyesa RGC have been halted due to complications on land ownership. Kangulumira Refuse bankers were relocated to Namagabi Umea SSS and the bankers for Kitimbwa T/C were relocated to Kayunga Parish HQ due to land ownership issues</li> </ul> <p>Titles for schools in the districts belong to religious entities and so ownership is not availed to the districts unless the central government provides a directive for these entities to provide titles for the schools</p> <p>Further Land in Kayunga district belongs to Buganda Land Board</p>
		<ul style="list-style-type: none"> <li>• Evidence that all completed projects have Environmental and Social Mitigation Certification Form completed and signed by Environmental Officer: score 2</li> </ul>	0	<p>For the projects in the previous year (2016-2017), certification for ESM and completion forms were not availed for assessment by the Environmental Officer, YET according to projects were certified as per indicator 15(a)</p>





## **LGPA 2017/18**

Educational Performance Measures

Kayunga District

(Vote Code: 523)

Score 29/100 (29%)

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"> <li>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</li> </ul>	4	<p>From the departmental budget dated budget (2016/2017), it was confirmed that at least 1 head teacher and 7 teachers were budgeted for.</p> <p>Staff list, payrolls and list of schools were seen</p> <p>All serving teachers were on the pay roll</p>
		<ul style="list-style-type: none"> <li>Evidence that the LG has deployed a Head Teacher and minimum of 7 teachers per school for the current FY: score 4</li> </ul>	0	<p>Payrolls/staff lists and list of schools were seen and five (05) out of 167 schools had less than 7 teachers.</p> <p>Of the 167 head teachers in government aided schools, 142 were substantive and 35 were acting.</p> <p>According to the DEO, the gap had been caused by death, and some head teachers had enrolled by a mentor-ship course</p>
2	<p>LG has substantively recruited all primary school teachers where there is a wage bill provision</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> <li>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</li> </ul>	3	<p>From the staff lists, only 5 schools have less than 7 teachers</p> <p>The gap for teachers is (0.64%) that needs to be filled. The total number of teachers on pay roll is 1700</p> <p>Reasons for gaps include lack of 7 classes for some schools, for they have not yet reached primary 7 (3%). The total number of government aided primary schools are 167 and the percentage of schools with less than 7 teachers were said to be 11 (6.6%).</p>

3	<p>LG has substantively recruited all positions of school inspectors as per staff structure, where there is a wage bill provision.</p> <p>Maximum 6 for this performance measure</p>	<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>	0	<p>From the approved structure Kayunga is expected to have 7 inspectors and 1 DEO.</p> <p>All the 7 inspectors and the 1 DEO are budgetted for as per the wage bill provision.</p> <p>Only 3 inspectors are in place and deployed. Lack of additional four (4) inspectors constitute the missing gap.</p> <p>No copy of advertisements to fill the inspector positions was availed verification on 23rd January 2018 - the time of this assessment.</p>
4	<p>The LG Education department has submitted a recruitment plan covering primary teachers and school inspectors to HRM for the current FY.</p> <p>Maximum 4 for this performance measure</p>	<p>Evidence that the LG Education department has submitted a recruitment plan to HRM for the current FY to fill positions of Primary Teachers: score 2</p>	0	<p>Recruitment plans for to fill vacant positions of teachers was not available at the time of this assessment (23rd January, 2018)</p>
		<p>Evidence that the LG Education department has submitted a recruitment plan to HRM for the current FY to fill positions of School Inspectors: score 2</p>	0	<p>Recruitment plans for inspectors were not available at the time of this assessment.</p>
5	<p>The LG Education department has conducted performance appraisal for school inspectors and ensured that performance appraisal for all primary school head teachers is conducted during the previous FY.</p> <p>Maximum 6 for this performance measure</p>	<p>Evidence that the LG Education department appraised school inspectors during the previous FY • 100% school inspectors: score 3</p>	0	<p>There are three Inspectors of Schools working. 1 was appraised. 2 were not .</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>There are 167 Head teachers. Out of 30 randomly selected, only 9 were appraised</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"> <li>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</li> </ul>	0	<p>Most relevant circulars were available in the DEOs office and these included;</p> <p>Focus on school inspection FY 2017/18. NO. DES/14/17</p> <p>Teacher Support Supervision No: ADM/203/255/01 School Feeding Program in Education Institutions. NO: MES/MIN25 District Dialigue Meetings dated 30th Nov, 2016</p> <p>From the 4 sampled schools, only 2 had such circulars. However, for the rest communication of the contents of circulars was reported to be verbal (meetings) and using Watsup</p>
		<ul style="list-style-type: none"> <li>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</li> </ul>	2	<p>The DEO holds meetings with head teachers. There are minutes of meetings held twice a term, at the beginning and end of term. E.g. Minutes as at 29/3/2017. From the minutes, the head-teachers were communicated to about the contents of the guidelines, policies, circulars issued by the national level, including on school feeding</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>	<p>• Evidence that all private and public primary schools have been inspected at least once per term and reports produced:  o 100% - score 12  o 90 to 99% - score 10  o 80 to 89% - score 8  o 70 to 79% - score 6  o 60 to 69% - score 3  o 50 to 59% score 1  o Below 50% score 0.</p>	1	<p>Quarterly Inspection reports for both private and government aided were seen in the DEOs office.</p> <p>E.g. School Inspection Report 4th for 1st, Oct 2016</p> <p>2nd, was dated 12th January, 2017</p> <p>3rd was dated 3rd April, 2017</p> <p>4th Quarter 2017 was dated 3rd, July, 2017</p> <p>Of the 4 sampled schools, only 2 had had evidence of having been inspected, although the visitors books indicated that the inspectors had at reached the schools. The inability to inspect all schools adequately was attributed to lack of inspection staff as indicated by the DEO. Schools sampled were:</p> <ol style="list-style-type: none"> <li>1. Bwetyaba RCC P/S.</li> <li>2. Gospel Valley P/S.</li> <li>3. Ndeeba C/U P/S.</li> <li>4. Namagabi Umea P/S.</li> </ol> <p>From the sample, it can be deduced that 50% of the schools were inspected</p>
8	<p>LG Education department has discussed the results/reports of school inspections, used them to make recommendations for corrective actions and followed recommendations</p> <p>Maximum 10 for this performance measure</p>	<p>• 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</p>	0	<p>From the departmental minutes, there was no evidence that the Education department had discussed school inspection reports. No minutes were seen particularly in this regard</p>
		<p>• Evidence that the LG Education department has submitted school inspection reports to the Directorate of Education Standards (DES) in the Ministry of Education and Sports (MoES): Score 2</p>	2	<p>From DES records, Kayunga had submitted Inspection reports to DES with in the right time</p>

