



## LGPA 2017/18

Accountability Requirements

Kira Municipal Council

(Vote Code: 781)

Assessment	Compliant	%
Yes	2	40%
No	3	60%

Summary of requirements	Definition of compliance	Compliance justification	Compliant?
Assessment area: Annual performance contract			
LG has submitted an annual performance contract of the forthcoming year by June 30 on the basis of the PFMAA and LG Budget guidelines for the coming financial year.	xxx	3rd July, 2017 Sn.0809 - Approved Performance Contract – Submission of Final Form B	No
Assessment area: Supporting Documents for the Budget required as per the PFMA are submitted and available			
LG has submitted a Budget that includes a Procurement Plan for the forthcoming FY (LG PPDA Regulations, 2006).	xxxxx	The procurement Plan was attached to the DPC submitted on 2nd May, 2017	Yes
Assessment area: Reporting: submission of annual and quarterly budget performance reports			
LG has submitted the annual performance report for the previous FY on or before 31st July (as per LG Budget Preparation Guidelines for coming FY; PFMA Act, 2015)	xxxxx	The Annual Performance report was submitted on 15th August, 2017, after the deadline.	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>All Four Quarterly Reports were in place but submitted late.</p> <ul style="list-style-type: none"> <li>• 1st Quarter - 24th November, 2016 – Sn. 0107</li> <li>• 2nd Quarter - 23rd Feb 2017 – sn 0391</li> <li>• 3rd Submitted on 24th May, 2017 – sn 0756</li> <li>• 4th Quarter 15th August, 2017</li> </ul>	<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 Municipal Council started operations in the FY2017. Their first external audit report was signed on 31st December, 2017, hence the indicator is not applicable.</li> </ul>	<p>N/A</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 FY2017, the audit opinion on the financial statements of the Municipality for 2016/2017 was unqualified.</p>	<p>Yes</p>



## **LGPA 2017/18**

Crosscutting Performance Measures

Kira Municipal Council

(Vote Code: 781)

**Score** 52/100 (52%)

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>	2	<ul style="list-style-type: none"> <li>• The Physical Planning Committee met seven times during 2016/2017 FY. However, the law requires meeting at least once in a quarter. The majority of plans submitted were considered within 28 days</li> </ul> <p>A sample of three revealed the following:</p> <ul style="list-style-type: none"> <li>• 20/12/2016 – Asimwe Moses Jimmy – inspected on 21/12/2016 but not approved because on non-payment</li> <li>• 8/02/2017 Mania Florence – inspected on 21/02/2017 and approved 23/02/2017</li> <li>• 8/06/017 – Nakanyike Barbara – was supposed to be inspected on 22nd June, but was not available and has never come back</li> </ul>
		<ul style="list-style-type: none"> <li>• All new infrastructure investments have approved plans which are consistent with the Physical Plans: score 2.</li> </ul>	0	<ul style="list-style-type: none"> <li>• The existing Physical Development Plan was for the former Kira TC – which was approved by the County and Town Planning Board under Minute No. 48/08 of 26-11-08. - the New Municipality has none yet..</li> <li>• Not all new infrastructure have approved plans. The Municipal Council can comfortably talk of 80% - it is not easy to achieve 100% for: constructions on public land; NFA Land – where the council cannot give approvals – or even enforce because of the politics involved; Kabaka’s land – where tenants do not have clear ownership details – the council does not approve</li> </ul>
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> </ul>	0	<ul style="list-style-type: none"> <li>• The priorities in the AWP for 2017/18 are not exactly what was discussed in the budget conference especially with regard to project locations. There is no documentation to explain this inconsistency or reason for change.</li> </ul>
		<ul style="list-style-type: none"> <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>	0	<ul style="list-style-type: none"> <li>• Although the project profiles in the five-year development plan do not spell out locations of the specific Investments; there is evidence that the capital investments are extracted for the plan.</li> </ul>

		<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>	0	The Project Profiles in the Five year development plan are block and general. They do not spell out the details for the annual investments.
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>	0	Not in place at the time of the assessment: reason given; not prepared.
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>	0	One project for Construction of a 5 stance Lined Pit latrine at St. Gonzaga primary school, Ref no. Kira 781/Wrks/2016-2017/00029 was implemented during FY 2016-2017 yet it was not initially included in the procurement plan and approved annual budget. According to PDU, an executive decision was passed to spend surplus funds accumulated during the FY to undertake this project. Minutes of these meetings/approvals were not availed for review
		<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. <ul style="list-style-type: none"> <li>o 100%: score 4</li> <li>o 80-99%: score 2</li> <li>o Below 80%: 0</li> </ul> </li> </ul>	4	Project summary and status report availed by the Engineer confirmed that all projects had been completed on schedule during FY 2016/17
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>	0	<p>Information on Project Status and project expenditure versus budget availed from the engineer revealed that two projects had variances higher than the recommended 15%</p> <p>Kiwologoma - Nakweero 520,170 391,638 - 75% = less by 25%</p> <p>Kireka - Umea - 105,000 - 84,540 - 81 % = less by 19%</p> <p>Street light extension works 20 Poles 175,000 - 65,000 = 37% = Less by 63%</p> <p>Maintenance of council buildings All Buildings 40,730 - 27,159 = 67% = less by 33%</p> <p>Thus variance on above projects ranged from -19% to 67%</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	The budget for O&M was for buildings and road infrastructure. While the realization of revenue was lower than anticipated, all available funds, for example on council buildings (27,159) were spent for the purpose.
Assessment area: Human Resource Management				
6	LG has substantively recruited and appraised all Heads of Departments	<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>	0	No evidence that HODs were appraised. File containing assessment reports no availed.
	Maximum 5 points on this Performance Measure.	<ul style="list-style-type: none"> <li>Evidence that the LG has filled all HoDs positions substantively: score 3</li> </ul>	0	<p>There are 9 established positions as per letter Ref ARC 135/306/01 dated 12/12/2016 from the P/S MOPS. The positions are: Office of Town Clerk, Administration, Finance and Planning, Works, Education,, Production, Community Based Services, Trade Industry and Local Economic Development as well as Public Health.</p> <p>Out of the 9 it is only the TC and Principal Treasurer (Finance and Planning) who are substantively appointed.</p> <p>For positions of Works, CBS, Education Trade and Local Economic Planning, authority to recruit was sought from MOPS vide letter Ref: KMC/CR/156/1 dated 13/10/2017. At the time assessment no feedback. For Production, Health and Deputy Town Clerk, no funds at the time of assessment.</p>
7	The LG DSC has considered all staff that have been submitted for recruitment, confirmation and disciplinary actions during the previous FY.	<ul style="list-style-type: none"> <li>Evidence that 100 percent of staff submitted for recruitment have been considered: score 2</li> </ul>	2	No submission for recruitment in FY16/17. Not applicable
		<ul style="list-style-type: none"> <li>Evidence that 100 percent of staff submitted for confirmation have been considered: score 1</li> </ul>	1	No staff submitted for confirmation in FY16/17. Not applicable
	Maximum 4 points on this Performance Measure	<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	No staff submitted for disciplinary action in FY16/17 No applicable

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 recruited in the previous FY. So not applicable
	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>	2	No staff retired in the previous FY so not applicable

