



LGPA 2017/18

Accountability Requirements

Mityana District

(Vote Code: 568)

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"> Mityana DLG submitted to MoFPED a Final Performance Contract FY 2017/18 on 7th/7/2017 while the Draft had been submitted on 25 May 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"> Mityana DLG submitted to MoFPED a Budget for FY 2017/18 that included a Procurement plan on 25 May 2017 	Yes
Assessment area: Reporting: submission of annual and quarterly budget performance reports			
LG has submitted the annual performance report for the previous FY on or before 31st July (as per LG Budget Preparation Guidelines for coming FY; PFMA Act, 2015)	xxxxx	<ul style="list-style-type: none"> Mityana DLG submitted to MoFPED the Annual Performance Report for FY 2016/17 on 4 August 2017 which was past the due date of 31st July. 	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>	<ul style="list-style-type: none"> • Mityana DLG submitted to MoFPED all the 4 Quarterly budget performance reports on the following dates: <p>Quarter I: 28th November 2016</p> <p>Quarter II: 2nd March 2017</p> <p>Quarter III: 14th June 2017</p> <p>Quarter IV: 4th August 2017</p> <ul style="list-style-type: none"> • It is evident that quarter IV report was submitted past the due date of 31st July. 	<p>No</p>
<p>Assessment area: Audit</p>			
<p>The LG has provided information to the PS/ST on the status of implementation of Internal Auditor General or Auditor General findings for the previous financial year by April 30 (PFMA s. 11 2g). This statement includes actions against all findings where the Auditor General recommended the Accounting Officer to take action (PFMA Act 2015; Local Governments Financial and Accounting Regulations 2007; The Local Governments Act, Cap 243).</p>	<p>xxxxxx</p>	<p>The District LG produced and submitted information to the PST/ST on the implementation of Internal Auditor General findings for the financial year 2015/2016 in a letter dated 21st March 2017 and was received by the MOFED office on 22nd March 2017. This was before the deadline of 31st April 2017.</p> <p>All the 23 findings in the internal audit report for the FY 2015/16 were responded to.</p>	<p>Yes</p>

The audit opinion of LG Financial Statement (issued in January) is not adverse or disclaimer

XXXXX

The audit opinion on the Financial statements of the District for the FY ended June 2016 was not adverse or disclaimed. The audit opinion was, in fact, unqualified as per the Auditor General's report for the FY 2016/17 for Mityana District.

Yes



LGPA 2017/18

Crosscutting Performance Measures

Mityana District

(Vote Code: 568)

Score 63/100 (63%)

No.	Performance Measure	Scoring Guide	Score	Justification
Assessment area: Planning, budgeting and execution				
1	<p>All new infrastructure projects in: (i) a municipality; and (ii) all Town Councils in a District are approved by the respective Physical Planning Committees and are consistent with the approved Physical Plans</p> <p>Maximum 4 points for this performance measure.</p>	<p>Evidence that a municipality/district has:</p> <ul style="list-style-type: none"> • A functional Physical Planning Committee in place that considers new investments on time: score 2. 	0	<ul style="list-style-type: none"> • Physical planning committee was in place as evidenced by letter of assignment by CAO dated 4th October 2012 under ref. no CR/214/16 to Mr. Kizito Ronald Physical Planner 'appointment to District Physical Planning Committee'. • Committee was functional as evidenced by the existence of minutes of meetings held on 23rd November 2017, 29th June 2017, 8th June 2017, 29th November 2016 and 22nd August 2016 where they considered building plans and requests for sub-division approval and inspection reports. Additionally Registration book was in place. • The minutes reviewed indicate that most (two out of three) building plans were being approved way beyond 28 days from the date of submission. For instance building plans of Vision Fund and Muguluma G that had been submitted on 28/04/2016 and 5/5/2016, respectively, had both been approved in Committee meeting of 22nd August 2016. While building plan for Namulamba Estate Singo received on 17/11/2017 had been differed in meeting of 23/11/2017 due to lack of evidence of land ownership.
		<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 development plan was not in place thus it was not possible to verify building plans' consistency with it.
2	<p>The prioritized investment activities in the approved AWP for the current FY are derived from the approved five-year development plan, are based on discussions in annual reviews and budget conferences</p>			<p>Priorities in the AWP FY 2017/18 are based on the outcomes of the budget conference as evidenced by the report of the Budget conference held on 20th October 2016 (includes attachments of presentations) which highlighted the following priorities for FY 2017/18:</p> <p>Production sector (also on pg. 40-45 of AWP)</p> <ul style="list-style-type: none"> • Construction of Production office block –upto

and have project profiles

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

2

walling

- Local poultry keeping and cattle keeping (Malangala SC)
- Distribution of fruit seedlings
- Establishment of Piggery units in Nakaziba and Kiteredde

Health (also on pg.53-53 of AWP)

- Construction of OPD in Malangala HC III,
- Construction of Staff quarters in Malangala HC III, Miseebe HC III, Kiyoganyi HC II, Nawangiri HC II and Nakaziba HC II
- Upgrading Kalama, Namungo, Kiteredde HCII to HC III

- Construction of HC II in Magonga parish, Bukooba, Kasangula, Kiteete, Mpiriggwa, Kisaana, Mugoye-Kikuuta, Mutetema

- Expansion of maternity, children and male ward at Ssekanyonyi HC II

Education (also on pg. 57-58 of AWP)

- Construction of a Vocational Training institute at Luguzi village

Roads (also on pg. 62 of AWP)

- Mechanised routine maintenance of Kalalo-Kiyoganyi-Kalangalo (14.5km) Kiryokya-Matte (14km), Kitongo-Manyi (12km), Wabiyinja-Mpenja (9.3km)

Water (also on pg. 66-67 of AWP)

- Borehole drilling at Buwalula, Mayirye, Nakyerira, Jjinja, Ntonyeze, Kiwujja, Kisaana, Mugulu, Kande and Budimbo
- Construction of Kiryokya piped WSS –phase I

Natural resources priorities (also on pg. 69 of AWP)

- Tree planting

The following capital investments in the approved Annual Work Plan for FY 2017/18 were drawn from the approved five year

• 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

district development plan (DDP) 2015/16-2019/20:

Production sector (pg. 45 of AWP derived from DDP pg. 89)

- Construction of Production office block

Health (pg. 53 of AWP derived from DDP pg. 102)

- Rehabilitation of Nakaziba HC II

Education (pg. 57-58 of AWP derived from DDP pg. 108)

- Construction of 2 classroom blocks at Kawolongojjo PS in Namungo SC, Kiryokya PS and Kyamanyooli PS in Kalangaalo SC, Bulera SC in Bulera SC
- Construction of Science laboratory at St. Kizito Bbanda SS in Bbanda SC was not captured in DDP however had been approved by District Council in meeting of 25th May 2017 under Min. 384/ DC/30/03/17.