		<ul style="list-style-type: none"> <li>Evidence that the inspection recommendations are followed-up: score 4</li> </ul>	4	<p>Minutes of meetings with head teachers were seen and a full box file was availed for review.</p> <p>Recommendations from DEO and Inspector of schools included the possibility of closing of schools with no minimum standards.</p>
9	<p>The LG Education department has submitted accurate/consistent reports/date for school lists and enrolment as per formats provided by MoES</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that the LG has submitted accurate/consistent data: o List of schools which are consistent with both EMIS reports and OBT: score 5</li> </ul>	0	<p>The number of schools given by EMIS data is different from that availed by the DEO especially for private schools.</p>
		<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>DEO only provided enrollment data for government schools</p> <p>Boys – 13,645</p> <p>Girls – 14,489</p> <p>Total 38,131 (only Govt)</p> <p>Enrollment data for private primary schools had not been disaggregated</p>

Assessment area: Governance, oversight, transparency and accountability

10	<p>The LG committee responsible for education met, discussed service delivery issues and presented issues that require approval to Council</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> <li>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</li> </ul>	2	<p>Council Committee responsible for Education and Health met 5 times during FY 2016/17 and there is evidence of discussion of issues pertaining to service delivery.</p> <p>Minutes of Education and Health Committee – 20th April, 2017 – 3rd Quarter report - Min 46/EHC/04/16/17 – Consideration of Sector 3rd Quarter Progress Report – Education and Sports – Report on School Inspection;</p>
		<ul style="list-style-type: none"> <li>Evidence that the education sector committee has presented issues that requires approval to Council: score 2</li> </ul>	2	<p>Consideration of the Sector 4th Quarter Work plan – Min 49/EHC/04/16/17 - 13th September 16/17 – Consideration of the 1st Quarter Sector Work plan Min.03/EHC/09/16/17</p>

