



LGPA 2017/18

Accountability Requirements

Luwero District

(Vote Code: 532)

Assessment	Compliant	%
Yes	3	50%
No	3	50%

Summary of requirements	Definition of compliance	Compliance justification	Compliant?
Assessment area: Annual performance contract			
LG has submitted an annual performance contract of the forthcoming year by June 30 on the basis of the PFMAA and LG Budget guidelines for the coming financial year.	xxx	<ul style="list-style-type: none"> • Luwero DLG submitted to MoFPED Final Performance Contract for FY 2017/18 on 6th/7/2017 while the Draft had been submitted on 24/04/2017 	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	<ul style="list-style-type: none"> • Luwero DLG submitted to MoFPED a Budget for FY 2017/18 that included a Procurement plan on 24/04/2017 	Yes
Assessment area: Reporting: submission of annual and quarterly budget performance reports			
LG has submitted the annual performance report for the previous FY on or before 31st July (as per LG Budget Preparation Guidelines for coming FY; PFMA Act, 2015)	xxxxx	<ul style="list-style-type: none"> • Luwero DLG submitted to MoFPED the Annual Performance Report for FY 2016/17 on 3rd/8/2017 	No
LG has submitted the quarterly budget performance report for all the four quarters of the previous FY; PFMA Act, 2015)	xxxxxxx	Luwero DLG submitted to MoFPED all the 4 Quarterly Reports. Quarter I report was submitted on 16/11/2016, quarter II on 20/2/2017 and quarter III on 15/5/2017. However the Quarter 4 report was submitted on 3rd/8/2017 which was past the due date.	No
Assessment area: Audit			

<p>The LG has provided information to the PS/ST on the status of implementation of Internal Auditor General or Auditor General findings for the previous financial year by April 30 (PFMA s. 11 2g). This statement includes actions against all findings where the Auditor General recommended the Accounting Officer to take action (PFMA Act 2015; Local Governments Financial and Accounting Regulations 2007; The Local Governments Act, Cap 243).</p>	<p>XXXXXX</p>	<p>Luwero district provided and submitted information to the PST/ST on the of implementation of Internal Auditor General findings for the financial year 2016/2017 in a letter REF CR/D//115/7 dated 28th December 2016 and was received by the Internal Auditor General's office on 8th January 2017. This was before the deadline of 31st April, 2017.</p> <p>All the 25 findings in the internal audit report for the FY 2016/17 were reported on by the CAO.</p>	<p>Yes</p>
<p>The audit opinion of LG Financial Statement (issued in January) is not adverse or disclaimer</p>	<p>XXXXXX</p>	<p>The audit opinion on the Financial statements of Luwero District for the FY ended June 2016 was not adverse or disclaimed. The audit opinion was, in fact, unqualified.</p>	<p>Yes</p>



LGPA 2017/18

Crosscutting Performance Measures

Luwero District

(Vote Code: 532)

Score 75/100 (75%)

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>Evidence that a municipality/district has:</p> <ul style="list-style-type: none"> • A functional Physical Planning Committee in place that considers new investments on time: score 2. 	0	<ul style="list-style-type: none"> • Physical planning committee was in place and functional. • Three sets of minutes were reviewed: for meeting of 23/03/2017, 29/6/2017, 14/12/2017. • Registration book was in place but did not capture dates of submission of the plans thus it was not possible to confirm the time within which approval had been given.
	<p>Maximum 4 points for this performance measure.</p>	<ul style="list-style-type: none"> • All new infrastructure investments have approved plans which are consistent with the Physical Plans: score 2. 	0	<ul style="list-style-type: none"> • District physical plan was not in place • 3 out of 5 of the plans sampled had got final approval by the Physical Planning Committee while the other 2 had got interim approval by relevant sector specialists including DMO /DHI and Assistant District Engineer i/c Buildings pending final approval by the committee. Both the interim approvals were within 28 days while final approval of all the 3 plans was beyond 28 days.

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

Minutes (not numbered) of Budget conference (BC) held on 3/11/2016 indicate that the following priorities were raised during discussions and are captured in the AWP 2017/18:

- Priority areas for FY 2017/18 for all the sectors were presented and discussed (Pg.8) and draft allocations to each sector were presented on pg.6.

During discussion the following were further identified:

Water

- Kawumu , Semuto for water source investment: pg.8 of BC Minutes and pg. 19 of AWP

- Rehabilitation of more of existing sources rather than drilling of new boreholes: pg.9 of BC Minutes, pg. 19 of AWP (40 boreholes planned for rehabilitation while only 19 deep boreholes planned for drilling)

- Roads and Engineering (pg.9 of BC Minutes, pg. 18 of AWP)

- Kyampologola –Kayonza road for spot improvement

Health (pg.10 of BC Minutes, pg. 14 -15 of AWP)

- Kalagala HC for latrine construction

The following capital investments in the approved Annual Work Plan for FY 2017/18 were drawn from the approved five year district development plan (DDP) 2015/16-2016/20:

Production (derived from pg. 118-119, 126 of the DDP)

- Establishment of demonstrations on CBSD, BBW, CTB, Mango fruit fly IPM
- Establishment of 1 irrigation system

Education (derived from pg. 108-109, 129-135 of the DDP)

- Construction of 2 Classrooms block in Kikunyu Mixed PS, Ggulama PS, Bugga SDA

• 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

PS, Wattuba UMEA PS, Mugoggo PS and Kabukunga R/C PS

- Rehabilitation of Classrooms in St. Stephen Kyetume PS
- Construction of Staff house in St. Joseph Mukonkoyigo PS
- Construction of 5-stance latrine (under DDEG) in Kyalugondo C/U PS, Lunyolya C/U PS, Lukole UMEA PS, Bombo UMEA PS, Kabuguma PS, Lungolya R/C PS, Bugema C/U PS, Kiiso PS, Nalongo Islamic PS, Luteete UMEA PS and Bowa C/U PS
- Construction of Secondary School (location yet to be confirmed by MoES)

Roads and Engineering (derived from pg. 124-125, 135-137 of the DDP)

- Periodic maintenance of Lukomera – Lugogo (6km), Kanyanda – Kasozi – Senyungu (14km), Lukomera – Buyiki (6.1km), Kikoza- Kigolooba-Naluvule (8.9km), Mumpunge –Bukasa-Ndeeba (8km), Kakoni-Mpigi-Nakafumu (8.3km), Buzibwera-Makokonyigo (14.5km), Kyampologoma-Katagwe (7.2km), Ziobwe-Katabona (6.5km), Bunyaka- Bwaziba (11.4km)
- Spot gravelling of bad spots (14.25km)
- Mechanised routine maintenance of Busula-Bamunanika 12.7km), Mabuye-Kiwanguzi (7km), Waluleta –Ndejje (5km) and Nakakono-Mabuye (5.2km)
- Construction of Administration office (phase II)

Water (derived from pg. 124, 138 of the DDP)

- Drilling of (19 No.) deep boreholes in Mabuye, St Jude Bukiibi, Nabinakka, Keera, Munkoko-Kyampologoma, Bwaba-Kyampologoma B, Musunkwe (Ziobwe SC), Buzibwera TC, Bulemezi, Kanseka, Kisoba-Muyenga, Kwese, Bwaziba, Gweyawadde, Kawumu, Busongola, Kyamuwoya, Lusenke-Kyondo and Lukyamu (Butuntumula)
- Borehole rehabilitation (40 No.)
- Design of piped WSS in Kamira SC

<ul style="list-style-type: none"> • Project profiles have been developed and discussed by TPC for all investments in the AWP as per LG Planning guideline: score 1. 	1	<p>The DTPC in the meeting of 30/3/2017 under Min.6.5/DTPC/MAR/2016/2017 discussed project profiles for investments in FY 2017/18 FY including:</p> <ul style="list-style-type: none"> • Procurement and distribution of 30 improved breeds of pigs Code 201718 (0001) budget 16,750,000= • Fish pond construction and stocking for demonstration, Code 201718 (0002) budget 8,465,050= • Completion of construction of a 100 bed ward in Luwero HC IV, Code 201718 (0003) budget 447,953,760= • Construction of 12 2-classroom blocks, Code 201718 (0004) budget 324,000,000= • Completion /renovation of 3 Classroom block at St Stephen Kyetume C/U PS, Code 201718 (0005) budget 447,953,760= • Construction of 11 5-stance pit latrine, Code 201718 (0006) budget 147,500,000= • Construction of Teachers house at St Joseph Makonkonyigo PS, Code 201516 (0007) budget 30,000,000= • Periodic maintenance of 102.3km of feeder roads, Code 201718 (0008) budget 464,643,000= • Construction of District Administration Office block, Code 201718 (0009) budget 102,000,000= • Deep borehole drilling of 19 water points, Code 201718(0010) budget 380,000,000=
---	---	--

