



LGPA 2017/18

Accountability Requirements

Nansana Municipal Council

(Vote Code: 779)

Assessment	Compliant	%
Yes	4	80%
No	1	20%

Summary of requirements	Definition of compliance	Compliance justification	Compliant?
Assessment area: Annual performance contract			
<p>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.</p>	xxx	<ul style="list-style-type: none"> Approved Final Performance Contract – FY 2017/18 submitted 07/06/2017 - <i>Source: MoFPED 'Status of Submission of Performance Contracts FY 2017/18</i> 	Yes
Assessment area: Supporting Documents for the Budget required as per the PFMA are submitted and available			
<p>LG has submitted a Budget that includes a Procurement Plan for the forthcoming FY (LG PPDA Regulations, 2006).</p>	xxxxx	<ul style="list-style-type: none"> The Budget and Procurement Plan were submitted together with the DPC on 5th May 2017 	Yes
Assessment area: Reporting: submission of annual and quarterly budget performance reports			
<p>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)</p>	xxxxx	<ul style="list-style-type: none"> The Annual Performance Report for FY 2016/2017 was submitted to MoFPED on 31st July, 2017 and receipted Sn. 0859 	Yes

<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"> • Apart from the 4th Quarter report, the three other reports were submitted late. • 1st Quarter - Submitted on 16th November, 2016 • 2nd Quarter - Submitted on 20/02/2017 sn 0425 • 3rd Quarter - Submitted on 15th June 2017 – sn 0799 • 4th Quarter - 31st July, 2017 Sn. 0859 	<p>No</p>
<p>Assessment area: Audit</p>			
<p>The LG has provided information to the PS/ST on the status of implementation of Internal Auditor General or Auditor General findings for the previous financial year by April 30 (PFMA s. 11 2g). This statement includes actions against all findings where the Auditor General recommended the Accounting Officer to take action (PFMA Act 2015; Local Governments Financial and Accounting Regulations 2007; The Local Governments Act, Cap 243).</p>	<p>xxxxxx</p>	<ul style="list-style-type: none"> • The Municipal Council became a vote in the FY2017. Their first external audit report was signed on 31st December, 2017, hence the indicator is not applicable. 	<p>N/A</p>
<p>The audit opinion of LG Financial Statement (issued in January) is not adverse or disclaimer</p>	<p>xxxxxx</p>	<p>According to the Auditor General's report for the FY 2017, the audit opinion on the financial statements of the Municipal Council was unqualified</p>	<p>Yes</p>



LGPA 2017/18

Crosscutting Performance Measures

Nansana Municipal Council

(Vote Code: 779)

Score 65/100 (65%)

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. 	<p>2</p>	<ul style="list-style-type: none"> • The Physical Planning Committee in place – and meets once a month. • Minimum of three weeks to get plans approved. Considerations within two weeks – and actual review and approval every month • Sample Minutes of 5th December, 2017 had an agenda that considered the following: <ul style="list-style-type: none"> • Min 055/NMC/PPC/17 – Presentation of Physical Planning Report • Min/056/NMC/PPC/17 – Approval of Building Applications and site visits. • Plan Registration Book in Place but not all plans are considered • There are templates that have developed
		<ul style="list-style-type: none"> • All new infrastructure investments have approved plans which are consistent with the Physical Plans: score 2. 	<p>0</p>	<p>Only about 60% of on going construction have approved plans - - Not yet developed “a development control tool – the Physical development –</p> <p>Only Plan for old Nansana Town Council – the MC plan still under development – for all four divisions</p> <p>The other three were rural sub counties</p>

2	<p>The prioritized investment activities in the approved AWP for the current FY are derived from the approved five-year development plan, are based on discussions in annual reviews and budget conferences and have project profiles</p>	<ul style="list-style-type: none"> • Evidence that priorities in AWP for the current FY are based on the outcomes of budget conferences: score 2. 	2	<ul style="list-style-type: none"> • There was evidence that priorities in the AWP were based on the outcomes of the budget conference. The Budget Conference for 2017/18 was held on 20th November, 2017 - Report in place and availed at the time of the assessment.
		<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	<ul style="list-style-type: none"> • A sample taken on “Acquisition of land Titles for Select health Facilities (Nabweru, Matuga, Buwambo) – also included in the Budget Conference presentations of () and also contained in the AWP 2017/18 for the Administration Department • Renovation of 4 classroom block at Ttikalu UMEA PS – Gombe Division – not in the Five-Year Plan but in the budget conference report and in the Annual Work Plan.
		<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	<ul style="list-style-type: none"> • Project profiles were prepared for some of planned investments in the five-year development plan (2015/16 – 2019/20) – the Five-Year Development • Project Profiles not in place for the two sampled projects
3	<p>Annual statistical abstract developed and applied</p> <p>Maximum 1 point on this performance measure</p>	<ul style="list-style-type: none"> • Annual statistical abstract, with gender disaggregated data has been compiled and presented to the TPC to support budget allocation and decision-making- maximum 1 point. 	1	<ul style="list-style-type: none"> • The Annual Statistical Abstract for 2016/17 was prepared and received by UBOS 20/12/2017.

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 	0	<ul style="list-style-type: none"> Not all implemented projects were derived from the Annual Workplan. The Planner reported emergency projects of collapsed pit latrines, that were sanctioned by the Executive Committee. Evidence to justify the change was contained the MC Executive Committee Minutes of 21st December, 2016 – Min EC/NMC/2016/17 – ‘funds allocated to Kazo Ps for completion of existing latrines were instead earmarked for construction of 5 stance pit latrine at the same school. – also in a related minute of the Committee on Education and Sports Committee presentation to Council on 22nd December, 2016 – Min 23/CM/16/17 – Presentation of Committtee recommendations to Council ‘Construction and Rehabilitation of 40 stances of VIP Latrines in..... 8 schools”
		<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 	4	<ul style="list-style-type: none"> The project status report presented by the MC Engineer stated completeness for all projects 100% - PROJECT STATUS REPORT BY 31ST JULY, 2017 FOR NANSANA MUNICIPAL COUNCIL
5	<p>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</p> <p>Maximum 4 points on this Performance Measure.</p>	<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 	0	<p>Not all projects were implemented with the recommended variance percentage. One example is the Upgrading of Kabumbi road to bitumen standard 1st seal. budgeted 466,000,000 and actual 361,730,220 = 78% of budget = to variance of 22%.</p>
		<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>Operation and maintenance budget was shs 999,822,000=(nine hundred ninety nine million eight hundred twenty two thousand shillings), and the actual receipts i.e. funds received = 777,847,800=(seven hundred seventy seven million eight hundred forty seven thousand eight hundred shillings) = 78% of budget, but all (100% of funds received) spent on O&M of infrastructure.</p>
Assessment area: Human Resource Management				

