



## LGPA 2017/18

Accountability Requirements

Koboko Municipal Council

(Vote Code: 785)

Assessment	Compliant	%
Yes	4	67%
No	2	33%

Summary of requirements	Definition of compliance	Compliance justification	Compliant?
Assessment area: Annual performance contract			
LG has submitted an annual performance contract of the forthcoming year by June 30 on the basis of the PFMAA and LG Budget guidelines for the coming financial year.	xxx	The Final performance contract for FY2017/18 was submitted to MoFPED on 10th July,2017, contrary to 30th June, 2017 standard time deadline	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	Koboko municipality submitted a budget that had a procurement plan for FY2017/18 attached as required by LG PPDA regulations, 2006).	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/Quarter 4 was submitted to MoFPED by Abusa Michael –Planner on 2nd/8/2017, contrary to 31st July, 2017 standard time 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 the 4 quarterly budget performance reports for FY2016/17 were submitted to MoFPED on the dates indicated below</p> <ul style="list-style-type: none"> <li>• Quarter 4 submitted on 2nd August, 2017, by Abusa Michael</li> <li>• Quarter 3 submitted on 27th June, 2017, by Bada Fred</li> <li>• Quarter 2 submitted on 17th March, 2017, by Bada Fred</li> <li>• Quarter 1 submitted on 20th December, 2016, by Bada Fred</li> </ul>	<p>Yes</p>
<p>Assessment area: Audit</p>			
<p>The LG has provided information to the PS/ST on the status of implementation of Internal Auditor General or Auditor General findings for the previous financial year by April 30 (PFMA s. 11 2g). This statement includes actions against all findings where the Auditor General recommended the Accounting Officer to take action (PFMA Act 2015; Local Governments Financial and Accounting Regulations 2007; The Local Governments Act, Cap 243).</p>	<p>xxxxxx</p>	<p>A report on the status of implementation Internal Auditor General findings was submitted by the ag. Internal Auditor to the PS/ST on 27/02/17. The report is dated 24/02/17 and covers internal audit and Auditor General recommendations for FY 2013/14, 2014/15 and 2015/16. The report highlights the different findings and the actions taken against each of them.</p>	<p>Yes</p>
<p>The audit opinion of LG Financial Statement (issued in January) is not adverse or disclaimer</p>	<p>xxxxxx</p>	<p>Koboko MC has an unqualified Audit opinion for its FY 2016/17 financial statements, with an emphasis of matter on 3 issues. ? Failure to implement Budget as approved by Parliament ? Mismanagement of Youth Livelihood project Funds ? Failure to meet the minimum Education National standards</p>	<p>Yes</p>



## **LGPA 2017/18**

Crosscutting Performance Measures

Koboko Municipal Council

(Vote Code: 785)

Score 68/100 (68%)

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	<p>Koboko Municipality has a functional planning committee that considers new investments on time. This is evidence by:</p> <ul style="list-style-type: none"> <li>• Constituted in 2014 before attaining municipality status with 6 members</li> <li>• Report dated 15th April, 2017 on sensitisation of stakeholders, and local councillors in the 3 divisions on land management</li> <li>• Minutes of the physical planning committee held on 8/12/2017 to approve development plans</li> <li>• There was a development plan register</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>	2	<ul style="list-style-type: none"> <li>• Koboko town council that was elevated to a municipality status, has a structural plan approved (2008-2018) by MoLHUD</li> <li>• There was evidence from the approved plans register book that all new investments have approved plans which are consistent with the physical plan</li> </ul>

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

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

2

There was evidence that sector priorities in AWP of FY2017/18 are based on the budget conference for FY2017/18 held on 9/11/2016. Among the sector priorities presented during the budget conference included

- Culverts installation
- Support to schools in terms of classrooms and latrines construction, and furniture
- Marking road reserves using concrete poles
- 5km Road survey
- Periodic maintenance of roads-upgrading to gravel standard and mechanised routine maintenance (Kamaka, Ligitoli, Dikasinga, Demgbelenga)
- Town hall extension finishes
- Street lighting
- Opening of 4kms of roads including sanitary lanes

- Renovation of isolation ward at KHCIV
- Renovation of Office block at KHCIV
- Development of KMC public cemetery

The AWP sector priorities for FY2017/18 include

- Renovation of one unit of isolation pg 12
- Construction of 2 classrooms in UPE, Construction of 4-5stance latrines, Provision of furniture to 3 schools pg14
- 3kms of road maintained periodically, 6km of road mechanised, 3kms of road opened, 6lines of culverts installed, 3km of road surveyed and 3km of road reserves marked pg16

• Evidence that the capital investments in the approved Annual work plan for the current FY are derived from the approved five-year development plan. If different, justification has to be provided and evidence that it was approved by Council. Score 2.

2

There was evidence that the capital investments in the AWP of FY2017/18 were derived from the 5 year development plan. The capital investments in the AWP for FY2017/18, are:

- Renovation of one unit of isolation ward under health pg 12
- Construction of 2 classrooms in UPE, Construction of 4-5 stance latrines, Provision of furniture to 3 schools for education sector pg14
- 3kms of road maintained periodically, 6km of road mechanised, 3kms of road opened, 6lines of culverts installed, 3km of road surveyed and 3km of road reserves marked pg16
- Physical planning of Erepenga and Doonga villages, tittling of public land in the municipality, land acquisition for market construction under natural resources pg 19

In the DDP11, we have :

- 6km of roads opened, 8 culverts installed, 5 roads rehabilitated, 20km of road on routine and mechanised maintenance, 5km on routine manual road maintenance under roads pg 81
- 1 road survey and marking, 3 tittling of council properties, land purchase, and update of structural and detailed plans for physical planning pg 82
- Construct one public latrine, construct refuse banks, construction of lagoon in the abattoir, construction of incinerators in the abattoir and dump site, installation of street litter bins, construct public latrines for Health pg 83
- Construction of 16 classrooms, renovation of 1 classroom,, construction of 5 stance latrines, construction of twin staff house with a kitchen, supply of 3 seater desks, for education sector pg 100
- Physical development planning of Erepenga village pg 142

		<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	<ul style="list-style-type: none"> <li>• There was no evidence of project profiles developed and discussed in the TPC for all investments in the AWP as per the LG planning guidelines.</li> </ul>
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	<p>There was no evidence of statistical abstract, with gender aggregated data compiled and presented to the TPC to support budget allocation and decision making</p>



4

Investment activities in the previous FY were implemented as per AWP.

Maximum 6 points on this performance measure.

• Evidence that all infrastructure projects implemented by the LG in the previous FY were derived from the annual work plan and budget approved by the LG Council: score 2

2

There was evidence that all infrastructure projects implemented and completed by Koboko Municipal LG in FY2016/17 were derived from the AWP and budget approved by Koboko Municipal Council, as indicated below:

Health pgs 17 -18 of AWP, reported completed on pgs 82-83 of APR

- Construction of lagoon at abattoir at Anjirigo cell
- Construction of ecosan toilet at KMC in Media sub county
- Development of 0.9km drive ways in solid waste dump site
- Construction of an incinerator at KHCIV
- Renovation of maternity ward at KHCIV
- Construction of water reservoir in North Division

Roads and Engineering pg 19-21 of AWP and reported completed on pgs 91-92 of APR

- 4km road opening
- Council hall electrification finishes
- 5km of routine mechanised maintenance of roads
- 8 lines of culverts installed
- 2,15km of APA Bridge gravelling, culverting and stone pitching
- 1.2km of Catherine road gravelling and culverting
- 2.3 Mariku-Juliano roads gravelling and culverting

Education pages 33-36 of AWP and reported completed on pgs 85-86 of APR

- Construct 3 classrooms at APA P/S
- Supply 100 desks to 4 primary schools
- Construct 10- 5 stances VIP latrines at APA and Abele P/S

• Evidence that the investment projects implemented in the previous FY were completed as per work plan by end for FY. o 100%: score 4 o 80-99%: score 2 o Below 80%: 0

2

The overall expenditure performance of the Koboko municipal council was- approved annual budget was 5,949,890,000, but spent 5,824,015, 000 which is (98%) budget utilisation pg 2 of the APR.