3	<p>Annual statistical abstract developed and applied</p> <p>Maximum 1 point on this performance measure</p>	<ul style="list-style-type: none"> Annual statistical abstract, with gender disaggregated data has been compiled and presented to the TPC to support budget allocation and decision-making- maximum 1 point. 	1	<ul style="list-style-type: none"> Luwero DLG Annual Statistical Abstract 2016 which includes gender disaggregated data (e.g on pg. 13-16,19, 24-25, 27, 29, 68, 71-72, 121) developed/ in place. Abstract was discussed in DTPC meeting of 12/1/2017 under Min.7.5/DTPC/16/17 to support budget allocation and decision making e.g. Bombo TC had highest pupil-stance ratio of 115.5 (p.g 75 table 5.6) and had been considered for construction of 5-stance latrine (1/11 planned) under FY 2017/18 pg. 15 of AWP, and Kamira SC has the lowest safe water coverage of 37% (pg. 81-82) and has been considered for drilling of 4/19 boreholes pg. 19 of AWP.
4	<p>Investment activities in the previous FY were implemented as per AWP.</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> Evidence that all infrastructure projects implemented by the LG in the previous FY were derived from the annual work plan and budget approved by the LG Council: score 2 	2	<p>The following Infrastructure projects implemented in FY 2016/17 were derived from the AWP for the said year:</p> <p><u>Education</u> (derived from pg. 41 of AWP)</p> <ul style="list-style-type: none"> Construction of 2 Classroom blocks each at Mamuli R/C PS, Kikunyu C/U PS and Kamira C/U PS Construction of 5-stance pit latrine each at Butuntumula UMEA PS, Kawe C/U PS, Bukimu Islamic PS, Kitanda R/C PS, Bukasa R/C PS, Galikwoleka PS, Nalwana Islamic PS, Savio Buvuma PS, Namayamba R/C PS, Buyukiwabiwalwa PS and Katuumu Asubira PS Completion of a 3-Classroom block at Lusenke C/U PS Re-roofing of Classroom block at Bukolwa C/U PS Renovation of Classroom block at Bombo UMEA PS Supply of 72 3-seater desks to Kyamuwoya PS and Kasaala C/U PS <p><u>Health</u> (derived from pg. 40 of AWP)</p> <ul style="list-style-type: none"> Construction of 100 bed ward at Luwero HC IV <p><u>Water</u> (derived from pg. 45-46 of AWP)</p>

- Drilling of 19 boreholes (in Kalwanga, Wabitungulu, Ndyalumu, Nalongo, Busoke – Sagala, Kalwa Kastam, Kalwe 2, Mabuzi, Kayindu, Bubuubi, Kiiya, Kanyike, Lwogi, Kibengo, Kawanda, Buligwe, Katende, Kyajjagali, Kanjuki)

Roads and Engineering (derived from pg. 43-45 of AWP)

- Construction of Administration office block (phase I)
- Spot improvement of Bunkembya – Nakusubuyaki (5.7km), Kalirokatono – Natyaba (17km), Busula – Bamunanika (12.7km), Nyimbwa –Nandere (4.9km), Degeya – Kalanamu (1.5km) and Kakakala – Ndalike (1.2km)
- Periodic maintenance of Koko–Kiziri (5.98km), Lukolo –Bajjo-Kisingiri (7.3km), Kyegombwa –Kikube- Kagalama (15.9km), Kyevunze –Kasiiso (6km), Nkondo –Degeya (8.1km) and Kyagabakama –Matembe-Nkudumula (11.53km)
- Mechanised maintenance of Namusansula – Kirolo (6.98km)

Quarter 4/ Annual Performance report for FY 2016/17 and Investment Inventory FY 2016/17 indicated that most of the projects were completed within the FY including:

- Construction of 2 Classroom block at Mamuli R/C PS, Kikunyu C/U PS and Kamira C/U PS
- Construction of 5-stance pit latrine each at Butuntumula UMEA PS, Kawe C/U PS, Bukimu Islamic PS, Kitanda R/C PS, Bukasa R/C PS, Galikwoleka PS, Nalwana Islamic PS, Savio Buvuma PS, Namayamba R/C PS, Buyukiwabiwalwa PS and Katuumu Asubira PS
- Completion of a 3-Classroom block at Lusenke C/U PS
- Re-roofing of Classroom block at Bukolwa C/U PS
- Renovation of Classroom block at Bombo UMEA PS
- Supply of 72 3-seater desks to Kyamuwoya PS and Kasaala C/U PS

• 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

- Construction of 100 bed ward at Luwero HC IV
- Construction of Administration office block (phase I)
- Drilling of 19 boreholes (in Kalwanga, Wabitungulu, Ndyalumu, Nalongo, Busoke – Sagala, Kalwa Kastam, Kalwe 2, Mabuzi, Kayindu, Bubuubi, Kiiya, Kanyike, Lwogi, Kibengo, Kawanda, Buligwe, Katende, Kyajjagali, Kanjuki)
- Rehabilitation of 30 boreholes
- Supply of fingerlings (19,400 tilapia, 8,000 cat fish) 2, 598 kgs of feeds and 1 cage net (DDEG)
- Supply of fingerlings (16,000 tilapia) [PMG]
- Supply of 3,150, banana tissue plantlets [PMG]
- Supply of 6,480 clonal coffee cuttings [PMG]
- Spot improvement of Bunkembya – Nakusubuyaki (5.7km),
Kalirokatono – Natyaba (17km), Busula – Bamunanika (12.7km), Nyimbwa –Nandere (4.9km), Degeya – Kalanamu (1.5km), Kakakala – Ndalike (1.2km)
- Periodic maintenance of Koko–Kiziri (5.98km), Lukolo –Bajjo-Kisingiri (7.3km), Kyegombwa –Kikube- Kagalama (15.9km), Kyevunze –Kasiiso (6km), Nkondo –Degeya (8.1km), Kyagabakama –Matembe- Nkudumula (11.53km)
- Mechanised maintenance of Namusansula – Kirolo (6.98km)
- Establishment of 160 (Ha) of trees

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

Maximum 4 points on this Performance Measure.

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

2

The following five sampled projects demonstrated that projects were completed within the approved budget in the FY 2016/17. The total expenditure for the five projects was 300,394,786= out of the total budget of 300,902,400= (-0.2%) which was within the acceptable range of Max. 15% plus or minus of original budget.

- Construction of 2 Classroom block at Mamuli R/C PS approved budget 59,000,000= actual expenditure 56,480,719= (-4.3%)
- Re-roofing of Classroom block at Bukolwa C/U PS: planned budget 15,000,000= actual expenditure 17,476,803= (+16.5%)
- Drilling of borehole at Kanyike, Migadde parish approved budget 19,000,000= and actual expenditure 19,000,000= (0%)
- Construction of 100 bed ward at Luwero HC IV (phase IV –slab) approved budget 150,348,000= actual expenditure 149,882,864= (-3%)
- Periodic maintenance of Kyegombwa – Kikube- Kagalama (15..9km) planned budget 57,554,400= actual expenditure 57,554,400= (0%)

		<ul style="list-style-type: none"> Evidence that the LG has budgeted and spent at least 80% of O&M budget for infrastructure in the previous FY: score 2 	2	<p>Based on a sample of 5 projects listed here below the Luwero DLG budgeted for 104,099,500= and spent 104,625,188= representing 101% of O&M budget for infrastructure in the FY 2016/17:</p> <ul style="list-style-type: none"> Re-roofing of Classroom block at Bukolwa C/U PS: planned budget 15,000,000= actual expenditure 17,476,803= Renovation of Classroom block at Bombo UMEA PS: planned budget 20,000,000= actual expenditure 18,048,885= Spot improvement of Busula – Bamunanika (12.7km) planned budget 6,195,500= actual expenditure 6,195,500= Spot improvement of Nyimbwa –Nandere (4.9km) planned budget 14,343,000= actual expenditure 14,343,000= Periodic maintenance of Lukolo –Bajjo-Kisingiri (7.3km) planned budget 48,561,000= actual expenditure 48,561,000=
--	--	---	---	---

Assessment area: Human Resource Management

6	<p>LG has substantively recruited and appraised all Heads of Departments</p> <p>Maximum 5 points on this Performance Measure.</p>	<ul style="list-style-type: none"> Evidence that HoDs have been appraised as per guidelines issued by MoPS during the previous FY: score 2 	2	<p>All HoDs recruited have been appraised within the FY 16/17. Appraisals were performed using standard guidelines (verified in both hard copy and electronically) issued by MoPS in possession of the Principle HR Officer. Appraisal reports dated 14/4/17 were availed and viewed. Staff files of all recruited HoDs were accessed and verified. Personnel files are available and looked at. Performance plans are present one of which is dated 30th June 2015.</p>
		<ul style="list-style-type: none"> Evidence that the LG has filled all HoDs positions substantively: score 3 	0	<p>3 out of 14 HoDs in Luwero are not filled. For example, District Engineer and District Health Officer positions are not yet filled. Personnel files of those recruited HoDs were presented and viewed.</p>

7	<p>The LG DSC has considered all staff that have been submitted for recruitment, confirmation and disciplinary actions during the previous FY.</p> <p>Maximum 4 points on this Performance Measure</p>	<ul style="list-style-type: none"> • Evidence that 100 percent of staff submitted for recruitment have been considered: score 2 	2	<p>Some submission lists to DSC have been verified. For example one submission list presented to DSC contained 64 vacancies submitted on 25th June 2016. Out of 42 positions approved by MoPS. Therefore, randomly selected files were verified 42 positions in the list were all considered and recruited. This is a 100% consideration. Other lists verified were dated 13th April 2017 and 20th April 2017.</p>
		<ul style="list-style-type: none"> • Evidence that 100 percent of staff submitted for confirmation have been considered: score 1 	1	<p>Minutes of DSC meeting held for confirmation dated 5th June 2017 proved that all staff lists submitted for confirmation were considered. The process is observed to be slightly lengthy but it scores 100% success.</p>
		<ul style="list-style-type: none"> • Evidence that 100 percent of staff submitted for disciplinary actions have been considered: score 1 	1	<p>Cases submitted to DSC for disciplinary action are few in previous FY and are therefore usually considered fully. However, there are categories of cases depending on intensity of the offence. Some of the disciplinary cases verified are departmentally considered. Minutes of the DSC disciplinary meeting have been seen. Submission list dated 30/01/17 has been viewed.</p>
8	<p>Staff recruited and retiring access the salary and pension payroll respectively within two months</p> <p>Maximum 5 points on this Performance Measure.</p>	<ul style="list-style-type: none"> • Evidence that 100% of the staff recruited during the previous FY have accessed the salary payroll not later than two months after appointment: score 3 	3	<p>Out of staff recruited during FY 2016/17, all accessed payroll within the first 2 to 3 months. Minutes of DSC and corrigendum of minute extracts dated 5th April 2017 and 10th April 2017 signed by secretary District Service Commission and stamped with Luwero District Council Central Registry stamp have been viewed.</p> <p>Monthly payrolls of three categories and staff lists viewed from general notice board (picture taken). Other departmental payroll lists viewed too from respective notice boards.</p>

