



## LGPA 2017/18

Accountability Requirements

Nebbi Municipal Council

(Vote Code: 794)

Assessment	Compliant	%
Yes	3	50%
No	3	50%

Summary of requirements	Definition of compliance	Compliance justification	Compliant?
Assessment area: Annual performance contract			
LG has submitted an annual performance contract of the forthcoming year by June 30 on the basis of the PFMAA and LG Budget guidelines for the coming financial year.	xxx	Nebbi Municipality submitted the final performance contract for FY2017/18 on 18/07/2017, which is contrary to the LG submission standard of 30th June, 2017.	No
Assessment area: Supporting Documents for the Budget required as per the PFMA are submitted and available			
LG has submitted a Budget that includes a Procurement Plan for the forthcoming FY (LG PPDA Regulations, 2006).	xxxxx	Nebbi municipality submitted a budget with a procurement plan for FY2017/18 attached	Yes
Assessment area: Reporting: submission of annual and quarterly budget performance reports			
LG has submitted the annual performance report for the previous FY on or before 31st July (as per LG Budget Preparation Guidelines for coming FY; PFMA Act, 2015)	xxxxx	Nebbi municipality submitted the annual performance report for FY 2016/17 to MoFPED on 8th August, 2017 by Ovrutho Stephenson the Municipal planner contrary to 31st July as per LG budget preparation guidelines.	No

<p>LG has submitted the quarterly budget performance report for all the four quarters of the previous FY; PFMA Act, 2015)</p>	<p>xxxxxx</p>	<p>Nebbi Municipality submitted all the 4 quarterly budget performance reports for FY2016/17 to MoFPED on the dates indicated below</p> <ul style="list-style-type: none"> <li>• Quarter 4 submitted on 8th August, 2017, by Ovrutho Stephenson</li> <li>• Quarter 3 submitted on 23rd May, 2017, by Olley Ben</li> <li>• Quarter 2 submitted on 1st March, 2017, by Olley Ben</li> <li>• Quarter 1 submitted on 10th November, 2016, by Olley Ben</li> </ul>	<p>Yes</p>
<p>Assessment area: Audit</p>			
<p>The LG has provided information to the PS/ST on the status of implementation of Internal Auditor General or Auditor General findings for the previous financial year by April 30 (PFMA s. 11 2g). This statement includes actions against all findings where the Auditor General recommended the Accounting Officer to take action (PFMA Act 2015; Local Governments Financial and Accounting Regulations 2007; The Local Governments Act, Cap 243).</p>	<p>xxxxx</p>	<p>No evidence with respect to information to the PS/ST on the implementation status of FY 2015/16 Internal Auditor General findings was seen.</p>	<p>No</p>
<p>The audit opinion of LG Financial Statement (issued in January) is not adverse or disclaimer</p>	<p>xxxxx</p>	<p>Nebbi MC has an unqualified Audit opinion for its FY 2016/17 financial statements, with an emphasis of matter on 3 issues. ? Failure to implement Budget as approved by Parliament ? Understaffing ? Lack of Land titles</p>	<p>Yes</p>



## **LGPA 2017/18**

Crosscutting Performance Measures

Nebbi Municipal Council

(Vote Code: 794)

Score 49/100 (49%)

794 Nebbi Municipal Council Crosscutting Performance Measures

No.	Performance Measure	Scoring Guide	Score	Justification
Assessment area: Planning, budgeting and execution				
1	<p>All new infrastructure projects in: (i) a municipality; and (ii) all Town Councils in a District are approved by the respective Physical Planning Committees and are consistent with the approved Physical Plans</p> <p>Maximum 4 points for this performance measure.</p>	<p>Evidence that a municipality/district has:</p> <ul style="list-style-type: none"> <li>• A functional Physical Planning Committee in place that considers new investments on time: score 2.</li> </ul>	2	<p>There is evidence of a functional physical planning committee as evidence by minutes below:</p> <p>Nebbi MC PPCM held on 13th/9/2017, discussed</p> <ul style="list-style-type: none"> <li>• Developments matters relating to titling applications, land registration process and illegal developments Min 04/1/PPCM/2017/18</li> <li>• Building plans approval Min05/PPCM/2017/18</li> </ul> <p>Extra ordinary PPCM held on 7th /12/2016 at TCs office</p> <ul style="list-style-type: none"> <li>• Municipality Development matters Min 04/03/2016/16</li> <li>• Physical development plan for Nebbi Municipal Council 2017-2027 Min 05/03/2016/2017</li> <li>• Building Plan approval-Min 06/03/2016/17</li> </ul>
		<ul style="list-style-type: none"> <li>• All new infrastructure investments have approved plans which are consistent with the Physical Plans: score 2.</li> </ul>	2	<p>There was evidence that all new infrastructure investments have approved plans, this was evident from the development plans registration book for all approved plans.</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"> <li>• Evidence that priorities in AWP for the current FY are based on the outcomes of budget conferences: score 2.</li> </ul>	2	<p>There was evidence that priorities in FY2017/18 AWP are based on the outcomes of budget conference held at Nebbi municipal council on 7th November, 2016.</p>