11	<p>Primary schools in a LG have functional SMCs</p> <p>Maximum 5 for this performance measure</p>	<p>Evidence that all primary schools have functional SMCs (established, meetings held, discussions of budget and resource issues and submission of reports to DEO) • 100% schools: score 5 • 80 to 99% schools: score 3 • Below 80% schools: score 0</p>	0	<p>Of the four sampled schools, only 3 had Minutes of SMCs. However, all the three were government and the school with no SMC was privately owned. the sampled schools were:</p> <ol style="list-style-type: none"> <li>1. Bwetyaba RCC P/S.</li> <li>2. Gospel Valley P/S.</li> <li>3. Ndeeba C/U P/S.</li> <li>4. Namagabi UMEA P/S.</li> </ol> <p>Three out four is 75%</p>
12	<p>The LG has publicised all schools receiving non-wage recurrent grants</p> <p>Maximum 3 for this performance measure</p>	<p>• Evidence that the LG has publicised all schools receiving non-wage recurrent grants e.g. through posting on public notice boards: score 3</p>	3	<p>All schools receiving non-wage recurrent grants were listed on notice boards by the time of this assessment</p>
Assessment area: Procurement and contract management				
13	<p>The LG Education department has submitted procurement requests, complete with all technical requirements, to PDU that cover all items in the approved Sector annual work plan and budget</p> <p>Maximum 4 for this performance measure</p>	<p>• Evidence that the sector has submitted procurement requests to PDU that cover all investment items in the approved Sector annual work plan and budget on time by April 30: score 4</p>	0	<p>.There was no record in the department as to when they submitted procurement requests to the PDU.</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>	<p>• Evidence that the LG Education departments timely (as per contract) certified and recommended suppliers for payment: score 3 points</p>	0	<p>• Out of the 8 payments reviewed, the shortest time it took to initiate payment was three days and the longest was 365 days as shown below;</p> <table border="1"> <thead> <tr> <th>Voucher Invoice</th> <th>Payee Payment</th> <th>Amount</th> <th>Delay</th> </tr> </thead> <tbody> <tr> <td>No. Date</td> <td>Date</td> <td></td> <td></td> </tr> <tr> <td>Pv-ED00001</td> <td>Densem</td> <td>10,051,753</td> <td>31/05/16 20/06/16 20</td> </tr> <tr> <td>Pv-ED00224</td> <td>Alps Group Ltd</td> <td>5,859,979</td> <td>5/09/16 27/02/17 156</td> </tr> <tr> <td>Pv-ED00008</td> <td>Paujose LTd</td> <td>8,037,000</td> <td>13/06/16 27/10/16 130</td> </tr> <tr> <td>Pv-ED00002</td> <td>Seki General</td> <td>2,269,380</td> <td>7/09/16 8/09/17 365</td> </tr> <tr> <td>Pv-ED00006</td> <td>Restoration2010 Ltd</td> <td>28,157,757</td> <td>19/02/16 23/12/16 17</td> </tr> <tr> <td>Pv-ED00019</td> <td>Dansem</td> <td>4,843,554</td> <td>4/12/16 14/12/16 10</td> </tr> <tr> <td>Pv-ED000003</td> <td>Posh suppliers Ltd</td> <td>16,250,751</td> <td>19/7/16 22/07/16 3</td> </tr> <tr> <td>Pv-ED000004</td> <td>KYNT Ltd</td> <td>2,892,252</td> <td>26/2/16 23/11/16 297</td> </tr> </tbody> </table>	Voucher Invoice	Payee Payment	Amount	Delay	No. Date	Date			Pv-ED00001	Densem	10,051,753	31/05/16 20/06/16 20	Pv-ED00224	Alps Group Ltd	5,859,979	5/09/16 27/02/17 156	Pv-ED00008	Paujose LTd	8,037,000	13/06/16 27/10/16 130	Pv-ED00002	Seki General	2,269,380	7/09/16 8/09/17 365	Pv-ED00006	Restoration2010 Ltd	28,157,757	19/02/16 23/12/16 17	Pv-ED00019	Dansem	4,843,554	4/12/16 14/12/16 10	Pv-ED000003	Posh suppliers Ltd	16,250,751	19/7/16 22/07/16 3	Pv-ED000004	KYNT Ltd	2,892,252	26/2/16 23/11/16 297
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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>	<p>• 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</p>	0	<p>Planner had no log to ascertain adherence of sectors to submission deadlines.</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"> <li>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</li> <li>If sector has no audit query score 4</li> <li>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</li> <li>If all queries are not responded to score 0</li> </ul>	2	<p>A review of internal audit reports for four quarters of FY 2017 dated 28th Oct, 2016, 30th Mar, 17, 24th April, 17, 28th July, 17 respectively revealed the following:</p> <ul style="list-style-type: none"> <li>Internal Audit findings on the sector</li> </ul> <table border="0"> <tr> <td>Quarter:</td> <td>Quarter 1</td> <td>Quarter 2</td> </tr> <tr> <td>Quarter 3</td> <td>Quarter 4</td> <td></td> </tr> </table> <p>No. of queries :        0</p> <p>0            0            1</p> <p>The department had 1 audit query in the year which was responded to.</p>	Quarter:	Quarter 1	Quarter 2	Quarter 3	Quarter 4	
Quarter:	Quarter 1	Quarter 2								
Quarter 3	Quarter 4									

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"> <li>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</li> </ul>	2	<p>Minutes of the 3rd Departmental and Technical Planning Committee meeting for the year 2016/2017 was dated 30th September, 2016. Guidelines on how to handle hygiene, reproductive health and life skills were disseminated..</p>
		<ul style="list-style-type: none"> <li>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</li> </ul>	2	<p>Minutes of the 3rd Departmental and Technical Planning Committee meeting for the year 2016/2017 was dated 30th Sept, 2016 were availed. Evidence of dissemination and explaining guidelines was contained in the minutes</p> <p>Separate latrines for boys and girls had been constructed in the 4 sampled schools as below:</p> <ol style="list-style-type: none"> <li>Bwetyaba RCC P/S.</li> <li>Gospel Valley P/S.</li> <li>Ndeeba C/U P/S.</li> <li>Namagabi Umea P/S.</li> </ol>

		<ul style="list-style-type: none"> <li>• Evidence that the School Management Committee meet the guideline on gender composition: score 1</li> </ul>	0	<p>List of SMCs from the 3 sampled schools (out of the 4) had both male and female representatives. In all the sampled schools, the average composition membership for female was 3 out of 12 or 11 in some cases. By structure, 1/3 of the members must be female. Ideally the female composition would have been 4.</p> <ol style="list-style-type: none"> <li>1. Bwetyaba RCC P/S.</li> <li>2. Gospel Valley P/S.</li> <li>3. Ndeeba C/U P/S.</li> <li>4. Namagabi Umea P/S.</li> </ol>
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"> <li>• 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:</li> </ul>	0	<p>There was no evidence of issuing guidelines nor of minutes of meetings between DEO and teachers to discuss guidelines on environmental management, although the schools sampled have attempted to plant trees.</p>



## **LGPA 2017/18**

Health Performance Measures

Kayunga District

(Vote Code: 523)

Score 69/100 (69%)

