



LGPA 2017/18

Accountability Requirements

Mityana Municipal Council

(Vote Code: 783)

Assessment	Compliant	%
Yes	4	67%
No	2	33%

Summary of requirements	Definition of compliance	Compliance justification	Compliant?
Assessment area: Annual performance contract			
LG has submitted an annual performance contract of the forthcoming year by June 30 on the basis of the PFMAA and LG Budget guidelines for the coming financial year.	xxx	<ul style="list-style-type: none"> Mityana Municipal LG submitted to MoFPED a Final Performance Contract FY 2017/18 on 10th July 2017 which was past the due date. 	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"> Evidence of submission of Budget for FY 2017/18 to MoFPED on 24th July 2017 was reviewed however there was no evidence that it included a Procurement plan for the said year 	No
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 Municipal LG submitted to MoFPED the Annual Performance Report for FY 2016/17 on 27th July 2017 	Yes
LG has submitted the quarterly budget performance report for all the four quarters of the previous FY; PFMA Act, 2015)	xxxxxx	<ul style="list-style-type: none"> Mityana Municipal LG submitted to MoFPED all the 4 Quarterly budget performance reports before the due date: Quarter I: 8th December 2016 Quarter II: 23rd February 2017 Quarter III: 23rd May 2017 Quarter IV: 27th July 2017 	Yes

Assessment area: Audit

<p>The LG has provided information to the PS/ST on the status of implementation of Internal Auditor General or Auditor General findings for the previous financial year by April 30 (PFMA s. 11 2g). This statement includes actions against all findings where the Auditor General recommended the Accounting Officer to take action (PFMA Act 2015; Local Governments Financial and Accounting Regulations 2007; The Local Governments Act, Cap 243).</p>	<p>XXXXX</p>	<p>The Municipal 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 13th 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 5 findings in the internal audit report for the FY 2015/16 were responded to.</p>	<p>Yes</p>
<p>The audit opinion of LG Financial Statement (issued in January) is not adverse or disclaimer</p>	<p>XXXXX</p>	<p>The audit opinion on the Financial statements of the Municipality 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 the Municipality.</p>	<p>Yes</p>



LGPA 2017/18

Crosscutting Performance Measures

Mityana Municipal Council

(Vote Code: 783)

Score 53/100 (53%)

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"> • Municipal Physical Planning committee was constituted. • Minutes of the Committee evidenced that they held meetings for instance on 4th July 2016, 27th September 2015, 1st December 2016, 2nd February 2017, 2nd April 2017, 18th May 2017 and 6th July 2017 where they considered approval of building plans and applications for plots. • Registration book was in place. • None of the 5 building plans sampled below had been approved within 28 days: <table border="1" data-bbox="901 940 1500 1523"> <thead> <tr> <th>Developer submitted</th> <th>Building type</th> <th>Date Decision & Date</th> </tr> </thead> <tbody> <tr> <td>Kawesi George</td> <td>Stores & office</td> <td>22nd/08/2016 Approved 27th/09/2016</td> </tr> <tr> <td>Alice Kizito B.</td> <td>Residential</td> <td>8th/12/2016 Approved 2nd/02/2017</td> </tr> <tr> <td>100% Hope</td> <td>School dormitory</td> <td>1st/03/2017 Approved 2nd/April 2017</td> </tr> <tr> <td>Nakintu Sarah</td> <td>Residential</td> <td>8th/07/2016 Not evident</td> </tr> <tr> <td>Abdallah Tamuzadde</td> <td>Commercial</td> <td>30th 06/2016 Differed 6th/07/2017</td> </tr> </tbody> </table>	Developer submitted	Building type	Date Decision & Date	Kawesi George	Stores & office	22nd/08/2016 Approved 27th/09/2016	Alice Kizito B.	Residential	8th/12/2016 Approved 2nd/02/2017	100% Hope	School dormitory	1st/03/2017 Approved 2nd/April 2017	Nakintu Sarah	Residential	8th/07/2016 Not evident	Abdallah Tamuzadde	Commercial	30th 06/2016 Differed 6th/07/2017
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		<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"> • Physical development plan not in place. However compilation of relevant data commenced in FY2016/17. • Though all the three new investments sampled (Nakityo C, Northern ward - commercial building; Kayitare S, Mityana Central –residential; and David Ssonko, Kayunga- commercial) had approved building plans there was no Physical Development plan against which to assess consistency.
2	The prioritized investment activities in the approved AWP for the current FY are derived from the approved five-year development plan, are based on discussions in annual reviews and budget conferences and have project profiles	<ul style="list-style-type: none"> • Evidence that priorities in AWP for the current FY are based on the outcomes of budget conferences: score 2. 	0	It was not possible to determine linkage between priorities in the AWP 2017/18 and the outcomes of the Budget conference for FY 2017/18 because the report of the conference was not availed for review.
		<ul style="list-style-type: none"> • 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	Review of the approved Annual Work Plan for FY 2017/18 and the approved five year development plan (DP) 2015/16-2019/20 revealed that the capital projects in the AWP (Education –pg. 82,100-101 and Roads & Engineering – pg. 82, 105) were derived from the said DP pg.79 and 81-82, respectively.
		<ul style="list-style-type: none"> • Project profiles have been developed and discussed by TPC for all investments in the AWP as per LG Planning guideline: score 1. 	1	<p>Project profiles had been developed by TPC for investments in the AWP 2017/18 including Construction of a 2 classroom block at Kabule CoU PS, Construction of a lined pit latrine at Kalamba PS and road works projects.</p> <p>TPC discussed the profiles in the meeting of 31/7/2017 under Min.10/31/07/2017.</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. However compilation of the Abstract is planned for under the current FY (pg. 73 of approved budget and work plan 2017/18)
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 the Infrastructure projects implemented in the FY 2016/17 as per the annual report FY 2016/17 were derived from the approved AWP budget for that year.</p>
		<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. <ul style="list-style-type: none"> 100%: score 4 80-99%: score 2 Below 80%: 0 	0	<p>Municipal Council Annual Performance report for FY 2016/17 and reports of Education and Roads & Engineering departments indicated that some of the projects were completed within the financial year while others were partially achieved (72.9%).</p> <p>Completed:</p> <ul style="list-style-type: none"> Construction of 2 classroom block at Kitinkokola PS Construction of 5 stance lined latrine at Kitinkokola PS Renovation of Council main building <p>Incomplete</p> <ul style="list-style-type: none"> 50 out of 70 km of roads routinely maintained (manual) 10.4 out of 14 km of roads routinely maintained (mechanised)