		<ul style="list-style-type: none"> <li>• 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.</li> </ul>	2	<p>There was evidence that capital Investments for FY2017/18 where derived from the approved 5 year development plan.</p> <ul style="list-style-type: none"> <li>• Construction of 2 classroom block in UPE-Angiri P/S pg 16,</li> <li>• construction of office block at Thatha division phase 2 pg 7</li> <li>• 1 slaughter slab constructed, 1 plant marketing facility constructed and 5 fish ponds constructed and maintained pg 12</li> <li>• 3 OPD and wards constructed, 3 HC111s constructed and 3 standard pit latrines constructed in a village pg 14 performance contract 2017/18</li> <li>• 10 bottlenecks removed from CARs, 40 km of urban paved roads routinely maintained, 10km of urban unpaved roads routinely maintained, 9 bottlenecks cleared on CARs, 135km of municipal roads routinely maintained, 1km of municipal roads periodically maintained and 5 bridges maintained.pg 18 of performance contract</li> <li>• 13 water points rehabilitated, and 30 new connections made to existing schemes pg20</li> </ul> <p>DDP11 approved projects, that are reflected in the AWP of FY2016/17</p> <ul style="list-style-type: none"> <li>• Office block construction pg 80</li> <li>• Market shade construction at Namrwodho and fencing abattoir, mowing machine , tractor disc plough pg 82</li> <li>• Fencing of schools, latrine construction, culverting, routine manual maintenance, routine mechanised maintenance, opening 7km Pagei &amp; Opano road, office block fencing, pg 84</li> <li>• Construction of community centre, procurement of 1 motorcycle</li> </ul>
		<ul style="list-style-type: none"> <li>• Project profiles have been developed and discussed by TPC for all investments in the AWP as per LG Planning guideline: score 1.</li> </ul>	0	<p>There was no evidence to show that project profiles were developed and discussed by TPC for all investments in the AWP as per LG planning guidelines.</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"> <li>Annual statistical abstract, with gender disaggregated data has been compiled and presented to the TPC to support budget allocation and decision-making- maximum 1 point.</li> </ul>	0	<p>There was no evidence of an annual statistical abstract with gender disaggregated data compiled to support budget allocation and decision making.</p>
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4

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

Maximum 6 points on this performance measure.

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

2

There was evidence that all infrastructure projects implemented by Nebbi municipal council were derived from the FY2016/17 AWP as below

- 2 plant marketing facilities constructed and 2 fish ponds constructed and maintained pg 11 of FY2016/17 performance contract
- Rehabilitation of 1 planned existing administrative building (rehabilitation of office block), procurement of 5 laptops pg 6-7 of FY16/17 performance contract
- Construction of office block phase 11
- Construction of 3 administrative buildings pg 8
- 3 new standard pit latrines constructed and 20 standard hand washing facilities (tippy tap) installed next to the pit latrines pg 13
- 1 classroom rehabilitated in UPE, fencing of Nyacara P/S, 1 classroom block constructed at Angir P/S, 3 latrine stances constructed at Afere P/S, and 3 primary schools receiving furniture pg 15.
- 10 bottlenecks removed from CARs, 5km of urban roads resealed, 20km of urban roads upgraded to bitumen standard, 12km of urban paved roads routinely maintained, 20km of urban paved roads periodically maintained, 19km of urban unpaved roads rehabilitated, 9km of urban unpaved roads routinely maintained, 10km of urban unpaved roads periodically maintained, 8 bottlenecks cleared on CARs, 15.5km of district roads routinely maintained, 4km of district roads periodically maintained and 4 bridges maintained pg 16
- 50 Streetlights facilities constructed and rehabilitated



• 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

0

The overall expenditure performance for Nebbi municipal council is approved budget of 5,944,696,000 but spent 3,329,769,000 (56%), pg 2 APR which is evidence of under performance

There was evidence that Investment projects implemented FY2016/17 were not completed as per work plan by the end of the year, as shown below expenditure.