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>	4	<ul style="list-style-type: none"> <li>The Municipal Council started operations in the FY2017. This indicator could not be assessed because of lack of prior year balances.</li> </ul>								
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>From note 2 of the financial statements the total Local Revenue collected and the budgeted local revenue.</p> <table border="1"> <thead> <tr> <th>Actual</th> <th>Budget</th> <th>Variance</th> </tr> </thead> <tbody> <tr> <td>4,071,155,974</td> <td>4,087,000,000</td> <td>15,844,026</td> </tr> </tbody> </table> <p>Revenue performance <math>4,071,155,974/4,087,000,000 \times 100 = 99.61\%</math></p> <p>Unrealised revenue = 0.39</p>	Actual	Budget	Variance	4,071,155,974	4,087,000,000	15,844,026		
Actual	Budget	Variance										
4,071,155,974	4,087,000,000	15,844,026										
11	<p>Local revenue administration, allocation and transparency</p> <p>Maximum 4 points on this performance measure</p>			<p>The municipality collects only property tax. The rest of the Local revenue is collected by divisions which remit 50% to the municipality. In FY2016/17 a total of 4,071,155,974 was collected. Out of this 2,594,147,990 was property tax collected by the Municipal Council and 1,477,007,984 was local revenue collected by divisions and 50% of that was remitted to the Municipal Council. The Municipal Council in return remitted 30% of that amount to the divisions in form of project grants as shown below:</p> <p>30% Remittances to Divisions</p> <table border="1"> <thead> <tr> <th>Date</th> <th>Chq.no</th> <th>Namugongo</th> <th>Kira</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>Bweyogerere</p>	Date	Chq.no	Namugongo	Kira				
Date	Chq.no	Namugongo	Kira									



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

2

Jul-16	82	4,065,079	4,065,079
		4,065,079	
Sep-16	106	27,353,666	27,353,666
		27,353,666	
Sep-16	107	15,633,000	15,633,000
		15,633,000	
Sep-16	110	4,030,074	4,030,074
		4,030,074	
Sep-16	111	3,243,957	3,243,957
		3,243,957	
Oct-16	121	5,141,273	5,141,273
		5,141,273	
Oct-16	122	3,127,655	3,127,655
		3,127,655	
Nov-16	142	5,405,446	5,405,446
		5,405,446	
Nov-16	143	9,477,238	9,477,238
		9,477,238	
Nov-16	144	13,524,745	13,524,745
		13,524,745	
Nov-16	165	6,786,339	6,786,339
		6,786,339	
Dec-16	188	3,266,666	3,266,666
		3,266,666	
Dec-16	193	11,415,363	11,415,363
		11,415,363	
Jan-16	207	7,941,119	7,941,119
		7,941,119	
Feb-17	233	11,844,666	11,844,666
		11,844,666	
Feb-17	234	8,327,333	8,327,333
		8,327,333	
Feb-17	235	4,734,666	4,734,666

			4,734,666		
			Mar-17	258	9,024,978
					9,024,978
			Apr-17	286	3,495,000
					3,495,000
			Apr-17	287	4,482,252
					4,482,252
			Apr-17	288	4,482,252
					4,482,252
			Apr-17	284	8,769,667
					8,769,667
			Apr-17	285	6,147,000
					6,147,000
			Apr-17	275	3,725,043
					3,725,043
			Apr-17	289	4,482,252
					4,482,252
			May-17	297	3,725,043
					3,725,043
		<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>		2	<p>From the financial statements for FY 2016/2017 the expenditure on council emoluments was as follows:</p> <p>Sitting Allowances of council and committees 124,034,110</p> <p>Sitting Allowances of executive committee 37,280,000</p> <p>Sitting Allowances for speaker and deputy 41,486,000</p> <p>Total 202,800,110</p> <p>As % of local revenue 202,800,110/1,477,007,984 =13.73%</p>

Assessment area: Procurement and contract management

12	<p>The LG has in place the capacity to manage the procurement function</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> <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>	0	<p>According to the HR records, only the position of Procurement officer is substantively filed (Ref to letter of Appointment on transfer of services dated 17/7/2017 for Nambwere Catherine. Ref KMC/CR/218 signed by the Town clerk:</p> <p>The post for the assistant procurement officer is not yet filled</p>
		<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 no specific file for TEC reports. They are attached to the relevant procurements.</p> <p>Sampled files to show availability of TEC reports are:</p> <ul style="list-style-type: none"> <li>* A TEC report for the Preparation of a detailed plan for Kira ward and an action plan for Kyaliwajjala Trading centre, Phase 1 signed by the evaluation committee (Financial dated 25th /01/2017 and Technical dated 29/12/2016) was available in the procurement file. Ref no. Kira 781/Srvcs/2016-2017/00006</li> <li>* TEC report for completion of the Kira Health Centre III Staff House Phase IV under health department, Ref no. Kira 781/Wrks/16-17/00019 signed by the evaluation committee on 4/1/2017 is available in the procurement file.</li> <li>* TEC report for Supply of three seater school desks with metallic stands, Ref no. Kira 781/Supls/2016-2017/00019, signed by the evaluation committee on 4/01/2017 is available in the procurement file.</li> <li>* TEC report signed by the evaluation committee on 4/1/2017 for Construction of Kira Municipal Administration Block Phase 1, Ref no. Kira 781/ Wrks/2016-17/00018 was availed for assessment.</li> <li>* TEC report signed by the evaluation committee on 3/1/2017 for construction of a 2 classroom block at Bweyogerere CU P/S in Bweyogerere division and Kimwanyi Umea P/S under Lot 1 and 2, Ref no. Kira 781/Wrks/2016-2017/00021 was available in the project procurement file.</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>	<p>A file for Contracts Committee minutes was availed for review. Sampled files to show adoption of TEC recommendations by Contracts Committee are:</p> <ul style="list-style-type: none"> <li>* Preparation of a detailed plan for Kira ward and an action plan for Kyaliwajjala Trading centre, Phase Ref no. Kira 781/Srvcs/2016-2017/00006. Approvals/ adoption of recommendations by TEC were made under Min ref 8/MCC/2016-17, dated 22/02/2017</li> <li>* Completion of the Kira Health Centre III Staff House Phase IV under health department, Ref no. Kira 781/Wrks/16-17/00019. Approvals/ adoption of recommendations by TEC were made under Min ref 6/MCC/2016-17 (Item 10), dated 4/01/2017.</li> <li>* Supply of three seater school desks with metallic stands, Ref no. Kira 781/Supls/2016-2017/00019. Approvals/ adoption of recommendations by TEC were made under Min ref 6/MCC/2016-17 (Item 18), dated 4/01/2017. * Construction of Kira Municipal Administration Block Phase 1, Ref no. Kira 781/ Wrks/2016-17/00018. Approvals/ adoption of recommendations by TEC were made under Min ref 6/MCC/2016-17 (Item 13), dated 4/01/2017.</li> <li>* Construction of a 2 classroom block at Bweyogerere CU P/S in Bweyogerere division and Kimwanyi Umea P/S under Lot 1 and 2, Ref no. Kira 781/Wrks/2016-2017/00021. Approvals/ adoption of recommendations by TEC were made under Min ref 6/MCC/2016-17 (Item 15), dated 4/01/2017.</li> </ul>
13	<p>The LG has a comprehensive Procurement and Disposal Plan covering infrastructure activities in the approved AWP and is followed.</p> <p>Maximum 2 points on this performance measure.</p>	<ul style="list-style-type: none"> <li>• a) Evidence that the procurement and Disposal Plan for the</li> </ul>	<p>A final consolidated Procurement plan for FY 2017-2018, dated 16th October 2017, was submitted to the Executive director PPDA and received on 29th January 2018. The initial plan was dated 6/04/2017 and submitted/received by PPDA on 24/05/2017</p> <p>The procurement plan for FY 2016-2017 was availed for assessment. The plan is signed by the procurement officer and Town clerk but not dated. Although letter regarding "review of the procurement plan for FY 2016-2017" (ref PPDA/128) dated 3rd November 2016 from PPDA to the Town clerk was availed.</p> <p>The current procurement plan 2017-2018 and annual budget/work plan were reviewed and some of the major investments noted include:</p> <ul style="list-style-type: none"> <li>* Construction of the Kira Municipal Administration Block (Phase II) (S/no. 1 of procurement plan and output 138172: Administrative capital of the budget)</li> <li>*Construction of classroom blocks, toilets and rehabilitation of classrooms blocks under Education department</li> <li>* Projects under engineering and roads include: supply and installation of culverts, stone pitching works, street lighting facilities and patching and repairs to various roads within the municipality</li> </ul>