6	<p>LG has substantively recruited and appraised all Heads of Departments</p> <p>Maximum 5 points on this Performance Measure.</p>	<ul style="list-style-type: none"> Evidence that HoDs have been appraised as per guidelines issued by MoPS during the previous FY: score 2 	2	<p>Appraisal reports were availed to confirm that the undermentioned were appraised:</p> <p>DHO, Production, DTC. Municipal Engineer, and CBS</p> <p>Those not appraised were not yet due for appraisal, and for Trade and Industry no appraisal since position was vacant.</p>
		<ul style="list-style-type: none"> Evidence that the LG has filled all HoDs positions substantively: score 3 	0	<p>There are 9 established positions as per letter Ref: ARC 135/306/01 dated 30/08/2017 from the P/S MOPS. The positions are: Office of Town Clerk, Administration, Finance and Planning, Works, Education, Production, Community Based Services, Trade & Industry and Public Health.</p> <p>Out of the 9 the following are not substantively filled and details of their appointment in acting positions are as follows: DTC Ref: CRM10001 dated 4/7/17.</p> <p>Principal Treasurer Ref: CRM 1003 dated 4/07/2017.</p> <p>Works Ref: CRM10019 dated 5/01/2017.</p> <p>CBS Ref: CRM/10023 dated 3/01/2017.</p> <p>Education Ref: 18/06/2017</p> <p>Public Health Ref: CRM/ 10015 dated 22/05/2017</p> <p>Production Ref: CRM/10012 dated 4/07/2017.</p> <p>Trade and Industry: vacant since there was no wage.</p>

7	The LG DSC has considered all staff that have been submitted for recruitment, confirmation and disciplinary actions during the previous FY.	<ul style="list-style-type: none"> • Evidence that 100 percent of staff submitted for recruitment have been considered: score 2 	2	Not applicable since there was no submission for recruitment
	Maximum 4 points on this Performance Measure	<ul style="list-style-type: none"> • Evidence that 100 percent of staff submitted for confirmation have been considered: score 1 	0	<p>Letters submitting staff for confirmation</p> <p>Ref: CRM/214/6 dated 16/01/2017 regarding 6 officers availed. No feedback from DSC.</p> <p>Ref: CRM /214/1 dated 15th June 2017 relating to confirmation of 13 staff</p> <p>Action taken in MIN.NO.144/2017 MIN.NO.145/2017 MIN.NO. 146/2017, MIN.NO. 147/2017.</p>
		<ul style="list-style-type: none"> • Evidence that 100 percent of staff submitted for disciplinary actions have been considered: score 1 	1	<p>Letters submitting for disciplinary action:</p> <p>Ref: CRM1021 dated 3/02/2017.Action taken in MIN.NO.20/2017 in a meeting held on 15/06/2017.</p> <p>Ref: CRM 10045 dated 3/02.2017. Action taken in MIN. NO. 28/ 2017,</p> <p>Ref: CRM/10020 dated 15/06/2017. Action taken in MIN NO. 21/ 2017 in a meeting held on 15/06/2017</p>
8	Staff recruited and retiring access the salary and pension payroll respectively within two months	<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	Not applicable since no staff were recruited in FY 216/217
	Maximum 5 points on this Performance Measure.	<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 	2	Not applicable since no staff were retired in FY 216/217
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. 	0	<ul style="list-style-type: none"> • The Municipal Council became a vote in the FY2016/2017. This indicator could not be assessed because of lack of prior year balances. 								
10	<p>LG has collected local revenues as per budget (collection ratio)</p> <p>Maximum 2 points on this performance measure</p>	<ul style="list-style-type: none"> • If revenue collection ratio (the percentage of local revenue collected against planned for the previous FY (budget realisation) is within +/- 10% : then 2 points. If more than +/- 10% : zero points. 	2	<p>From note 2 of the financial statements the total Local Revenue collected and the budgeted local revenue.</p> <table border="0"> <thead> <tr> <th>Actual</th> <th>Budget</th> </tr> </thead> <tbody> <tr> <td>Variance</td> <td></td> </tr> <tr> <td>2,807,116,440</td> <td>3,055,058,787</td> </tr> <tr> <td>24,942,347</td> <td></td> </tr> </tbody> </table> <p>Revenue performance $2,807,116,440 / 4,087,000,000 \times 100 = 91.88\%$</p> <p>Unrealised revenue = 8.12</p>	Actual	Budget	Variance		2,807,116,440	3,055,058,787	24,942,347	
Actual	Budget											
Variance												
2,807,116,440	3,055,058,787											
24,942,347												

Local revenue administration, allocation and transparency

Maximum 4 points on this performance measure

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

2

The municipality collects only property tax. The rest of the Local revenue is collected by divisions which remit 50% to the municipality. In FY2016/17 a total of 2,807,116,440 was collected. Out of this 574,460,197 was property tax collected by the Municipal Council and 1,477,007,984 was local revenue collected by divisions 50% was remitted to the Municipal Council. The Municipal Council in return remitted 278,775,207 as 30% project grant to the divisions as shown below:

Month	Nansana Busukuma	Nabweru Total	Gombe
July	3,613,349 3,613,349	3,613,349 14,453,396	3,613,349
August	4,300,786 4,300,786	4,300,786 17,203,054	4,300,786
Sept	3,488,181 3,488,181	3,488,181 13,952,724	3,488,181
Oct	4,054,104 4,054,104	4,054,104 16,216,416	4,054,104
Nov	3,904,542 3,904,542	3,904,542 15,618,168	3,904,542
Dec	1,517,336 1,517,336	1,517,336 6,069,344	1,517,336
Jan	2,369,374 2,369,374	2,369,374 9,477,496	2,369,374
Feb	3,724,967 3,724,967	3,724,967 14,899,868	3,724,967
March	7,415,121 3,724,967	3,724,967 29,660,484	3,724,967
April	13,442,498 11,235,857	13,442,498 52,145,655	13,442,498
May	15,152,523 10,652,522	15,152,523 64,610,091	15,152,523
June	6,450,511 5,116,978	6,450,511 24,468,511	6,450,511
TOTAL	69,433,292 61,393,087	68,183,262 278,775,207	79,765,566

		<ul style="list-style-type: none"> Evidence that the LG is not using more than 20% of OSR on council activities: score 2 	2	<p>From the financial statements for FY 2016/2017 the expenditure on council emoluments was as follows:</p> <p>Allowances for political oversight 210,440,110</p> <p>Allowances for standing committee 22,250,000</p> <p>Total 232,690,110</p> <p>As % of local revenue 232,690,110/2,232,656,243 =10.42%</p>
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Assessment area: Procurement and contract management

12	<p>The LG has in place the capacity to manage the procurement function</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> 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	<p>The department is headed by a senior procurement officer as per HR records. However, The position of the assistant procurement office is not yet filled according to HR records</p>
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• Evidence that the TEC produced and submitted reports to the Contracts Committee for the previous FY: score 1

1

The following procurement files were sampled to show availability of TEC reports

* TEC report for Construction of 5 stance VIP Latrine with Urinal at Migadde Catholic school. Ref no. Nans 779/Wrks/16-17/00006 dated 18/11/2016 and signed by the SPO on behalf of the committee members is in the file

* TEC report for Renovation of a 3-classroom block with an Office at Sam Yiga Primary school in Nabweru Division, Ref no Nans779/Wrks/2016-17/00010 dated 4/1/2017 and signed by the evaluation committee members is on file

*TEC report for Supply of Assorted furniture under Administration department and Nabweru division in Nansana Municipal council, Ref no Nans779/Wrks/2016-17/00004, dated 18/11/2016 and signed by the committee members is in the procurement file

*TEC Report for Provision of Petroleum products and batteries within Nansana Municipal Council, Ref no. Nans779/Supls/2016-17/00009 is dated 03/08/2016 (Framework contracts) and signed by committee members was availed