5	The LG has executed the budget for construction of investment projects and O&M for all major infrastructure projects and assets during the previous FY	<ul style="list-style-type: none"> 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	<p>The projects as captured in the departmental reports for Education indicated a total expenditure of 69,838,407= against 81,802,000= budget (-14.6%) for Construction of 2 classroom block and a 5 stance lined latrine at Kitinkokola PS.</p> <p>Note that retention had not yet been paid then.</p>
	Maximum 4 points on this Performance Measure.	<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 the Annual performance report FY2016/17 the Municipal Council spent 154,683,000= of the 183,439,000= budgeted for O&M of infrastructure (84.3%):</p> <ul style="list-style-type: none"> Manual routine maintenance of 70 km of unpaved roads (budgeted 18,600,000= and spent 15,477,000=) Mechanised routine maintenance of 10.4km out of 14km of unpaved roads (budgeted 164,839,000= and spent 139,206,000=)

Assessment area: Human Resource Management

6	LG has substantively recruited and appraised all Heads of Departments	<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	<ul style="list-style-type: none"> Appraisal reports and agreements found inside personal files of HoDs and heads of units indicates that 8 of them were appraised during FY 2016/17. This represents 64% of all al HoDs in Mityana Municipal Council. Appraisal reports verified are dated 6th July 2017, 11th July 2017, 3rd July 2017, 1st July 2017, and 8th August 2017 demonstrate appraisal dates of these HoDs in Mityana Municipality using guidelines issued by MoPs.
	Maximum 5 points on this Performance Measure.	<ul style="list-style-type: none"> Evidence that the LG has filled all HoDs positions substantively: score 3 	0	<ul style="list-style-type: none"> Out of 14 heads of departments and main units, 7 are found to have been substantively filled during FY 2016/17. This is evidenced by their various appointment letters dated: 14th Dec. 2017, 27th April 2017, 9th May 2017, 4th Dec 2017, and 14th Sept 2017. This is also confirmed by minute extract numbers: DSC/224/2017, DSC/083/2017, DSC/047/2017, MTY/DSC/223/2017, DSC/088/2017, and DSC/047/2017 (2). 7 HoDs and head of main units filled represents 50% of the total number.

7	<p>The LG DSC has considered all staff that have been submitted for recruitment, confirmation and disciplinary actions during the previous FY.</p> <p>Maximum 4 points on this Performance Measure</p>	<ul style="list-style-type: none"> Evidence that 100 percent of staff submitted for recruitment have been considered: score 2 	2	<ul style="list-style-type: none"> According to DSC minutes and submission lists viewed in Mityana Municipal Council, a total of 19 positions were submitted for recruitment at DSC during FY 2016/17. Submission lists were dated and referenced as follows: 7th Oct 2016 for 10 staff positions and submission dated 2nd January 2017 for 8 staff positions and submission dated 6th Feb 2017 with 1 staff position all with reference number MMC/STF/.3B and each one of them signed by Ntimba Edward, These submission viewed indicate that all the 19 positions were considered for recruitment. That is 100%.
		<ul style="list-style-type: none"> Evidence that 100 percent of staff submitted for confirmation have been considered: score 1 	1	<ul style="list-style-type: none"> Mityana Municipal Council did not have any case of confirmation during FY 2016/17. Therefore, no case was submitted to DSC.
		<ul style="list-style-type: none"> Evidence that 100 percent of staff submitted for disciplinary actions have been considered: score 1 	1	<ul style="list-style-type: none"> According to the submission lists looked into for Mityana municipality, only 1 case was submitted for disciplinary action during FY 2016/7. Minute extracts of the same FY 2016/7 confirm that all than interdiction letter dated 12th June 2017 with reference number MMC/STY.3b confirms that the case was considered and handled.
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	<ul style="list-style-type: none"> A summarised list of staff recruited during FY 2016/17 indicates that 16 staff submitted and recruited. Comparing this list with the salary payroll, all the 16 recruited with Ref numbers MMC/STF.3D of 2nd July 2017 and ref number MMC/STF.3B of 7th June 2016 All the 16 staff recruited accessed salary payroll within 2 months of recruitment. That 16/16X100 _ 100%.
		<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>There were only 4 staff who retired during FY 2016/17 in Mityana municipal Council according to the list of retired staff viewed. Only one staff was able to access pension payroll within 2 months of retiring – i.e date of retirement. This is evidenced with pensions list which indicated retirement dates of 12th August 2016, 20th March 2017, 1st Sept. 2016. None of the retired staff during FY 2016/7 accessed pension payroll within 2 months apart from a one staff by the names of Bamuloga James Kayita.. This staff retired on 26th May 2017 and accessed pension payroll the next month as shown by the retirement list and pension payroll. The rest of the staff accessed pension payroll four months after retirement.</p>