	<p>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</p>	0	<p>*Purchase of garbage trucks under Health</p> <p>*Purchase of land for waste management (project carried forward from previous FY 2016-2017)</p> <p>Procurement files sampled to show inclusion of infrastructure for the previous FY 2016-2017 are</p> <p>* Construction of a 2 Classroom block at Kyaliwajjala Umea P/S. Ref no. Kira 781/Wrks/2016-2017/00020</p> <p>*Construction of 8 stance water closet toilet at Kyaliwajjala Market in Kira Municipality. Ref no. Kira 781/Wrks/2016-2017/00014</p> <p>*Rehabilitation of Naalya Kyaliwajjala road through grading, gravelling and stone-pitching and culverts installation. Ref no. Kira 781/Wrks/2016-2017/00001</p> <p>*Completion of the Kira Health Centre III Staff House Phase IV under health department, Ref no. Kira 781/Wrks/16-17/00019</p> <p>*Construction of Kira Municipal Administration Block Phase 1, Ref no. Kira 781/ Wrks/2016-17/00018</p> <p>However, one project for Construction of a 5 stance Lined Pit latrine at St. Gonzaga primary school, Ref no. Kira 781/Wrks/2016-2017/00029 was implemented during FY 2016-2017 yet it was not initially included in the procurement plan and approved annual budget. According to PDU, an executive decision was passed to spend surplus funds accumulated during the FY to undertake this project. Minutes of these meetings/approvals were not availed for review</p>
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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

0

According to the procurement plan, approximately 14 major projects are planned for the current FY 2017-2018, Two of which are categorised under Roads works (Routine maintenance and Drainage). None of the contract bid documents were ready by 30th August 2017. For instance

\* The procurement requisition for Construction of a 2 classroom block at Kirinya C/U Primary school in Bweyogerere Division Kira Municipality, Ref no. Kira 781/Wrks/2017-2018/00030 was made on 8/09/2017, the bid notice was published 14/11/2017 and the BOQs are not certified to show receipt from engineering

\* The procurement requisition for Completion of Staff house at Kira Health Centre III (Phase v) First and Second floor: Ref no. Kira 781/Wrks/2017-2018/00032, was made on 2/10/2017 the bid notice was published 14/11/2017 and the BOQs are not certified to show receipt from engineering

\* The procurement requisition for Renovation of Classroom blocks at Kireka Umea Primary school and Gonzanga Kamuli Primary school, Ref no. Kira 781/Wrks/2017-2018/00034 was made on 2/10/2017 and the BOQs are not certified to show receipt from engineering

\* Review and Preparation of Physical development plan for Kira Municipal Council, Ref no. Kira 781/Svrcls/2017-2018/00013 procurement requisition was made on 10/11/2017, the bid notice for procurement was published 14/11/2017.

\*The procurement requisition for Construction of a 5 stance Pit latrine at Kirinya C/U Primary school and Hassan Trabi Primary school in Bweyogerere Division Kira Municipality, Ref no. Kira 781/Wrks/2017-2018/00033 was made on 8/09/2017, the drawings approved by town clerk on 17/10/2017, health, plans and assessment on 2/11/2017the bid notice was published 14/11/2017

\* The procurement requisition for Construction of Kira Municipal Council Administration block phase II, Ref no. Kira 781/Wrks/2017-2018/00018 was made on 2/10/2017, the drawings approved by town clerk on 17/10/2017, health, plans and assessment on 2/11/2017the bid notice was published 14/11/2017

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

0

The contracts register was not availed at the time of assessment. According to the PDU, it was taken by the external auditor

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

2

The score is based on the following evidence from the sampled files below

Under Open domestic bidding, the following procurements were made:

1) Construction of a 4 units of 5 stance lined pit latrines at Nambogo Primary school, Buwate Catholic primary school, Melisa primary school and Kimwanyi Umea Primary School Ref no. Kira 781/Wrks/2016-2017/00015 (total value of 96 million). Bid notice was published on 17/11/2016, New vision.

2) Completion of the Kira Health Centre III Staff House Phase IV under health department, Ref no. Kira 781/Wrks/16-17/00019. (valued at 99 million). Bid notice was published on 17/11/2016, New vision.

3) Construction of Kira Municipal Administration Block Phase 1, Ref no. Kira 781/ Wrks/2016-17/00018. (valued at 286 million). Bid notice was published on 17/11/2016, New vision.

For selective bidding, service providers were selected from a pre-qualification list (generated following a request for pre-qualification advert notice

4) Supply of assorted office furniture to Namugongo and Bweyogerere divisions. Ref no. Kira 781/Supls/2016-17/00013 (contract value of 21 million)

5) Framework contract of provision of events management services for Kira Municipal council, Ref no. Kira 781/Srvcs/2016-2017/00001 (Call of order dated 14/06/2017 valued at 5.7 million, call of order dated 5/12/2016 valued at 3.9 million, call of order dated 7/02/2017 valued 3.4 million, call of order dated 18/11/2016 valued at 3.7 million etc)

15

The LG has certified and provided detailed project information on all 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

The score is based on the following projects were implemented during FY 2016-2017;

\* Construction of a 4 units of 5 stance lined pit latrines at Nambogo Primary school, Buwate Catholic primary school, Melisa primary school and Kimwanyi Umea Primary School Ref no. Kira 781/Wrks/2016-2017/00015. Payment Certificate 02 dated 28/03/2017 was certified by the engineer, education officer and town clerk

\*completion of the Kira Health Centre III Staff House Phase IV under health department, Ref no. Kira 781/Wrks/16-17/00019. Certificate for payment, dated 11/04/2017 certified by the Town Engineer is in the project file

\* Construction of Kira Municipal Administration Block Phase 1, Ref no. Kira 781/ Wrks/2016-17/00018. Certificate for payment accompanied by a measurement sheet was prepared by the town engineer on the 19/06/2017

\* construction of a 2 classroom block at Bweyogerere CU P/S in Bweyogerere division and Kimwanyi Umea P/S under Lot 1 and 2, Ref no. Kira 781/Wrks/2016-2017/00021. Final/ Interim Certificate for payment, dated 14/03/2017 certified by the Town Engineer is in the project file

\* Construction of a 2 Classroom block at Kyaliwajjala Umea P/S. Ref no. Kira 781/Wrks/2016-2017/00028. Certificate of completion signed by the senior engineer and town clerk dated 18/12/2017 was availed for review

\* Construction of 8 stance water closet toilet at Kyaliwajjala Market in Kira Municipality. Ref no. Kira 781/Wrks/2016-2017/00014.