		<ul style="list-style-type: none"> Evidence that 100% of the staff that retired during the previous FY have accessed the pension payroll not later than two months after retirement: score 2 	0	List of October 2017 for retired staff has been seen. Not all retired staff have access to pension payroll within the first 2 months of retirement. It is a lengthy process to access this pension payroll. Pension payroll is not decentralised, individual input into the process is also not easy. Hence many pensioners take much longer than 2 months to access their pension.
Assessment area: Revenue Mobilization				
9	<p>The LG has increased LG own source revenues in the last financial year compared to the one before the previous financial year (last FY year but one)</p> <p>Maximum 4 points on this Performance Measure.</p>	<ul style="list-style-type: none"> If increase in OSR from previous FY but one to previous FY is more than 10% : score 4 points If the increase is from 5 -10% : score 2 point If the increase is less than 5% : score 0 points. 	4	The district LG increased its OSR by 13% from UGX 356,438,226 in the FY 2015/16 to UGX 402,913746 in the FY 2016/17. This is more than 10%. (Source: financial statements for FY 2015/16 and 2016/17)
10	<p>LG has collected local revenues as per budget (collection ratio)</p> <p>Maximum 2 points on this performance measure</p>	<ul style="list-style-type: none"> If revenue collection ratio (the percentage of local revenue collected against planned for the previous FY (budget realisation) is within +/- 10% : then 2 points. If more than +/- 10% : zero points. 	2	The actual/budget revenue collection ratio for the FY 2016/17 was 98% (UGX 402,913,476/412119,190). This resulted in a budget variance of 2% which is lower than 10%.(Source: budget and financial statements for FY2016/17)
11	<p>Local revenue administration, allocation and transparency</p> <p>Maximum 4 points on this performance measure</p>	<ul style="list-style-type: none"> Evidence that the District/Municipality has remitted the mandatory LLG share of local revenues: score 2 	0	There was evidence in the financial statements for the FY 2016/ the local revenues amounting to UGX 110,570,200 out of the total UGX 184,791,096 (60%) collected by the LG were remitted to Lower Local Governments (Source: accounts for the FY 2016/17). This was below than the statutory remission requirement (source: financial statements for FY 2015/16 and FY 2016/17).

		<ul style="list-style-type: none"> Evidence that the LG is not using more than 20% of OSR on council activities: score 2 	2	<p>The LG spent UGX 56,529,268 in the FY 2016/17 on Council allowances and emoluments compared to UGX 356,438,226 collected in the FY 2015/16. This constituted 16% of OSR for the FY 2015/16 (less than 20%) as per Section 4 of the Local Governments Act.</p>
--	--	---	---	--

Assessment area: Procurement and contract management

12	<p>The LG has in place the capacity to manage the procurement function</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> Evidence that the District has the position of a Senior Procurement Officer and Procurement Officer (if Municipal: Procurement Officer and Assistant Procurement Officer) substantively filled: score 2 	2	<ul style="list-style-type: none"> Evidence shows that the positions are substantively filled. The district Senior Procurement Officer was appointed on 4 March 2009 (CAO's letter dated 4 March 2009, Ref. CR/D/11968) and the Procurement Officer on 1 February 2008 (CAO's letter dated 1 February 2008, Ref. CR/D/11967).
		<ul style="list-style-type: none"> Evidence that the TEC produced and submitted reports to the Contracts Committee for the previous FY: score 1 	1	<p>The minutes and reports of the TEC were contained in the procurement files e.g. Evaluation Report dated 25 November 2016 for the construction of a two classroom block at Mamuli RC Primary School LUWE532/WRKS/16-17/00064 which recommended Bweyo Technical Services (U) Ltd.</p>
		<ul style="list-style-type: none"> Committee considered recommendations of the TEC and provide justifications for any deviations from those recommendations: score 1 	1	<p>The Contracts Committee minutes were available and contained in the procurement files e.g. Contracts Committee meeting on 1 December 2016 considered recommendations of the TEC and awarded the contract LUWE532/WRKS/16-17/00064 to Bweyo Technical Services (U) Ltd.</p>

13	<p>The LG has a comprehensive Procurement and Disposal Plan covering infrastructure activities in the approved AWP and is followed.</p> <p>Maximum 2 points on this performance measure.</p>	<ul style="list-style-type: none"> • a) Evidence that the procurement and Disposal Plan for the current year covers all infrastructure projects in the approved annual work plan and budget and b) evidence that the LG has made procurements in previous FY as per plan (adherence to the procurement plan) for the previous FY: score 2 	2	<ul style="list-style-type: none"> • Infrastructure projects are contained in the Consolidated Procurement Plans 2017-2018 e.g. Construction of general ward at Luwero HC IV and the district administration block. • Procurements in FY 2016/2017 were as per the procurement and disposal plan e.g. Construction of two classroom block at Kiyunyu and Kamira C/U primary schools were planned for under 312101 Non-Residential Buildings of the District Work plan, Section 6, Education.
14	<p>The LG has prepared bid documents, maintained contract registers and procurement activities files and adheres with established thresholds.</p> <p>Maximum 6 points on this performance measure</p>	<ul style="list-style-type: none"> • For current FY, evidence that the LG has prepared 80% of the bid documents for all investment/infrastructure by August 30: score 2 <ul style="list-style-type: none"> • For Previous FY, evidence that the LG has an updated contract register and has 	0	<ul style="list-style-type: none"> • Review of the consolidated procurement plan for 2017/18 shows that all (100 percent) bid documents for infrastructure were prepared in October 2017. <p>The Contracts Register for 2016/17 was available and last updated on 8 June 2017.</p> <p>The procurement files were also complete with relevant documents such as copy of pre-qualification and solicitation documents, record of bid opening and closing, evaluation reports, contracts committee decisions, notice of best evaluated bidder, among others. E.g Activity files for LUWE/WRKS/16-17/00057 had:</p> <ul style="list-style-type: none"> • Contract dated 13 March 2017, • minutes of the contracts committee dated 12 February 2017, • procurement requisition dated 8 September 2016, • request for approval of bidding documents dated 20 December 2016, • Request for approval of contract ward recommendation dated 2 February 2017, • Request for approval of contract document dated 2 February 2017, • Request for approval of evaluation report and recommendation, • Contracts Committee decision on

<p>complete procurement activity files for all procurements: score 2</p>		<p>submission form dated 2 February 2017,</p> <ul style="list-style-type: none"> • Request for approval of procurement method dated 20 December 2016, • TEC membership dated 20 December 2016, • clearance of ward contract by Solicitor General (Adm/176/01) dated 9th March 2017, • Request to the Solicitor General to clear the contract (CR/207/2) dated 21 February 2017, • copy of the procurement notice, • Bid acceptance from Galaxy Agrotech (U) Ltd dated 21 February 2017, • Letter of bid acceptance to Galaxy from CAO dated 21 February 2017. • Notice of best evaluated bid dated 6 February 2017, • Evaluation Report of 19 January 2017, • Interim Certificate 1 dated 29 May 2017, • payment voucher PVWK_0950 dated 20 June 2017 and PVWK_0951 dated 21 June 2017.
<ul style="list-style-type: none"> • For previous FY, evidence that the LG has adhered with procurement thresholds (sample 5 projects): score 2. 	<p>2</p>	<p>Sampled projects indicate the procurement thresholds were adhered to. E.g Open National Bidding (ONB) for Contract LUWE532/WRKS/16-17/00064 valued at UGX 59,453,386 and LUWE532/WRKS/16-17/00057 valued at UGX 375,599,900 which are within the ONB threshold of more than UGX 50,000,000. Contracts LUWE532/WRKS/16-17/00143 valued at UGX 14,497,772, LUWE532/WRKS/16-17/00149 valued at UGX 29,191,898 and LUWE532/WRKS/16-17/00151 valued at UGX 31,140,200 are within Selective Bidding threshold of not exceeding UGX 50,000,000.</p>