		<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>Files sampled to show adoption of TEC recommendation by Contracts committee (CC) are:</p> <ul style="list-style-type: none"> * Construction of 5 stance VIP Latrine with Urinal at Migadde Catholic school. Ref no. Nans 779/Wrks/16-17/00006. Recommendations by TEC were adopted under min.185/CC/009/2016-17 of CC meeting held on 5th January 2017 *Recommendations of TEC for Renovation of a 3-classroom block with an Office at Sam Yiga Primary school in Nabweru Division, Ref no Nans779/Wrks/2016-17/00010 were adopted by the contract committee in a meeting held on 5/01/2017, min no. 180/CC/009/2016-17 *Adoption of TEC recommendations for Supply of Assorted furniture under Administration department and Nabweru division in Nansana Municipal council, Ref no Nans779/Wrks/2016-17/00004 was adopted by the CC in a meeting held on 24/11/2016, min 155/CC/008/16-17
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 	2	<p>Major investments in the work plan and approved budget include:</p> <ul style="list-style-type: none"> *Construction of a two classroom block at Bulesa P/7 Primary school in Busukuma division. Ref no. Nans 779/Wrks/2017-2018/00006. *Construction of staff Quarters and 5-stance pit latrine at Kasozi Health centres III in Busukuma Division under Health department. Ref no. Nans779/Wrks/2017-2018/00003 *Construction of Nansana Municipal Council Annex Building 1ST Phase under works department. Ref no. Nans 779/Wrks/2017-2018/00005. *Construction of 2 Teachers houses, 1 (one) at Building Tomorrow P/s in Gombe Division and another at Kibibi C/S P/S in Busukuma Division under education department. Ref no. Nans 779/Wrks/2017-2018/00004 *Construction of a Market at Busukuma *Purchase of Land for <ul style="list-style-type: none"> - Busukuma Division offices

		<p>LG has made procurements in previous FY as per plan (adherence to the procurement plan) for the previous FY: score 2</p>	<ul style="list-style-type: none"> - Nabweru division offices - Solid waste disposal and management Ref no. Nans 779/Supls/17-18/00011 <p>The previous year procurement plan is available and was signed by the procurement officer on 29/06/2016.</p> <p>The following changes were made to the procurement plan, but approved by the Contracts committee min.185/CC/009/2016-17 and 184/CC/009/2016-17/ respectively</p> <p>*Change of Location of construction of a 5 stance VIP latrine from Zebidayo Kibuuka P/S Nabutiti-Busukuma to Migadde Catholic Primary school in Gombe division. Ref no. Nans 779/Wrks/2016-17/00006</p> <p>*Change of Location of Construction of 2 classroom blocks one with office and store and one without from Lugo C/U primary school in Busukuma division to St. Jude Kiryagonja P/S and Buwambo C/U p/s in Gombe division (without an office). Ref no. Nans 779/Wrks/16-17/00005</p>
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>	<p>• For current FY,</p>	<p>The score is based on the following:</p> <p>*Approximately 20 major procurements are planned (including 4 force on account roads projects). Of these major projects, 16 of the 20 files were ready by 30th August.</p> <p>Invitation for bidding was made for the following procurements through a bid notice number 001 of FY 2017-2018 that was published in the New Vision on 13/07/2017. Procurement requisitions were made on the 7th of July 2017, and record of bid opening is dated 3/08/2017</p> <ul style="list-style-type: none"> • Construction of a two classroom block at Bulesa P/7 Primary school in Busukuma division. Ref no. Nans 779/Wrks/2017-2018/00006. • Construction of staff Quarters and 5-stance pit latrine at Kasozi Health centres III in Busukuma Division under Health department. Ref no. Nans779/Wrks/2017-2018/00003 • Construction of Nansana Municipal Council Annex Building 1ST Phase under works department. Ref no. Nans 779/Wrks/2017-2018/00005. Contract sum of the project is

<p>evidence that the LG has prepared 80% of the bid documents for all investment/infrastructure by August 30: score 2</p>	<p>2</p>	<p>approx. 270 million</p> <ul style="list-style-type: none"> • Construction of 2 Teachers houses, 1 (one) at Building Tomorrow P/s in Gombe Division and another at Kibibi C/S P/S in Busukuma Division under education department. Ref no. Nans779/Wrks/2017-2018/00004 <p>Other procurements planned and done are</p> <ul style="list-style-type: none"> *Construction of Kazo C/U Play Ground, back filling and greening under education department. Ref no. Nans779/Wrks/17-18/00008. The date of issue of bid document is 13/07/2017, record of bid opening is dated 18/7/2017 and contract was awarded on 8/08/2017 *Tiling of Nansana Municipal council administration block Ref No. Nans779/Wrks/17-18/00007. Date of Issue is 12/07/2017 and record of Bid opening is 18/7/2017 *Framework contracts for the four roads was made following a procurement notice number 001 for FY 2016-2017 in an advert dated 5th may 2017. Copies of framework contracts for supply of various items (Ref no. Nans 779/Wrks/17-18/0001, Ref no. Nans779/Wrks/17-18/00009 are dated 26th July 2017
<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 	<p>0</p>	<p>The contracts register is available but not updated. That is, the contract starts and end dates, and progress are not indicated.</p> <p>The following procurement files were sampled and found to be complete</p> <ul style="list-style-type: none"> *Provision of Petroleum products and batteries within Nansana Municipal Council, Ref no. Nans779/Supls/2016-17/00009 * Provision of Petroleum products and batteries within Nansana Municipal Council, Ref no. Nans779/Supls/2016-17/00009

		<ul style="list-style-type: none"> For previous FY, evidence that the LG has adhered with procurement thresholds (sample 5 projects): score 2. 	2	<p>The score is based on the following procurements sampled:</p> <p>Open domestic. Invitation for bidding was made for the following procurements through a bid notice number 001 of FY 2017-2018 that was published on 13/07/2017</p> <p>*Construction of a two classroom block at Bulesa P/7 Primary school in Busukuma division. Ref no. Nans 779/Wrks/2017-2018/00006. Contract sum for the project is approx. 76 million</p> <p>*Construction of staff Quarters and 5-stance pit latrine at Kasozi Health centres III in Busukuma Division under Health department. Ref no. Nans779/Wrks/2017-2018/00003. Contract sum for the project is approx. 90 million</p> <p>*Construction of Nansana Municipal Council Annex Building 1ST Phase under works department. Ref no. Nans 779/Wrks/2017-2018/00005. Contract sum of the project is approx. 270 million</p> <p>Selective bidding under pre-qualification</p> <p>*Tiling of Nansana Municipal council administration block Ref No. Nans779/Wrks/17-18/00007. Contract value is 40 million shillings</p> <p>*Construction of Kazo C/U Play Ground, back filling and greening under education department. Ref no. Nans779/Wrks/17-18/00008. Contract value is 45 million</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>			<p>The following certificates were reviewed against the procured projects</p> <p>* Construction of 5 stance VIP Latrine with Urinal at Migadde Catholic school. Ref no. Nans 779/Wrks/16-17/00006. Payment certificate 01 dated 28/04/2017 and signed by the Engineer, Town clerk etc. was available in the file</p> <p>* Payment certificate dated 16/05/2017 signed by the Ag. Municipal engineer is available in the file for Construction of a chain-link using Concrete Poles casted in Concrete at Nansana Playground. Ref no. Nans 779/Wrks/2016-17/00022</p> <p>*Payment certificate 1 & 02, dated 28/04/2017</p>