\*Completion of Bweyogerere Market Phase IV. Ref no. Kira781/Wrks/2016-2017/00017. The payment certificates seen were signed by contracts manager, municipal engineer and Town clerk dated 26/06/2017, 25/05/2017 and 17/02/2017

\*Completion of 2 Classroom block at Nakwero SSS, Ref no. Kira 781/Wrks/2016-2017/00020. Payment certificate 1 dated 03/03/2017 certified by the Town engineer



		<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>The following observations were made to the projects sampled and visited;</p> <ul style="list-style-type: none"> <li>* Completion of Staff house at Kira Health Centre III (Phase v) First and Second floor: Ref no. Kira 781/Wrks/2017-2018/00032. There was no site board seen on site at the time of assessment</li> <li>* Construction of Kira Municipal Council Administration block phase II, Ref no. Kira 781/Wrks/2017-2018/00018. There was no site board seen on site at the time of assessment</li> <li>* Stone pitching of Kira-Kiwologoma Road, Ref no Kira 781/Wrks/2017-2018/00017. The site board was available, however, there was no contract sum indicated nor the duration of the project</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>Cashbooks for 5 municipality bank accounts were inspected namely; <ol style="list-style-type: none"> <li>Road fund</li> <li>DDEG</li> <li>Health services A/C 9030012384989</li> <li>Capital development A/C 01203554073147</li> <li>Education</li> </ol> </li> </ul> <p>At the time of assessment on 31 January, 2018 the municipal council had prepared bank reconciliation statements up to June 2017</p>

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 the creditors ledger, 11 creditors were Selected and it was found that one invoice was outstanding for more than two months as shown in details below;</p> <table border="1"> <thead> <tr> <th>Voucher No.</th> <th>Payee</th> <th>Amount</th> <th>Invoice date</th> <th>Payment Delay date</th> </tr> </thead> <tbody> <tr> <td>920</td> <td>Kasse Consultants</td> <td>15,419,009</td> <td>20/06/17</td> <td>27/06/17</td> </tr> <tr> <td>7</td> <td>918 Juliyame motors</td> <td></td> <td></td> <td></td> </tr> <tr> <td>12,054,238</td> <td></td> <td></td> <td>26/06/17</td> <td>27/06/17</td> </tr> <tr> <td>915</td> <td>Middle east Co.</td> <td>10,324,000</td> <td>7/02/2017</td> <td>23/02/2017</td> </tr> <tr> <td>16</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>913</td> <td>Kasse Consultants</td> <td>31,606,780</td> <td>15/06/17</td> <td>15/06/17</td> </tr> <tr> <td>0</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>906</td> <td>Total (U) Ltd</td> <td>15,000,000</td> <td>14/06/17</td> <td>15/06/17</td> </tr> <tr> <td>01</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>907</td> <td>Deha Investment</td> <td>6,226,441</td> <td>8/06/17</td> <td>8/06/17</td> </tr> <tr> <td>01</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>903</td> <td>Total (U) Ltd</td> <td>5,563,590</td> <td>8/06/17</td> <td>8/06/17</td> </tr> <tr> <td>0</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>902</td> <td>Total (U) Ltd</td> <td>5,400,000</td> <td>8/06/17</td> <td>8/06/17</td> </tr> <tr> <td>0</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>897</td> <td>Nviolupa</td> <td>97,155,254</td> <td>23/03/17</td> <td>7/06/17</td> </tr> <tr> <td>76</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>892</td> <td>Gadi (U) Ltd</td> <td>1,645,593</td> <td>22/05/17</td> <td>26/05/17</td> </tr> <tr> <td>4</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>887</td> <td>J.E.S % E technical</td> <td>5,125,424</td> <td>25/03/17</td> <td>4/04/17</td> </tr> <tr> <td>13</td> <td>885J.E.S % E technical</td> <td>28,280,228</td> <td>21/03/17</td> <td>4/04/17</td> </tr> <tr> <td>13</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Voucher No.	Payee	Amount	Invoice date	Payment Delay date	920	Kasse Consultants	15,419,009	20/06/17	27/06/17	7	918 Juliyame motors				12,054,238			26/06/17	27/06/17	915	Middle east Co.	10,324,000	7/02/2017	23/02/2017	16					913	Kasse Consultants	31,606,780	15/06/17	15/06/17	0					906	Total (U) Ltd	15,000,000	14/06/17	15/06/17	01					907	Deha Investment	6,226,441	8/06/17	8/06/17	01					903	Total (U) Ltd	5,563,590	8/06/17	8/06/17	0					902	Total (U) Ltd	5,400,000	8/06/17	8/06/17	0					897	Nviolupa	97,155,254	23/03/17	7/06/17	76					892	Gadi (U) Ltd	1,645,593	22/05/17	26/05/17	4					887	J.E.S % E technical	5,125,424	25/03/17	4/04/17	13	885J.E.S % E technical	28,280,228	21/03/17	4/04/17	13				
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18	<p>The LG executes the Internal Audit function in accordance with the LGA section 90 and LG procurement regulations</p> <p>Maximum 6 points on this performance measure.</p>	<p>• Evidence that the LG has a substantive Senior Internal Auditor and produced all quarterly internal audit reports for the previous FY: score 3.</p>	3	<p>The internal audit department is headed by senior internal auditor. According to the personal file of Mr. Senkeezi John Richard, he was appointed Senior internal auditor of Kira Municipal on 11th December, 2016 under minute 276/2016</p> <p>The senior auditor prepared all the quarterly reports for FY 2016/17. The reports were produced as follows;</p> <table border="1"> <thead> <tr> <th>Period</th> <th>Date of signing</th> </tr> </thead> <tbody> <tr> <td>1st quarter</td> <td>26th October, 2016</td> </tr> <tr> <td>2nd quarter</td> <td>02nd February, 2017</td> </tr> <tr> <td>3rd quarter</td> <td>20th April, 2017</td> </tr> <tr> <td>4th quarter</td> <td>15th July, 2017</td> </tr> </tbody> </table>	Period	Date of signing	1st quarter	26th October, 2016	2nd quarter	02nd February, 2017	3rd quarter	20th April, 2017	4th quarter	15th July, 2017																																																																																																									
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		<ul style="list-style-type: none"> <li>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.</li> </ul>	0	<p>At the time of assessment on 31st January, 2017, the LG had submitted internal audit reports to LGPAC as follows:</p> <ul style="list-style-type: none"> <li>Period Date of submission to LGPAC</li> <li>1st quarter 15th October, 2016</li> <li>2nd quarter 24th May, 2017</li> <li>3rd quarter 20th April, 2017</li> <li>4th quarter 15th July, 2017</li> </ul> <p>However, LGPAC had not discussed any of the reports at the time of assessment on 31 January, 2017</p>										
		<ul style="list-style-type: none"> <li>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</li> </ul>	0	<p>The second internal auditor produced quarterly internal audit reports for the FY 2016/2017 as follows:</p> <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>Date:</td> <td>15th October, 16</td> <td>2nd February, 17</td> <td>20th April, 17</td> <td>15th July, 17</td> </tr> </table> <p>The quarterly audit reports for FY 2017 were submitted to accounting officer, who in turn forwarded them to the Internal Auditor General on 22nd December, 2016; 24th May, 2017; 7th June, 2017 and 31st August, 2017 for 1st 2nd quarter, 3rd and 4th quarters respectively. At the time of inspection on 31st January, 2017, the LGPAC had not reviewed the internal audit reports for 2016/2017.</p> <p>The Municipal Council does not have a LGPAC - they depend on the DLGPAC. it was reported that the DLPAC had reviewed the Audit reports for 2016/17 but no report was available at the time of the assessment.</p>	Period:	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Date:	15th October, 16	2nd February, 17	20th April, 17	15th July, 17
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Date:	15th October, 16	2nd February, 17	20th April, 17	15th July, 17										
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 two separate asset registers for;</p> <ol style="list-style-type: none"> <li>Land</li> <li>Buildings</li> <li>Transport and equipment</li> <li>Roads and bridges</li> <li>Furniture, fittings and office equipment</li> </ol> <p>The registers do not show date of acquisition, officers/offices in possession of the assets.</p>										