Interms of Investment projects implemented and completed as per APR of FY2016/17, there was evidence that the projects below were done as per the work plan,

- Construction of lagoon at abattoir at Anjirigo cell
- Construction of ecosan toilet at KMC in Media sub county
- Development of 0.9km drive ways in solid waste dump site
- Construction of an incinerator at KHCIV
- Renovation of maternity ward at KHCIV
- Construction of water reservoir in North Division
- 4km road opening
- Council hall electrification finishes
- 5km of routine mechanised maintenance of roads
- 8 lines of culverts installed
- 2.15km of APA Bridge gravelling, culverting and stone pitching
- 1.2km of Catherine road gravelling and culverting
- 2.3 Mariku-Juliano roads gravelling and culverting
- Construction of 3 classrooms at Apa P/S
- Supply of 100 desks to 4 primary schools
- Constructed 10- 5 stances VIP latrines at Apa and Abele P/S

5

The LG has executed the budget for construction of investment projects and O&M for all major infrastructure projects and assets during the previous FY

Maximum 4 points on this Performance Measure.

• Evidence that all investment projects in the previous FY were completed within approved budget – Max. 15% plus or minus of original budget: score 2

0

There was evidence that not all investment projects in FY2016/17 were completed within approved budget of Max 15% plus/minus of original budget,

• Under output on Administrative capital, it had projects like purchase of 2 motorcycles, construction of administrative buildings for west division, rehabilitation of administrative buildings for south and north division and procurement of 6 computers. The total aggregated budget was 142,068,000, but spent 145,805,000 (102.6%) pg 68 of APR

• Health under output on maternity ward construction and rehabilitation, one unit of maternity ward was rehabilitated, planned 20,000,000, but spent 16,277,000 (81.4%), on Nonstandard service delivery capital output, 1 unit of maternity ward renovated, 1 unit of incinerator constructed at Koboko HCIV, 4 drive ways opened and graded in the solid waste disposal site at Asunga cell and one lagoon constructed in Anjirigo cell. Planned expenditure was 41,964,000 but spent 37,971,000 (90.5%) pgs 82-83

• Education output of classrooms construction and rehabilitation- 3 were constructed in Apa P/S, planned 97,961,000 but spent 88,366,000 (90.2%), constructed 10 latrine stances in 2 primary schools of Abele and Apa each 5 stances, planned 23,686,000, spent 39,102,000 (165%) and provision of furniture to 2 primary schools each 25 desks, planned 20,000,000 but spent 20,000,000 (100%) pg 85-86

• Roads projects – planned 6 roads, but 1 was periodically maintained, 20kms of roads mechanised but only 7.85km completed, budgeted 183,110,000 spent 151,282,000 (82.6%), pg 91-92

• Evidence that the LG has budgeted and spent at least 80% of O&M budget for infrastructure in the previous FY: score 2

0

There was no evidence that Koboko municipality budgeted for O&M for infrastructure projects.

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>	2	<ul style="list-style-type: none"> <li>All heads of departments and acting HoDs, had been appraised for the previous FY, as per the guidelines of MoPS (CICULAR STANDING INSTRUCTION NO1 OF 2016)</li> </ul>
	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	The following positions were not filled substantively 1- Principal finance officer 2- Principal community development officer 3- Municipal Engineer 4- Senior planner 5- Principal Education officer 6- Senior Natural resources officer 7- Senior production & marketing officer 8- Senior procurement officer 9- Senior internal auditor The only head of department position filled substantively is: 1- Deputy Town clerk plus the principal Human Resources officer under the same department. However there is evidence of attempts by the Municipality to fill the positions, by TC's declarations and DSC adverts
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	<ul style="list-style-type: none"> <li>100 % Vacancies submitted for recruitment had been considered by the DSC. Reference made to KMC/214/1, for the 17 Vacancies in relation to DSC min.01/2017-12/2017 of the 40th sitting on 6th -13th Feb 2017</li> </ul>
		<ul style="list-style-type: none"> <li>Evidence that 100 percent of staff submitted for confirmation have been considered: score 1</li> </ul>	1	<ul style="list-style-type: none"> <li>No submissions for confirmation were made. No staff were due for confirmation • The municipality was created in the previous financial year,( The year under review)</li> </ul>
	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	<ul style="list-style-type: none"> <li>Submissions for disciplinary action submitted to T C's office were considered by the rewards and sanctions committee as evidenced. KMC/157/1, on the 25/7/2017 for Anguzu Abdul</li> </ul>
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	<ul style="list-style-type: none"> <li>All the 17 staff recruited in previous financial year had accessed the pay roll with in two month as evidenced in the IPPS and the recruited staff list from the DSC minutes of their 40th meeting on the 6th to 13th Feb 2017</li> </ul>
	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 financial year. They had no pensioner on pensioner's pay roll. The municipality was created 2016

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	<p>Local revenue for FY 2015/16 was Shs 611,749,938 (It was still operating as a Town Council). Local revenue for FY 2016/17 was Shs 714,666,731). The increase was Shs 102,916,796 which was 16.8%. This is &gt;10%.</p>
10	<p>LG has collected local revenues as per budget (collection ratio)</p> <p>Maximum 2 points on this performance measure</p>	<ul style="list-style-type: none"> <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>Local revenue budget for FY 2016/17 was Shs 724,081,000. Actual local revenue performance for FY 2016/17 was Shs 714,666,731. The difference was Shs 9,414,269, which was 1.3%. This is within the range of +/-10%.</p>
11	<p>Local revenue administration, allocation and transparency</p> <p>Maximum 4 points on this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the District/Municipality has remitted the mandatory LLG share of local revenues: score 2</li> </ul>	2	<p>Koboko MC remits and gets remittances of local revenues to and from LLGs. Examples of remittances to LLGs (50%) include: Payment of Shs 4,483,720 (LST) to South Division on 21/12/17. Payment of Shs 1,705,000 (LST) to West Division on 21/12/17. Payment of Shs 5,545,337 (LST) to North Division. Transfer among others on 19/09/16 to these divisions; Shs 1,732,500 to North, Shs 1,280,000 to South and Shs 337,500 to West. Examples of remittances by LLGs to the MC (50%) include: Receipt of Shs 4,765,025 on 15/07/16 from South Division, receipt of Shs 2,755,551 on 18/07/16 from West Division and receipt of Shs 3,601,695 on 26/01/18 from South Division.</p>

		<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>Council costs where local local revenue was applied in FY 2016/17 were sitting allowances Shs 100,193,360, entertainment and welfare Shs 6,808,000, inland travels 12,752,000 and printing and stationery Shs 1,864,000 totalling to Shs 121,617,360. Compared to local revenue of FY 2015/16, the ratio is 19.8%, which is &lt;20%.</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>	0	<ul style="list-style-type: none"> <li>There WAS Evidence that Koboko Municipal Council had the position of Procurement Officer substantively filled under Min. DSC/09/2017 Dated 01/03/2017.</li> <li>There was NO Evidence that Koboko Municipal Council had the position of Assistant Procurement Officer substantively filled.</li> </ul>
				<p>There WAS Evidence that TEC Produced and Submitted Reports to the Contracts Committee for the previous FY (2016/2017 FY) as exemplified by the following projects:</p> <ul style="list-style-type: none"> <li>Construction of One Unit of Ecological Sanitation Toilet in KMC Refuse Dump Sites in Midia Sub-county (KMC/785/Wrks/16-17/00001). TEC Min Date: 17/05/2017. Signed by Superintendent of Works, Treasurer North Division, Commercial Officer, Procurement Officer.</li> <li>Construction of 4 Stance VIP Latrine with Bathroom at Oggo P/S in Koboko Municipal Council (KMC/785/Wrks/16-17/00003). TEC Min Date: 16/12/2016. Signed by Senior Engineering Assistant, Commercial Officer, Assistant Town Clerk West Division, Health Assistant, District Physical Planner.</li> <li>Supply and Installation of 3 Lines of 600mm Culverts in Koboko Municipal Council (KMC/785/Wrks/16-17/00004). TEC Min Date: 17/05/2017. Signed by Superintendent of Works, Treasurer North Division, Commercial Officer, Procurement Officer.</li> <li>Construction of Three Classroom Block at APA P/S in Koboko Municipal Council (KMC/785/Wrks/16-17/00005). TEC Min Date: 15/12/2016. Signed by Senior Engineering Assistant, Commercial Officer, Assistant Town Clerk West Division, Health Assistant, District</li> </ul>