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 Municipal LG OSR increased by 15% from UGX 335,521,376 in the FY 2015/16 to UGX 386,042,000 in the FY 2016/17. (Source: Mityana MC Final accounts for FY 2015/16 and FY 2016/17).</p> <p>Special Note: UGX 335,521,376 is a computed figure (reduced by 25%) from 447,361,384 in the 2015/16 Accounts to eliminate the distortionary revenue collected by the Municipality due to delayed statutory instrument No 47 of 2015 establishing Mityana MC.</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 83% (UGX 386,042,000/464,420,000). This resulted in a budget variance of 17% which is higher than 10%. (Source: Mityana MC 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 	0	<p>There was evidence that Local Service Tax was collected at the Municipality Headquarters, but no funds were remitted to Divisions in the FY 2016/17. The Municipal Council was therefore not compliant in remitting the statutory revenues to its Divisions.</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 95,403,150 in the FY 2016/17 on Council allowances compared to UGX 447,361,834 collected in the FY 2015/16. This was 21.3% of OSR for the FY 2015/16 (more than 20%) as per the Local Governments Act CAP 243. (Source: the Mityana MC final accounts for the FY 2015/16 and FY 2016/17)</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 Procurement Officer was appointed on 27 April 2017 (Town Clerk's letter dated 27 April Ref. MTC/STF/PP041, DSC/083/2017). However, the Municipal Council has no Procurement Assistant.
		<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 the construction of a 2-classroom block and 5 stance pit latrine at C/U Primary School Mity783/Wrks/16-17/00005 signed on 28 February 2017 recommended Wasula Investments 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 considers the recommendations of the TEC. E.g. Contracts Committee meeting of 28 February 2017 (Min CC/05/28/2/2017/(5.3)) approved the recommendations of the TEC and awarded contract Mity783/Wrks/16-17/00005 to Wasula Investments 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 in the approved work plan. E.g. Construction to a two classroom block at Kabule C/U Primary School is item 6 under Education on page 3 of the Procurement Plan which matches with item 1 under classroom construction and rehabilitation, component 6: Education on page 56 of the Local Government Workplan Vote 783: Mityana Municipal Council. Evidence shows that the procurements of FY 2016-17 adhered to the Procurement and Disposal Plan of FY 2016-17. E.g. Construction of a two classroom block and 5 stance pit latrine at St. Jude Primary School Kitikonkola are items 94 and 152a in the procurement plan and correspond with contract Mity783/Wrks/16-17/00005 awarded on 12 April 2017.

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 	2	<ul style="list-style-type: none"> • Review of the consolidated procurement plan for FY 2017-18 shows that all (100%) bid documents for infrastructure were prepared by August 30.
		<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 	0	<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 Mity783/Wrks/16-17/00005. • Some procurement files were incomplete e.g. for the acquisition of Council land titles and MityMC783/Supplies/16-17/00009 for acquisition of 2 acres of land for Ttamu Division.
		<ul style="list-style-type: none"> • For previous FY, evidence that the LG has adhered with procurement thresholds (sample 5 projects): score 2. 	0	<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 Mity783/Wrks/16-17/00005 valued at UGX 71,405,350 was within the OB threshold of more than UGX 50,000,000. <p>However, for contract Mity783/Wrks/16-17/00025 (renovation of block at Busimbi Division) valued at UGX 31,152,000 Force on Account was used instead of Selective Bidding without authorisation from PPDA, contrary to regulations.</p>
15	<p>The LG has certified and provided detailed project information on all investments</p> <p>Maximum 4 points on this performance measure</p>	<ul style="list-style-type: none"> • Evidence that all works projects implemented in the previous FY were appropriately certified – interim and completion certificates for all projects based on technical supervision: score 2 	2	<ul style="list-style-type: none"> • Works projects were certified by the District Engineer. E.g Certificate No. 2 issued on 5 June 2017 for contract Mity783/Wrks/16-17/00005.