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>	3	<p>The staffing norm stands at 78% with key technical and support staff recruited according to the available wage bill.</p>
2	<p>The LG Health department has submitted a comprehensive recruitment plan to the HRM department</p> <p>Maximum 4 points for this performance measure</p>	<p>Evidence that Health department has submitted a comprehensive recruitment plan/request to HRM for the current FY, covering the vacant positions of health workers: score 4</p>	4	<p>The recruitment plan was submitted and approved on 14th September 2018 by the HR department</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 are 19 Government owned Health Facilities including the District Hospital. The appraisal status is as follows; The in IC Kayunga District Hospital is on paid study leave up to 2019,Appraisal Report seen for the person acting. For Bbaale HCIV the IC is on study leave but report seen. Reports were in place for the undermentioned; Kawongo HC/III Nakatovu Nkokonjeri HCIII Kasokwe HCII KawongoIII HCIII Lugasa HCIII Busale HCII Busaana HCIII KangulumiraHCIV</p> <p>For the undermentioned no reports were seen; Galiraya HCIII Buyobe HCII NtenjeruHC/III Nakyesa/HCII KakiikaHC/II NamusaalaHCII BukambaHCII Nazigo HCII</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>	<p>• 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</p>	4	<p>Key health cadre of staff have been recruited and distributed in all health facilities based on the MoH recommended staffing norms.</p>
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"> <li>• Evidence that the DHO has communicated all guidelines, policies, circulars issued by the national level in the previous FY to health facilities: score 3</li> </ul>	0	No evidence of any communication or circulars issued on policies and guidelines.
		<ul style="list-style-type: none"> <li>• 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</li> </ul>	0	No evidence of any meetings between DHO and lower level health facilities to explain guidelines and policies.
6	<p>The LG Health Department has effectively provided support supervision to district health services</p> <p>Maximum 6 points for this performance measure</p>	<p>Evidence that DHT has supervised 100% of HC IVs and district hospitals: score 3</p>	3	The DHT supervised the district hospital (Kayunga Hospital) during the previous and current financial year and the 2 HC IVs; Bbale HC IV and Kangurumira HC IV.
		<p>Evidence that DHT has supervised lower level health facilities within the previous FY: • If 100% supervised: score 3 points • 80 - 99% of the health facilities: score 2 • 60 - 79% of the health facilities: score 1 • Less than 60% of the health facilities: score 0</p>	3	All the 24 health facilities have been supervised though not all supervised at the same time during the quarters
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>	6	The 24 health facilities ( have been supervised based in three health sub districts; Bbaale HCIV (Bbaale health sub district) has 10 health facilities, Ntenjeru North-8 health facilities and Ntenjeru south-6 health facilities

8	<p>The LG Health department (including HSDs) have discussed the results/reports of the support supervision and monitoring visits, used them to make recommendations for corrective actions and followed up</p> <p>Maximum 10 points for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the reports have been discussed and used to make recommendations for corrective actions during the previous FY: score 4</li> <li>• Evidence that the recommendations are followed – up and specific activities undertaken for correction: score 6</li> </ul>	<p>4</p> <p>6</p>	<p>The HSD visited, biannual meetings are held following support supervision to address gaps and assign responsibilities. Similarly at district level the action from the support supervision are discussed by the DHO and are reflect on progress in the subsequent quarterly support supervision visits.</p> <p>Actions from previous support supervision visits are implemented and monitored by the DHT and HSDs. The health worker absenteeism has been monitored twice a year and feedback given to CAO and district sectoral committee. Evidence of this report is available include tracking of attendance on duty record on 1st June 2017 report to CAO and sectoral committee on 14th August 2017. .</p>
9	<p>The LG Health department has submitted accurate/consistent reports/date for health facility lists as per formats provided by MoH</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the LG has submitted accurate/consistent data regarding: <ul style="list-style-type: none"> <li>o List of health facilities which are consistent with both HMIS reports and OBT: score 10</li> </ul> </li> </ul>	10	<p>All the 24 health facilities appear within the OBT and their outputs based on the submitted HMIS reports are submitted</p>
Assessment area: Governance, oversight, transparency and accountability				

10	<p>The LG committee responsible for health met, discussed service delivery issues and presented issues that require approval to Council</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> <li>• 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</li> </ul>	2	<p>The Education and Health Committee met as below:</p> <ul style="list-style-type: none"> <li>- Education and Health Committee – 20th April, 2017 – 3rd Quarter report - Min 46/EHC/04/16/17 – Consideration of Sector 3rd Quarter Progress Report – Education and Sports – Report on School Inspection;</li> <li>- Health 4th Quarter – report on PMTCT / ENTCT; Essential Medicines delivery Mechanisms to all health facilities. – Min 49/EHC/02/1617</li> </ul>
		<ul style="list-style-type: none"> <li>• Evidence that the health sector committee has presented issues that require approval to Council: score 2</li> </ul>	2	<ul style="list-style-type: none"> <li>- Consideration of the Sector 4th Quarter Work plan – Min 49/EHC/04/16/17</li> <li>- 13th September 16/17 – Consideration of the 1st Quarter Sector Workplan Min.03/EHC/09/16/17</li> </ul>
11	<p>The Health Unit Management Committees and Hospital Board are operational/functioning</p> <p>Maximum 5 points</p>	<p>Evidence that health facilities and Hospitals have functional HUMCs/Boards (established, meetings held and discussions of budget and resource issues):</p> <ul style="list-style-type: none"> <li>• If 100% of randomly sampled facilities: score 5</li> <li>• If 80-99% : score 3</li> <li>• If 70-79%: : score 1</li> <li>• If less than 70%: score 0</li> </ul>	5	<p>The hospital board meets monthly and most of the minutes were seen for the FY 2016/2017. One of the health facilities visited had 2 HUMC meetings held in FY 2016/2017. (Kangurumira HC IV (all 4 meetings held), Busaana HC III (all 4 meetings held) and Busaana HC II (only 2 meetings), Baale HC IV (all 4 meetings), Nazigo HC III (all 4 meetings)</p>
12	<p>The LG has publicised all health facilities receiving PHC non-wage recurrent grants</p> <p>Maximum 3 for this performance measure</p>	<ul style="list-style-type: none"> <li>• 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</li> </ul>	3	<p>The publication on PHC releases is available and seen on the notice board</p>
Assessment area: Procurement and contract management				