15	<p>The LG has certified and provided detailed project information on all investments</p> <p>Maximum 4 points on this performance measure</p>	<ul style="list-style-type: none"> Evidence that all works projects implemented in the previous FY were appropriately certified – interim and completion certificates for all projects based on technical supervision: score 2 	0	<ul style="list-style-type: none"> Works projects had copies of Certificates of Works for Civil Works and Interim Certificates, where applicable, and were in files. However, the Certificates of Completion were unavailable for completed projects and not included in the files.
		<ul style="list-style-type: none"> Evidence that all works projects for the current FY are clearly labelled (site boards) indicating: the name of the project, contract value, the contractor; source of funding and expected duration: score 2 	0	<p>Some sites had no site boards (e.g. new administration block under construction at the district HQ) while at others were not clearly labelled as information on the contract value, source of funding expected duration, and update on the construction phase and contractor were missing (e.g. new ward at Luwero Health Centre IV).</p>
Assessment area: Financial management				
16	<p>The LG makes monthly and up to-date bank reconciliations</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> Evidence that the LG makes monthly bank reconciliations and are up to-date at the time of the assessment: score 4 	4	<p>All the monthly reconciliations for the FY 2016/17 and for the period July to December 2017 were available and signed by Accounts Assistants and Senior Finance Officer. The dates of approval of all the reconciliations statements ranged between 7 to 22 days. Although timing of the production of the monthly reconciliation is not assessable now as per the PA indicator, all monthly reconciliations statements should to be produced within 15 days of the end of the each month as required by the LGFARs 2007.</p>
17	<p>The LG made timely payment of suppliers during the previous FY</p> <p>Maximum 2 points on this performance measure</p>	<ul style="list-style-type: none"> If the LG makes timely payment of suppliers during the previous FY – no overdue bills (e.g. procurement bills) of over 2 months: score 2. 	0	<p>A sample of 12 transactions from health, water, education and production departments showed that not all payments were fully within the period of payment timelines of 1 month and 21 working days as indicated in LPOs and Contracts respectively. The range of payment period for the sampled payments was between 9 days to 168 days which was way beyond the maximum period of 30 days' as per the LPO or 21 working days as per contracts.</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"> Evidence that the LG has a substantive Senior Internal Auditor and produced all quarterly internal audit reports for the previous FY: score 3. 	3	<p>The District Internal Auditor (Ms Namubiru Florence) was substantively appointed a Principal Internal Auditor by the District Service Commission under minute NO. 55/2013 (c) as per appointment letter dated May, 22nd 2013 signed by the Chief Administrative Officer. This position is higher than a Senior Internal Auditor position as per the LGPA Manual.</p>
		<ul style="list-style-type: none"> Evidence that the LG has provided information to the Council and LG PAC on the status of implementation of internal audit findings for the previous financial year i.e. follow up on audit queries: score 2. 	2	<p>There was evidence that the LG provided information to Council and LGPAC on the status of implementation of internal audit findings. The DIA had produced and submitted 4 quarterly reports to LGPAC, Council and LCV Chairperson. The various departments (education. Health and others) had submitted their responses to LGPAC for action.</p> <p>The LGPAC received and discussed the reports where the various departments appeared to respond to audit finding. The LGPAC produced and submitted reports to the Council which were discussed under Minute No 36/LDC/16 of 7th September 2017.</p>
		<ul style="list-style-type: none"> Evidence that internal audit reports for the previous FY were submitted to LG Accounting Officer, LG PAC and LG PAC has reviewed them and followed-up: score 1 	1	<p>There was evidence that internal audit reports for the FY 2016/17 were submitted to AO, LGPAC and there was evidence that LPAC reviewed them and followed them up as per the following evidence: The LGPAC held meetings in which the following departments appeared to respond audit findings, Education(on 3rd January 2017, Health (on 26th October 2017), Water (on 25th October 2017)</p>
19	<p>The LG maintains a detailed and updated assets register</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> Evidence that the LG maintains an up-dated assets register covering details on buildings, vehicle, etc. as per format in the accounting manual: score 4 	4	<p>The LG maintains updated assets registers per department and on works and vehicles both in physical and electronic form. The assets register was comprehensive and included assets of all other government institutions in the district including; land for Primary Schools, Sub-counties, primary schools and health centres among others. They are well updated and were in an approved format as per the LGFARs.</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>The LG received unqualified audit opinion on the financial statements for the FY 2016/17.</p>
----	--	--	---	--

Assessment area: Governance, oversight, transparency and accountability

<p>21</p>	<p>The LG Council meets and discusses service delivery related issues</p> <p>Maximum 2 points on this performance measure</p>	<p>Evidence that the Council meets and discusses service delivery related issues including TPC reports, monitoring reports, performance assessment results and LG PAC reports for last FY: score 2</p>	<p>2</p>	<ul style="list-style-type: none"> • The following four (4) sets of Minutes of District Council meetings reviewed for FY 2016/17 confirmed that the Council discussed service delivery related issues including TPC reports and LG PAC for the FY 2016/17: <ul style="list-style-type: none"> a) Meeting of 30/8/2016: <p>Discussed strategy for revenue enhancement under Min. 05/LDC/16, Motion on appropriation of funds for the District office block under Min/06/LDC/16, Presentation of LG PAC reports under Min 08/LDC/16</p> b) Meeting of 22/12/2016: <p>Discussed under Min 13/LDC/12/16 Presentation and approval of the Standing Committee reports, Min 14/LDC/12/16 Wobulenzi Municipality (merging of Wobulenzi Tc and Katikamu SC to form Wobulenzi Municipality)</p> c) Meeting of 15/03/2017: <p>Discussed under Min 18/LDC/03/17 Motion from Finance (reallocation of 90,000,000= from procurement of land for market at Kikyusa to the District Administration block), Min 21/LDC/03/17 Nomination of names of members of District Service Commission, Min 22/LDC/03/17 Presentation of Standing Committees (including priorities for FY 2017/18)</p> d) Meeting of 30/05/2017: <p>Discussed under Min 19/LDC/12/16 The chairperson State of the District Address (which highlighted progress and planned activities in service delivery in the different sectors), Min 20/LDC/12/16 Approval of the new District staff structure, Min 21/LDC/12/16 Approval of the District budget FY 2017/18</p>
-----------	---	--	----------	--

22	<p>The LG has responded to the feedback/complaints provided by citizens</p> <p>Maximum 2 points on this Performance Measure</p>	<ul style="list-style-type: none"> Evidence that LG has designated a person to coordinate response to feed-back (grievance /complaints) and responded to feedback and complaints: score 2. 	2	<ul style="list-style-type: none"> One Assistant CAO, Mr. Kalema Amos, had been assigned Focal person for Client Charter which included handling feedback/ complaints from citizens. The following responses to the citizens was reviewed: <ul style="list-style-type: none"> Assessment was undertaken by the Production Coordinator in response to a public outcry on caterpillar infestation published in the New Vision newspaper of 21/07/2017. The assessment report dated 1/8/2017 was submitted to the CAO explaining the status on the ground and efforts by the District to address it.
23	<p>The LG shares information with citizens (Transparency)</p> <p>Total maximum 4 points on this Performance Measure</p>	<p>Evidence that the LG has published: • The LG Payroll and Pensioner Schedule on public notice boards and other means: score 2</p>	2	<ul style="list-style-type: none"> LG Payroll and Pensioner Schedules for December 2017 were published on notice boards at the District headquarters and on the district website www.luwego.go.ug
		<ul style="list-style-type: none"> Evidence that the procurement plan and awarded contracts and amounts are published: score 1 	1	<ul style="list-style-type: none"> Procurement plan for FY 2017/18 and awarded contracts and amounts e.g for Construction of 5-stance latrines in Lukole UMEA, Bombo UMEA, and Bowa PS under Pro. ref. LUWE532/WRKS/17-18/00035 were published on the notice boards at the District headquarters.
		<ul style="list-style-type: none"> Evidence that the LG performance assessment results and implications, are published e.g. on the budget website for the previous year (from budget requirements): score 1. 	0	<ul style="list-style-type: none"> Not Applicable. The Central Government did not conduct the Annual Performance Assessment for LGs in FY 2016/17. Nonetheless, LG performance assessment results (Mock assessment 2018) were posted on the notice board at the District headquarters

24	<p>The LGs communicates guidelines, circulars and policies to LLGs to provide feedback to the citizens</p> <p>Maximum 2 points on this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the HLG have communicated and explained guidelines, circulars and policies issued by the national level to LLGs during previous FY: score 1 	1	<p>The Luwero DLG had communicated and explained guidelines, circulars and policies to LLGs and was demonstrated by:</p> <ul style="list-style-type: none"> • Fact that during some of the DTPC meetings (attended by LLG staff -SAS and TCs) the following guidelines were disseminated: <ul style="list-style-type: none"> - Preparation of BFP 2017/18, Restructuring (meeting of 6/10/2016 under Min.2.6 and 2.7/DTPC/OCTOBER/16/17) - Discretionary Development Equalisation Grant (DDEG) [meeting of 30/3/2017 under Min.6.6/DTPC/MAR/16/17] • Central registry dispatch book record of Sub County level staff including Town Clerks and Sub County Chiefs receiving on : <ul style="list-style-type: none"> - 7/3/2017 guidance on retiring contracts /release of retention on CAIIP contracts issued on revised policy - 23/02/2017 guidelines on the management of levying of parking fees in LGs public service vehicle parking issued.
		<ul style="list-style-type: none"> • Evidence that LG during previous FY has conducted discussions (e.g. municipal urban fora, barazas, radio programmes etc..) with the public to provide feed-back on status of activity implementation: score 1. 	1	<ul style="list-style-type: none"> • Baraza was held on 22/06/2017 - an invitation letter by CAO to all heads of departments and sectors dated 15/06/2017 was reviewed.
Assessment area: Social and environmental safeguards				