		<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	Projects for FY 2017-18 have delayed to start because of late release of funds.
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	The monthly reconciliations for the FY 2016/17 and those for the period July to December 2017 were in place. From January 2017, the MC's financial management systems were computerized and the reconciliations became automated.
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. 	2	A sample of 10 transactions from departments showed that payments were fully made within the period of the payment timelines of 30 days as indicated in Contracts and 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. 	0	<p>The Head of Internal Audit department (Mr Ochwo Gabriel) was substantively appointed an Internal Auditor on 27th April 2017 under DSC/088/2017. He is therefore below the level of a substantive Senior Internal Auditor as required by the LGPA Manual.</p> <p>However, the Internal Audit department produced all the required 4 quarterly reports during the FY 2016/17.</p>

		<ul style="list-style-type: none"> Evidence that the LG has provided information to the Council and LG PAC on the status of implementation of internal audit findings for the previous financial year i.e. follow up on audit queries: score 2. 	2	<p>There was evidence that the LG provided information to Council and LGPAC on the status of implementation of internal audit findings. The Municipal Internal Auditor had produced and submitted the 1st quarter, 2nd quarter, 3rd quarter and 4th quarter to LGPAC on 30th November 2016, 31st January 2017, 10th July 2017, and 28th July 2017 respectively to the LGPAC, TC and the Mayor. The final quarterly internal audit reports, which had the status of implementation of findings, were duly acknowledged by the above offices.</p>
		<ul style="list-style-type: none"> Evidence that internal audit reports for the previous FY were submitted to LG Accounting Officer, LG PAC and LG PAC has reviewed them and followed-up: score 1 	1	<p>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.</p>
19	<p>The LG maintains a detailed and updated assets register</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> Evidence that the LG maintains an up-dated assets register covering details on buildings, vehicle, etc. as per format in the accounting manual: score 4 	0	<p>The LG has assets registers, but which are not in a format recommended by the LGFARs. The registers don't show the asset acquisition dates or assets entry dates.</p>
20	<p>The LG has obtained an unqualified or qualified Audit opinion</p> <p>Maximum 4 points on this performance measure</p>	<p>Quality of Annual financial statement from previous FY:</p> <ul style="list-style-type: none"> unqualified audit opinion: score 4 Qualified: score 2 Adverse/disclaimer: score 0 	4	<p>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 the Municipality).</p>
<p>Assessment area: Governance, oversight, transparency and accountability</p>				

21	<p>The LG Council meets and discusses service delivery related issues</p> <p>Maximum 2 points on this performance measure</p>	<p>Evidence that the Council meets and discusses service delivery related issues including TPC reports, monitoring reports, performance assessment results and LG PAC reports for last FY: score 2</p>	0	<p>The following sets of Minutes of District Council meetings reviewed for FY 2016/17 confirmed that the Council discussed service delivery related issues:</p> <p>a) Meeting of 28th July 2016 considered Committee reports (Works and Technical Services; Health Sanitation and Education; Finance Planning Administration and Investment; Community Services; Production and Marketing).</p> <p>b) 29th September 2016 considered action report from the Executive; approval of supplementary funds for YLP and UWEP and selection of Council representative to the Board of Governors Mityana SSS.</p> <p>c) 22nd December 2016 considered motion to approve compulsory provision of lunch and scholastic materials in all UPE schools in MC; and motion to suspend the activities of the acting Head of Finance.</p> <p>d) 31st May 2017 approval of Consolidated Procurement plan 2017/18, Revenue Enhancement plan 2017/18, Charges, fees, rates, rent and fines Policy FY 2017/18; approval of Budget FY 2017/18 under Min. 08/MC/FC/31/05/2016/2017</p> <p>However there was no evidence of discussion of LG PAC reports.</p>
22	<p>The LG has responded to the feedback/complaints provided by citizens</p> <p>Maximum 2 points on this Performance Measure</p>	<p>• Evidence that LG has designated a person to coordinate response to feed-back (grievance /complaints) and responded to feedback and complaints: score 2.</p>	2	<ul style="list-style-type: none"> • The Ag. Secretary to Town Clerk, Ms. Maria Assumpta, had been assigned in a letter dated 5th September 2017 under reference no. MMC/200/215 by the Town Clerk to coordinate response to feedback (grievances /complaints). • The following response to the citizens' complaints was reviewed: <ul style="list-style-type: none"> - Meetings of the Grievances Committee held on 13th October 2017 and 17th November 2017 stating actions to be taken for each complaint.

23	The LG shares information with citizens (Transparency)	Evidence that the LG has published: • The LG Payroll and Pensioner Schedule on public notice boards and other means: score 2	0	<ul style="list-style-type: none"> • While the Municipal Council Payroll December 2017 had been published on notice boards at the Municipal Council headquarters, the Pensioner Schedule was not.
	Total maximum 4 points on this Performance Measure	<ul style="list-style-type: none"> • Evidence that the procurement plan and awarded contracts and amounts are published: score 1 	0	<ul style="list-style-type: none"> • Awarded contracts and amounts FY 2016/17 were published on the notice boards at Municipal Council headquarters. • However the Procurement plan had not been displayed on the notice boards.
		<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	N/A. The Central Government did not conduct the Annual Performance Assessment for LGs in FY 2016/17
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	Guidelines for implementation of Programmes had been communicated and explained as evidenced by acknowledgement of the Youth Livelihoods Programme documents.
	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. 	0	<ul style="list-style-type: none"> • No evidence was availed of urban fora, barazas, radio programs.
Assessment area: Social and environmental safeguards				