20	<p>The LG has obtained an unqualified or qualified Audit opinion</p> <p>Maximum 4 points on this performance measure</p>	<p>Quality of Annual financial statement from previous FY: • unqualified audit opinion: score 4 • Qualified: score 2 • Adverse/disclaimer: score 0</p>	4	<ul style="list-style-type: none"> <li>• According to the Auditor General's report for FY2017, the audit opinion on the financial statements of the Municipality for 2016/2017 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>In the FY 2016/17, the Council met 8 times as indicated below and there is evidence of discussion of issues pertaining to service delivery including reports from the TPC:</p> <ul style="list-style-type: none"> <li>• Meeting of 27th July 2016</li> <li>• Meeting of 6th September 2016</li> <li>• Meeting of 4th November 2016</li> <li>• Meeting of 20th December 2016</li> <li>• Meeting of 8th February 2017</li> <li>• Meeting of 30th March 2017</li> <li>• Meeting of 26th April 2017</li> <li>• Meeting of 15th June 2017</li> </ul> <p>There were no LG PAC reports and previous performance assessment results to be discussed by Council.</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>	2	<p>Letter (<i>dated 11th April 2017</i>) availed where the Town Clerk assigned extra duties to Mr. Kasasa Godfrey (<i>Senior Assistant Town Clerk – Bweyogerere Division</i>) to coordinate the radio programme at Prime Radio and CBS radio (to update the citizens of Kira Municipality on the Municipalities' activities).</p>

23	<p>The LG shares information with citizens (Transparency)</p> <p>Total maximum 4 points on this Performance Measure</p>	<p>Evidence that the LG has published: • The LG Payroll and Pensioner Schedule on public notice boards and other means: score 2</p>	2	<p>The LG Payroll for January 2018 was displayed at Municipal Offices at the time of the assessment.</p> <p>There was no Pensioner Schedule displayed as the Municipal Council did not have pensioners to be paid in FY 2017/18.</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>At the time of the assessment, no information on awarded contracts and amounts was displayed on the Procurement Notice Board as there were no active procurements.</p> <p>Evidence of previously displayed best bidder notice (published 10th August 2017), best evaluated for prequalification (published 19th June 2017) and best evaluated bidder (published 19th June 2017) was available on file.</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> <p>Maximum 2 points on this performance measure</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 from MoFPED and thereafter copies are shared with other staff.</p> <p>There was evidence of discussion of the First Budget Call Circular (<i>under Min. No. 5/10/16</i>) and Communication from the Revenue Collection (<i>under Min. No. 3/10/16</i>) in the TPC meeting held on 5th October 2016</p> <p>An unsigned report (<i>dated 21/12/2016</i>) on the Dissemination Workshop on New Government Reforms (including OBT and IFMIS, Planning and Budgeting process, Public Financial and Management Act, Online Procurement and Accounting for URA) was availed.</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>The LG held barazas/public dialogues during FY 2016/17 as evidenced by reports on these activities in Bweyogerere division:</p> <ul style="list-style-type: none"> <li>April monthly report (<i>dated 16/05/17</i>) – covering meetings with street vendors</li> <li>June monthly report (<i>dated 10/07/17</i>) – covering meetings with taxi operators, and street vendors</li> </ul> <p>Other media include radio talk shows on Prime Radio and CBS Radio which are coordinated by the focal person - Mr. Kasasa Godfrey (<i>Senior Assistant Town Clerk – Bweyogerere Division</i>)</p>
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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>One document titled "Technical Planning Committee meeting held on 9/01/2017" and signed by the senior planner and Town clerk was availed for assessment. It encompasses among other things a 'presentation of gender mainstreaming' under Min 9/01/17, where guidance was provided to the departments (Administration, Education, Production, Health and Works).</p> <p>Minutes of meetings with specific departments were not availed.</p>
		<ul style="list-style-type: none"> <li>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.</li> </ul>	0	<p>Only report availed for assessment was a 'report on women's celebrations held at Kira municipality headquarters" dated 14th march 2017, addressed to the Town clerk. It was not stamped nor signed (a hard copy was printed from the soft copy at the time of assessment</p> <p>The gender mainstreaming budget for FY 2016-2017 was 2 million shilling (ref to Community based services Annual work plan July 2016- June 2017: Item 7). No expenditure breakdowns were provided by the department and thus the percentage spent for gender activities could not be verified. Though according to the statement from accounts, the total department expenditure for FY 2016-2017 was 99.8%</p>

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

Maximum 6 points on this performance measure

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

0

For the following sampled projects completed in FY 2016/2017, evidence that environmental screening was carried out is contained in the Environmental Screening Report (including mitigation measures) dated 2016/17:

- Construction of Municipal Headquarters – Administration block (*Kira 781/ Wrks/2016-17/00018*)
- Construction of Kira Health Centre III staff house PHASE IV (*Kira 781/Wrks/16-17/00019*)
- Construction of 2-5 stance pit latrines at Melissa Primary School (*Kira 781/Wrks/2016-2017/00015*)
- Construction of a 2 Classroom Block at Kimwanyi Umea Primary School (*Kira 781/Wrks/2016-2017/00021*)
- Upgrading of Najjera-Kungu Road to Bitumen standard

However, no environmental monitoring reports were availed. According to the Physical Planner, who also doubles as the Environment Officer, environmental monitoring of implementation of mitigation measures for the FY 2016/17 projects was not done.

• Evidence that the LG integrates environmental and social management plans in the contract bid documents: score 1

0

The score is based on the following contract documents that were sampled to ascertain inclusion of ESMPs. For all the documents reviewed, there were no clauses in the contract/bid documents to cater for Environment and social management

- 1) Construction of a 2 classroom block at Kirinya C/U Primary school in Bweyogerere Division Kira Municipality, Ref no. Kira 781/Wrks/2017-2018/00030.
- 2) Completion of Staff house at Kira Health Centre III (Phase v) First and Second floor: Ref no. Kira 781/Wrks/2017-2018/00032
- 3) Renovation of Classroom blocks at Kireka Umea Primary school and Gonzanga Kamuli Primary school, Ref no. Kira 781/Wrks/2017-2018/00034
- 4) Construction of a 5 stance Pit latrine at Kirinya C/U Primary school and Hassan Trabi Primary school in Bweyogerere Division Kira Municipality, Ref no. Kira 781/Wrks/2017-2018/00033
- 5) Construction of a 2 classroom block at Bweyogerere CU P/S in Bweyogerere division and Kimwanyi Umea P/S under Lot 1 and 2, Ref no. Kira 781/Wrks/2016-2017/00021

	<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>The land titles availed for assessment are:</p> <ul style="list-style-type: none"> <li>* Certificate of title under Kira Town Council, dated 26/3/2007, for block 185, Plot 838: Kira play ground</li> <li>*Certificate of title (Butto Land) under Kira Town Council dated 14/6/2011 for block 225, Plot no 115.</li> <li>*Certificate of Title under Kira Town Council dated 14/6/2011 for block 236 plot 919 :Bweyogerere Market</li> <li>*Certificate of title under Kira Town Council dated 26/3/2007 for Block 234, plot 1278: Bweyogerere Kitawurizi/Kireka Health centre</li> <li>*Certificate of title (extension land of Bweyogerere Health Centre) under Stephen serunjogi kyazza, block 234 plot 1277: Land purchased</li> <li>* Certificate of title under Kira town council dated 19/3/2007, block 167, plot 375: Kimwanyi Health Centre</li> <li>*Certificate of title under Kira town council dated 26/3/2007 for Block 194, plot 272: Kungu land</li> <li>*Certificate of title under Kira Town council dated 4/7/2005 for block 223 plot 2337:Abattoir land</li> <li>*Certificate of title under Kira Town council dated 26/3/2007 for block 182 plot 191 &amp; 190: Bulindo solid waste</li> <li>*Certificate of title under Kira Town Council dated 26/3/2007 for block 185 plot 647: Kira Health Centre/municipality</li> <li>*Certificate of title under Kira Town Council dated 2/11/2010 for block 232 plot 3456: Kirinya Health centre</li> </ul> <p>Government aided schools are located on land that belongs to Muslim or Christian (Catholic/protestant) denominations. According to the LG, these fraternities have the land titles for these schools</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>No Environmental and Social Certification forms for the completed projects of FY 2016/17 were availed.</p>