<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>Physical Planner.</p> <ul style="list-style-type: none"> <li>- Construction of Office Block at West Division in Koboko Municipal Council (KMC/785/Wrks/16-17/00006). TEC Min Date: 16/12/2016. Signed by Senior Engineering Assistant, Commercial Officer, Assistant Town Clerk West Division, Health Assistant, District Physical Planner.</li> <li>- Construction of Water Reservoir at OMBACI in North Division in Koboko Municipal Council (KMC/785/Wrks/16-17/00007). TEC Min Date: 17/05/2017. Signed by Superintendent of Works, Treasurer North Division, Commercial Officer, Procurement Officer.</li> <li>- Renovation of Council Hall at North Division in Koboko Municipal Council (KMC/785/Wrks/16-17/00009). TEC Min Date: 16/05/2017. Signed by Superintendent of Works, Treasurer North Division, Commercial Officer, Procurement Officer.</li> <li>- Renovation of Maternity Ward in Koboko Municipal Council Health Center IV (KMC/785/Wrks/16-17/00010). TEC Min Date: 17/05/2017. Signed by Superintendent of Works, Treasurer North Division, Commercial Officer, Procurement Officer.</li> <li>- Supply and Installation of 2 Lines of 900mm and 600mm Culverts at West Division in Koboko Municipal Council (KMC/785/Wrks/16-17/00011). TEC Min Date: 16/05/2017. Signed by Superintendent of Works, Treasurer North Division, Commercial Officer, Procurement Officer, Senior Engineering Assistant.</li> <li>- Supply and Installation of 3 Lines of 600mm Culverts in APA to Border in Koboko Municipal Council (KMC/785/Wrks/16-17/00012). TEC Min Date: 17/05/2017. Signed by Superintendent of Works, Treasurer North Division, Commercial Officer, Procurement Officer.</li> </ul>
		<p>There WAS Evidence that Municipal Contracts Committee considered recommendations of the TEC and provided justifications for any deviations from those recommendations as exemplified by the following projects:</p> <ul style="list-style-type: none"> <li>- Construction of One Unit of Ecological Sanitation Toilet in KMC Refuse Dump Sites in</li> </ul>



Midia Sub-county (KMC/785/Wrks/16-17/00001). MCC Min Date: 18/05/2017

- Construction of 4 Stance VIP Latrine with Bathroom at Oggo P/S in Koboko Municipal Council (KMC/785/Wrks/16-17/00003). MCC Min Date: 22/12/2016. Signed by Municipal Education Officer, Physical Planner, Clerk to Council, Health Inspector, Land Surveyor, Acting Procurement Officer.

- Supply and Installation of 3 Lines of 600mm Culverts in Koboko Municipal Council (KMC/785/Wrks/16-17/00004). MCC Min Date: 18/05/2017. Signed by Municipal Education Officer, Physical Planner, Health Inspector, Senior Procurement Officer.

- Construction of Three Classroom Block at APA P/S in Koboko Municipal Council (KMC/785/Wrks/16-17/00005). MCC Min Date: 22/12/2016. Signed by Municipal Education Officer, Physical Planner, Clerk to Council, Health Inspector, Land Surveyor, Acting Procurement Officer.

- Construction of Office Block at West Division in Koboko Municipal Council (KMC/785/Wrks/16-17/00006). MCC Min Date: 22/12/2016. Signed by Municipal Education Officer, Physical Planner, Clerk to Council, Health Inspector, Land Surveyor, Acting Procurement Officer.

- Construction of Water Reservoir at OMBACI in North Division in Koboko Municipal Council (KMC/785/Wrks/16-17/00007). MCC Min Date: 18/05/2017. Signed by Municipal Education Officer, Health Inspector, Physical Planner, Procurement Officer.

- Renovation of Council Hall at North Division in Koboko Municipal Council (KMC/785/Wrks/16-17/00009). MCC Min Date: 18/05/2017. Signed by Municipal Education Officer, Health Inspector, Physical Planner, Procurement Officer.

- Renovation of Maternity Ward in Koboko Municipal Council Health Center IV (KMC/785/Wrks/16-17/00010). MCC Min Date: 18/05/2017. Signed by Municipal Education Officer, Health Inspector, Physical Planner, Procurement Officer.

- Supply and Installation of 2 Lines of 900mm and 600mm Culverts at West Division in Koboko Municipal Council (KMC/785/Wrks/16-

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

1



			<p>17/00011). MCC Min Date: 18/05/2017. Signed by Municipal Education Officer, Health Inspector, Physical Planner, Procurement Officer.</p> <p>- Supply and Installation of 3 Lines of 600mm Culverts in APA to Border in Koboko Municipal Council (KMC/785/Wrks/16-17/00012). MCC Min Date: 18/05/2017. Signed by Municipal Education Officer, Health Inspector, Physical Planner, Procurement Officer.</p> <p>- Construction of 2 Stance VIP Latrine with Urinals at West Division Offices in Koboko Municipal Council (KMC/785/Wrks/17-18/00002). MCC Min Date: 14/11/2017. Signed by Municipal Education Officer, Procurement Officer, Health Inspector, Physical Planner, Clerk to Council, Senior Community Development Officer.</p> <p>- Completion of Office Block at West Division in Koboko Municipal Council (KMC/785/Wrks/17-18/00006). MCC Min Date: 14/11/2017. Signed by Municipal Education Officer, Procurement Officer, Health Inspector, Physical Planner, Clerk to Council, Senior Community Development Officer.</p> <p>- Construction of Two Classroom Block at Ogo P/S in Koboko Municipal Council (KMC/785/Wrks/17-18/00007). MCC Min Date: 14/11/2017. Signed by Municipal Education Officer, Procurement Officer, Health Inspector, Physical Planner, Clerk to Council, Senior Community Development Officer.</p> <p>- Installation of 7 Lines of Culverts in Koboko Municipal Council (KMC/785/Wrks/17-18/00009). MCC Min Date: 14/11/2017. Signed by Municipal Education Officer, Procurement Officer, Health Inspector, Physical Planner, Clerk to Council, Senior Community Development Officer.</p>
13	<p>The LG has a comprehensive Procurement and Disposal Plan covering infrastructure activities in the approved AWP and</p>		<p>(a) There WAS Evidence that the procurement and Disposal Plan for the current year (2017/2018 FY) covered all infrastructure projects in the approved annual work plan and budget as exemplified by the following procurements that were indicated both in the Procurement Plan and in the approved annual work plan and budget for the current FY</p>

is followed.

Maximum 2 points on this performance measure.

(2017/2018 FY):

- Completion of Office Block at West Division in Koboko Municipal Council (KMC/785/Wrks/17-18/00006) (Page 6 - Koboko Municipal Council Local Government Budget Estimates for 2017/18 FY, Vote 785, Output 138172 Administrative Capital, 312101 Non Residential Buildings AND was also indicated in Koboko Municipal Council Updated Procurement and Disposal Plan for 2017/18 FY Dated 2nd October 2017.

- Construction of Two Classroom Block at Ogo P/S in Koboko Municipal Council (KMC/785/Wrks/17-18/00007) (Page 19 - Koboko Municipal Council Local Government Budget Estimates for 2017/18 FY, Vote 785, Output 078180 Classroom Construction and Rehabilitation, 312101 Non Residential Buildings AND was also indicated in Koboko Municipal Council Updated Procurement and Disposal Plan for 2017/18 FY Dated 2nd October 2017.

- Installation of 7 Lines of Culverts in Koboko Municipal Council (KMC/785/Wrks/17-18/00009) (Page 23 - Koboko Municipal Council Local Government Budget Estimates for 2017/18 FY, Vote 785, Output 048275 Non Standard Service Delivery Capital, 281503 Engineering and Design Studies and Plans for Capital Works, 312103 Roads and Bridges AND was also indicated in Koboko Municipal Council Updated Procurement and Disposal Plan for 2017/18 FY Dated 2nd October 2017.

(b) There WAS Evidence that the LG made procurements in previous FY (2016/2017 FY) as per plan (adherence to the procurement plan) for the previous FY (2016/2017 FY) as exemplified by the following procurements that occurred in the Procurement Plan, in the Annual Work Plan and Budget and in Referenced Procurement Files for the previous FY (2016/2017 FY):

- Construction of One Unit of Ecological Sanitation Toilet in KMC Refuse Dump Sites in Midia Sub-county (KMC/785/Wrks/16-17/00001) (Page 16 - Koboko Municipal Council Local Government Budget Estimates for 2016/17 FY, Vote 785, Output 088175 Non Standard Service Delivery Capital, 312104 Other Structures). Also indicated in Koboko Municipal Council Updated Procurement and Disposal Plan for 2016/17 FY Dated

• a) Evidence that the procurement and Disposal Plan for the current year covers all infrastructure projects in the approved annual work plan and budget and b) evidence that the LG has made procurements in previous FY as per plan (adherence to the procurement plan) for the previous FY: score 2

2

30/03/2017.