25	<p>The LG has mainstreamed gender into their activities and planned activities to strengthen women's roles</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> • Evidence that the LG gender focal person has provided guidance and support to sector departments to mainstream gender into their activities score 2. 	2	<ul style="list-style-type: none"> • A report dated 18 May 2017 on Gender Awareness Training held on 16 May 2017 indicates that the gender focal person provided support and guidance to departments to mainstream gender into their activities.
		<ul style="list-style-type: none"> • Evidence that gender focal point has planned activities for current FY to strengthen women's roles and that more than 90% of previous year's budget for gender activities has been implemented: score 2. 	2	<ul style="list-style-type: none"> • Community Development Services Work Plan indicates that the Gender Focal Person has planned activities for FY 2017-18 and include gender awareness training for technical and political leaders, support to women councils, youth empowerment and Uganda Women Entrepreneurship Programme. • An analysis of budget performance for gender activities shows that 91% of FY 2016/17 budget was used (Payment vouchers 001/04/2017Comm; 002/06/2017Comm, VRN 013/03/2017 and VRN 001/2/2017, UWEP).
26	<p>LG has established and maintains a functional system and staff for environmental and social impact assessment and land acquisition</p> <p>Maximum 6 points on this performance measure</p>	<ul style="list-style-type: none"> • Evidence that environmental screening or EIA where appropriate, are carried out for activities, projects and plans and mitigation measures are planned and budgeted for: score 2 	2	<ul style="list-style-type: none"> • Available reports indicate that environmental screening was done for projects. E.g. environmental report dated 20 May 2016 for projects in FY 2016-17.
		<ul style="list-style-type: none"> • Evidence that the LG integrates environmental and social management plans in the contract bid documents: score 1 	1	<p>Environmental and social management plans are included in BOQ of the project e.g. for the construction classroom block at Kitikonkola.</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 where the LG has proof of land 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	2	Environmental and Social Mitigation Certificates were available e.g. Certificates of Environment Compliance dated 25 November 2016 for Kitikonkola pit latrine and classroom block).
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LGPA 2017/18

Educational Performance Measures

Mityana Municipal Council

(Vote Code: 783)

Score 47/100 (47%)

No.	Performance Measure	Scoring Guide	Score	Justification
Assessment area: Human Resource Management				
1	<p>The LG education department has budgeted and deployed teachers as per guidelines (a Head Teacher and minimum of 7 teachers per school)</p> <p>Maximum 8 for this performance measure</p>	<ul style="list-style-type: none"> 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>The education department has budgeted for a head teacher and at least 7 teachers per school in the 37 government-aided primary schools in Mityana MC in the current FY 2017/18. There are only 3 schools with less than 7 teachers each.</p> <p>According to the list of schools and staff lists availed for verification, a head teacher and a minimum of 7 teachers per school have been deployed in the current FY 2017/18 in each of the 34 schools, while 3 schools have less than 7 teachers each.</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>As per LG approved structure for primary school teachers, wage bill provision and HRM Register availed, Mityana Municipality has places for 324 teachers. Currently, 97% of the structure for teachers with wage bill provision is 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 	0	<p>The approved Local Government structure Mityana MC has 2 positions for inspectors of schools, ie 1 Senior Inspector and 1 Inspector of schools. The position of senior inspector, who is also acting as Principle Education Officer, has been filled while that of Inspector of Schools is yet to be filled – according to the recruitment plan submitted to HRM, dated 24 July 2017. In other words, positions for school inspectors as per staff structure are not yet substantively 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>Circular Ref No ARC 135/306/01 dated 16 Jan 2017 from the MoPS, advised Mityana Municipal Council to implement the approved staff establishment in accordance with the approved wage bill budget for the FY 2016/17. Therefore, according to the recruitment plan for current FY 2017/18 submitted to HRM dated 24 July 2017, Mityana Municipal Council is to fill 8 positions for primary school teachers.</p>
		<p>Evidence that the LG Education department has submitted a recruitment plan to HRM for the current FY to fill positions of School Inspectors: score 2</p>	2	<p>Similarly, 2 positions for inspectors of schools (1 senior inspector and 1 inspector in charge of sports) are to be 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>• Within the Municipality, there are two Inspectors of Schools, i.e Kanya Lawrence and Muwanga James Kironde. Personal files of these Inspectors verified indicate that only Muwanga James Kironde was appraised during FY 2016/17. Appraisal date was 30th June 2016.</p>
		<p>Evidence that the LG Education department appraised head teachers during the previous FY. • 90% - 100%: score 3 • 70% - 89%: score 2 • Below 70%: score 0</p>	2	<p>Mityana Municipal Council has 37 Primary schools under its care. On viewing a 20% representative sample of this figure, 8 files of head Teachers were verified. It is found that 7 out of 8 were appraised. This means 87% of the head teachers appraised during FY 2016/17.</p>