## **LGPA 2017/18**

Educational Performance Measures

Kira Municipal Council

(Vote Code: 781)

Score 47/100 (47%)

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> <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>	4	<p>From the budget and staff lists, it was confirmed that at least 1 head teacher and 7 teachers were budgeted for the FY 2017/2018. Staff lists, payrolls and list of schools were availed and all serving teachers and head-teachers were on the pay roll</p> <p>There is availability of performance contracts, staff lists, payrolls and list of schools. Of the 26 head teachers, 25 are substantive. One school (Shimon Demonstration School- Kira) is not yet coded and has yet to be allocated a head teacher. The gap needed to be filled is 1. From the staff lists, all the 26 schools have at least 7 teachers, exclusive of the head teachers.</p>
2	<p>LG has substantively recruited all primary school teachers where there is a wage bill provision</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> <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>A total of 327 teachers were budgeted for the FY 2017/18. The teachers who are actually available and on the pay roll were 323. This leaves a gap of 4 teachers (1.22%)</p> <p>According to the education department, the gap was caused by delays in recruitment by District Service Commission and the government establishment of a new school (Shimon Demonstration Primary School- Kira)</p>

3	<p>LG has substantively recruited all positions of school inspectors as per staff structure, where there is a wage bill provision.</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> <li>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</li> </ul>	6	<p>From the approved structure and the budget, there is a wage bill provision for the 1 inspector and 1 Municipal Education Officer and both are appointed and substantive.</p>
4	<p>The LG Education department has submitted a recruitment plan covering primary teachers and school inspectors to HRM for the current FY.</p> <p>Maximum 4 for this performance measure</p>	<p>Evidence that the LG Education department has submitted a recruitment plan to HRM for the current FY to fill positions of Primary Teachers: score 2</p>	2	<p>A Recruitment plan was submitted to the Town Clerk as at 11th May, 2017. The number of teachers to be recruited was 4. The recruitment request was copied to Mayor, Head of Finance, Senior Internal Auditor and the Human Resource Officer.</p>
		<p>Evidence that the LG Education department has submitted a recruitment plan to HRM for the current FY to fill positions of School Inspectors: score 2</p>	2	<p>Recruitment plan was submitted to the Town Clerk on 11th May, 2017. The additional number of inspectors requested for was 3</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>Evidence that the LG Education department appraised school inspectors during the previous FY • 100% school inspectors: score 3</p>	3	<p>There are 2 positions of Inspectors provided for in the wage-bill. One position of Inspector of School is filled and the officer was appraised. Appraisal Report was availed. Authority was sought from MOF to provide funds for the position of Senior Inspector vide letter Ref: KMC/CR /167/1 dated 2/01/2018</p>
	<p>Maximum 6 for this performance measure</p>	<p>Evidence that the LG Education department appraised head teachers during the previous FY. • 90% - 100%: score 3 • 70% - 89%: score 2 • Below 70%: score 0</p>	3	<p>List of government owned schools availed. There are 25 in total. 23 Head teachers were appraised which is 92% and the Appraisal Reports were availed.</p>
<p>Assessment area: Monitoring and Inspection</p>				

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

Maximum 3 for this performance measure

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

0

The circulars available in the Education Department included;

Mass Registration of Learners in all Primary and Secondary schools, and post primary institutions in Uganda- 29th May 2017. Circular No.1 OF 2017

Teacher Support Supervision in Schools dated 30th/ June/ 2017. No. ADM/203/255/01

Invitation to attend USAID/ School Health and Reading Program District, Municipality and Core PTC Regional Meetings dated 22/May/ 2017. No. ADM/48/118/01

Operation of Unlicensed/ unregistered schools dated 16th January/ 2015. No. DES/50/14

Communication of information in guidelines was said to be through head teacher meetings, however, such documents from the Ministry of Education and Sports were not availed in the four sampled schools, that is,

Kyaliwajjala UMEA P/S- 0787504087

Namugongo Model Model P/S- 0752654350 (Private)

Little Ponny Junior School - 0751101489 (private)

Witerland Junior School- 0782739189 (private)

The available documents in the sampled schools had been issued / originated by the district.

		<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 Education Officer holds meetings with head teachers. E.g. Meeting held on 7th June 2017 at Kyaliwajjala UMEA at 10:00am.</p> <p>MIN5/06/2017: Remarks from Municipal Education Officer. She communicated government policy of Mass Registration of Pupils.</p> <p>Head teachers' General meeting was held on 26th April 2017.</p> <p>Min/April/2017; Municipal Education Officer: Communicated on issues of need for tree planting in schools</p>
7	<p>The LG Education Department has effectively inspected all private and public primary schools</p> <p>Maximum 12 for this performance measure</p>	<ul style="list-style-type: none"> <li>• 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.</li> </ul>	1	<p>Quarterly Inspection reports for both private and government aided schools were availed in the DEOs Office.</p> <p>1st Quarter= 13th Dec, 2016</p> <p>2nd Quarter= 13th Dec 2016</p> <p>3rd Quarter = 9th/ May/ 2017</p> <p>3rd Quarter = Not submitted</p> <p>NOTE: Quarter 1 and 2 were submitted on the same date</p> <p>The education department had a set of inspections forms for some individual schools (filled inspection forms), from which information was got to feed the quarterly report. Of the 4 sampled schools, only 2 had copies inspection reports issued by the inspector of schools. Therefore, 50% of the schools had not been inspected in the previous year</p>

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

Maximum 10 for this performance measure

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

4

The Education Officer holds meetings with head teachers to make make recommendations for corrective actions during the previous FY. E.g. Meeting held on 7th June 2017 at Kyaliwajjala UMEA at 10:00am.

MIN5/06/2017: Remarks from Municipal Education Officer. She communicated government policy of Mass Registration of Pupils and need to address recommendations from inspection reports.

Of the 4 selected schools, 3 (75%) had recommendations from inspector of school for corrective actions during the previous FY

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

0

Quarterly Inspection reports for both private and government aided schools were availed in the DEOs Office.

1st Quarter= 13th Dec, 2016

2nd Quarter= 13th, Dec 2016

3rd Quarter = 9th May 2017

3rd Quarter = Not submitted

Quarter 1 and 2 were submitted on the same date.