25	<p>The LG has mainstreamed gender into their activities and planned activities to strengthen women's roles</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> • Evidence that the LG gender focal person has provided guidance and support to sector departments to mainstream gender into their activities score 2. 	2	<p>Minutes from Technical Planning Committee, which includes all Heads of Departments, show that guidance was provided to on gender mainstreaming e.g. TPC Meeting held on 12/01/2017, Minute 7.4/DTPC/16/17. GFP further provided sectors with thematic guidelines on gender mainstreaming based on line ministry guidelines e.g. education and road sectors as shown by guidance booklets.</p>
		<ul style="list-style-type: none"> • Evidence that gender focal point has planned activities for current FY to strengthen women's roles and that more than 90% of previous year's budget for gender activities has been implemented: score 2. 	2	<ul style="list-style-type: none"> • A comparison of the budget for gender mainstreaming in the previous year budget (Vote 544, section 9a) and payment vouchers PV-7171 dated 12 July 2016; PV-6737 dated 26 September 2017 indicate that 93% of previous year's budget was used. • Current activities are indicated in the approved budget for 2016/17 (Vote 532, Work Plan 9, Community Based Services, Output 108107) .
26	<p>LG has established and maintains a functional system and staff for environmental and social impact assessment and land acquisition</p> <p>Maximum 6 points on this performance measure</p>	<ul style="list-style-type: none"> • Evidence that environmental screening or EIA where appropriate, are carried out for activities, projects and plans and mitigation measures are planned and budgeted for: score 2 	2	<ul style="list-style-type: none"> • Available reports indicate environmental screening was done for projects. Reports also indicate the environment/social impact and the mitigation measures. E.g. environmental report dated 15 Sep 2016 for 5-stance pit latrines constructed at eight primary schools. These activities are also budgeted for; environment screening report for Phase IV of 100 bed ward at Luwero HC-IV dated 12 September 2016.
		<ul style="list-style-type: none"> • Evidence that the LG integrates environmental and social management plans in the contract bid documents: score 1 	1	<p>Environmental and social management plans are included in included in Conditions of the Contract under Section 63 and under Special Conditions e.g. Pg 5 and 18 of the contract between the district and Galaxy Agro-tech (U) Ltd (LUWE532/WRKS/16-17/00057 dated 13 March 2017) for boreholes; Section 63.4.1 of the contract between the district and Danrite Investments Ltd (LUWE532/WRKS/16-17/00056) dated 12 January 2017 for 5-stance pit latrines at five primary schools and Section 63.4.1 of the contract with Dalaware (U) Ltd for Phase V of a ward at Luwero HCIV (LUWE532/WRKS/16-17/00125 dated 13 March 2017.</p>

		<ul style="list-style-type: none"> • Evidence that all projects are implemented on land where the LG has proof of ownership (e.g. a land title, agreement etc.): score 1 	0	There was no evidence availed to show ownership of land where projects were implemented.
		<ul style="list-style-type: none"> • Evidence that all completed projects have Environmental and Social Mitigation Certification Form completed and signed by Environmental Officer: score 2 	0	Overall, all completed districts projects do not have environmental and social mitigation certification. Only selected road projects had certification e.g. Periodic Maintenance of Selected National Roads Ziobwe-Lwajjali-Kabimbiri (242km) dated 5 April 2017; and CAIP funded Rehabilitation of Kakakala-Ggimbo swamp-Ngalonkulu road (dated 17 May 2017).



LGPA 2017/18

Educational Performance Measures

Luwero District

(Vote Code: 532)

Score 56/100 (56%)

No.	Performance Measure	Scoring Guide	Score	Justification
Assessment area: Human Resource Management				
1	<p>The LG education department has budgeted and deployed teachers as per guidelines (a Head Teacher and minimum of 7 teachers per school)</p> <p>Maximum 8 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG has budgeted for a Head Teacher and minimum of 7 teachers per school (or minimum a teacher per class for schools with less than P.7) for the current FY: score 4 	4	<p>From the performance contracts and review of staff lists for selected schools (Luwero Girls, Kaswa Girls, Bukasa Umea, and Kasala Girls), it was established that at least a Head Teacher and a minimum of 7 teachers per school were budgeted for in accordance to the guidelines.</p>
		<ul style="list-style-type: none"> Evidence that the LG has deployed a Head Teacher and minimum of 7 teachers per school for the current FY: score 4 	4	<p>Examination of teachers' lists from various schools (Luwero Girls, Kaswa Girls, Bukasa Umea, and Kasala Girls), indicated that the teachers whose names appear in the lists are in fact deployed in the schools.</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"> Evidence that the LG has filled the structure for primary teachers with a wage bill provision <ul style="list-style-type: none"> If 100% score 6 If 80 - 99% score 3 If below 80% score 0 	3	<p>According to staffing lists examined, the HRM register, and the approved local government structure, at least 90% of the structure for primary teachers with a wage bill provision have been filled, evidenced by the signed staff lists and performance contracts for FY 2016/17 and 2017/18 for all the 229 government aided primary schools in the district.</p>

3	<p>LG has substantively recruited all positions of school inspectors as per staff structure, where there is a wage bill provision.</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> 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 	0	<p>Initially Luwero district Education Department had 4 inspectors of schools (ie 1 District Inspector of Schools and 3 Area Inspectors). There are now 3 inspectors, one of them having retired some time last year, thus leaving a vacant position yet to be filled.</p>
4	<p>The LG Education department has submitted a recruitment plan covering primary teachers and school inspectors to HRM for the current FY.</p> <p>Maximum 4 for this performance measure</p>	<p>Evidence that the LG Education department has submitted a recruitment plan to HRM for the current FY to fill positions of Primary Teachers: score 2</p>	0	<p>No recruitment plan for FY 2017/18 seen although records show that 127 vacancies exist for Deputy Head Teachers and 1 for Inspector of Schools. Advert to fill vacancies yet to be made.</p>
		<p>Evidence that the LG Education department has submitted a recruitment plan to HRM for the current FY to fill positions of School Inspectors: score 2</p>	0	<p>No recruitment plan for FY 2017/18 seen although records show that 127 vacancies exist for Deputy Head Teachers and 1 for Inspector of Schools. Advert to fill vacancies yet to be made.</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	<ul style="list-style-type: none"> • A list of School Inspectors is present and has been seen. All the three School Inspectors were appraised during the FY 16/17 and appraisal reports dated 3.7.17 (Kyomugisha M Consolata), 20.7.17 (Kamoga Jjuko) and 30.6.17 (Kamulegeya Yusuf) were presented and viewed. • The district has 229 Primary School Head Teachers. 10% of this figure makes about 23 H/Teachers. Therefore a sample of 23 H/Teachers (10% of 229) was picked and their files checked to ascertain how many were appraised during FY 16/17.
		<p>Evidence that the LG Education department appraised head teachers during the previous FY. • 90% - 100%: score 3 • 70% - 89%: score 2 • Below 70%: score 0</p>	0	<ul style="list-style-type: none"> • The district has 229 Primary School Head Teachers. 10% of this figure makes about 23 H/Teachers. Therefore a sample of 23 H/Teachers (10% of 229) was picked and their files checked to ascertain how many were appraised during FY 16/17. 10 out of 23 Primary school H/Teachers were found to be appraised during FY 16/17. This indicates. a percentage of 43%.
Assessment area: Monitoring and Inspection				

6

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

Maximum 3 for this performance measure

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

1

Guidelines, circulars, policies for previous FY 2016/17 from national level issued to schools, verified from a few selected schools namely Kajule Memorial, Bugabo Primary School, Bukasa Umea, and Kasala Girls. Some of the guidelines, circulars and policies include:

- i) Establishment Notice No 1 of 2017;
- ii) Circular on ensuring presence of teachers in schools through enforcement of sanctions and rewards dated 26th June 2017;
- iii) Circular on school feeding programme in educational institutions dated May 15th, 2017.

• Evidence that the LG Education department has held meetings with primary school head teachers and among others explained and sensitised on the guidelines, policies, circulars issued by the national level, including on school feeding: score 2

0

No record (minutes) of meetings held.

7	<p>The LG Education Department has effectively inspected all private and public primary schools</p> <p>Maximum 12 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that all private and public primary schools have been inspected at least once per term and reports produced: <ul style="list-style-type: none"> o 100% - score 12 o 90 to 99% - score 10 o 80 to 89% - score 8 o 70 to 79% - score 6 o 60 to 69% - score 3 o 50 to 59% score 1 o Below 50% score 0. 	6	<p>According to records in the office of the DEO, schools are being inspected at least once a term as shown by inspection reports for the following periods:</p> <ul style="list-style-type: none"> - July 2016 – June 2017 (157 schools inspected by area inspectors) - April – June 2017 (435 schools inspected by the District Inspector of Schools. <p>Although schools sampled for verification of this information acknowledge regular inspections by the DEO's office, the schools have no copies of the inspection reports.</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"> Evidence that the Education department has discussed school inspection reports and used reports to make recommendations for corrective actions during the previous FY: score 4 	4	<p>There is evidence that Education Department meetings are being held on inspection reports to generate action points including corrective actions. For example meetings of:</p> <ul style="list-style-type: none"> - 28th Sept 2016; - 26th April, 2017; - 28th June, 2017; - 14th Jul 2017.
		<ul style="list-style-type: none"> Evidence that the LG Education department has submitted school inspection reports to the Directorate of Education Standards (DES) in the Ministry of Education and Sports (MoES): Score 2 	0	<p>No evidence from DES that inspection reports are submitted for their acknowledgement.</p>