• 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

and 23/5/2017 respectively signed by the Engineer, Town clerk etc. for construction of a 5 stance VIP latrine with urinals at Sam Yiga and Kazo CoU Primary school ref.no. Nans 779/Wrks/16-17/000020 was available in the file

* Payment certificate 01 dated 08/06/2017 and signed by the Engineer, Town clerk etc. for Construction of a 5 stance VIP latrine with a urinal at Maganjo Umea primary school. Ref no. Nans779/Wrks/16-17/000019 was available in the file

*Renovation of a 3-classroom block with an Office at Sam Yiga Primary school in Nabweru Division, Ref no Nans779/Wrks/2016-17/00010. Final payment certificate phase 1 dated 22/03/2017 is available on file

*Construction of 2 blocks of a 2 classroom blocks with an office and store St. Jude Kiryagonja P/S and Buwambo C/U p/s in Gombe division (without an office). Ref no. Nans 779/Wrks/16-17/00005. Substantial completion payment certificate signed by the Municipal engineer and Town clerk dated 01/06/2017 is available on file

* Construction of cladding at Nansana Municipal council headquarters and tiling of Nansana Municipal council town clerk's office. Ref no Nans 779/Wrks/2016-17/00004. Payment certificate dated 8/11/2016 and signed by the Assistant municipal engineer and town clerk is on file

* A substantial completion certificate dated 6/04/2017 signed by the Engineers, education and town clerk for Renovation of Kazo Mixed primary school Ref no. Nans779/Wrks/2016-17/00018 is available on file

*Re-Roofing and Minor renovation of Buwambo Health centre IV in Gombe division ref. no Nans 779/Wrks/2016-17/00002. Payment certificate dated 20/10/2016 signed by the assistant engineering officer is available on file

*Partitioning of Nansana Municipal Council Central Registry at Nansana Municipal Council Ref no. Nans779/Wrks/2016-17/00003. The Final payment certificate was generated by the assistant engineering officer and dated 1/11/2016 is on file

		<ul style="list-style-type: none"> Evidence that all works projects for the current FY are clearly labelled (site boards) indicating: the name of the project, contract value, the contractor; source of funding and expected duration: score 2 	0	<p>The following sites were sampled and visited and there were no site boards erected on site</p> <ul style="list-style-type: none"> Construction of a two classroom block at Bulesa P/7 Primary school in Busukuma division. Ref no. Nans 779/Wrks/2017-2018/00006. (The project commenced on 23/10/2017 and was roofed at the time of the site visit) Construction of staff Quarters and 5-stance pit latrine at Kasozi Health centres III in Busukuma Division under Health department. Ref no. Nans779/Wrks/2017-2018/00003 (The project commenced on 20th /10/2017 and was at roofed and plastered at the time of the site visit) Construction of Nansana Municipal Council Annex Building 1ST Phase under works department. Ref no. Nans 779/Wrks/2017-2018/00005. (The project commenced on 23rd /10/2017 and is at ground floor level)
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Assessment area: Financial management

16	<p>The LG makes monthly and up to-date bank reconciliations</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> Evidence that the LG makes monthly bank reconciliations and are up to-date at the time of the assessment: score 4 	4	<p>At the time of assessment on 31 January, 2018 the Municipal Council had prepared bank reconciliation statements up to June 2017</p>
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17

The LG made timely payment of suppliers during the previous FY

Maximum 2 points on this performance measure

• 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

• From the creditors ledger, 11 creditors were Selected and it was found that one invoice was outstanding for more than two months as shown in details below;

Voucher No.	Payee	Amount	Invoice date	Payment Delay	date	(days)
02/02	Saed Technical	52,069,928	15/12/16	27/02/17	37	
11/03	Form Pro Co.	6,699,000	10/03/17	28/03/17	17	
5/3	Technical services	7,500,000	10/03/17	13/03/17	03	
1/3	KKamugo Technical	40,800,000	27/02/17	01/03/17	03	
17/2	Peak Partners	12,000,000	25/01/17	27/01/17	02	
4/2	Wrightech Enginnering	78,400,000	08/02/17	08/02/17	0	
9/1	Form Pro Co	5,700,000	19/12/16	18/01/17	30	
13/4	Gadi Ltd	10,175,000	/12/16	27/04/17	129	21
12/4	Wrightech Engineering	30,124,000	13/03/17	13/04/17	30	
5/6	Gipea Africa Ltd	102,636,005	12/06/17	13/06/17	01	
1/4	Gipea Africa Ltd	19,450,000	13/02/17	21/03/17	37	

The LG executes the Internal Audit function in accordance with the LGA section 90 and LG procurement regulations

Maximum 6 points on this performance measure.

- 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 internal audit department is headed by senior internal auditor. According to the appointment letter Mr. Ssenkezi Ssendendo Julius, was appointed Senior internal auditor of Nansana Municipal on 3rd January, 2017 under minute 245/2016

- The senior auditor prepared all the quarterly reports for FY 2016/17. The reports were produced as follows;

• Period	Date of signing
• 1st quarter	31st October, 2016
• 2nd quarter	10th January, 2017
• 3rd quarter	27th April, 2017
• 4th quarter	28th July, 2017

- 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

The Municipal Council became a vote in 2016/2017. At the time of assessment the DPAC had only discussed the internal audit report for 1st quarter of 2016/2017. However, the Town Clerk on 13th April 2017, submitted an update on action taken in response to audit issues raised by Auditor General in year 2015/2016 to the DPAC.

		<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>At the time of assessment on 31st January, 2017, the LG had submitted internal audit reports to LGPAC as follows:</p> <table border="0"> <thead> <tr> <th>• Period</th> <th>Date of submission to LGPAC</th> </tr> </thead> <tbody> <tr> <td>• 1st quarter</td> <td>31st October, 2016</td> </tr> <tr> <td>• 2nd t quarter</td> <td>10th January, 2017</td> </tr> <tr> <td>• 3rd quarter</td> <td>27th April, 2017</td> </tr> <tr> <td>4th quarter</td> <td>28th July, 2017</td> </tr> </tbody> </table> <p>However, at the time of assessment on 2nd February, 2017</p> <p>LGPAC had only discussed the 1st quarter reports. For the discussed report the LG had provided information on the status of implementation of audit findings.</p>	• Period	Date of submission to LGPAC	• 1st quarter	31st October, 2016	• 2nd t quarter	10th January, 2017	• 3rd quarter	27th April, 2017	4th quarter	28th July, 2017
• Period	Date of submission to LGPAC													
• 1st quarter	31st October, 2016													
• 2nd t quarter	10th January, 2017													
• 3rd quarter	27th April, 2017													
4th quarter	28th July, 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 	0	<p>The district maintains two separate asset registers for;</p> <ol style="list-style-type: none"> Transport equipment Furniture and fittings ICT equipment Office equipment <p>The Municipal council did not have a register of land and buildings, roads and bridges.</p>										
20	<p>The LG has obtained an unqualified or qualified Audit opinion</p> <p>Maximum 4 points on this performance measure</p>	<p>Quality of Annual financial statement from previous FY: • unqualified audit opinion: score 4 • Qualified: score 2 • Adverse/disclaimer: score 0</p>	4	<ul style="list-style-type: none"> According to the Auditor General's report for FY2017, the audit opinion on the financial statements of the Municipality for 2016/2017 was unqualified. 										
Assessment area: Governance, oversight, transparency and accountability														