Roads (pg. 61-62 of AWP derived from DDP pg. 112)

- Routine maintenance (mechanised) of 6km of roads (Busunju police station –Magezi rd 1.8km, Mubaggu-Kiseka rd 1.2 km, Kisawe-Nakatoke rd 1km, Namulamba –Mapepo rd 1.3 km)
- Manual routine maintenance of 14 km of urban unpaved roads using road gangs
- Routine maintenance of 316 km of district roads using road gangs
- Periodic maintenance (mechanised) of 59 km of district roads (Kalalo-Kialangalo, Kiryokya-Matte, Kitongo-Maanyi, Wabiyinja-Mpenja, Ddundu-Namasenene)
- Clearing of 49 bottlenecks on community access roads

Water (pg. 66-67 of AWP had erroneously been omitted in the printed out version of the DDP but captured in soft copy in Planning unit)

- Construction of 5-stance latrine at Gombe Mwalo landing site –pg. 66
- Drilling of 5 boreholes in Jjinja Maanyi, Mayirye A & B, Nakyerira and Nabumbugu in

		<p>Bulera, Buwalula in Namungo. –pg. 66-67</p> <ul style="list-style-type: none"> • Rehabilitation of 6 boreholes in Mugulu – Namungo, Ntonyeze in Malangala, Budimbo A in Ssekanyonyi, Kkande in Butayunja, Kisaana in Namungo, Muwanga in Kalangalo) –pg. 67 • Construction of Kiryokya mini piped WSS in Kiryokya trading centre Kalangalo (phase 1) – pg. 67
<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. 	0	<p>The following project profiles were reviewed:</p> <ul style="list-style-type: none"> • Construction of Production department office block at Kunywa. • Construction of 8 classrooms and supply of 144 3-seater desks. • Establishment of woodlots. • Mechanised routine maintenance of roads Kalalo-Kiyoganyi-Kalangalo (14.5km) Kiryokya-Matte (14km), Kitongo-Manyi (12km), Wabiyinja-Mpenja (9.3km). • Renovation of Nakaziba HC II OPD. • Major repairs and rehabilitation of water sources. • Construction of Kiryokya piped WSS (phase I). • Drilling and construction of boreholes. <p>However though the TPC discussed the AWP and budget FY 2017/18 in the meeting of 28th March 2017 under Min. 10/3/DTPC/2017 it was not evident that project profiles were discussed.</p>

3	<p>Annual statistical abstract developed and applied</p> <p>Maximum 1 point on this performance measure</p>	<ul style="list-style-type: none"> Annual statistical abstract, with gender disaggregated data has been compiled and presented to the TPC to support budget allocation and decision-making- maximum 1 point. 	0	<ul style="list-style-type: none"> Statistical abstract was not in place but its compilation was underway having been budgeted for in the current FY (pg. 81 of the AWP FY2017/18). Though a preliminary Community Information System (CIS) report -May 2017 had been prepared by the District with support of UBOS service delivery indicators captured there in were so limited (scope and level of analysis) and thus could not be used as substitute to the Statistical abstract.
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>All infrastructure projects implemented in FY 2016/17 in the following sectors were derived from the AWP of the said year:</p> <ul style="list-style-type: none"> Administration pg. 74 of Qtr 4 report 2016/17 derived from pg. 87 of AWP Production pg. 89 of Qtr 4 report 2016/17 was derived from pg. 98 of AWP Education pg. 103 of Qtr 4 report 2016/17 was derived from pg 108 of AWP Roads and Engineering pg. 107-108 of Qtr 4 report 2016/17 was derived from pg. 111-112 of AWP Water pg. 111-114 of Qtr 4 report 2016/17 was derived from pg. 115--116 of AWP

	<ul style="list-style-type: none"> Evidence that the investment projects implemented in the previous FY were completed as per work plan by end for FY. o 100%: score 4 o 80-99%: score 2 o Below 80%: 0 	2	<p>Quarter 4 Cumulative/ Annual Performance report for FY 2016/17 indicated that though most of the projects were completed within the FY a few were only partially achieved thus bringing the overall performance to 91.9%:</p> <p><u>Completed:</u></p> <ul style="list-style-type: none"> Construction (continuation) of District Headquarters at Kunywa Construction of Production office block (slab upto wall plate, iron sheets procured) Construction of four 5-stance pit latrines at Kambala PS in Maanyi SC, Mugulu PS and Mawanda PS in Kakindu SC, Kibaale PS in Bulera SC 40 out of 40 bottlenecks removed from community access roads 32 out of 32 km of district roads periodically maintained –mechanised 15 out of 15 water points rehabilitated and repaired Construction of Water department office block (phase II) 4 out of 4 springs protected in Kikandwa, Maanyi and Ssekanyonyi SCs 15 out of 15 boreholes rehabilitated 8 out of 8 boreholes drilled <p><u>Partially achieved:</u></p> <ul style="list-style-type: none"> 5 out of 9 km of urban unpaved roads periodically maintained 3 out of 12 km of urban unpaved roads routinely maintained <p>Over performance was also evident in the Works and Engineering sector:</p> <ul style="list-style-type: none"> 74 out of 50 culverts distributed for emergencies on district roads 315 out of 306 district roads routinely maintained
--	--	---	--

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 sampled projects as captured in Mityana DLG Annual performance report 2016/17 indicated a total expenditure of 798,738,000= against a budget of 866,542,000=, representing -7.8%.

- Construction (continuation) of District Headquarters at Kunywa budget 301,080,000= and spent 316,843,000= -pg. 74
- Construction of Production office block (slab upto wall plate, iron sheets procured) budget 36,001,000= and spent 36,001,000= pg. 89
- Construction of four 5-stance pit latrines at Kambala PS in Maanyi SC, Mugulu PS and Mawanda PS in Kakindu SC, Kibaale PS in Bulera SC budgeted for 100,188,000= and spent 93,401,000= -pg. 103
- 74 out of 50 culverts distributed for emergencies on district roads; 32 out of 32 km of district roads periodically maintained – mechanised; 315 out of 306 district roads routinely maintained, all budgeted at 403,273,000= and spent 326,493,000= pg. 108
- 4 out of 4 springs protected in Kikandwa, Maanyi and Ssekanyonyi SCs budgeted 26,000,000= and spent 26,000,000= pg. 113

		<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 the sample below as presented in Mityana DLG Annual performance report FY 2016/17 the LG spent 86,673,000= out of 94,500,000= budgeted for O&M of infrastructure representing 91.7 %:</p> <p>Roads and Engineering (42,173,000= spent against 50,000,000= budget - pg. 111)</p> <ul style="list-style-type: none"> 40 out of 40 bottlenecks removed from community access roads 5 out of 9 km of urban unpaved roads periodically maintained –Mechanised budgeted 3 out of 12 km of urban unpaved roads routinely maintained <p>All above 3 activities budgeted for = and spent</p> <p>Water (44,500,000= spent against 44,500,000= budget -pg. 111)</p> <ul style="list-style-type: none"> 15 out of 15 water points rehabilitated and repaired budgeted 44,500,000= and spent 44,500,000= pg. 111
--	--	---	---	---

Assessment area: Human Resource Management

6	<p>LG has substantively recruited and appraised all Heads of Departments</p> <p>Maximum 5 points on this Performance Measure.</p>	<ul style="list-style-type: none"> Evidence that HoDs have been appraised as per guidelines issued by MoPS during the previous FY: score 2 	0	<p>Appraisals during FY 2016/17: 10 HoDs and Units were appraised during FY 2016/17 using standard guidelines from MoPS by various officers. This represents 71% of HoDs appraised. Appraisal dates for those HoDs were: 3rd July 2017 (Natural Resources), 25th July 2016 (Statutory Bodies), 4th Aug 2016 (Dist Education Officer), 30th June 2017 - (Dist. Health Officer), 2nd July 2017 (Dist Planner), 18th July 2017 (Dist Production Officer), 28th July 2017 (Senior Procurement Officer), 24th July 2017 (Community Develop Officer), etc</p>
---	---	---	---	---

• Evidence that the LG has filled all HoDs positions substantively: score 3

0

• Not all HoDs positions were substantively filled at the LG of Mityana during FY 2016/17. As per the staff structure, there are 14 HoDs and heads of units. Only 10 HoDs and units are substantively filled:

? Chief Finance Officer – filled by appointment letter dated 25th March 2016

? Head Statutory Bodies (Clerk to Council) – position is filled by appointment letter dated 13th Oct. 2011 and Minute DSC/290/2011

? District Education Officer – position filled by appointment letter dated 28th June 2007 and minute DSC/34/07.

? Principle HR Officer position – filled by appointment letter dated 14th May 2008 and Minute DSC/011/08(6).

? District Internal Auditor position – filled by appointment letter dated 27th April 2017 and minute DSC/088/2017.

? District Health Officer – position filled as per appointment letter dated 9th June 2013, minute DSC/560/2012.

? District Production Officer – position filled as per appointment letter dated 7th April 2014 and minute DSC/020/2014.

? Senior Procurement Officer – position filled as per appointment letter 28th Nov 2011.