		<ul style="list-style-type: none"> • Evidence that the inspection recommendations are followed-up: score 4 	4	<p>There is evidence of follow up on inspection reports eg letters from the DEO dated:</p> <ul style="list-style-type: none"> - 11 Jan 2016; - 15 Sept 2017; - 7 Aug 2017; - 3 July 2017
9	The LG Education department has submitted accurate/consistent reports/date for school lists and enrolment as per formats provided by MoES	<ul style="list-style-type: none"> • Evidence that the LG has submitted accurate/consistent data: o List of schools which are consistent with both EMIS reports and OBT: score 5 	5	Accurate and consistent data on staff lists submitted consistent with EMIS and OBT. Submission letter dated 24 Jan 217; received by CAO 24 Jan 2017; acknowledged by Ministry of Education and Sports on 1st Feb 2017.
	Maximum 10 for this performance measure	Evidence that the LG has submitted accurate/consistent data: • Enrolment data for all schools which is consistent with EMIS report and OBT: score 5	5	Performance contracts were obtained and reviewed; EMIS reports were also obtained and reviewed; and enrollment levels checked and found to be consistent as required.
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	<ul style="list-style-type: none"> • Evidence that the council committee responsible for education met and discussed service delivery issues including inspection, performance assessment results, LG PAC reports etc...during the previous FY: score 2 	0	<ul style="list-style-type: none"> • 2 sets of minutes of Education and Community Based Standing Committee seen - Meeting of 01/03/2017, discussed Qtr 2 reports under Min.4/CBS&E/2017, and departmental work plans for FY 2017/18 under Min 5/CBS&E/2017 - Meeting of 29/11/2016 discussed Sector reports under Min.1.4/CBS&E/2016 • However evidence that Committee had discussed performance assessment results and LG PAC report was not seen
	Maximum 4 for this performance measure			

		<ul style="list-style-type: none"> • Evidence that the education sector committee has presented issues that requires approval to Council: score 2 	2	<ul style="list-style-type: none"> • Issues that required approval of the Council were presented by the education sector committee to the District Council in meeting of 22/12/2016 under Min 13/LDC/12/16 Education and Community Based Standing Committee report and in meeting of 15/03/2017 under Min 18/LDC/03/17 Priorities under Education sector for FY 2017/18
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	<ul style="list-style-type: none"> • All current SMCs expire end of this FY 2017/18 • All the 229 government aided schools have functional SMCs correctly constituted with 13 members comprising male and female • 5 schools were sampled to confirm SMC composition, the 3 mandatory meetings: Wabitungulu PS (Mins: 2014 – 2017); Ttama C/U PS (2015 – 2017, file not updated – 2 meetings current FY); Mulajje Mixed PS (2016 – 2017); Kanalamu Public PS (2015 – 2017); Kimanzi PS – 2014 – 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"> • Evidence that the LG has publicised all schools receiving non-wage recurrent grants e.g. through posting on public notice boards: score 3 	3	<ul style="list-style-type: none"> • Schools receiving non-wage releases published on notice boards • Sample of schools checked Wabitungulu PS; Ttama C/U PS, Mulajje Mixed PS; Kanalamu Public PS; and Kimanzi PS confirmed this information.
Assessment area: Procurement and contract management				

13	<p>The LG Education department has submitted procurement requests, complete with all technical requirements, to PDU that cover all items in the approved Sector annual work plan and budget</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the sector has submitted procurement requests to PDU that cover all investment items in the approved Sector annual work plan and budget on time by April 30: score 4 	4	<p>Procurement requests for FY 2016/17 and 2017/18 were raised by the education department and submitted to PDU before the due date of April 30th as required by the guidelines. All such requests checked were for construction of classrooms.</p>
14	<p>The LG Education department has certified and initiated payment for supplies on time</p> <p>Maximum 3 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG Education departments timely (as per contract) certified and recommended suppliers for payment: score 3 points 	0	<p>A sample of 12 payment vouchers and contracts were selected and examined. 5 of the sampled payments were certified/ recommended made later than the recommended time of 30 days specified in the contracts/LPOs</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"> • Evidence that the department submitted the annual performance report for the previous FY (with availability of all four quarterly reports) to the Planner by mid-July for consolidation: score 4 	0	<ul style="list-style-type: none"> • Evidence of submission of annual reports (including all quarterly reports) by Education department to Planning unit not seen

16	<p>LG Education has acted on Internal Audit recommendation (if any)</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year o If sector has no audit query score 4 o If the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year: score 2 points o If all queries are not responded to score 0 	2	<ul style="list-style-type: none"> • The LG health department responded to all the audit findings in the first quarterly report in the letters dated 26th October 2016 signed by the DEO and received by the Internal Audit Unit on the same date. • All the 15 audit findings in the first quarter audit report were response to. There were no other audit queries for the education department during that FY 2016/17.
----	---	---	---	---

Assessment area: Social and environmental safeguards

17	<p>LG Education Department has disseminated and promoted adherence to gender guidelines</p> <p>Maximum 5 points for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG Education department in consultation with the gender focal person has disseminated guidelines on how senior women/men teacher should provide guidance to girls and boys to handle hygiene, reproductive health, life skills etc...: Score 2 	0	<p>No evidence in form of correspondence, minutes of meetings, or activity report was availed by the DEO's office to indicate that there was any consultation between the gender focal person and the education department on issues relating to girls and boys at school.</p>
		<ul style="list-style-type: none"> • Evidence that LG Education department in collaboration with gender department have issued and explained guidelines on how to manage sanitation for girls and PWDs in primary schools: score 2 	0	<p>No evidence was provided by the office of the DEO to the effect that in collaboration with the gender focal person guidelines were issued on how to manage sanitation for girls and PWDs in primary schools in the district.</p>
		<ul style="list-style-type: none"> • Evidence that the School Management Committee meet the guideline on gender composition: score 1 	1	<p>All the SMCs adhere to the guideline on gender composition, ie every SMC must have a minimum of 3 females; evidenced by the records/lists of SMCs in the DEO's office and the sampled schools mentioned above.</p>

18	<p>LG Education department has ensured that guidelines on environmental management are disseminated</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none">• Evidence that the LG Education department in collaboration with Environment department has issued guidelines on environmental management (tree planting, waste management, formation of environmental clubs and environment education etc.): score 3:	0	<p>No evidence available on this performance measure, though several schools are said to be performing well.</p>
----	--	---	---	--



LGPA 2017/18

Health Performance Measures

Luwero District

(Vote Code: 532)

Score 74/100 (74%)

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>	6	<ul style="list-style-type: none"> • The wage budgetary allocation for the district was 4,626,283,000/= and all – 100% was spent • The staff recruited fill 86% of the established structures
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	<ul style="list-style-type: none"> • There was a letter of October 17, 2017 to the Senior Human Resource Officer with positions to be filled. However, some of the positions included that of Nursing Assistants who are still in the establishment despite the ban on their recruitment
3	<p>The LG Health department has ensured that performance appraisal for health facility in charge is conducted</p> <p>Maximum 8 points for this performance measure</p>	<p>Evidence that the health facility in-charge have been appraised during the previous FY: o 100%: score 8 o 70 – 99%: score 4 o Below 70%: score 0</p>	0	<p>- There are 3 Health facilities 4 in the district. 1 out of 3 In-Charges were appraised during FY 16/17. This is a percentage of 33%. The three In-charges for HC IVs are as follows: Luwero HC 4 = headed by Dr. Sarah Oguo (appraised); Nyimbwa HC 4 = headed by Dr. Namubiru (not appraised); and Kalagala HC 4 = headed by Dr. Magera (not appraised). Personal files of all the three in-charges of HC 4s were accessed and shared. Evidence showed that not all the in-charges were appraised.</p>

4	<p>The Local Government Health department has equitably deployed health workers across health facilities and in accordance with the staff lists submitted together with the budget in the current FY.</p> <p>Maximum 4 points for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG Health department has deployed health workers equitably, in line with the lists submitted with the budget for the current FY: score 4 	4	<ul style="list-style-type: none"> • The budgetary allocations were well followed in staff deployment. There was a bit of over deployment in certain busy health centres due to needs and numbers of patients. However, the over deployment was evened out since Luwero HCIV is considered as hospital and yet it still functions as HC IV. The extra staff for the hospital were therefore deployed to the busy health centres.
---	--	--	---	---

Assessment area: Monitoring and Supervision

5	<p>The DHO has effectively communicated and explained guidelines, policies, circulars issued by the national level in the previous FY to health facilities</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the DHO has communicated all guidelines, policies, circulars issued by the national level in the previous FY to health facilities: score 3 	3	<p>The district received and communicated the following circulars and guidelines:</p> <ul style="list-style-type: none"> • Circular on recruitment • Circular on net distribution • Addendum to the Uganda National Malaria in Pregnancy Policy Guidelines – March 2015, Guidelines from Malaria consortium • Consolidated guidelines for prevention and treatment of HIV in Uganda, December 2016 • TB new regimen guidelines • Luwero HIV and AIDS strategic Plan 2015/2016 – 2019/2020
		<ul style="list-style-type: none"> • Evidence that the DHO has held meetings with health facility in-charges and among others explained the guidelines, policies, circulars issued by the national level: score 3 	3	<ul style="list-style-type: none"> • There were minutes of meetings to disseminate malaria guidelines • There was evidence of the lists of distribution of HIV guidelines signed during dissemination meetings • Evidence of meetings for Sanitary Guidelines