21	<p>The LG Council meets and discusses service delivery related issues</p> <p>Maximum 2 points on this performance measure</p>	<p>Evidence that the Council meets and discusses service delivery related issues including TPC reports, monitoring reports, performance assessment results and LG PAC reports for last FY: score 2</p>	2	<p>In the FY 2016/17, the Council met 6 times as indicated below and there is evidence of discussion of issues pertaining to service delivery including reports from the TPC:</p> <ul style="list-style-type: none"> • Meeting of 20th July 2016 • Meeting of 18th November 2016 • Meeting of 22nd December 2016 • Meeting of 20th March 2017 • Meeting of 11th May 2017 • Meeting of 30th June 2017 <p>There was no evidence of discussion of LG PAC reports by Council.</p> <p>There were no previous performance assessment results for discussion by Council.</p>
22	<p>The LG has responded to the feedback/complaints provided by citizens</p> <p>Maximum 2 points on this Performance Measure</p>	<ul style="list-style-type: none"> • 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"> • The Deputy Town Clerk was designated responsibility for receiving grievances and complaints from the community - Letter Evidence: Letter not dated - • A complaints file has been established for issues arising during road-opening – a Complaint Form – is in place – when submitted, Assistant Engineering Officer – Desk Officer – receives the complaints, logs them in; forwards to Municipal Engineer; site visit by Municipal Engineer, Assistant , Area Councillor, Village Chairperson and the Deputy Town Clerk. • After the site visit, the agreed action is what the council takes.

23	<p>The LG shares information with citizens (Transparency)</p> <p>Total maximum 4 points on this Performance Measure</p>	<p>Evidence that the LG has published: • The LG Payroll and Pensioner Schedule on public notice boards and other means: score 2</p>	2	<ul style="list-style-type: none"> • The Local Government payroll for the month of January 2018 was displayed on the Local Government Public Notice Board at the time of the assessment • The HR Officer reported non-existence of pensioners.
		<ul style="list-style-type: none"> • Evidence that the procurement plan and awarded contracts and amounts are published: score 1 	0	<p>The procurement Plan was not published on the notice Board, but awarded contracts and amount were published.</p>
		<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 2016/17</p>
24	<p>The LGs communicates guidelines, circulars and policies to LLGs to provide feedback to the citizens</p> <p>Maximum 2 points on this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the HLG have communicated and explained guidelines, circulars and policies issued by the national level to LLGs during previous FY: score 1 	1	<p>Samples of the following were availed at the time of the assessment as having been communicated to LLGs.:</p> <ul style="list-style-type: none"> • Dissemination of Guidelines for budget Preparations • Tool for Assessing the status of Statistical Production in the NMC • Municipal Budget Call Circular (11/10/2017)

		<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"> • There are recordings of Radio Programs held once a month on CBS FM 89.2 – Thursday 9.30 – 10.30 – Wakiso Empya Programme – on the budget • The Local Government payroll for the month of January 2018 was displayed on the Local Government Public Notice Board at the time of the assessment • Report on file on Mayor’s Communication in the press conference on 26/07/2017 at the Municipal Headquarters • Report on Baraza meeting held on 9th June at Kagoma Nasita, Kagoma Ward, Nabweru Division.
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Assessment area: Social and environmental safeguards

25	<p>The LG has mainstreamed gender into their activities and planned activities to strengthen women’s roles</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> • Evidence that the LG gender focal person has provided guidance and support to sector departments to mainstream gender into their activities score 2. 	2	<p>The score is based on the following evidence provided at the time of assessment</p> <ul style="list-style-type: none"> * ‘A report for Gender Mainstreaming planning and Budget cycle for Municipal Heads of Department, Executive members and gender focal persons in Nansana Municipality’. The reported is 06/10/2016 and signed by the community development officer. The workshop was held on 4/10/2016 at the Nansana Council Hall. * Minutes of Technical Planning Committee meeting held on 27/01/2017, signed by Town clerk and Economic planner. Gender presentation was made under Min 14/14/TPC/01/17. <p>No specific departmental meeting minutes were availed</p>
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• 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

The SCDO/Gender focal point has planned activities for the new FY 2017-2018 as evidenced by the Gender action plan signed by the SDCO on 7/07/2017 and approved by the Municipal council on 13/07/2017

The following quarterly reports were availed for review:

*A report on Training of councillors on gender based violence at Nansana Municipal Headquarters". The reported dated 19/12/2016 was addressed to the town clerk and signed by the CDO.

*Gombe division Quarterly Report for community based services department FY 2016-2017 dated 6/12/2016 and compiled by the CDO

Report of community based services department: Nansana Division. Ref CDO/05/11 dated 12/12/2016 and signed by the CDO

* Women council meeting reports titled

- "Issues rose during women council meeting held on Monday 16/01/2017" (no date)

- "Women council meeting held at Nansana Municipality" dated 16/01/2017

* Gender disaggregated data for PWDs: A request for funding of Data Collection. Addressed to Town clerk and dated 22/02/2017

The gender mainstreaming budget for FY 2016-2017 was 10 million shillings (Non-wage) and expenditure was 11.7 million (117%). Women councils, budgeted for 4.6million and only 10.9% was spent.

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

Maximum 6 points on this performance measure

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

0

For the following sampled projects for FY 2017/2018, evidence that environmental screening was carried out is contained in the Environmental Screening Report (including mitigation measures) (prepared by the Wakiso District Environment Officer) dated September 2017:

- Construction of staff quarters at Building Tomorrow Gitta P/S
- Rehabilitation of Kavule-Busakya-Galamba road (6km)
- Renovation of maternity ward at Kwanda HCIII
- Maintenance of Energo-Kirinyabigo road in Nakyesanja (1.5km)
- Provision of drainage on Nabweru HC III

However, no environmental monitoring reports were availed. According to the Physical Planner, who also doubles as the Environment Officer, environmental monitoring of implementation of mitigation measures for the FY 2017/18 projects is yet to be conducted.

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

0

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

- Construction of a two classroom block at Bulesa P/7 Primary school in Busukuma division. Ref no. Nans 779/Wrks/2017-2018/00006.
- Construction of staff Quarters and 5-stance pit latrine at Kasozi Health centres III in Busukuma Division under Health department. Ref no. Nans779/Wrks/2017-2018/00003
- Construction of Nansana Municipal Council Annex Building 1ST Phase under works department. Ref no. Nans 779/Wrks/2017-2018/00005.
- Construction of 2 Teachers houses, 1 (one) at Building Tomorrow P/s in Gombe Division and another at Kibibi C/S P/S in Busukuma Division under education department. Ref no. Nans 779/Wrks/2017-2018/00004