? Dist Community Development Officer – position filled as per appointment letter dated 9th Jan 2017.

? Dpty Chief Administrative Officer (Administrator).. These 11 positions filled substantively represent 78%.

The LG DSC has considered all staff that have been submitted for recruitment, confirmation and disciplinary actions during the previous FY.

Maximum 4 points on this Performance Measure

- Evidence that 100 percent of staff submitted for recruitment have been considered: score 2

2

According to DSC minutes and submission lists viewed in Mityana, a total of 78 positions were submitted for recruitment at DSC during FY 2016/17. Submission lists were consulted and contained all the 78 candidates considered. Minute extracts that were used to consideration of these staff were as follows: DSC 2014/010 of 26th April 2017, DSC/MTY/068, 069,070,071,72., DSC/2014/01, DSC/189/2016, DSC/192/2016. Adverts run in New Vision also verified as dated 6th Feb 2017, internal adverts of 3rd Oct 2016, External advert dated 10th Oct 2018, New Vision of 11th Oct 2016. Each one of them signed by CAO, These submission viewed indicate that all the 78 positions were considered for recruitment. That is 100%

- Evidence that 100 percent of staff submitted for confirmation have been considered: score 1

0

Submission lists for confirmation viewed at DSC indicate that 216 cases were submitted from CAO's office. A list of confirmed staff during FY 2016/7 indicated that only 19 staff submitted were confirmed as per minute extract of DSC of 3rd June 2016 signed by Nannyanzi.. Thus 19 out of 216 represents 8.7% of staff confirmed during FY 2016/17 only.

- Evidence that 100 percent of staff submitted for disciplinary actions have been considered: score 1

1

- According to the submission lists looked into for Mityana district, 2 cases were submitted for disciplinary action – submission No. CR/10639 of 16th August 2016 and submission number CR/105/86 of 9th Feb 2016 during FY 2016/7. Minute extracts of the same FY 2016/7 confirm that the two cases were considered and handled – one concluded and the second is still on-going by the time assessment was being carried out.

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>All staff submitted for recruitment accessed salary payroll within two months of recruitment during FY 2016/17 in Mityana LG. Looking at recruited staff lists and salary payrolls it is possible to trace some staff who accessed salary within 1 or 2 months of appointment. For example the following staff were appointed on 29th Dec 2016 with respective minute extracts from DSC: Nabonoba Teopista, Kabuuzza David, Asiimwe Annet, Ssembuuza George, Kazibwe Emmanuel, Nabiswazzi Lilian, Nakafeero Crhistine with minute extract numbers as follows respective,y DSC/193/2016(2), DSC/195/2016(1)</p> <p>DSC/195/2016, DSC/194/2016(1), DSC/203/2016(1), DSC/208/2016(1), DSC/192/2016(1). All these staff accessed salary payroll in January 2017 – which is one month of recruitment. Therefore 64 staff recruited during FY 2016/17 were all included in the salary payroll within 2 months of recruitment.</p>
		<ul style="list-style-type: none"> Evidence that 100% of the staff that retired during the previous FY have accessed the pension payroll not later than two months after retirement: score 2 	0	<p>Mityana LG submitted 18 cases of staff who retired during FY 2016/17 according to the retired staff. The staff pension payroll list verified did not include any of the staff who retired in FY 2016/17. Therefore, therefore no staff accessed pension payroll within 2 months of retirement in Mityana district. I.e 0 out of 18 is 0%.</p>
Assessment area: Revenue Mobilization				

9	<p>The LG has increased LG own source revenues in the last financial year compared to the one before the previous financial year (last FY year but one)</p> <p>Maximum 4 points on this Performance Measure.</p>	<ul style="list-style-type: none"> • If increase in OSR from previous FY but one to previous FY is more than 10% : score 4 points • If the increase is from 5 -10% : score 2 point • If the increase is less than 5% : score 0 points. 	4	<p>The district LG OSR increased by 16% from UGX 218,563,477 in the FY 2015/16 to UGX 254, 099,369 in the FY 2016/17. (Source: Mityana District Final accounts for FY 2015/16 and FY 2016/17).</p> <p>Special Note: Mityana had one of its Sub-counties (Busunju sub-county) elevated to a Town Council status with effect from FY 2016/17 thus causing a loss of a revenue base to Mityana District. To have a comparable figure for computation of revenue growth between FY 2015/15 and FY 2016/17, the total revenue collected by Mityana District in FY 2015/16 of UGX 245,181,477, was reduced by the UGX 26,618,000 relating to Busunju Sub-county down to UGX 218,563,477.</p>
10	<p>LG has collected local revenues as per budget (collection ratio)</p> <p>Maximum 2 points on this performance measure</p>	<ul style="list-style-type: none"> • If revenue collection ratio (the percentage of local revenue collected against planned for the previous FY (budget realisation) is within +/- 10% : then 2 points. If more than +/- 10% : zero points. 	0	<p>The actual/budget revenue collection ratio for the FY 2016/17 was 88% (UGX 254,099,369/290,001,275). This resulted in a budget variance of 12% which is higher than 10%. (Source: Mityana District accounts for FY 2016/17)</p>
11	<p>Local revenue administration, allocation and transparency</p> <p>Maximum 4 points on this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the District/Municipality has remitted the mandatory LLG share of local revenues: score 2 	2	<p>There was evidence that the DLG collected at UGX 70,651,000 in Local Service Tax at the District Headquarters out of which UGX 48,992,006 was remitted to Sub-Counties (69%). The district was therefore compliant in remitting the statutory revenues to the LLGs.</p>
		<ul style="list-style-type: none"> • Evidence that the LG is not using more than 20% of OSR on council activities: score 2 	0	<p>The LG spent UGX 50,159,000 in the FY 2016/17 on Council allowances and emoluments compared to UGX 245,181,477 collected in the FY 2015/16. This was 20.5% of OSR for the FY 2015/16 (more than 20%) as per the Local Governments Act CAP 243. (Source: the Mubende DLG final accounts for the FY 2015/16 and FY 2016/17). The District did not therefore comply with the legal provisions.</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 	0	<ul style="list-style-type: none"> Evidence shows that the Senior Procurement Officer was appointed on 28 October 2011 (Min DSC/293/2011) and the Procurement Officer was assigned the duties on 7 April 2014 (CAO's letter dated 14 April 2014, Ref CR.11019; DSC/921/2014) but is not substantively appointed.
		<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 for siting and drilling seven boreholes and one production well Mity568/WORKS/16-17/00013 signed on 29 September 2016 recommended Galaxy Agrotech (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 considered the recommendations of the TEC. E.g. Contracts Committee meeting of 29 September 2016 (Min 5.6/1/Sept/16-17) considered and approved the recommendations of the TEC and awarded the contract for siting and drilling seven boreholes and one production well (Mity568/WORKS/16-17/00013) to Galaxy Agrotech (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"> The Procurement and Disposal Plan for FY 2017-18 covers all infrastructure projects. E.g. Construction of a market at Kikandwa and Production office block at district HQ Phase III are items 6 and 15 in the Procurement Plan and match with item 3 (capital purchases), section 4: Production and Marketing, page 45 of the Local Government Work Plan Vote: 568 Mityana. Evidence shows that the procurement of FY 2016-17 adhered to the Procurement and Disposal of FY 2016-17. E.g. Completion of Administration block at the district HQ, item 9 in Procurement Plan, corresponds with contract awarded on 25 August 2016.