13	<p>The LG Health department has submitted procurement requests, complete with all technical requirements, to PDU that cover all items in the approved Sector annual work plan and budget</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> <li>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</li> </ul> <p>Evidence that LG Health department submitted procurement request form (Form PP5) to the PDU by 1st Quarter of the current FY: score 2</p>	2	<p>Not applicable. No development funds allocated to health sector FY 2017/2018. The file contains requests for stationery.</p> <p>Not applicable. No development funds allocated to health sector FY 2017/2018. PP5 form is for capital investments (Development Funds) which budget is not availed to the health sector district budget. Seen requests for stationery</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"> <li>Evidence that the LG Health department has supported all health facilities to submit health supplies procurement plan to NMS on time: <ul style="list-style-type: none"> <li>100% - score 8</li> <li>70-99% – score 4</li> <li>Below 70% - score 0</li> </ul> </li> </ul>	8	<p>The procurement plans for HC IV exist and the hospital submitted and approved by NMS on 21st February 2017. Other health facilities pull medicines and supplies from NMS.</p>																								
15	<p>The LG Health department has certified and initiated payment for supplies on time</p> <p>Maximum 2 for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that the DHO (as per contract) certified and recommended suppliers timely for payment: score 2 points</li> </ul>	0	<ul style="list-style-type: none"> <li>I reviewed one payments and found that it took 9 days to be recommended for payment.</li> </ul> <table border="1"> <thead> <tr> <th>Voucher No.</th> <th>Payee</th> <th>Amount</th> <th>Delay</th> </tr> </thead> <tbody> <tr> <td>Invoice</td> <td>Payment</td> <td></td> <td></td> </tr> <tr> <td>No.</td> <td>Date</td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Pv-HE00027</td> <td>Bana Enterprises</td> <td>32,472,940</td> <td>8/2/17 17/2/17</td> </tr> <tr> <td></td> <td></td> <td></td> <td>9</td> </tr> </tbody> </table>	Voucher No.	Payee	Amount	Delay	Invoice	Payment			No.	Date							Pv-HE00027	Bana Enterprises	32,472,940	8/2/17 17/2/17				9
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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"> <li>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</li> </ul>	0	Planner has no log or record to ascertain adherence of sectors to submission deadlines.										
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>I reviewed internal audit reports for four quarters of FY 2017 dated 28th Oct, 2016, 30th Mar, 17, 24th April, 17, 28th July, 17 respectively and found the following:</p> <ul style="list-style-type: none"> <li>Internal Audit findings on the sector</li> </ul> <table border="1" data-bbox="927 875 1505 1048"> <thead> <tr> <th>Period</th> <th>Quarter 1</th> <th>Quarter 2</th> <th>Quarter 3</th> <th>Quarter 4</th> </tr> </thead> <tbody> <tr> <td>No. of quarries :</td> <td>12</td> <td>1</td> <td>0</td> <td>0</td> </tr> </tbody> </table> <ul style="list-style-type: none"> <li>The department had 13 audit queries in the year which were responded to but did not implement all the audit recommendations.</li> </ul>	Period	Quarter 1	Quarter 2	Quarter 3	Quarter 4	No. of quarries :	12	1	0	0
Period	Quarter 1	Quarter 2	Quarter 3	Quarter 4										
No. of quarries :	12	1	0	0										
Assessment area: Social and environmental safeguards														
18	<p>Compliance with gender composition of HUMC and promotion of gender sensitive sanitation in health facilities.</p> <p>Maximum 4 points</p>	<ul style="list-style-type: none"> <li>Evidence that Health Unit Management Committee (HUMC) meet the gender composition as per guidelines: score 2</li> <li>Evidence that the LG has issued guidelines on how to manage sanitation in health facilities including separating facilities for men and women: score 2</li> </ul>	2	<p>All facilities visited have female representation of at least 30%-Busaana HC III, Busaana HCII and Kangurumira HC IV</p> <p>There are no guidelines on managing sanitation that were issued by the DHO</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"><li>• Evidence that the LGs has issued guidelines on medical waste management, including guidelines for construction of facilities for medical waste disposal : score 2 points.</li></ul>	0	<p>There are no guidelines on medical waste management that were issued by the DHO</p>
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## **LGPA 2017/18**

Water & Environment Performance Measures

Kayunga District

(Vote Code: 523)

Score 56/100 (56%)

No.	Performance Measure	Scoring Guide	Score	Justification
Assessment area: Planning, budgeting and execution				