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> <p>Evidence that DHT has supervised lower level health facilities within the previous FY: • If 100% supervised: score 3 points • 80 - 99% of the health facilities: score 2 • 60 - 79% of the health facilities: score 1 • Less than 60% of the health facilities: score 0</p>	<p>0</p> <p>0</p>	<ul style="list-style-type: none"> • There was no evidence that all health centre IVs were supervised every quarter • From Support Supervision reports, there was no proof that all Health Facilities were covered
7	<p>The Health Sub-district(s) have effectively provided support supervision to lower level health units</p> <p>Maximum 6 points for this performance measure</p>	<p>Evidence that health facilities have been supervised by HSD and reports produced: • If 100% supervised score 6 points • 80 - 99% of the health facilities: score 4 • 60 - 79% of the health facilities: score 2 • Less than 60% of the health facilities: score 0</p>	<p>0</p>	<ul style="list-style-type: none"> • Not all facilities were supervised per quarter and some quarterly supervision reports were not seen
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"> • Evidence that the reports have been discussed and used to make recommendations for corrective actions during the previous FY: score 4 • Evidence that the recommendations are followed – up and specific activities undertaken for correction: score 6 	<p>4</p> <p>6</p>	<ul style="list-style-type: none"> • Minutes of the DHMT meeting on June 27th, 2017 indicated that a lot of issues from quarterly reports were discussed • There are administrative letters on: <ul style="list-style-type: none"> o Absenteeism - August 16, 2017 - warning health workers of the vice o Disciplinary letters to staff with performance gaps o Response letters from Staff with performance gaps o Letters from the facilities reporting on status of the facility land ownership

9	<p>The LG Health department has submitted accurate/consistent reports/date for health facility lists as per formats provided by MoH</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG has submitted accurate/consistent data regarding: <ul style="list-style-type: none"> o List of health facilities which are consistent with both HMIS reports and OBT: score 10 	10	<ul style="list-style-type: none"> • The facilities that receive PHC funds according to quarterly OBT reports were tallying with the HMIS submission. However, HMIS list was longer due to presence of PFP facilities
---	--	---	----	--

Assessment area: Governance, oversight, transparency and accountability

10	<p>The LG committee responsible for health met, discussed service delivery issues and presented issues that require approval to Council</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the council committee responsible for health met and discussed service delivery issues including supervision reports, performance assessment results, LG PAC reports etc. during the previous FY: score 2 	0	<ul style="list-style-type: none"> • 2 sets of Minutes of the District Health Committee meeting seen: <ul style="list-style-type: none"> - Meeting of 2/03/2017 discussed Qtr II reports FY 2016/17 under Min. 10/DHC/27/17 - Meeting of 28/11/2016 discussed departmental reports under Min.05/DHC/2017 • However evidence that Committee had discussed LG PAC report was not availed for review.
		<ul style="list-style-type: none"> • Evidence that the health sector committee has presented issues that require approval to Council: score 2 	2	<ul style="list-style-type: none"> • The Committee presented to the District Council in meeting of 22/12/2016 under Min 13/LDC/12/16 District Health Standing Committee report and in meeting of 15/03/2017 under Min 18/LDC/03/17 the Priorities under Health sector for FY 2017/18
11	<p>The Health Unit Management Committees and Hospital Board are operational/functioning</p> <p>Maximum 5 points</p>	<p>Evidence that health facilities and Hospitals have functional HUMCs/Boards (established, meetings held and discussions of budget and resource issues):</p> <ul style="list-style-type: none"> • If 100% of randomly sampled facilities: score 5 • If 80-99% : score 3 • If 70-79%: : score 1 • If less than 70%: score 0 	5	<ul style="list-style-type: none"> • All sampled health units namely Bututumula HCIII, Katikamu HCIII, Bukalasa HCIII, Luwero HCIV, and Nyimbwa HCIII all had functional HUMC

12	<p>The LG has publicised all health facilities receiving PHC non-wage recurrent grants</p> <p>Maximum 3 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG has publicised all health facilities receiving PHC non-wage recurrent grants e.g. through posting on public notice boards: score 3 	3	<ul style="list-style-type: none"> The published list of PHC recipient facilities was on notice board for the last quarter
Assessment area: Procurement and contract management				
13	<p>The LG Health department has submitted procurement requests, complete with all technical requirements, to PDU that cover all items in the approved Sector annual work plan and budget</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the sector has submitted procurement requests to PDU that cover all investment items in the approved Sector annual work plan and budget on time by April 30 for the current FY: score 2 <p>Evidence that LG Health department submitted procurement request form (Form PP5) to the PDU by 1st Quarter of the current FY: score 2</p>	2	<p>- The requests for the current FY were seen and were presented before April 30, 2017</p> <ul style="list-style-type: none"> Luwero uses form 1 instead of PP5 for the procurement requests and this was available There was only 1 capital development of 300M for Luwero HC IV General ward
14	<p>The LG Health department has supported all health facilities to submit health supplies procurement plan to NMS</p> <p>Maximum 8 points for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG Health department has supported all health facilities to submit health supplies procurement plan to NMS on time: <ul style="list-style-type: none"> 100% - score 8 70-99% – score 4 Below 70% - score 0 	8	<ul style="list-style-type: none"> There was evidence that facilities were supported to procure from NMS However, Staff Uniforms are a challenge/ unavailable for some staff . NMS was reported to have supplied only 40 uniforms

15	<p>The LG Health department has certified and initiated payment for supplies on time</p> <p>Maximum 2 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the DHO (as per contract) certified and recommended suppliers timely for payment: score 2 points 	2	<ul style="list-style-type: none"> - The LG health department certified and recommended payments to suppliers on time as provided for the contracts - A sample of 3 payment vouchers and contracts showed that their payment timelines ranged from 8 to 22 days compared for a maximum of 30 days provided for in the contract.
----	--	--	---	---

Assessment area: Financial management and reporting

16	<p>The LG Health department has submitted annual reports (including all quarterly reports) in time to the Planning Unit</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the department submitted the annual performance report for the previous FY (including all four quarterly reports) to the Planner by mid-July for consolidation: score 4 	0	<p>Evidence of submission of annual reports (including all quarterly reports) in time by Health department to Planning Unit was not available</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>	4	<ul style="list-style-type: none"> • The LG health department responded to the audit findings in the first quarterly report in the letters dated 26th October 2016 signed by the DHO (Dr Okware Joseph) and received by the Internal Audit Unit on the same date. • All the 15 audit findings in the first quarter audit report were response to. There were no other audit queries in the year for the health sector.
----	---	--	---	--

Assessment area: Social and environmental safeguards

18	<p>Compliance with gender composition of HUMC and promotion of gender sensitive sanitation in health facilities.</p> <p>Maximum 4 points</p>	<ul style="list-style-type: none"> • Evidence that Health Unit Management Committee (HUMC) meet the gender composition as per guidelines: score 2 	2	<ul style="list-style-type: none"> • There were HUMC constituted according to guidelines and were meeting regularly in all sampled facilities • The minutes for the HUMCs were available and confirmed in the 5 (Butuntumula HCIII, Luwero HCIV, Katikamu HC III, Bukalasa HC III and Nyimbwa HCIII)
		<ul style="list-style-type: none"> • Evidence that the LG has issued guidelines on how to manage sanitation in health facilities including separating facilities for men and women: score 2 	2	<ul style="list-style-type: none"> • There were posters and even training on sanitation guidelines which were done and reports were seen. • The incinerator at Luwero HC IV is not functional due to a tree accident
19	<p>The LG Health department has issued guidelines on medical waste management</p> <p>Maximum 2 points</p>	<ul style="list-style-type: none"> • Evidence that the LGs has issued guidelines on medical waste management, including guidelines for construction of facilities for medical waste disposal : score 2 points. 	2	<ul style="list-style-type: none"> • 15 posters given to Bamunanika HSD • 15 posters to Katikamu South HSD • Training on medical Waste Management was done as an activity for 1st quarter 2016 and there were reports



LGPA 2017/18

Water & Environment Performance Measures

Luwero District

(Vote Code: 532)

Score 54/100 (54%)

No.	Performance Measure	Scoring Guide	Score	Justification
Assessment area: Planning, budgeting and execution				
1	<p>The DWO has targeted allocations to sub-counties with safe water coverage below the district average.</p> <p>Maximum score 10 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG Water department has targeted sub-counties with safe water coverage below the district average in the budget for the current FY: score 10 	10	<p>1. •Luwero has a safe water coverage of 69% as indicated in the updated water atlas 2017. Luwero has 9 sub counties and four of them are below the district water coverage and these are:</p> <ul style="list-style-type: none"> Kamira 40%,Makulubita 47%, Nyimba 60% and Kikyusa 53%. Kamira will be given four deep boreholes in four villages, Makulubita will be given two deep boreholes. <p>Nyimbwa will be given two deep boreholes and Kikyusa will be given three deep boreholes</p>
2	<p>The LG Water department has implemented budgeted water projects in the targeted sub-counties (i.e. sub-counties with safe water coverage below the district average)</p> <p>Maximum 15 points for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG Water department has implemented budgeted water projects in the targeted sub-counties with safe water coverage below the district average in the previous FY: score 15 	15	<ul style="list-style-type: none"> Luwero water coverage was at 69% in the previous FY as indicated in the updated water atlas 2017. Kamira S/C at 40% was given two deep boreholes and a mini piped solar system . Makulubita S/C at 47% was given two deep boreholes . Kikyusa S/C at 53% was given one deep borehole. Nakatonya, Bombo/ Ndejje villages of Nyimbwa S/C at 60% were given piped water by National Water and Sewerage Cooperation.
Assessment area: Monitoring and Supervision				