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 complete procurement activity files for all procurements: score 2 <ul style="list-style-type: none"> • For previous FY, evidence that the LG has adhered with procurement thresholds (sample 5 projects): score 2. 	2 2 2	<ul style="list-style-type: none"> • Review of the consolidated procurement plan for 2017-18 shows that 90% of the bid documents for infrastructure were prepared by August 30. <ul style="list-style-type: none"> • The district has a contract register for FY 2016-17. All the procurements were entered and the last entry was on 4 April 2017. • The procurement files were 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, notice of best bidder, and letter of acceptance, among others. <ul style="list-style-type: none"> • Sampled projects indicate the procurement thresholds were adhered to in FY 2016-17. E.g Open Bidding (OB) for contract Mity568/Wrks/2016-17/00013 valued at UGX 200,287,375 and Mity568/Wrks/2016-17/00070 valued at UGX 68,812,338 were within the OB threshold of more than UGX 50,000,000. Contracts Mity568/Wrks/2016-17/00011 valued at UGX 13,259,778, Mity568/Wrks/2016-17/00018 valued at UGX 32,379,200 and Mity568/Wrks/2016-17/00037 valued at UGX 21,951,100 were within Selective Bidding threshold of not exceeding UGX 50,000,000.
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 	2	<ul style="list-style-type: none"> • Works projects had copies of Certificates of Completion and Interim Certificates, where applicable. E.g. Certification of Completion for a borehole at Kikonge signed by the engineer on 28 January 2017.

		<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	Project sites visited had no site board e.g. construction of administration and production blocks at district HQ, and piped water system at Kiryokya.
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	All the monthly reconciliations for the FY 2016/17 and those for the period July to December 2017 were in place. They were all signed by the sector accountants and verified by CFO (HOF).
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	A sample of 12 transactions from departments showed that payments were not fully made within the period of the payment timelines of 30 days as indicated in Contracts. 6 out of the 12 payments (50%) were made outside the agreed period of maximum of 30 days as per the signed contracts/LPOs.
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	The Head of Internal Audit department (Mr Luyimbazi Kayinga Alex) was substantively appointed a Principal Internal Auditor on 27th April 2017 under DSC/088/J/2017 in a letter REF CR/111/69 signed by the then CAO. He is therefore above the level of a substantive Senior Internal Auditor as required by the LGPA Manual. The Internal Audit department also produced all the required 4 quarterly reports in the FY 2016/17.

		<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	There was evidence that the LG provided information to Council and LGPAC on the status of implementation of internal audit findings. The District Internal Auditor had produced and submitted the 1st quarter, 2nd quarter, 3rd quarter and 4th quarter to LGPAC on 27th October 2016, 16th January 2017, 28th April 2017, and 31st July 2017 respectively to the LGPAC, CAO and the Chairperson LCV. The final quarterly internal audit reports, which had the status of implementation of findings, were duly acknowledged by the relevant offices.
		<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	The Accounting Officer and the LGPAC received all the internal audit and the LGPAC discussed the report as per the LG PAC meetings of 22nd and 23rd June 2017, and 19th -21st September 2017.
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	The LG maintains updated assets registers. The latest update on the assets register was the entry of two pairs of cutting blades (6 ft-heavy duty) for a Motor Grader Reg. No UG1709W acquired on 25th January 2018 from the Ministry of Works and Transport. There was no evidence of any other asset that was not registered in the Assets Register.
20	<p>The LG has obtained an unqualified or qualified Audit opinion</p> <p>Maximum 4 points on this performance measure</p>	<p>Quality of Annual financial statement from previous FY:</p> <ul style="list-style-type: none"> unqualified audit opinion: score 4 Qualified: score 2 Adverse/disclaimer: score 0 	4	The LG received unqualified audit opinion on the financial statements for the FY 2016/17. (source: The OAG audit report for the FY 2016/17 for Mityana District).
Assessment area: Governance, oversight, transparency and accountability				

<p>21</p>	<p>The LG Council meets and discusses service delivery related issues</p> <p>Maximum 2 points on this performance measure</p>	<p>Evidence that the Council meets and discusses service delivery related issues including TPC reports, monitoring reports, performance assessment results and LG PAC reports for last FY: score 2</p>	<p>2</p>	<p>Review of the following Minutes of District Council meetings for FY 2016/17 confirmed that the Council discussed service delivery related issues including TPC reports, Monitoring reports and LG PAC reports:</p> <p>a) Meeting of 2nd September 2016 considered Action report from the DEC under Min.340/DC/2/09/16 approval of PAC Committee members, reps to government Sec schools under Min 342/ DC/2/09/16 and Committee reports –Education Health and Gender & Community Services, Finance Planning Investment and Administration, Works, Production and Natural Resources under Min. 343/ DC/2/09/16.</p> <p>b) Meeting of 27th October 2016 considered approval of supplementary funds, Health Management Committee for Kyantungu HC IV under Min. 352/DC/27/10/16</p> <p>c) Meeting of 28th February 2017 considered approval of area land committees, creation of Zigito TC out of Malangala SC motion to protect natural resources from extinction under Min. 372/ DC/28/02/17</p> <p>d) Meeting of 30th March 2017 considered District PAC report 4th Qtr 2015/16 (laying on table) under Min. 383/ DC/30/03/17; Budget speech 2017/18 under Min. 384/ DC/30/03/17.</p> <p>e) Meeting of 25th May 2017 approved Budget for FY2017/18 under Min. 384/ DC/30/03/17.</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"> A Senior Assistant Secretary, Mr. Golooba Isaac, had been assigned in communication dated 30th January 2017 under reference no. CR/153/01 by the CAO to handle petitions and complaints. The following responses to the citizens were reviewed: <ul style="list-style-type: none"> Letter from the District chairperson to the RDC dated 28th February 2017 in response to complaint related to land dispute at Katiko. Instruction dated 4th August 2017 to the Town Clerk to respond to the issues raised by the RDC in letter to the CAO dated under ref. no. RDC/PO/ADM/06 regarding indiscipline of a one Kasozi John, Parish Chief Misebe, Bulera SC.
23	<p>The LG shares information with citizens (Transparency)</p> <p>Total maximum 4 points on this Performance Measure</p>	<p>Evidence that the LG has published:</p> <ul style="list-style-type: none"> The LG Payroll and Pensioner Schedule on public notice boards and other means: score 2 	0	<ul style="list-style-type: none"> Though the LG Payroll January 2018 was published on notice board at the District headquarters, the Pensioner schedule had not been published.
		<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 and awarded contracts and amounts for FY 2017/18 were published on the notice board 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	<p>N/A. The Central Government did not conduct the Annual Performance Assessment for LGs in FY 2016/17</p>

24	The LGs communicates guidelines, circulars and policies to LLGs to provide feedback to the citizens	<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	Mityana DLG had communicated and explained guidelines, circulars and policies to LLGs as demonstrated by internal memo dated 23rd August 2016 from District Planner to all HODs and Sub County Chiefs disseminating the Budget Call circular 2017/18 and projects to be implemented.
	Maximum 2 points on this performance measure	<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"> 4 Radio talk shows (at Mboona FM and Sun FM) were held under Production sector pg. 90 of Qtr IV Performance report 2016/17. Script of radio talk shows availed by the Information Office was also reviewed. Follow up letter dated 12th January 2017 under ref. Info/206 from Information officer to Sub County chief Malangala SC directing that key recommendations regarding solid waste management and sanitation arrived at in the baraza held on 11th January 2017 in Zigoti Town be implemented was reviewed.

Assessment area: Social and environmental safeguards

25	The LG has mainstreamed gender into their activities and planned activities to strengthen women's roles	<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	<ul style="list-style-type: none"> Notes of the presentation made by the Gender Focal Person to the Technical Planning Committee meeting held on 30 September 2016 indicate that the gender focal person provided support and guidance to departments to mainstream gender into their activities.
	Maximum 4 points on this performance measure.	<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. 	0	<ul style="list-style-type: none"> Community Development Services Work Plan indicate that the Gender focal person has planned activities for FY 2017-18 and include support to technical staff and political leaders on gender mainstreaming, support to women's councils and Uganda Women Entrepreneurship Programme. A comparison of the budget for gender activities and expenses indicate that 78% of FY 2016-17 budget was used.