<p>1</p>	<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>	<p>• 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</p>	<p>10</p>	<p>Based on district update information from the DWO, six sub-counties i.e. Bbaale (56%), Galiraya (37%), Kayonza (50%), Kitimbwa (52%), Busaana (58%) and Nazigo (64%) are below the district average (including both rural and urban) which stands at 74% as of June 2017.</p> <p><i>Note: The above figures from the district are slightly different from the figures in the Uganda Water Atlas (June 2017) which are Bbaale (63%), Galiraya (53%), Kayonza (64%), Kitimbwa (51%), Busaana (65%) and Nazigo (80%), which district average of 72%.</i></p> <p>All the six sub-counties have been targeted in FY 2017/18:</p> <ul style="list-style-type: none"> <li>• Bbaale – 1 new borehole (<i>Misanga</i>) and 1 borehole rehabilitation (<i>Nabisubyaki</i>)</li> <li>• Galiraya – 2 new boreholes (<i>Kiwula, Banda</i>) and 1 borehole rehabilitation (<i>Kikota</i>)</li> <li>• Kayonza - 1 new borehole (<i>Kafumba</i>), 2 borehole rehabilitations (<i>Kabalangaja, Nakabango</i>), solar-powered scheme (<i>Nakyesa</i>), 5-stance emptyable public latrine (<i>Nakyesa</i>)</li> <li>• Kitimbwa - 1 new borehole (<i>Nakivubo A</i>), construction of a piped water scheme (<i>Kitimbwa-Kyerima</i>)</li> <li>• Busaana - 1 new borehole (<i>Namirembe</i>) and 1 borehole rehabilitation (<i>Bunzibiridde</i>)</li> <li>• Nazigo - 2 new boreholes (<i>Budooda, Senda</i>) and 2 borehole rehabilitations (<i>Zakariya, Magala</i>)</li> </ul>
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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"> <li>• 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</li> </ul>	<p>From the Annual Progress Report for FY 2016/17, the projects in the sub-counties with coverage below the district average were implemented</p> <ul style="list-style-type: none"> <li>• Bbaale – 1 borehole rehabilitation (<i>Jiira</i>), phase one of construction of piped water supply</li> <li>• Galiraya – 3 borehole rehabilitations (<i>Kambatane, Gwero, Katayigwa</i>)</li> <li>• Kayonza - 1 borehole rehabilitation (<i>Nawankonge</i>)</li> <li>• Kitimbwa - 1 borehole rehabilitation (<i>Kitatya</i>), phased construction of piped water scheme (phase II) – transmission mains</li> <li>• Busaana - 2 protected springs (<i>Bakula, Bukungulu Mukiziika</i>), 1 new borehole (<i>Nakakandwa</i>) and 2 borehole rehabilitations (<i>Namusaala, Kasana</i>)</li> <li>• Nazigo - 2 protected springs (<i>Kilemezi A, Kimanya</i>) and 2 borehole rehabilitations (<i>Kiremezi Nsereko, Kyampisi</i>)</li> </ul>
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>Total number of projects implemented in FY 2016/17 as established from the Annual Progress Report for FY 2016/17 were 31.</p> <p>From the supervision and monitoring reports reviewed, all contracts covering all 31 projects (100%) were monitored at least once with details as shown below;</p> <ul style="list-style-type: none"> <li>• 6 protected springs (<i>Report of 15/03/2017</i>)</li> <li>• 8 new boreholes in Ntenjeru County (<i>Report of 15/05/2017</i>)</li> <li>• Projects implemented in Bbaale County (<i>Report of 24/05/2017, January field monthly report (03/02/2017), Report of 02/03/2017, March field monthly report (03/04/2017)</i>)</li> <li>• Phased construction of piped water scheme (Phase II) – transmission mains (<i>Field Progress Report of 22/6/17</i>)</li> <li>• 5-stance toilet at Nakyesa RGC Latrine (<i>reports of 17/03/17 and 20/02/17</i>)</li> </ul>
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>	0	<p>List of facilities in the performance contract and OBT for FY 2017/18 includes 10 deep boreholes, 1 piped water supply scheme, 10 borehole rehabilitations, 1 production well and 1 VIP public latrine. This is not consistent with the MIS records for FY 2017/18 of planned facilities obtained from the Ministry of Water and Environment which gives the number of boreholes to be rehabilitated as 0.</p>
Assessment area: Procurement and contract management				



5	<p>The LG Water department has submitted procurement requests, complete with all technical requirements, to PDU that cover all items in the approved Sector annual work plan and budget</p> <p>Maximum 4 for this performance measure</p>	<p>Evidence that the sector has submitted procurement requests to PDU that cover all investment items in the approved Sector annual work plan and budget on time (by April 30): score 4</p>	0	<p>Procurement requests seen for the planned projects in FY 2017/18 do not cover all projects, and none was submitted on time (by April 30th 2017) as shown below;</p> <ol style="list-style-type: none"> <li>1. Drilling of 10 boreholes (hand pump) (submitted 7/08/17)</li> <li>2. Supply of hand pump spare parts (submitted 27/10/17)</li> <li>3. Installation of mini-solar powered water supply system at Nakyesa RGC (submitted 7/8/17)</li> </ol> <p>The procurement request for the 5-stance toilet was not availed at the time of assessment.</p>
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The DWO has appointed Contract Manager and has effectively managed the WSS contracts

Maximum 8 points for this performance measure

• 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

From the 5 sampled contracts (completed in FY 2016/17) below, 3 have assigned contract managers and regular monitoring visits were conducted for all five as evidenced by the monthly and quarterly monitoring and supervision reports:

1. KAYU/523/WRKS/2016-17/00097 – Construction and protection of 6 protected springs (Contractor – AGOLA General Enterprises Ltd) , Contract Manager – none seen
2. KAYU/523/WRKS/2016-17/00098 – Drilling, test pumping, installation and construction of 8 hand pumps and a production well (Contractor – ICON Projects Ltd) , Contract Manager – Kabiito Julius (letter of appointment seen dated 01/01/17)
3. KAYU/523/WRKS/2016-17/00099 – Construction of a four stance emptyable latrine with 2 bathrooms(Contractor – VASON Engineering Works Ltd)) , Contract Manager – none seen
4. KAYU/523/WRKS/2016-17/000100 – Construction of transmission lines and pump houses for Kitimbwa piped water scheme (Contractor – Stone Construction Ltd) , Contract Manager – Kabiito Julius (letter of appointment seen dated 25/04/17)
5. KAYU/523/WRKS/2016-17/000101 – Siting, designing and supervision of 8 boreholes and one production well (Consultant – Scan Water Consultants Ltd)) , Contract Manager – Kabiito Julius (letter of appointment seen dated 01/01/17)