- Construction of 4 Stance VIP Latrine with Bathroom at Oggo P/S in Koboko Municipal Council (KMC/785/Wrks/16-17/00003) (Page 19 - Koboko Municipal Council Local Government Budget Estimates for 2016/17 FY, Vote 785, Output 078181 Latrine Construction and Rehabilitation, 312104 Other Structures). Also indicated in Koboko Municipal Council Updated Procurement and Disposal Plan for 2016/17 FY Dated 30/03/2017.

- Supply and Installation of 3 Lines of 600mm Culverts in Koboko Municipal Council (KMC/785/Wrks/16-17/00004) (Page 23 - Koboko Municipal Council Local Government Budget Estimates for 2016/17 FY, Vote 785, Output 048275 Non Standard Service Delivery Capital, 312103 Roads and Bridges). Also indicated in Koboko Municipal Council Updated Procurement and Disposal Plan for 2016/17 FY Dated 30/03/2017.

- Construction of Three Classroom Block at APA P/S in Koboko Municipal Council (KMC/785/Wrks/16-17/00005) (Page 18 - Koboko Municipal Council Local Government Budget Estimates for 2016/17 FY, Vote 785, Output 078151 Primary Schools Services UPE (LLS), 263367 Sector Conditional Grant (Non Wage)). Also indicated in Koboko Municipal Council Updated Procurement and Disposal Plan for 2016/17 FY Dated 30/03/2017.

- Construction of Office Block at West Division in Koboko Municipal Council (KMC/785/Wrks/16-17/00006) (Page 6 - Koboko Municipal Council Local Government Budget Estimates for 2016/17 FY, Vote 785, Output 138172 Administrative Capital, 312101 Non Residential Buildings). Also indicated in Koboko Municipal Council Updated Procurement and Disposal Plan for 2016/17 FY Dated 30/03/2017.

- Renovation of Maternity Ward in Koboko Municipal Council Health Center IV (KMC/785/Wrks/16-17/00010) (Page 16 - Koboko Municipal Council Local Government Budget Estimates for 2016/17 FY, Vote 785, Output 088182, 312101 Non Residential Buildings). Also indicated in Koboko Municipal Council Updated Procurement and Disposal Plan for 2016/17 FY Dated 30/03/2017.

- Supply and Installation of 2 Lines of 900mm

and 600mm Culverts at West Division in Koboko Municipal Council (KMC/785/Wrks/16-17/00011) (Page 23 - Koboko Municipal Council Local Government Budget Estimates for 2016/17 FY, Vote 785, Output 048275 Non Standard Service Delivery Capital, 312103 Roads and Bridges). Also indicated in Koboko Municipal Council Updated Procurement and Disposal Plan for 2016/17 FY Dated 30/03/2017.

- Supply and Installation of 3 Lines of 600mm Culverts in APA to Border in Koboko Municipal Council (KMC/785/Wrks/16-17/00012) (Page 23 - Koboko Municipal Council Local Government Budget Estimates for 2016/17 FY, Vote 785, Output 048275 Non Standard Service Delivery Capital, 312103 Roads and Bridges). Also indicated in Koboko Municipal Council Updated Procurement and Disposal Plan for 2016/17 FY Dated 30/03/2017.

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

For current FY (2017/2018), there was NO Evidence that the LG prepared 80% of the bid documents for all investment/infrastructure by August 30. The Assessor made a calculation based on the respective Preparation Dates of individual Bid Documents and found that 0% of Bid Documents for 2017/2018 FY were prepared BEFORE August 30, 2017. The Calculation made by the Assessor was based on the following Projects and the respective Dates on which the Projects Bid Documents were Prepared:

- Construction of 2 Stance VIP Latrine with Urinals at West Division Offices in Koboko Municipal Council (KMC/785/Wrks/17-18/00002). Bid Document Preparation Date: 06/October/2017.
- Completion of Office Block at West Division in Koboko Municipal Council (KMC/785/Wrks/17-18/00006). Bid Document Preparation Date: 06/October/2017.
- Construction of Two Classroom Block at Ogo P/S in Koboko Municipal Council (KMC/785/Wrks/17-18/00007). Bid Document Preparation Date: 06/October/2017.
- Installation of 7 Lines of Culverts in Koboko Municipal Council (KMC/785/Wrks/17-18/00009). Bid Document Preparation Date: 06/October/2017.

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

2

For previous FY (2016/2017 FY), there WAS Evidence that the LG had an Updated Contracts Register and had Completed Procurement Activity Files for all procurements as exemplified by the following:

- An Updated Contracts Register was seen at Koboko Municipal Council PDU with a Starting/Opening Procurement Entry Titled 'Supply of Desktop Computer, Generator, Printer and Photocopiers to West Division under DDEG' Referenced 'KMC/785/Wrks/2016-17/00001' and an Ending/Closing Procurement Entry Titled 'Physical Development Planning of West Division and Nyangilia Parish Referenced 'KMC/785/Wrks/2016-17/00027'. The two entries indicated Serial Number, Subject of Procurement, Procurement Reference Number, Method of Procurement, Name of the Contractor, Contract Award Value, Contract Start Date, Completion Date and Procurement Status, respectively. The Koboko Municipal Council PDU Contracts Register for 2016/2017 FY was prepared and signed by Procurement Officer on 31/07/2017.
- Referenced and Completed Procurement Activity Files for all procurements were seen at the PDU.

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

2

For previous FY (2016/2017 FY), there WAS Evidence that the LG adhered to Procurement Thresholds as exemplified by the following procurements:

- Construction of One Unit of Ecological Sanitation Toilet in KMC Refuse Dump Sites in Midia Sub-county (KMC/785/Wrks/16-17/00001). Contract Amount: 5,349,176 UGX. Verified Procurement Method: Selective Bidding. Date of Invitation to Bid: 04/May/2017. Signed by Municipal Town Clerk.

- Construction of Three Classroom Block at APA P/S in Koboko Municipal Council (KMC/785/Wrks/16-17/00005). Contract Amount: 80,484,260 UGX. Verified Procurement Method: Open Domestic Bidding. Date of Advertisement: 21/11/2016, New Vision Newspaper.

- Construction of Office Block at West Division in Koboko Municipal Council (KMC/785/Wrks/16-17/00006). Contract Amount: 77,978,766 UGX. Verified Procurement Method: Open Domestic Bidding. Date of Advertisement: 21/11/2016, New Vision Newspaper.

- Construction of Water Reservoir at OMBACI in North Division in Koboko Municipal Council (KMC/785/Wrks/16-17/00007). Contract Amount: 8,576,650 UGX. Verified Procurement Method: Selective Bidding. Date of Invitation to Bid: 04/May/2017. Signed by Municipal Town Clerk.

- Renovation of Council Hall at North Division in Koboko Municipal Council (KMC/785/Wrks/16-17/00009). Contract Amount: 14,103,150 UGX. Verified Procurement Method: Selective Bidding. Date of Invitation to Bid: 04/May/2017. Signed by Municipal Town Clerk.

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

There WAS Evidence that all works projects implemented in the previous FY (2016/2017 FY) were appropriately certified – interim and completion certificates for all projects based on technical supervision as exemplified by the following projects:

- Construction of 4 Stance VIP Latrine with Bathroom at Oggo P/S in Koboko Municipal Council (KMC/785/Wrks/16-17/00003). Certified by Municipal Engineer. Approved by Municipal Town Clerk on 16 March 2017.
- Construction of Three Classroom Block at APA P/S in Koboko Municipal Council (KMC/785/Wrks/16-17/00005). Certificate Approved by Municipal Town Clerk on 21/02/2017.
- Construction of Three Classroom Block at APA P/S in Koboko Municipal Council (KMC/785/Wrks/16-17/00005). Certificate Approved by Municipal Town Clerk on 14/03/2017.
- Construction of Office Block at West Division in Koboko Municipal Council (KMC/785/Wrks/16-17/00006). Certificate No. 1 Dated 07/April/2017. Certified by Municipal Engineer. Approved by Municipal Town Clerk.
- Construction of 4 Stance VIP Latrine at Abele P/S. Certificate Approved by Municipal Town Clerk on 06/March/2017.
- Renovation of North and South Division Offices. Certificate No. 002. Certified by Municipal Engineer on 13/04/2017.
- Supply and Installation of Culverts. Certificate No. 1 Dated 07/April/2017. Certified by Municipal Engineer. Approved by Municipal Town Clerk on 10/April/2017.