26	<p>LG has established and maintains a functional system and staff for environmental and social impact assessment and land acquisition</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 	0	<ul style="list-style-type: none"> • Available reports indicate environmental screening was done for only roads and not other infrastructure projects in FY 2016-17.
	<p>Maximum 6 points on this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG integrates environmental and social management plans in the contract bid documents: score 1 	0	<p>No evidence was availed to indicate that Environmental and social management plans are included in contract bid documents.</p>
		<ul style="list-style-type: none"> • Evidence that all projects are implemented on land where the LG has proof of ownership (e.g. a land title, agreement etc.): score 1 	0	<p>No evidence was availed to indicate that all projects are implemented on land where the LG has proof of ownership.</p>
		<ul style="list-style-type: none"> • Evidence that all completed projects have Environmental and Social Mitigation Certification Form completed and signed by Environmental Officer: score 2 	0	<p>No evidence was availed to show that Environmental and Social Mitigation Certificates are issued for all completed projects.</p>



LGPA 2017/18

Educational Performance Measures

Mityana District

(Vote Code: 568)

Score 63/100 (63%)

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 Evidence that the LG has deployed a Head Teacher and minimum of 7 teachers per school for the current FY: score 4 	4	<p>According to lists of schools and staff lists presented for review, there are 119 government-aided primary schools and 214 privately owned schools in Mityana district. From this total, 109 government-aided schools have 1 head teacher and minimum of 7 teachers per school; 10 schools have less than 7 teachers per school.</p> <p>In the FY 2017/18, there are 79 substantively appointed head teachers in Mityana district. According to the list of schools and teacher deployment, 1 head teacher and at least 7 teachers per school have been deployed; while 40 teachers are in caretaker position, ie on duty assignment</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 o If 100% score 6 o If 80 - 99% score 3 o If below 80% score 0 	3	<p>The staff ceiling for teachers in Mityana district is 1,116. Of this total, 85% of the structure for teachers with a wage bill provision has been filled.</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 	6	<p>The approved Local Government structure for Mityana district has 3 positions for inspectors of schools all of which are currently 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>	2	<p>According to the recruitment plan for current FY 2017/18 submitted to the HRM, 152 positions for teachers are to be filled as follows: 33 positions for Head Teachers; 79 positions for Deputy Head Teachers; 39 positions for Senior Education Assistants; and 1 position for Education Assistant.</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>According to the recruitment plan for current FY 2017/18 submitted to the HRM, 3 positions for positions for inspectors of schools are already substantively filled.</p>
5	<p>The LG Education department has conducted performance appraisal for school inspectors and ensured that performance appraisal for all primary school head teachers is conducted during the previous FY.</p> <p>Maximum 6 for this performance measure</p>	<p>Evidence that the LG Education department appraised school inspectors during the previous FY • 100% school inspectors: score 3</p>	0	<p>Out of the four School Inspectors in Mityana, as shown by the list of inspectors and personnel files. only 2 out of 3 eligible school inspectors are appraised.. The two staff appraised were: Wamala Emmanuel with appraisal report dated 6th August 2017 and Kifampa Hamis with appraisal report dated 3rd April 2017. They are all appraised as per appraisal indicated and verified report.. Therefore 2 out of three eligible inspectors for appraisal represents a percentage of 66.6%.</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	2	A sample of 10% of 176 schools was made i.e. 18 Primary Schools. Thus personal files of 18 Head Teachers were presented and analysed. Reviewing these personal H/Teachers' files, 14 appraisal reports were found for only head teachers. This list of Head Teachers and appraisal reports and agreements shows that 14 out of 20 is a percentage of 78%. And those head teachers not appraised represent 22%.
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	Communication between the education department and the schools is going on well, evidenced by the dissemination of information from the national level to the schools, eg: - Circular from MoES dated 30 June 2017 on Teacher Support Supervision in Schs - Circular from office of DEO dated 27 Nov 2016 on Attendance to Duty - Minutes of meeting dated 30 Jan 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 documented evidence was presented for review to show that the education department held meetings with school head teachers to explain and sensitise them as required on guidelines, circulars and policy issues from the national level.
7	The LG Education Department has effectively inspected all private and public primary schools Maximum 12 for this performance measure	• Evidence that all private and public primary schools have been inspected at least once per term and reports produced: o 100% - score 12 o 90 to 99% - score 10 o 80 to 89% - score 8 o 70 to 79% - score 6 o 60 to 69% - score 3 o 50 to 59% score 1 o Below 50% score 0.	6	There is ample evidence that both public and private primary schools are inspected at least once a term as shown by the following quarterly reports: • 1st Quarter 2017/18 – 107 schools inspected (78 public and 24 private) • 1st Quarter 2016/17 – 142 schools monitored (119 public and 23 private) • 2nd Quarter 2016/17 – 96 schools inspected (87 public and 9 private) • 3rd Quarter 2016/17 – 94 schools inspected (44 public and 50 private) • 4th Quarter 2016/17 – 114 schools inspected (102 public and 12 private) Currently, the overall school inspection coverage stands at 74%.

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	Records cited above show that school inspection is regularly done to the effect that the education department discussed the reports to generate recommendations for corrective action during the FY 2016/17.
		<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 	2	Evidence available indicates that inspection reports are submitted to DES as required, verified from DES records of 2016/17 and DES acknowledgements for submissions made on the following dates: - 30 Aug 2017, for the 4th quarter; 21 Jul 2017, for the 3rd quarter; 20 March 2017, for the 2nd quarter; and 23 Feb 2017, for the 1st quarter.
		<ul style="list-style-type: none"> Evidence that the inspection recommendations are followed-up: score 4 	4	Inspection recommendations are followed-up as required, evidenced by minutes of meetings dated 13 June 2017 and 11 Jan 2017.
9	<p>The LG Education department has submitted accurate/consistent reports/date for school lists and enrolment as per formats provided by MoES</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> 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	Performance agreements and lists of schools were reviewed against EMIS records obtained from the MoES. It was thus established that data submitted by the education department was accurate and consistent with EMIS and OBT requirements
		<p>Evidence that the LG has submitted accurate/consistent data: • Enrolment data for all schools which is consistent with EMIS report and OBT: score 5</p>	5	Enrolment data for schools were reviewed against EMIS records obtained from the MoES and it was confirmed that data submitted by the education department was accurate and consistent with EMIS and OBT requirements.
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

0

Review of the Minutes of the Education, Health and Gender and Community Services Standing Committee confirmed that the Committee discussed service delivery issues including inspection reports:

- Meeting of 26th July 2016 considered reports by development partners under Min. 270/EDU/26/07/16; School Inspection report for 4th Qtr 2015/16 under Min. 271/EDU/26/07/16

- Meeting of 20th September 2016 considered Action reports by Secretaries under Min. 281/EDU/20/09/16 and Departmental performance reports Qtr 1 2016/17 under Min. 282/EDU/20/09/16, and Departmental Workplans and budgets for 2nd Qtr 2016/17 under Min. 283/EDU/20/09/16

- Meeting of 3rd May 2017 considered Action reports from the Executive under Min. 315/EDU/03/05/17

However evidence that Committee had discussed LG PAC reports was not availed.