Assessment area: Monitoring and Inspection

6	<p>The LG Education Department has effectively communicated and explained guidelines, policies, circulars issued by the national level in the previous FY to schools</p> <p>Maximum 3 for this performance measure</p>	<p>• 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</p>	1	<p>Communication between the education department and the schools through circulars, meetings, etc is on regular basis, which allows guidelines, circulars, etc from national level to be disseminated to the schools, eg:</p> <ul style="list-style-type: none"> - Circular dated 22 Sept 2017 from MoES on Unlicensed/Unregistered Schools - Circular dated 24 Oct 2017 from MoES on Guidelines on School Charges - Circular dated 30 Aug 2017 from MoES on Improving Head Teachers and Teachers Attendance - Circular dated 31 Jan 2018 on Early Childhood Development
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		<ul style="list-style-type: none"> • 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 	2	<p>Meetings between the education department and the head teachers to explain and sensitise on the guidelines, etc are regularly held, eg meetings dated::</p> <ul style="list-style-type: none"> - 20 Sept 2017 on New Supervision Tool for Teachers in response to circular dated 30 June 2017 from MoES - 3 Feb 2017 on Closure of Unlicensed Private Schools
7	<p>The LG Education Department has effectively inspected all private and public primary schools</p> <p>Maximum 12 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that all private and public primary schools have been inspected at least once per term and reports produced: 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. 	0	<p>The current school inspection coverage of both private and public primary schools stands at 30%, according to the following inspection reports:</p> <ul style="list-style-type: none"> - Quarterly report for 4th quarter, 2016/17, dated 31 July 2017 - Quarterly report for 1st quarter, 2017/18, dated 30 Nov 2017
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 	0	No documented evidence was provided to verify that inspection reports were discussed and recommendations made for corrective action during the previous 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 	0	No record of submission of inspection reports to DES was available for verification.
		<ul style="list-style-type: none"> • Evidence that the inspection recommendations are followed-up: score 4 	0	No evidence was provided to show that follow-ups on inspection recommendations are being made.

9	The LG Education department has submitted accurate/consistent reports/date for school lists and enrolment as per formats provided by MoES	<ul style="list-style-type: none"> • Evidence that the LG has submitted accurate/consistent data: <ul style="list-style-type: none"> o List of schools which are consistent with both EMIS reports and OBT: score 5 	5	Statistical returns for primary schools for 2016 and 2017 were examined for 5 sampled schools namely Lulagala Primary School; Kabule C/U Primary School; Naama Umea Primary School; St Ambrose Ttamu Primary School; and Maswa Parents Primary School and found to be accurate and consistent with both EMIS reports and OBT.
	Maximum 10 for this performance measure	<ul style="list-style-type: none"> • Evidence that the LG has submitted accurate/consistent data: <ul style="list-style-type: none"> • Enrolment data for all schools which is consistent with EMIS report and OBT: score 5 	5	School enrolment data for 5 randomly sampled schools namely St Thereza Busuubizi Primary School; Kabuwambo C/U Primary School; Bukanaga Primary School; Nakibanga Primary School; and Ttanda Primary School were examined for 2016 and 2017 and found to be accurate/consistent with EMIS reports and OBT.

Assessment area: Governance, oversight, transparency and accountability

10	The LG committee responsible for education met, discussed service delivery issues and presented issues that require approval to Council	<ul style="list-style-type: none"> • Evidence that the council committee responsible for education met and discussed service delivery issues including inspection, performance assessment results, LG PAC reports etc...during the previous FY: score 2 	2	<p>Review of the minutes of the Education, Health and Sanitation Committee revealed that the Committee discussed service delivery issues:</p> <ul style="list-style-type: none"> • Meeting of 20th July 2016 discussed departmental reports • Meeting of 29/09/2016 discussed sector progress reports • Meeting of 15th May 2017 discussed reports and recommendations FY 2017/18 <p>There were no internal audit issues in the education sector for discussion by LGPAC and thereafter by the committee responsible for education. . .</p>
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		<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 District Council FY 2016/17 confirmed that the Education, Health and Sanitation Committee presented to Council issues that required approval:</p> <p>a) Meeting of 28th July 2016 considered Committee report for Health Sanitation and Education.</p> <p>b) 29th September 2016 considered action report from the Executive; approval of supplementary funds for YLP and UWEP and selection of Council representative to the Board of Governors Mityana SSS.</p> <p>c) 22nd December 2016 considered motion to approve compulsory provision of lunch and scholastic materials in all UPE schools in MC</p> <p>d) 31st May 2017 approval of Consolidated Procurement plan 2017/18, approval of Budget FY 2017/18.</p>
11	<p>Primary schools in a LG have functional SMCs</p> <p>Maximum 5 for this performance measure</p>	<p>Evidence that all primary schools have functional SMCs (established, meetings held, discussions of budget and resource issues and submission of reports to DEO) • 100% schools: score 5 • 80 to 99% schools: score 3 • Below 80% schools: score 0</p>	5	<p>All the primary schools in Mityana Municipality have functional SMCs, which meet regularly and submit reports to the education department, evidenced by reports from the following sampled schools:</p> <ul style="list-style-type: none"> - St Ambrose Ttamu Primary School - Kalamba Primary School - St Charles Kabule R/C Primary School - Ttamu Islamic Primary School. <p>In brief, all the SMCs are 100% functional.</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>Latest list of UPE grants received 6 Nov 2017 was displayed on the public notice board. No display of UPE grants received in FY 2017/18</p>
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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 	0	<p>Procurement request for FY 2017/18 was reviewed and found to have been submitted on 27 July 2017, later than the stipulated deadline of April 30.</p>
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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 all the three payments were made within 30 days indicated in the LPOs.</p>
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Assessment area: Financial management and reporting