		<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>There was NO Evidence that all works projects for the current FY (2017/2018 FY) were clearly labeled (site boards) indicating: the name of the project, contract value, the contractor; source of funding and expected duration as confirmed during a field visit conducted by the Assessor on 01/February/2018.</p>
Assessment area: Financial management				
16	<p>The LG makes monthly and up to-date bank reconciliations</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> <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	<p>The Municipality operates 4 bank accounts; the TSA, General Fund, Water Scheme Account and Property Rate Account. As of the date of the assessment on 31/01/18, the TSA was reconciled to date. General fund still had some unreconciled items, and so was not up to date. Similarly the other two bank accounts still had system issues with IFMIS and effort was being made to harmonise them and make it possible for their regular bank reconciliations to be done.</p>
17	<p>The LG made timely payment of suppliers during the previous FY</p> <p>Maximum 2 points on this performance measure</p>	<ul style="list-style-type: none"> <li>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.</li> </ul>	2	<p>The payments reviewed show that the district makes timely payments to its suppliers. Examples of payments here are: Payment of Shs 23,222,400 to John Bbosa Enterprises for supply of furniture. Invoice 13/12/16, payment on 14/12/16 (1 day). Payment of Shs 11,600,000 to Neckus Enterprises for supply of desktop and laptop computers. Invoice dated 01/12/16 , payment on 06/12/16 (5 days). Payment of Shs 475,000 to Bethany Pearls for supply of stationery. Invoice dated 22/11/16, payment on 24/11/16(2 days). Payment of Shs 110,000 to Jashes Services for supply of East African and Ugandan flags. Invoicing on 17/11/16, payment on 22/11/16 (5 days). Average: 3.2 days.</p>

18	<p>The LG executes the Internal Audit function in accordance with the LGA section 90 and LG procurement regulations</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> <li>Evidence that the LG has a substantive Senior Internal Auditor and produced all quarterly internal audit reports for the previous FY: score 3.</li> </ul> <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> <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>	<p>0</p> <p>2</p> <p>0</p>	<p>The MC internal audit department is headed by Alioni O. Mathias in acting capacity. Alioni was appointed and has been working in acting capacity as an internal auditor since 2011, per letter dated 24/05/17 (Minute No. 89/2017).</p> <p>FY 2016/17 internal audit reports for quarters 1 to 4 cover the status of implementation of internal audit findings clearly giving the different findings and the actions taken against each. Evidence was seen that the quarterly reports were submitted to Secretary for PAC and Council (through the speaker), though the PAC is not currently constituted. According to Council minutes dated 20/12/17, 10/01/18 and 16/01/18, reports for quarters 3 and 4 were tabled on the floor of Council and allocated to committees for further discussion.</p> <p>Evidence that the internal audits for FY 2016/17 were performed was confirmed, per the reports seen; Quarter 1 (dated 31/10/16), Quarter 2 (dated 31/01/17), Quarter 3 (dated 30/04/17) and Quarter 4 (dated 31/07/17). Quarterly reports were submitted to Town Clerk, LG PAC, Mayor and office of the IAG according to the Internal Audit delivery book - quarter 2 on 15/02/17, quarter 3 on 15/05/17 and quarter 4 on 15/08/17. However, the PAC is not currently constituted and so the findings for FY 2016/17 haven't been discussed or followed up in any PAC meeting.</p>
19	<p>The LG maintains a detailed and updated assets register</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> <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>	<p>0</p>	<p>The MC maintains a book assets register formatted as recommended in the Accounting Manual. Values for assets such as furniture, computers and vehicles have as much as possible been included. Values for donated assets such as vehicles, road equipment and some office equipment are not included, since most come without such information. Although effort has been made to put some values of buildings and land, a lot of them still miss this information as they would require valuation.</p>

20	<p>The LG has obtained an unqualified or qualified Audit opinion</p> <p>Maximum 4 points on this performance measure</p>	<p>Quality of Annual financial statement from previous FY: • unqualified audit opinion: score 4 • Qualified: score 2 • Adverse/disclaimer: score 0</p>	4	<p>Koboko MC has an unqualified Audit opinion for its FY 2016/17 financial statements, with an emphasis of matter on 3 issues. ? Failure to implement Budget as approved by Parliament ? Mismanagement of Youth Livelihood project Funds ? Failure to meet the minimum Education National standards</p>
Assessment area: Governance, oversight, transparency and accountability				

21	<p>The LG Council meets and discusses service delivery related issues</p> <p>Maximum 2 points on this performance measure</p>	<p>Evidence that the Council meets and discusses service delivery related issues including TPC reports, monitoring reports, performance assessment results and LG PAC reports for last FY: score 2</p>	2	<p>Minutes of the 7th council sitting of the 1st session of the 1st council held on 31st May, 2017 at the municipal council hall discussed</p> <ul style="list-style-type: none"> <li>• Approval of the KMC revised budget for FY2016/17 and approval of budget for FY 2017/18 -Min 56/CM/17</li> <li>• Approval of revenue enhancement plan FY2017/18 -Min 57/CM/17</li> <li>• Approval of capacity building plan FY2017/18 -Min 57/CM/17</li> <li>• Approval of procurement and disposal plan FY2017/18 -Min 58/CM/17</li> </ul> <p>Minutes of council sitting on 14th February,2017 in the municipal hall, discussed</p> <ul style="list-style-type: none"> <li>• Review of council resolutions and deferred recommendations Min 40/CM/17</li> <li>• Report on Koboko Municipal council Hoima municipal tour Min41/CM/17</li> <li>• First reading of a bye-law on waste management Min 42/CM/17</li> <li>• Approval of KMC 5 year development plan Min43/CM/17.</li> </ul> <p>Minutes of 3rd council sitting of the 1st session of the 1st council held on 7th September, 2016 at the Municipal council hall, discussed:</p> <ul style="list-style-type: none"> <li>• Approval of the Health Unit Management committee-Koboko HCIV Min26/CM/16</li> <li>• Approval of the district land board member Min 25/CM/16</li> <li>• Presentation of Sectoral committee reports- Finance &amp; planning, Social services committee, production &amp; marketing committee and works &amp; technical services committee Min 27/CM/16</li> </ul>
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22	<p>The LG has responded to the feedback/complaints provided by citizens</p> <p>Maximum 2 points on this Performance Measure</p>	<ul style="list-style-type: none"> <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>There was evidence of Koboko Municipality LG designated a staff by names of Kokole Safi (Ag. Statistical Officer) appointed on 12th July, 2017 as a budget website focal person and also responsible for coordinating responses to grievances/complaints by citizens.</p>
23	<p>The LG shares information with citizens (Transparency)</p> <p>Total maximum 4 points on this Performance Measure</p>	<p>Evidence that the LG has published:</p> <ul style="list-style-type: none"> <li>The LG Payroll and Pensioner Schedule on public notice boards and other means: score 2</li> </ul>	2	<p>There was evidence that Koboko municipality published information relating to:</p> <p>Payroll register report for fiscal year 2017/18</p> <p>Koboko municipal council education department USE/UPOLET funds allocation for first quarter FY2017/18</p> <p>UPE funds allocation for first quarter FY2017/18</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>There was evidence that the procurement awarded contract and amounts were published like best evaluated notice dated 14/11/2017</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>Not applicable because there was no LG performance assessment done in FY2016/17, such that results had to be published, either on the budget website for example</p>

24	<p>The LGs communicates guidelines, circulars and policies to LLGs to provide feedback to the citizens</p> <p>Maximum 2 points on this performance measure</p>	<ul style="list-style-type: none"> <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>There was evidence that HLG communicated and explained guidelines, circulars and policies issued by the national level to LLGs in FY2016/17. Under communications to divisions,</p> <ul style="list-style-type: none"> <li>• Presidential directive on nationwide CCTV system- all municipal councils were directed to make provisions in the licensing process to instruct all building owners to install CCTV cameras on the premises. All mayors, chairpersons of town councils town clerks were expected to comply.</li> <li>• Indicative planning figures for FY2017/18 and budget guidelines dated 13th January, 2017. Indicated summary of allocations to divisions, for Unconditional Grant Nonwage Recurrent and Urban Discretionary Development Equalisation Grant (UDDEG)</li> <li>• Establishment notice No.1 of 2017 Dressing code for the non-uniformed officers in the public service dated 16th October 2017</li> </ul>
		<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>There was evidence in form of a report dated 1st June, 2017 that Koboko municipality LG during FY2016/17 conducted a radio talk show on 15th May, 2017 at Spirit FM radio Koboko to give feedback to the citizens of Koboko Municipality on the implementation of the projects and programs of government</p>

Assessment area: Social and environmental safeguards

25

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

Maximum 4 points on this performance measure.