3	<p>The LG Water department carries out monthly monitoring and supervision of project investments in the sector</p> <p>Maximum 15 points for this performance measure</p>	<p>Evidence that the LG Water department has monitored each of WSS facilities at least annually. • If more than 95% of the WSS facilities monitored: score 15 • 80 - 95% of the WSS facilities - monitored: score 10 • 70 - 79%: score 7 • 60 - 69% monitored: score 5 • 50 - 59%: score 3 • Less than 50% of WSS facilities monitored -score 0</p>	5	<p>LG Water has monitored WSS facilities as evidenced from reports as per the following dates:</p> <ul style="list-style-type: none"> • On 5th April 2016, 7 deep holes were monitored in 6 sub counties. • On 25th Nov 2016, 7 Deep boreholes were monitored in 5 sub counties. • On 25th September 2016, 8 deep boreholes were monitored in 4 sub counties. • On 12th May 17, 15 deep boreholes were monitored in 8sub counties. • On 12th May 2017, 23 deep boreholes which were rehabilitated, were monitored in 8 sub counties. • On 23rd march 2017, 15 deep boreholes were monitored in 7 sub counties. • On 10th Sept, 16 deep boreholes were monitored in 10sub counties <p>Therefore 60% of water and sanitation facilities were visited.</p>
4	<p>The LG Water department has submitted accurate/consistent reports/data lists of water facilities as per formats provided by MoWE</p> <p>Maximum 10 for this performance measure</p>	<p>• Evidence that the LG has submitted accurate/consistent data for the current FY: o List of water facility which are consistent in both sector MIS reports and OBT: score 10</p>	0	<ul style="list-style-type: none"> • Have not yet drilled so no MIS data submitted for the current FY • No OBT submitted. • Submitted only one performance report for the 1st qtr of the current Fy with no current MIS data.
Assessment area: Procurement and contract management				

5	<p>The LG Water department has submitted procurement requests, complete with all technical requirements, to PDU that cover all items in the approved Sector annual work plan and budget</p> <p>Maximum 4 for this performance measure</p>	<p>Evidence that the sector has submitted procurement requests to PDU that cover all investment items in the approved Sector annual work plan and budget on time (by April 30): score 4</p>	0	<ul style="list-style-type: none"> • Procurement Request was submitted to PDU on 20th Sept 2017 under Bid no. 07300, which was beyond the deadline.
6	<p>The DWO has appointed Contract Manager and has effectively managed the WSS contracts</p> <p>Maximum 8 points for this performance measure</p>	<ul style="list-style-type: none"> • If the DWO prepared a contract management plan and conducted monthly site visits for the different WSS infrastructure projects as per the contract management plan: score 2 	0	<p>A contract management plan was on file but with no monthly site visit reports.</p>
		<ul style="list-style-type: none"> • If water and sanitation facilities constructed as per design(s): score 2 	2	<p>Five facilities were visited in Kibiike (Butuntumula S/C), Kiiya(Butuntumula S/C), Nalongo Primary (Butuntumula S/C), Kanyike (Katikamu S/C) and Kalwanga (Butuntumula S/C) villages. They were well constructed as per design and BOQs on file.</p>
		<ul style="list-style-type: none"> • If contractor handed over all completed WSS facilities: score 2 	2	<p>Hand over of all WSS facilities done by contractor for the previous FY 2016/17 and report submitted to CAO through DWO on 20th May 2017, indicating the details on boreholes logs, pump testing and water quality analysis.</p>
		<ul style="list-style-type: none"> • If DWO appropriately certified all WSS projects and prepared and filed completion reports: score 2 	2	<p>DWO certified all 19 deep boreholes, which were sited, drilled and installed by the contractor (Galaxy Agro tech U Ltd) on 29th May 2017.</p>

7	<ul style="list-style-type: none"> Evidence that the DWOs timely (as per contract) certified and recommended suppliers for payment: score 3 points 	<ul style="list-style-type: none"> Evidence that the DWOs timely (as per contract) certified and recommended suppliers for payment: score 3 points 	3	<p>The LG Water department certified and recommended within the contract for payments to suppliers. Sample of 12 payment vouchers and contracts which were examined and compared with the payments registrar indicated that the payment period from the requisition time ranged from 5 days to 18 days compared to maximum period of 30 days indicated in the contracts and LPOs.</p>
---	---	---	---	---

Assessment area: Financial management and reporting

8	<p>The LG Water department has submitted annual reports (including all quarterly reports) in time to the Planning Unit</p> <p>Maximum 5 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the department submitted the annual performance report for the previous FY (including all four quarterly reports) to the Planner by mid-July for consolidation: score 5 	0	<ul style="list-style-type: none"> Evidence of submission of annual reports (including all quarterly reports) by Water department to Planning unit was not seen
---	--	---	---	--

9	<p>LG Water Department has acted on Internal Audit recommendation (if any)</p> <p>Maximum 5 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year o If sector has no audit query score 5 o If the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year: score 3 If queries are not responded to score 0 	3	<p>The LG Water department responded to the audit findings in the first quarterly report in the letters dated 25th October 2016 signed by the District Water Officer (Mr Segawa Kalenzi Robert) and was received by the Internal Audit Unit on the same date.</p> <ul style="list-style-type: none"> All the 11 audit findings in the first quarter audit report were responded to.
---	--	--	---	--

Assessment area: Governance, oversight, transparency and accountability

10	<p>The LG committee responsible for water met, discussed service delivery issues and presented issues that require approval to Council</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the council committee responsible for water met and discussed service delivery issues including supervision reports, performance assessment results, LG PAC reports and submissions from the District Water and Sanitation Coordination Committee (DWSCC) etc. during the previous FY: score 3 	0	<ul style="list-style-type: none"> Works and Technical Services Standing Committee minutes of 2/12/2016 under Min 04/WTS/2/12/2016 discussed Presentation of 1st Qtr reports 2016/17 (various HoDs including DWO submitted reports –Sector Performance report of July-Sept 2016) However no evidence of discussion of LG PAC reports and submissions from the District Water and Sanitation Coordination (DWSCC) was availed for review.
		<ul style="list-style-type: none"> Evidence that the water sector committee has presented issues that require approval to Council: score 3 	3	<p>In the District Council meeting of 22/12/2016, Works and Technical Services Committee (including Water sector) presented under Min 13/LDC/12/16 its report for approval</p>
11	<p>The LG Water department has shared information widely to the public to enhance transparency</p> <p>Maximum 6 points for this performance measure</p>	<ul style="list-style-type: none"> The AWP, budget and the Water Development grant releases and expenditures have been displayed on the district notice boards as per the PPDA Act and discussed at advocacy meetings: score 2 All WSS projects are clearly labelled indicating the name of the project, date of construction, the contractor and source of funding: score 2 	0	<p>Water Development Grant releases and expenditures were not displayed on the district notice board.</p> <p>Deep boreholes that were visited were clearly labelled as below:</p> <ul style="list-style-type: none"> Kibiike Deep borehole, DWD 56264, DOC 04/04/17, Luwero District. Kiiya Deep borehole, DWD 56265, DOC 05/04/17, Luwero District. Nalongo Primary, DWD 56263, DOC 03/04/17, Luwero District. Kanyike Deep borehole, DWD 56289, DOC 20/04/17 Luwero District.

		<ul style="list-style-type: none"> Information on tenders and contract awards (indicating contractor name /contract and contract sum) displayed on the District notice boards: score 2 	0	<ul style="list-style-type: none"> There was no information displayed on the district notice board on contract awards, contract names and contract sum for WSS facilities.
12	Participation of communities in WSS programmes Maximum 3 points for this performance measure	<ul style="list-style-type: none"> If communities apply for water/public sanitation facilities as per the sector critical requirements (including community contributions) for the current FY: score 1 	1	DWO received 19 community applications from the 19 benefiting communities (Deep boreholes) FY 2017/18. All the 19 benefiting communities have paid capital contribution as evidenced from the receipts on file.
		<ul style="list-style-type: none"> Number of water supply facilities with WSCs that are functioning evidenced by collection of O&M funds and carrying out preventive maintenance and minor repairs, for the current FY: score 2 	2	Out of five communities that were visited four of them collect Operation and maintainance fees Like Kiiya village each house hold pays 10,000/ per year, Nalongo village each house hold pays 2000/ per month, Kanyike village each house hold pays 10,000/, Kibiike village each house hold pays 1000/ per month. The WSCs were functional as evidenced in attendance lists in their minute books.

Assessment area: Social and environmental safeguards

13	The LG Water department has devised strategies for environmental conservation and management Maximum 4 points for this performance measure	<ul style="list-style-type: none"> Evidence that environmental screening (as per templates) for all projects and EIAs (where required) conducted for all WSS projects and reports are in place: score 2 	0	Environmental screening wasn't done
		<ul style="list-style-type: none"> Evidence that there has been follow up support provided in case of unacceptable environmental concerns in the past FY: score 1 	0	<ul style="list-style-type: none"> No follow up was done since environmental screening was not done.

		<ul style="list-style-type: none"> • Evidence that construction and supervision contracts have clause on environmental protection: score 1 	1	<p>In the contract agreements there was a provision for environmental mitigation measures as below:</p> <ul style="list-style-type: none"> • Site clearance and leveling have excavated soil confined to only the specific source site, as well as replanting of vegetation to reduce erosion. • Most of this emptied/drained water should be collected in clean containers and used for domestic purposes. • Soak way pits to be dug where the water cannot be drained naturally along the existing sloping ground.
14	<p>The LG Water department has promoted gender equity in WSC composition.</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> • If at least 50% WSCs are women as per the sector critical requirements: score 3 	3	<ul style="list-style-type: none"> • 7 WSCs were sampled and they all had 50% women.
15	<p>Gender- and special-needs sensitive sanitation facilities in public places/RGCs.</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> • If public sanitation facilities have adequate access and separate stances for men, women and PWDs: score 3 	0	<p>No public sanitation facility that has been constructed by water department.</p>