15	<p>The LG Education department has submitted annual reports (including all quarterly reports) in time to the Planning Unit</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> • 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"> • No evidence was available that annual performance reports by quarter were submitted to Planning Unit.
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 	4	<p>The education department did not have any audit findings.</p>

Assessment area: Social and environmental safeguards

17	<p>LG Education Department has disseminated and promoted adherence to gender guidelines</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 documented evidence was provided to show that there was collaboration between the education department and the gender focal point person; neither was there any proof that guidelines on gender issues were disseminated to schools.</p>
	<p>Maximum 5 points for this performance measure</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 of activities carried out to explain guidelines on how to manage sanitation for girls and PWDs in primary schools.</p>
		<ul style="list-style-type: none"> • Evidence that the School Management Committee meet the guideline on gender composition: score 1 	1	<p>Lists of SMCs of various schools indicated compliance with guideline on gender composition, evidenced by the following sampled schools: - St Ambrose Ttamu Primary School - Ttamu Islamic Primary School - Katakala C/U Primary School - Bukanaga Primary School - Sala C/U Primary School.</p>

18	<p>LG Education department has ensured that guidelines on environmental management are disseminated</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none">• Evidence that the LG Education department in collaboration with Environment department has issued guidelines on environmental management (tree planting, waste management, formation of environmental clubs and environment education etc.): score 3:	0	<p>No evidence of that the education department is engaged with that of environment on environmental issues in primary the schools.</p>
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LGPA 2017/18

Health Performance Measures

Mityana Municipal Council

(Vote Code: 783)

Score 47/100 (47%)

No.	Performance Measure	Scoring Guide	Score	Justification
Assessment area: Human resource planning and management				
1	<p>LG has substantively recruited primary health workers with a wage bill provision from PHC wage</p> <p>Maximum 6 points for this performance measure</p>	<p>Evidence that LG has filled the structure for primary health workers with a wage bill provision from PHC wage for the current FY • More than 80% filled: score 6 points, • 60 – 80% - score 3 • Less than 60% filled: score 0</p>	3	<p>- The total wage bill budgetary allocations for 2016/2017 was 457,857,000/= and 330,399,000/= was spent on wages which was 72.1%</p>
2	<p>The LG Health department has submitted a comprehensive recruitment plan to the HRM department</p> <p>Maximum 4 points for this performance measure</p>	<p>Evidence that Health department has submitted a comprehensive recruitment plan/request to HRM for the current FY, covering the vacant positions of health workers: score 4</p>	4	<p>- The recruitment plan was submitted on September 25, 2017 to the Permanent Secretary, Ministry of Public Service by the Town clerk</p> <p>- A recruitment request for the PMO was made on July 5, 2017</p> <p>- While a request for permission to recruit was sent to PS Ministry of Public Service on July 28, 2017</p>
3	<p>The LG Health department has ensured that performance appraisal for health facility in charge is conducted</p> <p>Maximum 8 points for this performance measure</p>	<p>Evidence that the health facility in-charge have been appraised during the previous FY: o 100%: score 8 o 70 – 99%: score 4 o Below 70%: score 0</p>	0	<p>• The Health Centres IIIs in Mityana Municipal Council are 3 and has the same number if In-charges therefore. Out of the 3 HC III in-charges, (Nagawa Angela of Magala HC3, Nyangale James of Kabule HC 3, and Nabukeera Viola Milly of Naama HC 3), only 2 were appraised during FY 2016/17 as indicated by their appraisal reports dated 31st July 2017. 2 out of 3 represent a percentage of 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	<p>- The available Health workers for the seven facilities (51) and 2 staff at the Municipal council are well reflected in the OBT reports (except the newly recruited Principal Medical Officer who started work on January 2, 2018)</p>
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Assessment area: Monitoring and Supervision

5	<p>The DHO has effectively communicated and explained guidelines, policies, circulars issued by the national level in the previous FY to health facilities</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the DHO has communicated all guidelines, policies, circulars issued by the national level in the previous FY to health facilities: score 3 	0	<p>- There was no evidence that the Municipal Health Department communicated all guidelines. The department has been heavily dependent on the DHO to carry out this task</p>
		<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 	0	<p>- The Health Department at the Municipal Council was solely dependent on the DHO. Both the Municipal Health Team and the Municipal Health Management Committees have not yet been established for the Municipality</p>
6	<p>The LG Health Department has effectively provided support supervision to district health services</p> <p>Maximum 6 points for this performance measure</p>	<p>Evidence that DHT has supervised 100% of HC IVs and district hospitals: score 3</p>	3	<p>- There are no HCIVs under the municipality</p>
		<p>Evidence that DHT has supervised lower level health facilities within the previous FY: • If 100% supervised: score 3 points • 80 - 99% of the health facilities: score 2 • 60 - 79% of the health facilities: score 1 • Less than 60% of the health facilities: score 0</p>	0	<p>- No Municipal Health Team in place. Supervision was done by the DHO</p>