		<ul style="list-style-type: none"> • Evidence that the education sector committee has presented issues that requires approval to Council: score 2 	2	<p>Review of the minutes of the District Council of the following dates evidenced that the Education, Health, Gender and Community Services Committee presented to the District Council education-related issues that required approval of Council:</p> <ul style="list-style-type: none"> • Meeting of 2nd September 2016 approval of representatives of District Council to government Secondary schools under Min 342/ DC/2/09/16 • Meeting of 27th October 2016 considered approval of supplementary funds including under Education department. • Meeting of 28th February 2017 considered Committee report for Education Health and Gender & Community Services under Min. 373/ DC/28/02/17. • Meeting of 25th May 2017 considered Budget for FY2017/18 under Min. 384/ DC/30/03/17.
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>	3	<p>Reports of SMC meetings held to discuss pertinent issues of the schools submitted to the education department by 5 randomly sampled schools were reviewed, which confirmed that 80% of schools had SMCs are in place and functional as evidenced by meetings held: - 7 March 2017; - 19 June 2017.</p>
12	<p>The LG has publicised all schools receiving non-wage recurrent grants</p> <p>Maximum 3 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG has publicised all schools receiving non-wage recurrent grants e.g. through posting on public notice boards: score 3 	0	<p>Lists of all schools receiving non-wage recurrent grants (UPE) for both quarter 3 and quarter 4 for 2016/17 were presented for verification. However, these were not displayed on the public notice boards as required</p>

Assessment area: Procurement and contract management

13	<p>The LG Education department has submitted procurement requests, complete with all technical requirements, to PDU that cover all items in the approved Sector annual work plan and budget</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the sector has submitted procurement requests to PDU that cover all investment items in the approved Sector annual work plan and budget on time by April 30: score 4 	4	<p>Procurement requests for 2016/17 & 2017/18 were made to PDU; that of 2017/18 was timely, ie on 28 April 2018 as per guidelines.</p>
14	<p>The LG Education department has certified and initiated payment for supplies on time</p> <p>Maximum 3 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG Education departments timely (as per contract) certified and recommended suppliers for payment: score 3 points 	3	<p>The education department certified and recommended payments to suppliers on time. A sample of 3 payment vouchers and 3 LPOs which were examined and compared with the payments registrar indicated that 2 out of 3 payments made within 30 days indicated in the LPOs. But as far as the education department was concerned, all the certifications and recommendations for payment were made on time. The delay of the third payment was not due to delay of the Education department.</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 actual date of submission to Planning unit was not availed but the following auto generated dates on the respective consolidated district reports were noted: <p>Quarter I report: 27th November 2016</p> <p>Quarter II report: 1st March 2017</p> <p>Quarter III report: 12th June 2017</p> <p>Quarter IV report: 16th August 2017 which was past the due date of mid-July</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"> • Evidence that the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year o If sector has no audit query score 4 o If the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year: score 2 points o If all queries are not responded to score 0 	0	<p>The education department audit issues were responded to by the affected individual officers in the department in the FY 2016/17 to the DIA one of the days being 18th September 2017. As a result, it could not be established whether all the findings were responded to. Only two responses were seen, yet the audit findings were very many. It is recommended that the DEO should always consolidate the responses for the whole department and address them to the DIA.</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"> • 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 on consultations with the gender focal person and on dissemination of guidelines were available for review.</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 on collaboration with the gender department regarding issuance and explanation of guidelines on how to manage sanitation for girls and PWDs were available for review.</p>
		<ul style="list-style-type: none"> • Evidence that the School Management Committee meet the guideline on gender composition: score 1 	1	<p>The SMC lists provided (SMC File) showed that the gender composition of SMCs conformed to the requirements stipulated in the guideline (the Education Act).</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>There was no evidence of collaboration between the education department and that of environment to promote environmental management issues in schools in schools in Mityana district.</p>
----	--	---	---	--



LGPA 2017/18

Health Performance Measures

Mityana District

(Vote Code: 568)

Score 66/100 (66%)

No.	Performance Measure	Scoring Guide	Score	Justification
Assessment area: Human resource planning and management				
1	<p>LG has substantively recruited primary health workers with a wage bill provision from PHC wage</p> <p>Maximum 6 points for this performance measure</p>	<p>Evidence that LG has filled the structure for primary health workers with a wage bill provision from PHC wage for the current FY</p> <ul style="list-style-type: none"> • More than 80% filled: score 6 points, • 60 – 80% - score 3 • Less than 60% filled: score 0 	3	<ul style="list-style-type: none"> - The wage allocation for 2016/17 was 3,848,122,000/= and 3,773,535,000/= was spent (98%). - According to established structures 77% of the structure was filled
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"> - Recruitment plan for 2017/18 was available and recruitment requests were submitted to CAO on July 10, 2017 - There was an advert in the new Vision on October 13, 2017 where the Special grade medical Officers were recruited and have reported

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"> • There are 3 Health Centre 4s in Mityana with In-charges as follows: <ul style="list-style-type: none"> Dr. Faith Nakiyimba (Mwara HC4), - appraisal report of 30th June 2017 and performance agreement of 13th Sept 2017. Dr. Lubogo Patrick (Kyantungo HC4) – appraisal report of 30th June 2016 and agreement of 20th June 2016. Dr. Musoke John Vincent (Sekanyonyi HC4) – no evidence of appraisal found in his personal file.. <p>Therefore, out of 3 HC4s, only two In-charges are appraised during FY 2016/17, that is 66.6%.</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 staffing in the 26 public facilities receiving PHC funds corresponded well with outputs from the OBT reports, but the changes therein are due to regular staff transfers

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>			<ul style="list-style-type: none"> - The following guidelines were available and were disseminated to facilities - although much of the evidence for their distribution was not available in the DHOs office. <ul style="list-style-type: none"> o NTLP recording and reporting manual
---	--	--	--	---

Maximum 6 for this performance measure

• 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

- o Consolidated guidelines for prevention and treatment of HIV in Uganda
- o Guidelines to local government planning process - health sector supplement
- o Guidelines for the national Health Laboratory Hub and Sample Transport network
- o Guidelines for reaching every district and reaching every child in Uganda
- o Presidential fast-track initiative on ending HIV and AIDS in Uganda
- o There is a well kept file for all correspondences from MOH, and local circulars
- There were also several reports for the facility based training on TB guidelines which were done in the 2nd quarter of 2016/17
- For the FY 2017/2018, one comprehensive circular of July 3, 2017 was issued where 10 guidelines and policies were introduced to staff and they were directed to use them to maintain the required standards. The policy issues addressed included:
 - o Test, treat and track for malaria
 - o Test and treat for HIV and AIDS and follow up on adherence to ARVS
 - o Pitocin storage to maintain potency and effectiveness
 - o Intermittent preventive treatment for malaria in pregnancy
 - o Management of severe malaria
 - o The redistribution of essential medicines supplies to avoid expiry and ensure effective utilisation

				<ul style="list-style-type: none"> o Medical waste management o Change from Implanon classic to Implanon NXT
		<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	- There are minutes for the extended DHT March 29, 2017, September 9, 2016, August 29, 2016 where a few items from support supervision were raised and discussed
6	The LG Health Department has effectively provided support supervision to district health services	Evidence that DHT has supervised 100% of HC IVs and district hospitals: score 3	3	- There are four quarterly supervision reports of Nov 7, 2016, Jan 11. 2017, April 10, 2017 and all the three HC IVs and hospital were supervised.
	Maximum 6 points for this performance measure	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	1	- Every quarter 21-27 facilities out of 33 were supervised (about 75%)
7	The Health Sub-district(s) have effectively provided support supervision to lower level health units	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	0	- The district has 3 HSD namely Ssekanyonyi, Kyantungo, Mwera HC IV, and had submitted quarterly reports but were not complete. Mwera HCIV was visited and there was no evidence that supervision was carried out every quarter.
	Maximum 6 points for this performance measure			

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 	4	<ul style="list-style-type: none"> - There are minutes for the extended DHT March 29, 2017, September 9, 2016, August 29, 2016 where a few items from support supervision were raised and discussed
		<ul style="list-style-type: none"> • Evidence that the recommendations are followed – up and specific activities undertaken for correction: score 6 	6	<ul style="list-style-type: none"> - The Social Services Committee meeting of May 17, 2017 discussed the quarterly supervision recommendations presented by DHO and actions were agreed upon. Actions to improve certain facilities like Nakaziba, Kabule, etc. are being implemented
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: o List of health facilities which are consistent with both HMIS reports and OBT: score 10 	10	<ul style="list-style-type: none"> - All the 36 PHC recipient facilities (26 public and 11 PNFP) are reflected in the HMIS record. But HMIS has a total of 60 facilities due to municipality and PNFP facilities.

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

Review of the following Minutes of the Education, Health and Gender and Community Services Standing Committee confirmed that the Committee discussed service delivery issues including inspection reports:

• Meeting of 26th July 2016 considered reports by development partners under Min. 270/EDU/26/07/16; and Departmental reports Qtr 4 2015/16 and Workplans Qtr 1 2016/17 under Min. 272/EDU/26/07/16

• Meeting of 20th September 2016 considered Action reports by Secretaries under Min. 281/EDU/20/09/16

• Meeting of 23rd November 2016 considered proposal for Mityana General Hospital private patients wing under Min. 292/EDU/23/11/16.