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

2

There WAS Evidence that the LG gender focal person provided guidance and support to sector departments to mainstream gender into their activities as exemplified by the following:

- The Assessor saw Koboko Municipal Council Report on Gender Mainstreaming Workshop that took place on 03/November/2016. The Report was Prepared and Signed by the LG Gender Focal Point Person and Submitted to Municipal Town Clerk on 08/November/2016.

- The Assessor saw Koboko Municipal Council Report on Gender Mainstreaming Workshop that took place during the 3rd Quarter of 2016/17 Financial Year. The Report was Prepared and Signed by the LG Gender Focal Point Person and Submitted to Municipal Town Clerk on 08/May/2017.

- The Assessor saw Koboko Municipal Council Report on Gender Mainstreaming Workshop that took place on 30/May/2017. The Report was Prepared and Signed by the LG Gender Focal Point Person and Submitted to Municipal Town Clerk on 08/June/2017.

- The Assessor saw Koboko Municipal Council Community Services Department Annual Work Plan and Budget for 2016/17 Financial Year with Output 108107 Gender Mainstreaming and Activity 221002 Workshops and Seminars.

- The Assessor saw Koboko Municipal Council Community Services Department Annual Work Plan and Budget for 2017/18 Financial Year with an Activity of Workshop for Interest Groups under Gender Mainstreaming Section to be funded by a Conditional Grant amounting to 1,000,000 UGX.

• 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

- There WAS Evidence that gender focal point had planned activities for current FY (2017/2018 FY) to strengthen women's roles. The Assessor saw Koboko Municipal Council Community Services Department Annual Work Plan and Budget for 2017/18 Financial Year with an Activity of Workshop for Interest Groups under Gender Mainstreaming Section to be funded by a Conditional Grant amounting to 1,000,000 UGX.

- There WAS Evidence that more than 90% of previous year's budget for gender activities was implemented since the Allocation that was made for Gender Activities for FY 2016/2017 (3,700,000 UGX) was utilized at 100% Level (Office of the Community Based Services, Annual Activity Report for Financial Year 2016/17 Dated 10th July 2017). The Assessor also saw validated Expenditure Vouchers that supported this finding.



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

2

There WAS Evidence that environmental screening or EIA where appropriate, was carried out for activities, projects and plans and mitigation measures were planned and budgeted for as exemplified by the following:

- The Assessor saw Environmental and Social Screening Form (ESSF) for Construction of Three Classroom Block for APA P/S Dated 06/October/2016 and Signed by Municipal Environmental Officer. The ESSF identified impacts and specified Mitigation Measures.
- The Assessor saw Environmental and Social Screening Form (ESSF) for Construction of 4 Stance VIP Latrine and One Bathroom for APA P/S Dated 06/October/2016 and Signed by Municipal Environmental Officer. The ESSF identified impacts and specified Mitigation Measures.
- The Assessor saw Environmental and Social Screening Form (ESSF) for Completion of Office Block at West Division Dated 05/September/2017 and Signed by Municipal Environmental Officer. The ESSF identified impacts and specified Mitigation Measures.
- The Assessor saw Environmental and Social Screening Form (ESSF) for Construction of 2 Stance VIP Latrine with Urinals at West Division Offices Dated 05/September/2017 and Signed by Municipal Environmental Officer. The ESSF identified impacts and specified Mitigation Measures.

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

1

There WAS Evidence that the LG integrated environmental and social management plans in the contract bid documents as exemplified by the following:

- Construction of 2 Stance Lined VIP Latrine with Urinals at West Division Offices in Koboko Municipal Council (KMC/785/Wrks/17-18/00002). The Bill of Quantities (BoQ) for this Project indicated 900,000 UGX for Environmental Protection (Page 1 of 6 of the Bid Document).

- Completion of Office Block at West Division in Koboko Municipal Council (KMC/785/Wrks/17-18/00006). The Bill of Quantities (BoQ) for this Project indicated 12,200,000 UGX for Environmental Protection (Section 6.00 Miscellaneous of the Bid Document Dated 25/September/2017).

- Construction of Two Classroom Block at Ogo P/S in Koboko Municipal Council (KMC/785/Wrks/17-18/00007). The Bill of Quantities (BoQ) for this Project indicated 3,000,000 UGX for Environmental Protection (Element No. 11 of the Bid Document Dated 19/October/2017).

• Evidence that all projects are implemented on land where the LG has proof of ownership (e.g. a land title, agreement etc.): score 1

1

There WAS Evidence that all projects were implemented on land where the LG had proof of ownership by way of a land title or agreement with land owners as exemplified by the following:

- Abele P/S had a Land Agreement Dated 05/April/2007.

- Koboko Municipal Council Old Water Project (that currently supplies KMC with water) had a Land Agreement Dated 27/09/2007.

- APA P/S had a Land Agreement Dated 24/02/2010.

- Koboko Municipal Council Cemetery had a Land Agreement Dated 08/August/2011.

- Koboko Municipal Council Planned Water Plant had a Land Agreement Dated 16/03/2016.

- Koboko Municipal Council Dump Site had a Land Agreement Dated 30/03/2016.

- Koboko Municipal Council West Division Offices had a Land Agreement Dated 16/10/2016.

- Koboko Municipal Council North Division Council Hall had a Land Title: Block (Road) ATA Road Plot 1-13 at OMBACHI Cell (KKL/195).

- Koboko Municipal Council Dump Site had a Land Title: Block (Road) 1, 19 at Mindrabe (KKL/196).

- Koboko Municipal Council Main Market had a Land Title: Block (Road) WWB Road Plot 2-8 at MARKET SQUARE Cell (KKL/197).

- Koboko Municipal Council Boma Ground had a Land Title: Block (Road) Central Road Plot 61-85 at NYARILO Cell (KKL/226).

- Koboko Municipal Council Main Office Block had a Land Title: Block (Road) Central Road Plot 87-91 at LIPA Cell (KKL/228).

- The Assessor also saw a Notice of Approval for LAGOON Land Dated 16/11/2017 Ref: LAN/D/1206 Signed by Acting Secretary District Land Board - Koboko.

		<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	There was NO Evidence that all completed projects had Environmental and Social Mitigation Certification Form completed and signed by Environmental Officer. None of the projects sampled had a copy of an Environmental and Social Mitigation Certification Form completed and signed by Environmental Officer on their Procurement Files that were appropriately and adequately referenced.
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## **LGPA 2017/18**

Educational Performance Measures

Koboko Municipal Council

(Vote Code: 785)

Score 73/100 (73%)

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>Vote 785 Koboko MC OBT FY17/18 has a wage bill of UGX 1,293,756,000 for 245 Teachers and 16 Head teachers.</p> <p>The MEO has a school staff list deployment schedule for 245 Teachers as per "Teachers' Information File 2017 Koboko Municipal Education and Sports, FY17/18" on file in the Municipal Education office.</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>	6	<p>The UGX 1,293,756,000 OBT budget provision for the entire 245 teachers in FY17/18 (i.e. 100%) has catered for the minimum staffing level in the structure of a Head teacher and minimum 7 Teachers.</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>The district approved structure has 2 positions and only 1 has been duly filled as per individual file at Central Registry. The short-listing for filling the position of the second school inspector has been drawn.</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>There is a department recruitment plan that covers Education Department sent to HRM department from the Education Department reference May 11, 2016; Ref: KMC/ED/16/002 for recruiting five more staff. No vacancies have been declared for teachers.</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>There is a department recruitment plan that covers Education Department sent to HRM department from the Education Department reference May 11, 2016; Ref: KMC/ED/16/002 for recruiting five more staff including that of school inspector. No vacancies have been declared for teachers.</p>
5	<p>The LG Education department has conducted performance appraisal for school inspectors and ensured that performance appraisal for all primary school head teachers is conducted during the previous FY.</p> <p>Maximum 6 for this performance measure</p>	<p>Evidence that the LG Education department appraised school inspectors during the previous FY • 100% school inspectors: score 3</p>	3	<p>The only one schools inspector had been appraised (The structure provides for 2 schools inspectors).</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>All the 10 primary school head teachers had been appraised and their performance contracts signed by Municipal Education Officer</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>	<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>	1	<p>There was evidence that the national level instructions were communicated to schools all guidelines, policies, circulars issued by the national level as per Minutes of Education Department meeting dated 3rd February 2017 with Head teachers held at the Municipal Boardroom; especially Minute 2(b) communication from the Chair that contains briefing on Environment guidelines; SMC establishment and gender composition; Senior Women Teachers' responsibilities and Sanitation guidelines.</p>
	<p>Maximum 3 for this performance measure</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>There was evidence on specific records during the joint meetings with education department officials on agenda items regarding dissemination of guidelines, policies and circulars issued by the central government, notably:</p> <ul style="list-style-type: none"> <li>-Meeting on 2nd March 2017: No increase in fees without authorisation from the MoES</li> <li>-Teachers recruited locally should be cleared by the CAO or TC</li> <li>Private schools should ensure teachers are issued contracts on recruitment</li> <li>-No public schools should acquire commercial loans without clearance by MFPED</li> <li>-All school budgets should be approved before 31st December 2017</li> <li>-No school shall operate without functional SMCs.</li> </ul>