<ul style="list-style-type: none"> <li>• If water and sanitation facilities constructed as per design(s): score 2</li> </ul>	2	<p>For the sampled projects completed in FY 2016/17 as shown below, construction is as per the designs.</p> <ol style="list-style-type: none"> <li>1. Construction and protection of Kiremeezi A protected spring</li> <li>2. Drilling of Nakakandwa deep borehole (hand pump)</li> <li>3. Construction of a 5-stance VIP latrine at Kangulumira RGC</li> </ol>
<ul style="list-style-type: none"> <li>• If contractor handed over all completed WSS facilities: score 2</li> </ul>	0	<p>No handover reports seen for the sampled completed facilities in FY 2016/17.</p>
<ul style="list-style-type: none"> <li>• If DWO appropriately certified all WSS projects and prepared and filed completion reports: score 2</li> </ul>	0	<p>For the completed projects in FY 2016/17, status of completion reports and completion certificates is as follows.</p> <ol style="list-style-type: none"> <li>1. Boreholes drilling and installation– substantial completion certificates (Lot 1 – 20/6/17 and Lot 2 – 12/6/17), completion report – May 2017.</li> <li>2. Borehole siting and construction supervision – completion report (May 2017)</li> <li>3. Protected springs – substantial completion certificate (13/04/17)</li> <li>4. VIP latrine – no completion report availed</li> <li>5. Borehole rehabilitation – no completion report availed</li> </ol>

7

• Evidence that the DWOs timely (as per contract) certified and recommended suppliers for payment: score 3 points

• Evidence that the DWOs timely (as per contract) certified and recommended suppliers for payment: score 3 points

0

From the review of 8 payments, it was established that initiation of payment ranged from 1 to 7 days:

1. Voucher No. Pv-WU00189 :  
*Amount - 16,489,000, Invoice date: 11/2/17, Recommendation date: no date, Delay: -*

2. Voucher No. Pv-WU00156 :  
*Amount - 999,000, Invoice date: 30/8/17, Recommendation date: no date, Delay: -*

3. Voucher No. Pv-WU00113 :  
*Amount - 315,000, Invoice date: 4/04/17, Recommendation date: no date, Delay: -*

4. Voucher No. Pv-WU00127 :  
*Amount - 999,000, Invoice date: 29/3/17, Recommendation date: 29/5/17, Delay: 0*

5. Voucher No. Pv-WU00128, *Invoice date: 22/5/17, Recommendation date: 29/5/17, Delay: 7*

6. Voucher No. Pv-WU00143:  
*Amount - 130,151,203, Invoice date: 14/8/17, Recommendation date: 18/8/17, Delay: 4*

7. Voucher No. Pv-WU00188:  
*Amount - 1,163,228, Invoice date: 25/9/17, Recommendation date: 27/9/17, Delay: 2*

8. Voucher No. Pv-WU00300:  
*Amount - 23,923,741, Invoice date: 13/3/17, Recommendation date: 20/3/17, Delay: 7*

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"> <li>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</li> </ul>	0	<p>It was not possible ascertain timeliness in the absence of appropriate documentation on when the departments submitted its input to the planning unit.</p>										
9	<p>LG Water Department has acted on Internal Audit recommendation (if any)</p> <p>Maximum 5 for this performance measure</p>	<ul style="list-style-type: none"> <li>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</li> </ul>	3	<p>A review was done of internal audit reports for four quarters of FY 2016/17 dated 28th Oct, 2016, 30th Mar, 17, 24th April, 17, 28th July, 17 respectively and found the following:</p> <ul style="list-style-type: none"> <li>Internal Audit findings on the sector</li> </ul> <table border="0"> <tr> <td>Period:</td> <td>Quarter 1</td> <td>Quarter 2</td> <td>Quarter 3</td> <td>Quarter 4</td> </tr> <tr> <td>No. of quarries :</td> <td>1</td> <td>0</td> <td>0</td> <td>0</td> </tr> </table> <ul style="list-style-type: none"> <li>The department had 1 audit query in the year which was responded to and rectified.</li> </ul>	Period:	Quarter 1	Quarter 2	Quarter 3	Quarter 4	No. of quarries :	1	0	0	0
Period:	Quarter 1	Quarter 2	Quarter 3	Quarter 4										
No. of quarries :	1	0	0	0										

Assessment area: Governance, oversight, transparency and accountability

10	<p>The LG committee responsible for water met, discussed service delivery issues and presented issues that require approval to Council</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> <li>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</li> </ul>	3	<p>27th September, 2017 – the Committee for Production, Technical Services and Natural Resources - Considering the Sector 1st Quarter Progress Report Min 63/PTN/09 -</p> <p>Third quarter progress report – 47: PTN 04/16/17 – Rural Water and Sanitation Development Sector</p>
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		<ul style="list-style-type: none"> <li>• Evidence that the water sector committee has presented issues that require approval to Council: score 3</li> </ul>	3	<p>- Third quarter progress report – 47: PTN 04/16/17 – Rural Water and Sanitation Development Sector</p> <p>Min 334/KDC/05/1617 – Council Approved Reports containing sector budgets – production and technical services, Water 3rd Quarter Progress Report and 4th Quarter Workplan.</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"> <li>• 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</li> </ul>	0	<p>The AWP and budget for FY 2017/18 has been displayed on the Works Department Notice Board but no information on releases and expenditures.</p> <p>The district has a website <a href="http://www.kayunga.go.ug">www.kayunga.go.ug</a> but no information of budgets, expenditures and releases for the Water department.</p>
		<ul style="list-style-type: none"> <li>• All WSS projects are clearly labelled indicating the name of the project, date of construction, the contractor and source of funding: score 2</li> </ul>	0	<p>From the field assessment (both FY 2016/17 and 2017/18 sampled projects), labelling is not sufficient for all the projects as shown:</p> <ul style="list-style-type: none"> <li>• Boreholes - on the concrete apron (source name, reference no. and date of construction), on hand pump (name of contractor)</li> <li>• VIP latrine – on site board (project, client, funder, financial year and contractor)</li> <li>• Protected springs – on spring wall (source name, village, reference no., supervisor and date of construction)</li> </ul>