		<p>• Evidence that all projects are implemented on land where the LG has proof of ownership (e.g. a land title, agreement etc.): score 1</p>	0	<p>The following were noted during the review</p> <ul style="list-style-type: none"> * School are under religious denominations and titles are either under Anglican, catholic or Muslim. *However, agreement for land for schools and health denoted by individuals e.g Buwambo Primary school, Gombe Community polytechnic, St Jude kiryangonja, St Andrews primary, Wamirongo P/S, Zebidayo Kibuuka P/S, Kanyange P/s, Kawanda HC III, Kasozi HC II, Namulonge HC II and Gombe HC II are still un-processed * Land for solid waste management is still under procurement. (Plot 28, Block 143, Wakiso, Kyadondo * Land for the divisions is under Buganda Land Board. At the time of assessment, the land/lease agreements were availed for review * Lease title for the Municipal headquarter Plot 5011, Block 203, Volume 3717 and Folio 9 of Kyadondo is available. Date 5/04/2007 *Lease title for the Nansana Daily Market, Plot 5009, Block 203, Volume 3840 and Folio 6 is available. Dated 6/03/2008
		<p>• Evidence that all completed projects have Environmental and Social Mitigation Certification Form completed and signed by Environmental Officer: score 2</p>	0	<p>No Environmental and Social Certification forms for the completed projects of FY 2016/17 were availed.</p>



LGPA 2017/18

Educational Performance Measures

Nansana Municipal Council

(Vote Code: 779)

Score 22/100 (22%)

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>From the budget and staff lists, it was confirmed that at least 1 head teacher and 7 teachers were budgeted for the FY 2017/2018. Staff lists, payrolls and list of schools were availed and all serving teachers and head-teachers were on the pay roll</p> <p>Of the 49 head teachers, 42 are substantive and 7 are in acting capacities. The 7 in acting capacity substantively appointed deputies. The gap to be filled for head teachers is 7</p>
2	<p>LG has substantively recruited all primary school teachers where there is a wage bill provision</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG has filled the structure for primary teachers with a wage bill provision <ul style="list-style-type: none"> If 100% score 6 If 80 - 99% score 3 If below 80% score 0 	3	<p>A total of 458 teachers were budgeted for the FY 2017/18. The teachers who are actually available and on the pay roll are 409 (88%). This leaves a gap of 49 teachers (12%). According to the education department the gap was caused by retirement, death, transfer of services and increased enrollment in some schools.</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>From the approved structure and the budget, there is a wage bill provision for 2 inspectors and the positions are not yet filled. However, officer acting in the position of inspector of schools is a Town Agent</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>Recruitment plan work plan was submitted to the Town Clerk as at 8th Aug/2017 and duly signed by the Ag. Municipal Education Officer. The number of teachers required for recruitment was 49 and 7 Education Officers.</p>
		<p>Evidence that the LG Education department has submitted a recruitment plan to HRM for the current FY to fill positions of School Inspectors: score 2</p>	2	<p>Recruitment plan work plan was submitted to the town clerk as at 8th Aug/2017 and duly signed by the Ag. Municipal Education Officer. The number of inspectors required for recruitment was 2</p>

5	<p>The LG Education department has conducted performance appraisal for school inspectors and ensured that performance appraisal for all primary school head teachers is conducted during the previous FY.</p>	<p>Evidence that the LG Education department appraised school inspectors during the previous FY • 100% school inspectors: score 3</p>	3	<p>The position is vacant because there is no wage, There is one person acting as Inspector of Schools. Letter of appointment Ref: RM1011 dated 5/01/2017.</p> <p>Appraisal does not arise since he was in office for only six months.</p>
	<p>Maximum 6 for this performance measure</p>	<p>Evidence that the LG Education department appraised head teachers during the previous FY. • 90% - 100%: score 3 • 70% - 89%: score 2 • Below 70%: score 0</p>		0
Assessment area: Monitoring and Inspection				

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

Maximum 3 for this performance measure

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

0

The circulars available in the Education Department included;

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

Unlicensed /Unregistered Schools dated 22nd/ Sept/2017. No. DES/50/14.

The following important circulars were missing both at the education department and in the sampled schools.

Focus on school inspection FY 2017/18. NO. DES/14/17 (missing)

Teacher Support Supervision No: ADM/203/255/01 (missing)

School Feeding Program in Education Institutions. NO: MES/MIN25 (missing)

No circular from the Ministry of Education was found in the selected schools. Schools only had local circulars issued by the education department. Communication of information in guidelines was through head teacher meetings at beginning and end of the term.

The following are the schools that were sampled.

- Nansana Catholic P/S (government)
- Nansana Church of Uganda P/S (government)
- Immaculate Heart P/S (Private)
- Nansana Kisa P/S- (private)

		<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>The Education Officer holds meetings with head teachers. E.g. on 5th December 2016 and MIN 04/12/16/NM, Combines Communication of Education Officer and Inspector of Schools include school feeding and stopping of holiday teaching. Another meeting was on 6th Dec. 2016.</p> <p>Min 5/12/2016 constitutes communication from the Municipal Education Officer. The officer argued head teachers to visit one another and draw lessons for improvement</p>
7	<p>The LG Education Department has effectively inspected all private and public primary schools</p> <p>Maximum 12 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that all private and public primary schools have been inspected at least once per term and reports produced: <ul style="list-style-type: none"> o 100% - score 12 o 90 to 99% - score 10 o 80 to 89% - score 8 o 70 to 79% - score 6 o 60 to 69% - score 3 o 50 to 59% score 1 o Below 50% score 0. 	0	<p>The education department had a set of inspections forms for some individual schools (filled inspection forms), from which information was got to feed the quarterly reports. The inspection reports were in a format issued by Ministry of Education and Sports for 2016/17. Of the 4 sampled schools, only 1 had copies inspection reports issued by the inspector of schools. It can be said that only 25% of the schools had been inspected in the previous year.</p>

8	<p>LG Education department has discussed the results/reports of school inspections, used them to make recommendations for corrective actions and followed recommendations</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the Education department has discussed school inspection reports and used reports to make recommendations for corrective actions during the previous FY: score 4 	0	There was no evidence that the Education department has discussed school inspection reports and used reports to make recommendations for corrective actions during the previous FY
		<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	From DES records, Inspection reports were not submitted for the financial year 2016/2017. No reason was given for not submitting the reports..
		<ul style="list-style-type: none"> Evidence that the inspection recommendations are followed-up: score 4 	0	There was no evidence that the inspection recommendations are followed-up
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: <ul style="list-style-type: none"> List of schools which are consistent with both EMIS reports and OBT: score 5 	0	The number of government aided primary schools given by EMIS and OBT data is consistent with that in the education department government aided schools (49 schools). However, number of licenced and unlicensed schools had not been computed.
		<p>Evidence that the LG has submitted accurate/consistent data: •</p> <ul style="list-style-type: none"> Enrolment data for all schools which is consistent with EMIS report and OBT: score 5 	0	DEO only provided enrolment data for government aided schools for FY 2016/2017 as being 17,611. Enrolment data for private schools is not yet ascertained
Assessment area: Governance, oversight, transparency and accountability				

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

Maximum 4 for this performance measure

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

2

Minutes of 4 meetings of the Education, Sports, Youth and PWDs Committee for FY 2016/17 were availed, where Education issues were discussed as follows:

- Meeting of 27th September 2016 – *Review of 1st Quarter Report* under Min. 004/EC/16/17, *Presentation of 2nd Quarter Workplan* under Min. 005/EC/16/17.
- Meeting of 7th December 2016 - *Discussion of 5-year sector development plan* under Min. 011/EC/16/17
- Meeting of 14th March 2017 - *Review of Departmental 2nd Quarter report* under Min. 018/EC/16/17
- Meeting of 26th April 2017- *Discussion of sectoral budget for FY 2017/18* under Min. 25/EC/16/17