However evidence that Committee had discussed LG PAC reports was not availed.

		<ul style="list-style-type: none"> • Evidence that the health sector committee has presented issues that require approval to Council: score 2 	2	<p>Review of the minutes of the District Council of the following dates evidenced that the Education, Health, Gender and Community Services Committee presented to the District Council health-related issues that required approval of Council:</p> <ul style="list-style-type: none"> • Meeting of 2nd September 2016 considered Action report from the DEC under Min.340/DC/2/09/16 and Committee report for Education Health and Gender & Community Services under Min. 343/DC/2/09/16. • Meeting of 27th October 2016 considered Health Management Committee for Kyantungu HC IV under Min. 352/DC/27/10/16. • Meeting of 25th May 2017 approved the Workplan and Budget for FY2017/18 under Min. 384/ DC/30/03/17.
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 	0	<p>- Most facilities visited had HUMCs but they were not functional except one at Mityana Referral Hospital.</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"> • 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	<p>- The list of PHC recipient facilities was available and pinned on the notice board</p>

Assessment area: Procurement and contract management

13	<p>The LG Health department has submitted procurement requests, complete with all technical requirements, to PDU that cover all items in the approved Sector annual work plan and budget</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> 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 	2	<ul style="list-style-type: none"> The procurement request for 2016/2017 were available covering all investments reflected in the workplan, and the last request was made on April 12, 2017.
		<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	<ul style="list-style-type: none"> The form was submitted and last one was received by PDU on April 12, 2017
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"> The procurement plans for the HCIVs, hospital were available and with stamps that they were received by the national medical stores The kit for the PUSH system was also reviewed and new quantifications were submitted to NMS There are also five HCIIIs and IIIs including Busunju HCII, Maanyi HCIII, Bekiina HCII, Mpongo HC II, and Nakaziba HC II are being piloted on the pull system and their plans were in place and were done according to the NMS schedule

15	<p>The LG Health department has certified and initiated payment for supplies on time</p> <p>Maximum 2 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the DHO (as per contract) certified and recommended suppliers timely for payment: score 2 points 	2	<p>The LG Health department certified and recommended payments to suppliers on time. Sample of 4 payment vouchers and contracts indicated that 3 out of 4 payments was made within 25 days compared to maximum period of 30 days indicated in the contracts and LPOs. The one which exceeded the payment deadline was not because of the departments delay because the DHO had handled it on the 1st day of the request by the contractor.</p>
----	--	--	---	--

Assessment area: Financial management and reporting

16	<p>The LG Health department has submitted annual reports (including all quarterly reports) in time to the Planning Unit</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the department submitted the annual performance report for the previous FY (including all four quarterly reports) to the Planner by mid-July for consolidation: score 4 	0	<ul style="list-style-type: none"> • Evidence of actual date of submission to Planning unit was not availed but the following auto generated dates on the respective consolidated district reports were noted: <p>Quarter I report: 27th November 2016</p> <p>Quarter II report: 1st March 2017</p> <p>Quarter III report: 12th June 2017</p> <p>Quarter IV report: 16th August 2017 which was past the due date of mid-July</p>
----	---	---	---	---

17	<p>LG Health department has acted on Internal Audit recommendation (if any)</p> <p>Maximum 4 for this performance measure</p>	<p>Evidence that the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year • If sector has no audit query score 4 • If the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year: score 2 points • If all queries are not responded to score 0</p>	2	<ul style="list-style-type: none"> • The health department's internal audit findings were responded to by the various Officers at various days to the DIA on all the four quarters in the FY 2016/17, one of the days being the 29th March 2017. However, all the findings were responded to. The DHO should always consolidate all the responses and submit them to the DIA as one submission.
----	---	--	---	--

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 • 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"> - HUMCs in facilities visited had more than one female member - There was no available evidence that district had issued guidelines on sanitation and latrines in all facilities visited did not have labels for separating stances for men and women
19	<p>The LG Health department has issued guidelines on medical waste management</p> <p>Maximum 2 points</p>	<ul style="list-style-type: none"> • Evidence that the LGs has issued guidelines on medical waste management, including guidelines for construction of facilities for medical waste disposal : score 2 points. 	0	<ul style="list-style-type: none"> - A few facilities had SOPs for medical waste management but there was no evidence of any guidelines at the district level



LGPA 2017/18

Water & Environment Performance Measures

Mityana District

(Vote Code: 568)

Score 68/100 (68%)

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>Mityana district has safe water coverage of 78% as per the Uganda Water atlas 2017. It has four sub counties that are below the district coverage and these are:</p> <p>Burera 72%, Kalangalo 22%, Namungo 57%, Sekanyonyi 69%.</p> <p>While 7 sub counties are above the district water coverage eg Busimbi 95%, Butayunja 95%, Banda 81%, Kikandwa 79%, Kakindo 95%, Malangala 84% Maanyi 92%.</p> <p>As evidenced in the AWP FY 2017/18 submitted to MWE dated 8th Nov 2017 all the 4 sub counties that are below the coverage were budgeted for.</p>
2	<p>The LG Water department has implemented budgeted water projects in the targeted sub-counties (i.e. sub-counties with safe water coverage below the district average)</p> <p>Maximum 15 points for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG Water department has implemented budgeted water projects in the targeted sub-counties with safe water coverage below the district average in the previous FY: score 15 	15	<p>Annual Progress report for the previous financial year (2016/17), that was submitted to MoWE dated 7th Aug 2017, was reviewed and found out that Burera, Kalangalo, Namungo and Sekanyonyi Sub counties that are below the district water coverage were included in the budget and implemented as planned.</p>
Assessment area: Monitoring and Supervision				

3	<p>The LG Water department carries out monthly monitoring and supervision of project investments in the sector</p> <p>Maximum 15 points for this performance measure</p>	<p>Evidence that the LG Water department has monitored each of WSS facilities at least annually. • If more than 95% of the WSS facilities monitored: score 15 • 80 - 95% of the WSS facilities - monitored: score 10 • 70 - 79%: score 7 • 60 - 69% monitored: score 5 • 50 - 59%: score 3 • Less than 50% of WSS facilities monitored -score 0</p>	0	<p>From the monitoring and supervision reports on file submitted to CAO are as follows:</p> <p>By 29th March 2017 the 314 Shallow wells and deep boreholes in Busujju county were monitored as per the report on file. By 29th March 2017 485 shallow wells and Deep bore holes of Mityana county were monitored as per report on file.</p> <p>Therefore a total of 799 water facilities were monitored out of 1730 water sources in the district. 46% of water facilities in the district were monitored.</p>
4	<p>The LG Water department has submitted accurate/consistent reports/data lists of water facilities as per formats provided by MoWE</p> <p>Maximum 10 for this performance measure</p>	<p>• Evidence that the LG has submitted accurate/consistent data for the current FY: o List of water facility which are consistent in both sector MIS reports and OBT: score 10</p>	10	<p>MIS reports have been submitted for the current (FY) 2017/18 on functionality at 76% it was the same information that was submitted in the first quarter report, which was submitted in Oct 2017.</p>
Assessment area: Procurement and contract management				