• Information on tenders and contract awards (indicating contractor name /contract and contract sum) displayed on the District notice boards: score 2

2

Information on tenders for the FY 2017/18 projects was displayed on the Works Department Notice Board (dated 17/08/17):.

1. KAYU/523/WRKS/2016-17/00059 – Supply and Installation of a Mini-Solar piped water supply scheme at Nakyessa RGC
2. KAYU/523/WRKS/2016-17/00067 – Drilling,, Development and Installation of 10 deep boreholes (hand pumps)
3. KAYU/523/WRKS/2016-17/00086 - Construction of 5 Stance Public Latrine at Nakyesse RGC
4. KAYU/523/WRKS/2016-17/00087 - Consultancy for 10 hand pump wells sitting, design and drilling supervision
5. KAYU/523/WRKS/2016-17/00088 - Rehabilitation of 10 non functional Boreholes

Information on best evaluated bidder for 4 out of 5 contracts displayed on the district website (dated 29/09/2017).

1. KAYU/523/WRKS/2016-17/00059 – Aptech Africa Ltd (136,922,952/-)
2. KAYU/523/WRKS/2016-17/00067 – Galaxy Agrotech (U) Ltd (169,786,575)
3. KAYU/523/WRKS/2016-17/00086 - Muyizzi Construction Company Limited (24,246,160/-)
4. KAYU/523/WRKS/2016-17/00087 – Scan water Contractor and Consultant Ltd (21,594,000/-)

12	<p>Participation of communities in WSS programmes</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> <li>• If communities apply for water/public sanitation facilities as per the sector critical requirements (including community contributions) for the current FY: score 1</li> </ul>	1	<p>For the planned projects in FY 2017/18, there were no village application forms on file. However, minutes of advocacy meetings held for Busaana sub-county (22/11/16), Kangulumira sub-county (24/11/16), Nazigo sub-county (28/11/16) and Kayunga sub-county (30/11/16) in report dated 1/12/16 were seen, where priorities for allocations were agreed upon.</p>
		<ul style="list-style-type: none"> <li>• Number of water supply facilities with WSCs that are functioning evidenced by collection of O&amp;M funds and carrying out preventive maintenance and minor repairs, for the current FY: score 2</li> </ul>	0	<p>From the software report in First Quarter Progress report (submitted to MWE on 17/11/17) and the report on software activities (dated 2/01/2018), although information is provided on the number of functional WSCs (collect O&amp;M funds, carry out preventive maintenance and repairs etc), no evidence is provided and MIS forms (1 and 4) seen for FY 2017/18 to-date have not captured this information.</p>
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

- Evidence that environmental screening (as per templates) for all projects and EIAs (where required) conducted for all WSS projects and reports are in place: score 2

0

A sample taken of Nakandwa deep borehole, Kangulumira VIP latrine and Kilemeezi A protected spring was taken and of the three, only Nakakandwa deep borehole was included in the Environmental Screening Report (dated 16th January 2017) seen.

The report covers 15 out of 31 projects completed in FY 2016/17:

- Borehole rehabilitation – Nazigo-Nsereko, Namusaala,, Gwero, Irongo Kambatane
- Drilling of deep boreholes – Wabirongo, Wajanzi, Wakakandwa, Kiwuba, Wabunyonyi, Galiraya seed school, Kidiibya, Sokoso
- Production wells – Nazigo, Bbaale
- Protected springs - Kibuzi, Nakakandwa

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

0

Of the three sampled projects, only one inspection report for VIP pit latrine (dated 27th September 2017) was in place.

- Evidence that construction and supervision contracts have clause on environmental protection: score 1

0

The only environmental related clause is in the Special Conditions of Contract - GCC 60.1 – Planting 20 trees around project area under project. This clause is not sufficient to cover all environmental impacts on projects.

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"> <li>• If at least 50% WSCs are women as per the sector critical requirements: score 3</li> </ul>	0	<p>It was established from the list of WSCs contained in the report on Software activities (dated 2/01/2018) that not all WSCs have at least 50% women composition:</p> <p>1. &gt; 50% - Wakubwa, Maligata, Nakirubi, Kiremeezi A, Kiziika BH, Kyanya, Wankyayiraki, Nakakandwa, Bukungulu-Kiziika, Wabunyoyi, Namataala, Mukondo, Kiwumba, Nakivubo A, Kiwuuba-Kisiki boreholes</p> <p>2. &lt;50% - Wabirongo, Senda, Kafumba, Banda, Budooda, Bakutta, Kidibya, Sokoso, Kiwuula boreholes</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"> <li>• If public sanitation facilities have adequate access and separate stances for men, women and PWDs: score 3</li> </ul>	0	<p>Field visit to Kangulumira VIP latrine (2016/17) established that there was no ramp for PWDs.</p>