		<ul style="list-style-type: none"> <li>• Evidence that the inspection recommendations are followed-up: score 4</li> </ul>	4	<p>From the minutes of corresponding meetings availed, a number of recommendations had been made: for example, the Education Officer holds meetings with head teachers. E.g. Meeting held on 7th June 2017 at Kyaliwajjala UMEA at 10:00am.</p> <p>MIN5/06/2017: Remarks from Municipal Education Officer. She communicated government policy of Mass Registration of Pupils.</p> <p>Head teachers' General meeting was held on 26th April 2017.</p> <p>Min/April/2017; Municipal Education Officer: Communicated on issues of need for tree planting in schools</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 government aided primary schools given by EMIS data is not consistent with that in the education department. Education department reports 26 schools, while EMIS data reports 25. In addition, private primary school numbers was as follows:</p> <p>Licensed = 140 Not licensed= 157</p> <p>EMIS does not have these figures</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	0	DEO only provided enrolment data for government schools for FY 2016/2017 as being 14,769. However, data provided was still in soft copy by the time of this assessment. Enrolment data for private schools = 48, 481. The list was computed at July 2017. The list was not consistent with EMIS data
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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>Minutes of 4 meetings of the General Purpose Committee (<i>handles Health, Education, Works, and Production and Marketing</i>) for FY 2016/17 were availed, where Education issues were discussed as follows:</p> <ul style="list-style-type: none"> <li>• Meeting of 21st July 2016</li> <li>• Meeting of 23rd August 2016 – <i>Deployment of Educational Officer</i> under Min. No. 6/GP/KMC/2016 and <i>Presentation of 1st Quarter Workplan 2016/17</i> under Min. No. 9/GP/KMC/2016</li> <li>• Meeting of 28th October 2016 – <i>Presentation of 1st Quarter Evaluation Report</i> under Min. No. KMC/GP/13/2016 and <i>2nd Quarter Workplan</i> under Min. No. KMC/GP/14/2016</li> <li>• Meeting of 25th January 2017 – <i>Presentation of 2nd Quarter Evaluation Report and 3rd Quarter Workplan</i> under Min. No. 20/KMC/GP/2017</li> </ul>
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• Evidence that the education sector committee has presented issues that requires approval to Council: score 2

2

The General Purpose Committee presented report (*including Education Sector recommendations for Council approval*) to the Municipal Council in the Council meeting of:

• 6th September 2016 – General Purpose Committee Report under Min. No.56/KMC /COU/2016

• 4th November 2016 – General Purpose Committee Report under Min. No.63/KMC /COU/2016

• 8th February 2017 – General Purpose Committee Report (*Allocation of department disbursements according to priorities and Sponsoring of special needs children by Divisions*) under Min. No.81/KMC /COU/2017

• 26th April 2017 – General Purpose Committee Report (*Reallocation of construction of classroom block from Kimanyi UMEA to Namataba CS and Budgeting for USE Schools in all divisions*) under Min. No.96/KMC /COU/2017

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>Minutes of SMCs for the government aided schools were availed, they were filed in the box file in the education department. However, all the 4 selected schools, 1 government, 3 private had no minutes of SMCs at the time of this assessment. The following schools were sampled:</p> <ul style="list-style-type: none"> <li>• Namugongo Model P/S (Private)</li> <li>• Kyaliwanjala UMEA P/S (Govt)</li> <li>• Little Pony Junior School (Private)</li> <li>• Winterland Junior School (Private)</li> </ul>
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. The list was for 3rd Quarter (sh. 46, 818,182) and 4th Quarter indicating allocation of sh. 49,456,175</p>
Assessment area: Procurement and contract management				

13	<p>The LG Education department has submitted procurement requests, complete with all technical requirements, to PDU that cover all items in the approved Sector annual work plan and budget</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> <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: score 4</li> </ul>	4	<p>The procurement requisition forms were availed for FY 2016/17 and fully signed by the originating officer (Education Officer), Head of finance and Accounting Officer. The most recent procurement requisition was dated 20th February,2017</p>
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14

The LG Education department has certified and initiated payment for supplies on time

Maximum 3 for this performance measure

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

0

Nine payments were selected and it was found that the longest time taken to recommend payments was 14 days as shown below:

Chq.no	Amount	Invoice date	Recommendation date	Delay
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36	31,370,937	26/06/17	26/06/17	0
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18	10,768,744	13/03/17	-	-
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23	10,427,200	27/3/17	30/03/17	3
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14	26,001,864	28/02/17	7/3/2017	9
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29	18,827,648	1/6/2017	8/6/2017	7
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34	20,683,152	18/06/17	23/06/17	5
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32	30,632,811	21/06/17	21/06/17	-
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40	4,745,763	29/06/17	29/06/17	-
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12	32,338,051	22/02/17	6/3/2017	14
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Assessment area: Financial management and reporting

15	<p>The LG Education department has submitted annual reports (including all quarterly reports) in time to the Planning Unit</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> <li>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</li> </ul>	0	<p>There was no record on submissions from the Departments to the Planner. it was therefore not possible to verify compliance to submission deadlines.</p>										
16	<p>LG Education has acted on Internal Audit recommendation (if any)</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> <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 4 o If the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year: score 2 points o If all queries are not responded to score 0</li> </ul>	2	<p>According to the internal audit reports for FY 2016/2017, the department had the following queries:</p> <ul style="list-style-type: none"> <li>Internal Audit findings on the sector</li> </ul> <table border="1" data-bbox="1098 1003 1505 1211"> <thead> <tr> <th>Quarter</th> <th>Quarter 1</th> <th>Quarter 2</th> <th>Quarter 3</th> <th>Quarter 4</th> </tr> </thead> <tbody> <tr> <td>No. of queries :</td> <td>9</td> <td>0</td> <td>0</td> <td>1</td> </tr> </tbody> </table> <p>The department had 10 audit queries in the year which were responded to.</p>	Quarter	Quarter 1	Quarter 2	Quarter 3	Quarter 4	No. of queries :	9	0	0	1
Quarter	Quarter 1	Quarter 2	Quarter 3	Quarter 4										
No. of queries :	9	0	0	1										

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>	0	<p>There was no 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</p>
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		<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>	0	There was no 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
		<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>There was no evidence that the School Management Committees meet the guideline on gender composition because of their availability in the selected schools. All private schools sampled had no minutes of SMCs availed at the time of the assessment.</p> <ul style="list-style-type: none"> <li>• Namugongo Model P/S (Private)</li> <li>• Kyaliwajala UMEA P/S (Govt)</li> <li>• Little Pony Junior School (Private)</li> <li>• Winterland Junior School (Private)</li> </ul>
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 (e.g minutes, circulars) 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..</p> <p>However, the private schools selected (Namugongo Model P/S and Winterland Junior P/S) had energy saving stoves and good sanitation.</p>



## **LGPA 2017/18**

Health Performance Measures

Kira Municipal Council

(Vote Code: 781)

Score 59/100 (59%)



No.	Performance Measure	Scoring Guide	Score	Justification
Assessment area: Human resource planning and management				
1	<p>LG has substantively recruited primary health workers with a wage bill provision from PHC wage</p> <p>Maximum 6 points for this performance measure</p>	<p>Evidence that LG has filled the structure for primary health workers with a wage bill provision from PHC wage for the current FY</p> <ul style="list-style-type: none"> <li>• More than 80% filled: score 6 points,</li> <li>• 60 – 80% - score 3</li> <li>• Less than 60% filled: score 0</li> </ul>	0	<p>The staffing norm for the municipality is 54.3%. Technical staff have been recruited in all government health facilities. Deficits are at the level of the municipality and support staff-porters, askaris and cleaners and no wage bill approvals seen.</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>Recruitment plan was seen for FY 2016/2017 and it is reported to be the same for the FY 2017/2018</p>