5	<p>The LG Water department has submitted procurement requests, complete with all technical requirements, to PDU that cover all items in the approved Sector annual work plan and budget</p> <p>Maximum 4 for this performance measure</p>	<p>Evidence that the sector has submitted procurement requests to PDU that cover all investment items in the approved Sector annual work plan and budget on time (by April 30): score 4</p>	0	<p>From the DWO it was established that a list of procurement requests for borehole siting, design and supervision and consultancy services of 7 deep boreholes, consultancy services for drilling, siting and construction of 7 bore holes, 6 rehabilitations of deep boreholes, was submitted to PDU on 6th July 2017 (FY 2017/18), beyond the deadline (30th April 2017).</p>
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 	2	<p>Contract management plans were on file according to different projects to be done. All the WSS infrastructure projects were monitored in accordance with the contract management plan.</p>
		<ul style="list-style-type: none"> • If water and sanitation facilities constructed as per design(s): score 2 	2	<p>Two deep boreholes were visited, in Sebobo (DWD 56189), Nabitete(DWD56188) and two spring boxes in Ngomazakapale and Sekanyonyi villages. They were well installed as per design in the BOQs.</p>
		<ul style="list-style-type: none"> • If contractor handed over all completed WSS facilities: score 2 	2	<p>Galaxy Agro tech (U) Ltd, on 25th Jan 2017 under ref: Mity 568/works/16-17/00013 handed over 7 boreholes and 2 production wells.</p> <p>AGOLA general enterprises Ltd, handed over a completion report of all the 19 deep boreholes on 10th Nov 2016 FY 2016/17 to DWO.</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 Galaxy Agro tech U Ltd and AGOLA general enterprise Ltd for the completion of 7 bore holes, 2 production wells and 19 Deep boreholes that were rehabilitated.</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 the contract for payments to suppliers within the recommended timelines in the contract of 30 days. Sample of 4 payment vouchers and contracts/LPOs indicated that all 4 payments were made within 28 days compared to maximum recommended timeline 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 	5	<ul style="list-style-type: none"> • Evidence of actual date of submission to Planning unit was not availed but the following dates of submission to CAO by the due date were noted: <p>Quarter I report: 24th October 2016</p> <p>Quarter II report: 1st March 2017 –auto generated date, in absence of actual submission date.</p> <p>Quarter III report: 21st April 2017</p> <p>Quarter IV report: 14th July 2017</p>

9	<p>LG Water Department has acted on Internal Audit recommendation (if any)</p> <p>Maximum 5 for this performance measure</p>	<ul style="list-style-type: none"> • 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 <p>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</p>	5	<p>The water department did not have any audit findings in the FY 2016/17</p>
---	--	---	---	---

Assessment area: Governance, oversight, transparency and accountability

10

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

Maximum 6 for this performance measure

• Evidence that the council committee responsible for water met and discussed service delivery issues including supervision reports, performance assessment results, LG PAC reports and submissions from the District Water and Sanitation Coordination Committee (DWSCC) etc. during the previous FY: score 3

The Works, Production and Natural Resources Committee Standing Committee met and discussed service delivery issues as evidenced in the minutes reviewed for the following meetings:

- Meeting of 27th July 2016 considered action reports by Secretaries and Min.06/WRKS/27/7/2016 departmental performance reports 4th Qtr 2015/16 and Qtr 1 work plans under Min.7-8/WRKS/27/7/2016;
- Meeting of 21st September 2016 considered proposal for upgrading CAR to district roads under Min. 263/WRKS/21/09/2016; departmental performance reports for Qtr 1 under Min. 264/WRKS/21/09/2016.
- Meeting of 4th May 2017 considered departmental workplans and budgets FY 2017/18 under Min. 296/WRKS/04/05/2017.

However it was not evident that the Committee discussed LG PAC reports and submissions from the District Water and Sanitation Coordination (DWSCC).

		<ul style="list-style-type: none"> Evidence that the water sector committee has presented issues that require approval to Council: score 3 	3	<p>Review of the minutes of the District Council of the following dates evidenced that the Works, Production and Natural Resources Committee presented to the District Council Water-related issues that required approval of Council:</p> <p>a) Meeting of 2nd September 2016 considered Committee report for Works, Production and Natural Resources under Min. 343/ DC/2/09/16.</p> <p>b) Meeting of 25th May 2017 considered approval of the Workplan and Budget for FY2017/18 under Min. 384/ DC/30/03/17.</p>
11	<p>The LG Water department has shared information widely to the public to enhance transparency</p> <p>Maximum 6 points for this performance measure</p>	<ul style="list-style-type: none"> The AWP, budget and the Water Development grant releases and expenditures have been displayed on the district notice boards as per the PPDA Act and discussed at advocacy meetings: score 2 	0	<p>By 3rd Feb 2018 Budget and the water development grant releases were not displayed on the district notice board.</p>
		<ul style="list-style-type: none"> All WSS projects are clearly labelled indicating the name of the project, date of construction, the contractor and source of funding: score 2 	2	<p>WSS facilities were well labelled as below:</p> <p>Sebobo, Sekanyonyi S/C, DWD 56189, DOC 21/01/2017 Funded by PAF under MDLG.</p> <p>Nabitete, Kikandwa S/C DWD 56188, 22/01/2017 Funded by PAF under MDLG.</p> <p>Kanyanya, Malangala S/C DWD 56183, DOC 19/01/2017 Funded by PAF under MDLG.</p>

		<ul style="list-style-type: none"> Information on tenders and contract awards (indicating contractor name /contract and contract sum) displayed on the District notice boards: score 2 	2	<p>Contract awards were displayed on the notice board for the last (FY) 2016/17 by Rosco Contractors Ltd at a cost of 15,783,500/-</p> <p>Rehabilitation of 19 water sources for (FY) 2016/17 by Agola General Enterprises Ltd, at a cost of 32,379,200/-</p> <p>Deep Bore hole drilling and construction of 07 boreholes and 1 production well at a cost of 200,287,375/- by Galaxy Agro tech (U) Ltd Source of funding DWSG</p> <p>Construction of a 5 stance VIP Latrine at Mugulu P/S in Namungo Sub county, Bosco contractors Ltd,at a cost of 15,783,500/-.</p>
12	<p>Participation of communities in WSS programmes</p> <p>Maximum 3 points for this performance measure</p>	<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 	0	<p>There was no evidence of community applications on file though One village (Ssebobo) paid capital contribution of 200,000/- on 10th May 2017.</p>
		<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	<p>Five water facilities were visited but there was evidence of O&M collections collected in Kanyanya village, Malagala S/C. They had collected 326000/- from January 2017 to Dec 2017 and spent 245700/- on spare parts and labour, so they had a balance of 80300/- in the pocket.</p>
Assessment area: Social and environmental safeguards				

13

The LG Water department has devised strategies for environmental conservation and management

Maximum 4 points for this performance measure

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

0

There was no evidence for environmental screening report on file for WSS projects done (FY) 2016/17 and (FY) 2017/18.

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

0

There was no evidence that environmental concerns raised were followed up in the reports that were on file eg the report on consultancy for feasibility study and detailed engineering designs of Kiryokya mini piped water scheme by FRABS Consults Ltd submitted in December 2016.

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

0

In the contracts signed FRABS consults Ltd, on the construction of Kiryokya mini piped system, under ref no Fcl/MDLG/09/17/001 and Mity 468/SRVCS/00003.

AGOLA general Enterprise Ltd, Mity 568/wrks/16-17/00006, signed on 10th Nov/2016, to rehabilitate 19 deep boreholes.

Galaxy Agro Tech Ltd, Construction of 7 boreholes.

All the contract agreements do not have a section on environmental protection.

14	<p>The LG Water department has promoted gender equity in WSC composition.</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> • If at least 50% WSCs are women as per the sector critical requirements: score 3 	3	<p>Five WSCs for five deep boreholes were sampled in the report on file in DWOs office and they all had 50% women on the committees that is:</p> <p>Nakulamudde protected spring 5 males 4 females</p> <p>Magala protected spring 4 males 5 females</p> <p>Ggulwe Deep borehole 5 Males 4 females</p> <p>Ngomazakapale 4 Males 5 Females</p> <p>Magala 4 Males 5 Females</p>
15	<p>Gender- and special-needs sensitive sanitation facilities in public places/RGCs.</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> • If public sanitation facilities have adequate access and separate stances for men, women and PWDs: score 3 	0	<p>One drainable latrine was visited in Kiryokya constructed by Mityana DLG. It has separate stances but not well marked (Gents, Ladies), there was no ramp for PWDS.</p>