		<ul style="list-style-type: none"> • Evidence that the education sector committee has presented issues that requires approval to Council: score 2 	2	<p>The Education Committee presented report (including recommendations for Council approval) in the Municipal Council meeting of:</p> <ul style="list-style-type: none"> • 18th November 2016 –Min. 15/CM/NMC/16/17 (<i>Upgrade of Gombe polytechnic from a polytechnic vocation school to a polytechnical vocational school. Staff recruitment, rotation of head teachers, school inspection and monitoring reports</i>) • 22nd December 2016 –Min. 23/CM/16/17 (<i>Education sector programs/projects for the next 5 years</i>) • 11th May 2017 –Min. 39/CM/16/17 (<i>Approval of Education and Sports sector projects and budget for FY 2017/18</i>)
11	<p>Primary schools in a LG have functional SMCs</p> <p>Maximum 5 for this performance measure</p>	<p>Evidence that all primary schools have functional SMCs (established, meetings held, discussions of budget and resource issues and submission of reports to DEO) • 100% schools: score 5 • 80 to 99% schools: score 3 • Below 80% schools: score 0</p>	0	<p>The education office had a file containing SMC minutes of only government aided schools. From the sampled schools,</p> <p>Nansana Catholic P/S (government)</p> <ul style="list-style-type: none"> • Nansana Church of Uganda P/S (government) • Immaculate Heart P/S (Private) • Nansana Kisa P/S- (private)
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>All schools receiving non-wage recurrent grants were not listed on notice boards by the time of this assessment. There was no departmental noticeboard for listing education activities</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 	0	<p>The procurement requisition forms were availed. E.g Requisition form dated 16/5/2017 was made for construction of concrete poles to fence Nansana playground. Cost sh. 36,150,000</p> <p>Another procurement form was dated 13th/11/2016 for construction of 5 stance VIP latrine with urinals at Nabinaka Primary School. Cost = sh.42,006, 425</p> <p>These submissions were after the recommended date.</p>
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14

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

Maximum 3 for this performance measure

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

0

Nine vouchers were reviewed, and the longest time it took to recommend a payment was nine days as shown below;

Education Department Schedule of payment to suppliers and contractors

Date	Payee	CHQ NO	VR NO	Amount	Invoice date	Recommendation date	Delay
10/4/17	Bestie Hotels Ltd	21	1/4	29,532,201	6/04/17	10/04/17	4
28/4/17	Amoulgamated	025/26		1/ 11,300,022	5/05/17		
5/05/17							0
23/5/17	Bestie Hotels	39/40		10/5 6,238,703	23/05/17	23/05/17	0
16/5/17	Kamogo	033/34	07/5	36,150,000	15/05/17	18/05/17	3
17/5/17	Bestie	031/032	6/5	19,365,275	8/05/17	17/05/17	9
19/12/16	JESE	011/012		3/12 42,006,425	11/11/16	No date	
28/4/17	Tercko	027/028		2/5 18,346,140	24/04/17		8
2/05/17							8
23/5/17	Amoulgamated	8/5		29,000,000	22/05/17		1
23/05/17							1
14/6/17	Cornerstone	48/49		3/6 2,000,000	5/06/17		9
14/06/17							9

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	<p>There was not record in the Planner's Office to enable verify this indicator.</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 	2	<p>According to the internal audit reports for FY 2016/2017, the department had the following queries:</p> <ul style="list-style-type: none"> Internal Audit findings on the sector <table border="1" data-bbox="1043 965 1513 1144"> <thead> <tr> <th>Quarter 1</th> <th>Quarter 2</th> <th>Quarter 3</th> <th>Quarter 4</th> </tr> </thead> <tbody> <tr> <td>No. of queries :</td> <td>1</td> <td>0</td> <td>0</td> </tr> </tbody> </table> <p>The department had 4 audit queries in the year which were responded to.</p> <p>At the time of assessment on 2nd February, 2017 the DPAC had only discussed the internal audit reports for 1st quarter of 2016/2017. According to DPAC report dated 8th November, the department had provided information on the status of implementation of audit findings.</p>	Quarter 1	Quarter 2	Quarter 3	Quarter 4	No. of queries :	1	0	0
Quarter 1	Quarter 2	Quarter 3	Quarter 4									
No. of queries :	1	0	0									
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>There was no evidence of consultation with the gender focal person regarding guidelines on how senior women/men teacher should provide guidance to girls and boys to handle hygiene, reproductive health, life skills etc...:</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 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</p>
		<ul style="list-style-type: none"> • Evidence that the School Management Committee meet the guideline on gender composition: score 1 	0	<p>List of SMCs from the 4 sampled schools only 2 had functional SMCs and with both male and female representatives. In the 2 schools (50%) where SMCs were functional, the composition membership for female was 4 out of the total of 12.</p> <p>The schools sampled included;</p> <ul style="list-style-type: none"> • Nansana Catholic P/S (government) • Nansana Church of Uganda P/S (government) • Immaculate Heart P/S (Private) • Nansana Kisa P/S- (private)
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 environment department/ office at the LG at the time of assessment.</p>



LGPA 2017/18

Health Performance Measures

Nansana Municipal Council

(Vote Code: 779)

Score 72/100 (72%)