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: <ul style="list-style-type: none"> <li>o 100% - score 12</li> <li>o 90 to 99% - score 10</li> <li>o 80 to 89% - score 8</li> <li>o 70 to 79% - score 6</li> <li>o 60 to 69% - score 3</li> <li>o 50 to 59% score 1</li> <li>o Below 50% score 0.</li> </ul> </li> </ul>	0	<p>-In Quarter 1 of 2016/17, 40 schools were inspected as per report of 20th September 2017</p> <p>-In Quarter 3 of 2016/17, 47 schools were inspected as per report of 10th May 2017</p> <p>In 4th Quarter of 2016/17, no inspection was carried out; instead dissemination of the 3rd Quarter Inspection Report was conducted.</p>
8	<p>LG Education department has discussed the results/reports of school inspections, used them to make recommendations for corrective actions and followed recommendations</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> <li>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</li> </ul>	4	<p>There was evidence the Education Department held a meeting to discuss the inspection report as per minute dated 11 December 2017</p>
		<ul style="list-style-type: none"> <li>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</li> </ul>	2	<p>The DES acknowledged receipts of Inspection Reports as follows:</p> <p>-In Quarter 1 of 2016/17, inspection report was submitted on 20th September 2017</p> <p>-In Quarter 3 of 2016/17, inspection report was submitted on 10th May 2017</p> <p>In 4th Quarter of 2016/17, no inspection was carried out; instead dissemination of the 3rd Quarter Inspection Report was conducted.</p>
		<ul style="list-style-type: none"> <li>Evidence that the inspection recommendations are followed-up: score 4</li> </ul>	4	<p>There was evidence of the inspection recommendations having been followed up as per "Review of Report of Inspection – Status of Education" File</p>

9	The LG Education department has submitted accurate/consistent reports/date for school lists and enrolment as per formats provided by MoES	<ul style="list-style-type: none"> <li>• Evidence that the LG has submitted accurate/consistent data:               <ul style="list-style-type: none"> <li>o List of schools which are consistent with both EMIS reports and OBT: score 5</li> </ul> </li> </ul>	5	<ul style="list-style-type: none"> <li>• EMIS (2017) list of schools data stood at 75 government-aided and private primary schools.</li> <li>• OBT list of schools data stood at 58 government aided primary schools in FY2017/18 which receive capitation and wage.</li> </ul>
	Maximum 10 for this performance measure	Evidence that the LG has submitted accurate/consistent data: <ul style="list-style-type: none"> <li>• Enrolment data for all schools which is consistent with EMIS report and OBT: score 5</li> </ul>	0	<ul style="list-style-type: none"> <li>• EMIS enrolment data stood at 15,936 pupils FY2017/18</li> <li>• OBT enrolment data stood at 21,428 pupils in FY2017/18 and not consistent with EMIS</li> </ul>

Assessment area: Governance, oversight, transparency and accountability

10

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

Maximum 4 for this performance measure

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

2

Social service committee meeting held on 9/5/2017 at the office of clerk assistant discussed among others

- Departmental reports- Min26/SSC/17
- Budget for FY2017/18-Min27/SSC/17

Minutes of social service committee meeting held on 17th March, 2017 discussed

- Departmental progress reports for Education, Community based services and Health sectors Min 21/SSC/17

Minutes of social services committee meeting held on 8th November,2016 in the CDO's office looked at

- Departmental Progress Reports review for 1st quarter activities in the sectors of Education, community based services and Health Min 11/SSC/16

Minutes of social services committee meeting held on 19th January, 2017 discussed

- Review of the 2nd quarter activities and planned activities for 3rd quarter for the sectors of Health, Education and Community based services Min 16/SSC/17

Minutes of social services committee meeting held on 4th/8/2016 discussed

- Status reports for Health, Education and Community Based services sectors –Min 03/SSC/16

- Departmental and sectoral budgets for FY2016/17 Min 04/SSC/16

- Departmental 1st quarter work plans Min 05/SSC/16

		<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	Minute of social services committee meeting held on 18th July, 2017 in CDO's office among its recommendations to council, Min 02/SSC/17/18 recommended that there was need for each pupil in both government aided and private schools to pay 500/= every term to fund the ball game activities in the municipality. This was approved in the 1st council sitting of the 2nd session of the 1st council held on 10th /8/2017 under min 06/CM/17/18.
11	<p>Primary schools in a LG have functional SMCs</p> <p>Maximum 5 for this performance measure</p>	<p>Evidence that all primary schools have functional SMCs (established, meetings held, discussions of budget and resource issues and submission of reports to DEO) • 100% schools: score 5 • 80 to 99% schools: score 3 • Below 80% schools: score 0</p>	5	There was evidence that all the 70 schools have established SMCs as per regulation as evidenced by "List of SMCs for approval for 2016 by DEO letter Edu/36/2016 dated 15 August 2017.
12	<p>The LG has publicised all schools receiving non-wage recurrent grants</p> <p>Maximum 3 for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the LG has publicised all schools receiving non-wage recurrent grants e.g. through posting on public notice boards: score 3</li> </ul>	3	There was evidence that the Education department had published and displayed list of all schools receiving non-wage recurrent grants during FY16/17 as per the District Notice Board and the file copy of the display sheets.

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>There was evidence that the Education department prepared and submitted all investment items in the approved sector annual work-plans and all were submitted before 30th April 2017 as per FY16/17 AWP – procurement requisitions files:</p> <ul style="list-style-type: none"> <li>-Construction of 3 classroom blocks; construction of 5 stance VIP latrine valued at US\$105,000,000 at Apa Primary School</li> <li>-Construction of 2 classroom blocks valued US\$49,000,000; construction of 4 stance VIP latrine valued at US\$24,000,000 at Ogo Primary School dated 16th January 2017</li> <li>-Supply of 3 seater desks at Abele and Gbukutu P/S valued at US\$7,400,000 dated 15th September 2017</li> </ul>
14	<p>The LG Education department has certified and initiated payment for supplies on time</p> <p>Maximum 3 for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that the LG Education departments timely (as per contract) certified and recommended suppliers for payment: score 3 points</li> </ul>	3	<p>The payments of Education department reviewed show that the MC is making effort to timely certify and recommend suppliers for payment. Examples include: Payment of Shs 21,992,604 to Bomalc Traders for construction of a 5 stance VIP latrine. Invoice date 06/03/17, certificate 16/03/17 and payment on 16/03/17 (0 days). Payment of Shs 12,825,928 to Malib Enterprises for construction of office block at Apa P/S. Requisition dated 14/03/17, certificate 14/03/17, payment 14/03/17 (0 days). Payment of Shs 8,619,864. Requisition on 14/03/17, certification on 14/03/17 and payment on 14/03/17 (0 days). Payment Shs 17,109,410 for construction of 4 stance VIP latrine at Abale P/S. Requisition 28/02/17, certification 03/03/17 and payment on 14/03/17 (15 days). Average: 4 days.</p>
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>	4	<p>There was evidence that the education department submitted the annual performance report for FY2016/17 by Moga Muhammad –Education Officer Administration to the planner for consolidation on 1st August,2017, contrary by Mid-July 2017 page 90 of the APR</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>	0	<p>Koboko MC education department had internal audit queries in FY 2016/17. Effort was made to respond to the queries, but some remained unresolved.</p> <p>For example, quarter 2 reports on a wage shortfall for primary school teachers of Shs 65,420,495 (page 16), quarter 3 report on page 8 queries unsatisfactory civil works at Apa P/S. Quarter 4 report on page 23 queries excess expenditure of Shs 15,332,892.</p>