3	<p>The LG Health department has ensured that performance appraisal for health facility in charge is conducted</p> <p>Maximum 8 points for this performance measure</p>	<p>Evidence that the health facility in-charge have been appraised during the previous FY: o 100%: score 8 o 70 – 99%: score 4 o Below 70%: score 0</p>	<p>0</p> <p>There are 5 government Health Centres and these are: Kira HCIII, Bweyogerere HCIII, Kireka HCII, Kirinya, HCII and Kimwanyi HCII.</p> <p>The appraisals for the Officer in charge of Bweyogerere and Kira Health Centers were incomplete. Partially filled forms were availed. No Evidence that those in charge of Kimwanyi, Kirinya and Kireka had been appraised.</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>	<p>4</p> <p>All the 5 government health facilities have health workers that have been equitably distributed to include HC IIIs, and HC IIs. These include clinical officers, registered and enrolled nurses and midwives based on the MoH approved 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	<p>Only one guideline on waste management has been signed for by the health facilities. This guideline was seen in Kira HC III.</p>
		<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	<p>No evidence that meetings were held with health facility in-charges to explain policies and guidelines and circulars received from the national level. Then waste management guideline was referred to in one of the meetings held with health workers and the municipality..</p>
6	<p>The LG Health Department has effectively provided support supervision to district health services</p> <p>Maximum 6 points for this performance measure</p>	<p>Evidence that DHT has supervised 100% of HC IVs and district hospitals: score 3</p>	3	<p>The municipality has no district hospital or health centre IV.</p>
		<p>Evidence that DHT has supervised lower level health facilities within the previous FY: • If 100% supervised: score 3 points • 80 - 99% of the health facilities: score 2 • 60 - 79% of the health facilities: score 1 • Less than 60% of the health facilities: score 0</p>	2	<p>The municipality and Kira HC III have supervised 12 lower level health facilities (5 government and 7 PNFP) dated 10/10/17, 13/1/2017 and 26/05/17. All government facilities on each round are supervised while all PNFPs were supervised once on date 13/01/2017</p>

7	<p>The Health Sub-district(s) have effectively provided support supervision to lower level health units</p> <p>Maximum 6 points for this performance measure</p>	<p>Evidence that health facilities have been supervised by HSD and reports produced: • If 100% supervised score 6 points • 80 - 99% of the health facilities: score 4 • 60 - 79% of the health facilities: score 2 • Less than 60% of the health facilities: score 0</p>	6	<p>The municipality has no HC IV. Kira HC III acts as an HC IV and staff are drawn from this health facility by the municipality to supervise lower level health facilities.</p>
8	<p>The LG Health department (including HSDs) have discussed the results/reports of the support supervision and monitoring visits, used them to make recommendations for corrective actions and followed up</p> <p>Maximum 10 points for this performance measure</p>	<p>• Evidence that the reports have been discussed and used to make recommendations for corrective actions during the previous FY: score 4</p> <p>• Evidence that the recommendations are followed – up and specific activities undertaken for correction: score 6</p>	0	<p>There is no evidence of discussion of support supervision reports for corrective action</p> <p>Meetings have been held with in-charges of the health facilities and municipality but no evidence of follow of recommendations and activities for corrective actions</p>
9	<p>The LG Health department has submitted accurate/consistent reports/date for health facility lists as per formats provided by MoH</p> <p>Maximum 10 for this performance measure</p>	<p>• Evidence that the LG has submitted accurate/consistent data regarding: o List of health facilities which are consistent with both HMIS reports and OBT: score 10</p>	10	<p>All the 12 health facilities, public, PNFP and private monthly, quarter and annual outputs are reflected on OBT. All 12 health facilities that receive PHC funds and names appear in OBT.</p>

Assessment area: Governance, oversight, transparency and accountability

10

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

Maximum 4 for this performance measure

• Evidence that the council committee responsible for health met and discussed service delivery issues including supervision reports, performance assessment results, LG PAC reports etc. during the previous FY: score 2

2

Minutes of 4 meetings of the General Purpose Committee (*handles Health, Education, Works, and Production and Marketing*) for FY 2016/17 were availed, where Health issues were discussed as follows:

- Meeting of 21st July 2016
- Meeting of 23rd August 2016 – *Operation of Health Centres* under Min. No. 6/GP/KMC/2016 and *Presentation of 1st Quarter Workplan 2016/17* under Min. No. 9/GP/KMC/2016
- Meeting of 28th October 2016 – *Presentation of 1st Quarter Evaluation Report and 2nd Quarter Workplan* under Min. No. KMC/GP/15/2016
- Meeting of 25th January 2017 – *Presentation of 2nd Quarter Evaluation Report* under Min. No. 19/KMC/GP//2017 and *3rd Quarter Workplan* under Min. No. 20/KMC/GP/2017

• Evidence that the health sector committee has presented issues that require approval to Council: score 2

2

The General Purpose Committee presented report (*including Health Sector recommendations for Council approval*) to the Municipal Council in the Council meeting of:

- 6th September 2016 – General Purpose Committee Report (*workplan of public health department*) under Min. No.56/KMC /COU/2016

- 4th November 2016 – General Purpose Committee Report under Min. No.63/KMC /COU/2016

- 8th February 2017 – General Purpose Committee Report (*Use of Mukono Municipality garbage disposal site and land for expansion of Health Centre IV, 2nd Quarter Evaluation Report and 3rd Quarter Workplan*) under Min. No.81/KMC /COU/2017

- 26th April 2017 – General Purpose Committee Report (*Allocation of more funding to Kiwanyi Health Centre*) under Min. No.96/KMC /COU/2017

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>	3	<p>The quarterly HUMC minutes FY 2016/2017 for four health facilities were available; Kira hc ii, Kireka HC III, Kirinya HC III and Kimwanyi HC II. Only Bweyogerere HC III did not avail the minutes as office of the former incharge was locked awaiting for hand over to a new incharge</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 PHC funds for 12 health facilities are displayed on Kira HC III and not at the municipality 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>	<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>	2	<p>The procurement plan for health FY 2017/2018 was submitted on 3rd April 2017 to PDU</p>
	<p>Maximum 4 for this performance measure</p>	<p>Evidence that LG Health department submitted procurement request form (Form PP5) to the PDU by 1st Quarter of the current FY: score 2</p>	2	<p>The PPF form 1 was submitted to PDU on 10th August 2017 on construction of sanitation facilities and renovation of Kimwanyi HC IIs . Itemised PPF forms were seen based on the annual procurement plan 2017/2018</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:</li> <li>• 100% - score 8</li> <li>• 70-99% – score 4</li> <li>• Below 70% - score 0</li> </ul>	8	<p>The municipality health facilities (HC III &amp; II) are under the Push system for medicines and do not submit procurement plans to 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>	2	<p>The suppliers are recommended centrally and recommended by the contracts committee</p>
Assessment area: Financial management and reporting				
16	<p>The LG Health department has submitted annual reports (including all quarterly reports) in time to the Planning Unit</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> <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	<p>There was no evidence in the Planners records to enable ascertain this indicator.</p>



17	<p>LG Health department has acted on Internal Audit recommendation (if any)</p> <p>Maximum 4 for this performance measure</p>	<p>Evidence that the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year • If sector has no audit query score 4 • If the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year: score 2 points • If all queries are not responded to score 0</p>	2	<p>According to the internal audit reports for FY 2016/2017, the department had the following queries:</p> <ul style="list-style-type: none"> <li>Internal Audit findings on the sector</li> </ul> <p>Quarter  Quarter 1    Quarter 2  Quarter 3    Quarter 4</p> <p>No. of queries :</p> <table border="0"> <tr> <td>6</td> <td>0</td> </tr> <tr> <td>3</td> <td>1</td> </tr> </table> <p>The department had 9 audit queries in the year which were responded to.</p>	6	0	3	1
6	0							
3	1							

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> </ul>	2	<p>All the 4 government health facilities meet the gender composition of 30% members as female representatives. 3/6, 3/5, 3/7, 3/5. HUMC meeting minutes for Byeyogerere HC III were not accessed as in charge was out of office at the time of the assessment..</p>
		<ul style="list-style-type: none"> <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>	0	<p>No evidence of LG issuing sanitation guidelines.</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>	2	<p>The guidelines on medical were signed for by all incharges of the 5 government health facilities. Guidelines on sanitation were seen in one of the three health facilities visited-Kira hC III, Kiwanyo HCIII and Bweyogerere HC III.</p>
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