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 staffing levels after recruitment this FY2017/18 will be at 86%, currently is 71%. Recruitments plans for two medical officers, other cadres, replacing staff who left and major gap for support staff (askaris and porters)</p>
2	<p>The LG Health department has submitted a comprehensive recruitment plan to the HRM department</p> <p>Maximum 4 points for this performance measure</p>	<p>Evidence that Health department has submitted a comprehensive recruitment plan/request to HRM for the current FY, covering the vacant positions of health workers: score 4</p>	4	<p>A 2017/2018 recruitment plan was submitted on 11th September 2017 and advert has been passed for recruitment</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>There are 14 government owned Health Facilities. Five appraisals reports for the in charge ofKasozi HCIII, Kawanda HCIII,, Namulonge HCIII, Nassolo Wammala HCII, and BuwamboHCIV were availed but appraisal was incomplete. For the rest there was no evidence of appraisal.</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>All the 13 government health facilities have technical staff recruited based on the approved MoH staffing norms at HC IV, HC III and HC II</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 	3	<p>The guidelines circulated include the patient charter, waste care guidelines, National Quality Improvement strategic plan on 4th April 2017</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>No evidence of specific meetings with DHOs to explain guidelines, policies and circulars. Only the waste management guidelines have been mentioned in some meetings with health workers.</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 specific reports where the municipality has supervised Buwambo HC IV. The supervisions are integrated with quarterly support supervision for other health facilities.</p>
		<p>Evidence that DHT has supervised lower level health facilities within the previous FY:</p> <ul style="list-style-type: none"> • 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 	3	<p>The municipality Health officer (MHO) and the HSD team have supervised lower level health facilities on a quarterly basis. Three quarterly reports were available in 14 health facilities including one PNFP.</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:</p> <ul style="list-style-type: none"> • 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 	6	<p>The municipality Health officer and the HSD team have supervised lower level health facilities on a quarterly basis. Three quarterly reports were available for 14 health facilities including one PNFP. Reports-2nd November 2016, 6th September 2016, 28th August 2017, 30th November 2017, 2nd May 2016,</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>	<ul style="list-style-type: none"> • Evidence that the reports have been discussed and used to make recommendations for corrective actions during the previous FY: score 4 • Evidence that the recommendations are followed – up and specific activities undertaken for correction: score 6 	4	<p>The supervision reports indicate progress on some action points such as painting of Nabweru HCII that has been done following support supervision dated 28th August 2017. This renovation has been witnessed</p> <p>Staff absenteeism is handled by the office of the Town Clerk and the MHO. Warning letters to staff who miss duty were available on file. Staff clock-in time is monitored and audited on a monthly basis. A specific support supervision report on staff monitoring is available dated 2nd November 2016.</p>
9	<p>The LG Health department has submitted accurate/consistent reports/date for health facility lists as per formats provided by MoH</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG has submitted accurate/consistent data regarding: <ul style="list-style-type: none"> o List of health facilities which are consistent with both HMIS reports and OBT: score 10 	10	<p>All the 14 health facilities, public, PNFP's monthly, quarter and annual outputs are reflected on OBT. All 14 health facilities receive PHC funds and names appear in OBT.</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>	<p>• 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</p>	2	<p>Minutes of 4 meetings of the Health, Culture, Gender, Elderly and Children Affairs Committee for FY 2016/17 were availed, where Health issues were discussed as follows:</p> <ul style="list-style-type: none"> • Meeting of 27th September 2016 – <i>Review of 1st Quarter Report and 2nd Quarter Workplan</i> under Min. 3/HC/16/17 • Meeting of 7th December 2016 - <i>Discussion of 5-year sector development plan</i> under Min. 010/HC/16/17 • Meeting of 20th March 2017 - <i>Presentation of Departmental 2nd Quarter report</i> under Min. 017/HC/2016/17 and <i>Presentation of 4th Quarter Workplan</i> under Min. 018/HC/2016/17 • Meeting of 26th April 2017- <i>Discussion of sectoral budget for 2017/18</i> under Min. 25/HC/16/17
		<p>• Evidence that the health sector committee has presented issues that require approval to Council: score 2</p>	2	<p>The Health Committee presented report (including recommendations for Council approval) in the Municipal Council meeting of:</p> <ul style="list-style-type: none"> • 18th November 2016 –Min. 15/CM/NMC/16/17 (<i>Health Sector 1st Quarter report, proposed measures to address health sector challenges</i>) • 22nd December 2016 –Min. 23/CM/16/17 (<i>Health sector programs/projects for the next 5 years</i>) • 11th May 2017 –Min. 39/CM/16/17 (<i>Approval of Health sector projects and budget for FY 2017/18</i>)

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 	3	<p>The health centres have HUMC meetings and budget and resources are discussed.</p> <p>Jinja Kalori HC II had all the four mandatory HUMC meetings, 27/03/17, 23/09/16, 12/07/16, 15/12/16</p> <p>Nabweru HC III had the four mandatory meetings</p> <p>Buwambo HC IV-3 sets of HUMC meetings seen,</p> <p>Minutes of other health facilities were available as well, at least for one quarter</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 health facilities that receive PHC funds releases have been publicised at the municipality offices and not in the three health facilities visited; Buwambo HC IIV, Nabweru HCIII and Jinja Kalori HC II</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 <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>	0	<p>Procurement request was submitted as soft to PDU in April 2017 but no evidence to prove this. The available health department procurement plan is for FY2016/2017</p> <p>The Municipality Health Officer has submitted several PPF 1 forms itemised by subject after the first quarter of FY2017/2018 such as procurement of fuel 31/10/2017 and on 18/01/2018</p>

14	<p>The LG Health department has supported all health facilities to submit health supplies procurement plan to NMS</p> <p>Maximum 8 points for this performance measure</p>	<ul style="list-style-type: none"> • 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 	8	<p>The procurement plan for Buwambo HC IV seen and approved by the DHO on 18th January 2017. Lower level health facilities approved proposals for medicines kits signed off on 23rd February 2017.</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 	0	<table border="1"> <thead> <tr> <th>Payee</th> <th>CHQ NO</th> <th>VR NO</th> <th>Amount</th> <th>Delay</th> </tr> <tr> <th>Date</th> <th>Date</th> <th>Days</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>Bestie</td> <td>0004</td> <td>01/10</td> <td>39,899,287</td> <td>21/10/16</td> </tr> <tr> <td></td> <td></td> <td></td> <td>4</td> <td></td> </tr> <tr> <td>Bestie</td> <td>13/14</td> <td>01/04</td> <td>6,808,206</td> <td>11/04/17</td> </tr> <tr> <td></td> <td></td> <td></td> <td>77</td> <td></td> </tr> </tbody> </table>	Payee	CHQ NO	VR NO	Amount	Delay	Date	Date	Days			Bestie	0004	01/10	39,899,287	21/10/16				4		Bestie	13/14	01/04	6,808,206	11/04/17				77	
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16	<p>The LG Health department has submitted annual reports (including all quarterly reports) in time to the Planning Unit</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the department submitted the annual performance report for the previous FY (including all four quarterly reports) to the Planner by mid-July for consolidation: score 4 	0	<p>The Municipal Planner had no record of submissions from the departments to enable verification of compliance.</p>																														

17	<p>LG Health department has acted on Internal Audit recommendation (if any)</p> <p>Maximum 4 for this performance measure</p>	<p>Evidence that the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year • If sector has no audit query score 4 • If the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year: score 2 points • If all queries are not responded to score 0</p>	2	<p>According to the internal audit reports for FY 2016/2017, the department had the following queries:</p> <ul style="list-style-type: none"> Internal Audit findings on the sector <table border="1" data-bbox="1018 331 1503 481"> <thead> <tr> <th>Quarter</th> <th>Quarter 1</th> <th>Quarter 2</th> <th>Quarter 3</th> <th>Quarter 4</th> </tr> </thead> <tbody> <tr> <td>No. of queries :</td> <td>3</td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>2</td> <td>1</td> <td>2</td> <td></td> </tr> </tbody> </table> <p>The department had 8 audit queries in the year which were responded to.</p> <ul style="list-style-type: none"> At the time of assessment on 2nd February, 2017 the DPAC had only discussed the internal audit reports for 1st quarter of 2016/2017. According to DPAC report dated 8th November, the department had provided information on the status of implementation of audit findings. 	Quarter	Quarter 1	Quarter 2	Quarter 3	Quarter 4	No. of queries :	3					2	1	2	
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No. of queries :	3																		
	2	1	2																
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	<p>All health units had female representation and calculated at 47.5% for 9 health facilities (Nansana(3/7), Migadde (3/7), kawanda (3/7), Matugga (4/7), Buwambo (3/8), Jinja Kalori (8/10), Nabweru (2/9) among others</p> <p>No guidelines on sanitation were seen in the three health facilities visited-Buwambo HCIV, Nabweru HCIII and Jinja Kalori HC II</p>															
19	<p>The LG Health department has issued guidelines on medical waste management</p> <p>Maximum 2 points</p>	<ul style="list-style-type: none"> Evidence that the LGs has issued guidelines on medical waste management, including guidelines for construction of facilities for medical waste disposal : score 2 points. 	2	<p>Guidelines on health care waste management in health facilities were issued to all incharges, signed for on 14th April 2017. Only one health centre-Buwambo HC IV has the guidelines in place</p>															