Assessment area: Social and environmental safeguards

17	<p>LG Education Department has disseminated and promoted adherence to gender guidelines</p> <p>Maximum 5 points for this performance measure</p>	<ul style="list-style-type: none"> <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>There was evidence from the Education Department on dissemination of guidelines for use by senior women/ men teachers as per June 15th 2016 workshop.</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>	2	<p>There was evidence from the Education Department on dissemination of sanitation guidelines with the Inspector of Schools files for use on sanitation for girls and PWDs in primary schools as per 20th September 2016 training programme</p>
		<ul style="list-style-type: none"> <li>• Evidence that the School Management Committee meet the guideline on gender composition: score 1</li> </ul>	1	<p>There was evidence that all the 70 schools have established SMCs as per regulation as evidenced by “List of SMCs for approval for 2016 by MEO letter Edu/36/2016 dated 15 August 2017 and as evidenced at facility visited levels:</p> <ul style="list-style-type: none"> <li>-Apa P/S – 2 females out of 12 members</li> <li>-Nyarilo P/S – 5 females out of 13 members</li> <li>-Ombaci Self-help P/S – 4 females out of 12 members</li> <li>-Birifako P/S – 3 females out of 12 members</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>	3	<p>There was evidence from the Education Department on collaboration with the Environment department on issuance of guidelines on environmental management as per school guidance letter of 13th November 2016</p>



## **LGPA 2017/18**

Health Performance Measures

Koboko Municipal Council

(Vote Code: 785)

Score 36/100 (36%)



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>Approved structure FY 2017/18 had a total of 53 health staffs while the current staffs on payroll are 41 giving 77.3%.</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>A copy of comprehensive recruitment plan from CAO to PS MoPS received October 12th 2016 by Ministry of Public Service with Health workers positions was seen at HRs office. Recruitment of health workers was done in June- July 2017/18 FY. Ref. CR/D/156</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	<ul style="list-style-type: none"> <li>• Not Applicable.</li> <li>• Currently, the only health facility for Koboko MC which was a HCIV, had been upgraded to a Hospital which was taken over by Koboko DLG as its District Hospital. It's also headed by a Medical Superintendent who is appraised by the DHO</li> </ul>

4	<p>The Local Government Health department has equitably deployed health workers across health facilities and in accordance with the staff lists submitted together with the budget in the current FY.</p> <p>Maximum 4 points for this performance measure</p>	<ul style="list-style-type: none"> <li>• 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</li> </ul>	4	<p>Koboko MC currently has staffs under Koboko Hospital/ Koboko HC IV who receive their salaries from Koboko MC. A list of staffs seen at Municipal Health Offices matched the list seen at the hospital.</p>
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Assessment area: Monitoring and Supervision

5	<p>The DHO has effectively communicated and explained guidelines, policies, circulars issued by the national level in the previous FY to health facilities</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> <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	<ul style="list-style-type: none"> <li>• There was no evidence of the Municipal Medical Office having received any circular/guidelines or policies neither was there any evidence showing it had been shared with the Hospital.</li> <li>• There were no meeting minutes for such an activity having taken place.</li> </ul>
		<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	<ul style="list-style-type: none"> <li>• There were no meeting minutes in reference to guidelines/circulars/policies.</li> </ul>
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>Koboko MC has no HC IV currently</p> <p>Supervision report seen at Municipal Medical Office dated 14th/ 7/ 2017 showed that Koboko Hospital was supervised</p>

		<p>Evidence that DHT has supervised lower level health facilities within the previous FY:</p> <ul style="list-style-type: none"> <li>• If 100% supervised: score 3 points</li> <li>• 80 - 99% of the health facilities: score 2</li> <li>• 60 - 79% of the health facilities: score 1</li> <li>• Less than 60% of the health facilities: score 0</li> </ul>	0	<ul style="list-style-type: none"> <li>• Not applicable.</li> <li>• Currently Koboko Municipal Council doesn't have any other health facility apart from Koboko Hospital that it supports under MoU with Koboko DLG and MoH</li> </ul>
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:</p> <ul style="list-style-type: none"> <li>• If 100% supervised score 6 points</li> <li>• 80 - 99% of the health facilities: score 4</li> <li>• 60 - 79% of the health facilities: score 2</li> <li>• Less than 60% of the health facilities: score 0</li> </ul>	0	<ul style="list-style-type: none"> <li>• Not applicable.</li> <li>• Currently Koboko Municipal Council doesn't have any other health facility apart from Koboko Hospital that it supports under MoU with Koboko DLG and MoH</li> </ul>
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> </ul>	4	<p>Copy of supervision report seen indicated recommendations generated by Koboko Medical Office during their supervision to Koboko Hospital.</p>
		<ul style="list-style-type: none"> <li>• Evidence that the recommendations are followed – up and specific activities undertaken for correction: score 6</li> </ul>	0	<p>The Supervision report seen at Municipal Medical office didn't show any recommendation followed up</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>	0	<ul style="list-style-type: none"> <li>• Not applicable</li> </ul> <p>Currently no facilities submit HMIS reports</p>
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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

Social service committee meeting held on 9/5/2017 at the office of clerk assistant discussed among others

- Departmental reports- Min26/SSC/17
- Budget for FY2017/18-Min27/SSC/17

Minutes of social service committee meeting held on 17th March, 2017 discussed

- Departmental progress reports for Education, Community based services and Health sectors Min 21/SSC/17

Minutes of social services committee meeting held on 8th November,2016 in the CDO's office looked at

- Departmental Progress Reports review for 1st quarter activities in the sectors of Education, community based services and Health Min 11/SSC/16

Minutes of social services committee meeting held on 19th January, 2017 discussed

- Review of the 2nd quarter activities and planned activities for 3rd quarter for the sectors of Health, Education and Community based services Min 16/SCC/17

Minutes of social services committee meeting held on 4th/8/2016 discussed

- Status reports for Health, Education and Community Based services sectors –Min 03/SSC/16

- Departmental and sectoral budgets for FY2016/17 Min 04/SSC/16

Departmental 1st quarter work plans Min 05/SSC/16

		<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	<p>Minutes of social services committee meeting held on 4th/8/2016 discussed</p> <ul style="list-style-type: none"> <li>Status reports for Health, Education and Community Based services sectors –Min 03/SSC/16 as presented by SSC chairperson</li> <li>Departmental and sectoral budgets for FY2016/17 Min 04/SSC/16</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>Copies of HUMC meeting minutes were availed in Koboko Hospital.</p> <p>A list of appointed HUMC members by Town Clerk Koboko MC for Koboko HCIV/Hospital was seen at the Municipal medical office dated 20/09/2016.</p> <p>Koboko Municipality doesnt have any other health facility</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	<ul style="list-style-type: none"> <li>Copy of PHC fund distribution list of health facilities was properly displayed at Municipal notice board</li> </ul>
Assessment area: Procurement and contract management				



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 late submission as evidenced by the health department submitting the annual performance report for FY2016/17 by Azabo Joel -Senior Municipal Health Inspector to the planner for consolidation on 1st August,2017, contrary by Mid-July 2017 page 84 of the APR</p>
17	<p>LG Health department has acted on Internal Audit recommendation (if any)</p> <p>Maximum 4 for this performance measure</p>	<p>Evidence that the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year • If sector has no audit query score 4 • If the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year: score 2 points • If all queries are not responded to score 0</p>	0	<p>Koboko MC health department had internal audit queries in FY 2016/17. Effort was made to respond to the queries, but some remained unresolved.</p> <p>For example, quarter 1 reported on planned projects not being implemented including the renovation of the maternity and isolation wards at Koboko HC IV (page 13), quarter 2 reported on poor maintenance of council assets particularly the abattoir (page 10), quarter 4 reported on excess health expenditure of Shs 524,924 without authority and also highlighted some internal control issues in HC IV operations and Koboko Mission HC III (page 13)</p>

Assessment area: Social and environmental safeguards

18	<p>Compliance with gender composition of HUMC and promotion of gender sensitive sanitation in health facilities.</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>Copy of HUMC list appointed members as seen at the Municipal Medical Office, met the gender composition of both female and males.</p>
	<p>Maximum 4 points</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	<ul style="list-style-type: none"> <li>• No Copies of the guidelines on sanitation management were found in in the Hospital.</li> </ul>



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	<ul style="list-style-type: none"><li>• No Copies of guidelines on how to manage medical waste were seen in the Hospital.</li></ul>
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