7	<p>The Health Sub-district(s) have effectively provided support supervision to lower level health units</p> <p>Maximum 6 points for this performance measure</p>	<p>Evidence that health facilities have been supervised by HSD and reports produced: • If 100% supervised score 6 points • 80 - 99% of the health facilities: score 4 • 60 - 79% of the health facilities: score 2 • Less than 60% of the health facilities: score 0</p>	6	<p>There is no HCIVs under the municipality</p>
8	<p>The LG Health department (including HSDs) have discussed the results/reports of the support supervision and monitoring visits, used them to make recommendations for corrective actions and followed up</p> <p>Maximum 10 points for this performance measure</p>	<p>• Evidence that the reports have been discussed and used to make recommendations for corrective actions during the previous FY: score 4</p> <p>• Evidence that the recommendations are followed – up and specific activities undertaken for correction: score 6</p>	0	<p>- There were no specific supervision reports for the Municipal Health Department</p> <p>- While the Education, Health and Sanitation Committee regularly meets and discusses general health and sanitation issues, there were no health facility service delivery issues that were discussed</p>
9	<p>The LG Health department has submitted accurate/consistent reports/date for health facility lists as per formats provided by MoH</p> <p>Maximum 10 for this performance measure</p>	<p>• Evidence that the LG has submitted accurate/consistent data regarding: o List of health facilities which are consistent with both HMIS reports and OBT: score 10</p>	10	<p>- The list of the facilities in the Municipality were well reflected in the HMIS list</p>

Assessment area: Governance, oversight, transparency and accountability

10	<p>The LG committee responsible for health met, discussed service delivery issues and presented issues that require approval to Council</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the council committee responsible for health met and discussed service delivery issues including supervision reports, performance assessment results, LG PAC reports etc. during the previous FY: score 2 	0	<p>Review of the minutes of the Education, Health and Sanitation Committee revealed that the Committee discussed service delivery issues:</p> <ul style="list-style-type: none"> Meeting of 20th July 2016 discussed departmental reports Meeting of 15th May 2017 discussed reports and recommendations (work plans and budgets) FY 2017/18 <p>However there was no evidence of discussion of LG PAC reports.</p>
		<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 District Council FY 2016/17 confirmed that the Education, Health and Sanitation Committee presented to Council issues that required approval:</p> <ul style="list-style-type: none"> a) Meeting of 28th July 2016 considered Committee report for Health Sanitation and Education. b) 29th September 2016 considered action report from the Executive. c) 22nd December 2016 considered motion to approve compulsory provision of lunch and scholastic materials in all UPE schools in MC d) 31st May 2017 approval of Consolidated Procurement plan 2017/18, approval of Budget FY 2017/18.

11	<p>The Health Unit Management Committees and Hospital Board are operational/functioning</p> <p>Maximum 5 points</p>	<p>Evidence that health facilities and Hospitals have functional HUMCs/Boards (established, meetings held and discussions of budget and resource issues):</p> <ul style="list-style-type: none"> • If 100% of randomly sampled facilities: score 5 • If 80-99% : score 3 • If 70-79%: : score 1 • If less than 70%: score 0 	0	<p>- One out of five facilities that were visited had functional HUMCs. The facilities included Naama HCIII, Kabule HCIII, Magala HCIII, Ttanda HCII, and Kabwango HCII</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 PHC fund allocations to facilities were available on the notice boards</p>

Assessment area: Procurement and contract management

13	<p>The LG Health department has submitted procurement requests, complete with all technical requirements, to PDU that cover all items in the approved Sector annual work plan and budget</p>	<ul style="list-style-type: none"> • 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	<p>- There was a procurement plan of April 27, 2016 and that of August 28, 2017 that were submitted to PDU by the Town Clerk.</p>
	<p>Maximum 4 for this performance measure</p>	<p>Evidence that LG Health department submitted procurement request form (Form PP5) to the PDU by 1st Quarter of the current FY: score 2</p>	2	<p>The procurement requests of September 20, 2017 and October 28, 2017 and others were available</p>

14	<p>The LG Health department has supported all health facilities to submit health supplies procurement plan to NMS</p> <p>Maximum 8 points for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG Health department has supported all health facilities to submit health supplies procurement plan to NMS on time: • 100% - score 8 • 70-99% – score 4 • Below 70% - score 0 	0	<p>- The procurements to NMS were still done centrally by the DHO</p>
15	<p>The LG Health department has certified and initiated payment for supplies on time</p> <p>Maximum 2 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the DHO (as per contract) certified and recommended suppliers timely for payment: score 2 points 	2	<p>The LG Health department did not spend on any supplies or neither did they have any contracts in the FY 2016/17</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 dates of submission of annual and quarterly reports to Planning unit was not availed for review.

17	<p>LG Health department has acted on Internal Audit recommendation (if any)</p> <p>Maximum 4 for this performance measure</p>	<p>Evidence that the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year • If sector has no audit query score 4 • If the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year: score 2 points • If all queries are not responded to score 0</p>	4	<ul style="list-style-type: none"> • The health department did not have any audit findings in the FY 2016/17.
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"> - The HUMCs that were in place and had at least one female member - There was no evidence of issuance of sanitary guidelines and all the latrines at the health centres were not labelled to separate men and women sections
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"> - There was no evidence of issuance of medical waste management guidelines although some SOPs were found on two facilities out of the five that were visited.