- 1/3 division administrative building constructed (33.33%)- carried out phase 11 on the office block at the municipal head office approved budget was 140 million but spent 133,008,000 (95%) pg 52 APR
- Planned to construct 2 plant market at Abindu and Thatha division which was not done , planned 3,165,000 but spent 500,000 (15.8%) pg 61 of APR
- 2/3 planned new latrines of 5 stances built at Thatha market and Afere P/S, 66.67% performance pg 63
- Construction of classrooms and latrines, the achievement was 3 stance VIP latrine constructed at Afere P/S planned 65,061,000, but spent 29,800,000 (45.8%) pg 66 of APR
- 0.6/4km planned periodic maintenance of urban roads which is 25% done, 65/15.5km planned of routine maintenance of paved and unpaved urban roads 419.35% achievement pg 68.
- Planned to maintain 4 bridges i.e maintenance of culverts at Namthin, Abindu and Thatha wards, which was 0% done pg 68
- Out of 50 planned streetlights installation on main road and Uringi road, only 5 standalone solar street lights installed along Pithua road which is 10% achievement, planned expenditure was 24,000,000 but spent 6,000,000 (25%) pg 69 of APR
- Planned rehabilitation of 1 administrative building which was not done in the year

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

Maximum 4 points on this Performance Measure.

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

0

There was evidence that not all investment projects in FY2016/17 were completed within approved budget-Max. 15% plus/minus as evidenced by:

- 1/3 division administrative building constructed- carried out phase 11 on the office block at the municipal head office approved budget was 140 million but spent 133,008,000 (95%) pg 52 APR
  - Construction of 2 plant market at Abindu and Thatha division , planned 3,165,000 but spent 500,000 (15.8%) pg 61 of APR
  - 2/3 planned new latrines of 5 stances built at Thatha market and Afere P/S, 66.67% performance pg 63
  - Construction of classrooms and latrines, the achievement was 3 stance VIP latrine constructed at Afere P/S planned 65,061,000, but spent 29,800,000 (45.8%) pg 66 of APR
  - 0.6/4km planned periodic maintenance of urban roads spent 25% of the budget, 65/15.5km planned of routine maintenance of paved and unpaved urban roads 419.35% over spent
- Approved investments for FY2016/17
- 2 plant marketing facilities constructed, 2 fish ponds constructed and maintained 0 achieved pg 10 APR
  - Planned 3 new standard pit latrines but constructed 2, and planned 20 standard hand washing facilities installed to the next pit latrines, 0 achieved pg 12 APR
  - 0/3 planned latrines stances constructed pg 14 APR
  - Planned roads works worth 248,194,000 only spent 9,844,000 -3.9% and Planned to purchase refuse trucks and related equipments and installation of streetlights with approved budget of 316,826,000 but spent 55,505, 000- (17.5%) pg 16
  - Planned 25 new water connections and 10 new connections made to existing schemes, achieved 0 in both targets

		<ul style="list-style-type: none"> <li>Evidence that the LG has budgeted and spent at least 80% of O&amp;M budget for infrastructure in the previous FY: score 2</li> </ul>	0	There was no evidence that Nebbi municipality budgeted and spent on O&M budget for infrastructure in FY2016/17.
Assessment area: Human Resource Management				
6	LG has substantively recruited and appraised all Heads of Departments	<ul style="list-style-type: none"> <li>Evidence that HoDs have been appraised as per guidelines issued by MoPS during the previous FY: score 2</li> </ul>	2	<ul style="list-style-type: none"> <li>All heads of departments and acting HoDs, had been appraised for the previous FY, as per the guide lines of MoPS (CICULAR STANDING INSTRUCTION NO1 OF 2016</li> </ul>
	Maximum 5 points on this Performance Measure.	<ul style="list-style-type: none"> <li>Evidence that the LG has filled all HoDs positions substantively: score 3</li> </ul>	0	Not all the HoDs of department positions had been filled substantively. Only the following positions for heads of department were filled substantively, namely: 1- Senior internal Auditor 2- Senior physical planner 3- Senior H R O 4- Principal Education officer Out of 11 Departments, the rest are filled by junior officers on assignment of duties. However these positions had been declared to the DSC for filling
7	The LG DSC has considered all staff that have been submitted for recruitment, confirmation and disciplinary actions during the previous FY.	<ul style="list-style-type: none"> <li>Evidence that 100 percent of staff submitted for recruitment have been considered: score 2</li> </ul>	2	<ul style="list-style-type: none"> <li>All the staff vacancies declared, were considered by DSC. Reference made to CR/156/1 Dated 21/3/2017 &amp;CR;/156/2 Dated 17th Nov/2016 in relation to DSC/NBB/112/2017</li> </ul>
		<ul style="list-style-type: none"> <li>Evidence that 100 percent of staff submitted for confirmation have been considered: score 1</li> </ul>	1	<ul style="list-style-type: none"> <li>All the 113 employees submitted for confirmation, had been considered. Submitted under CR/156/2 Dated 17th Dec 2016 in relation to DSC/NBB/113/2017</li> </ul>
	Maximum 4 points on this Performance Measure	<ul style="list-style-type: none"> <li>Evidence that 100 percent of staff submitted for disciplinary actions have been considered: score 1</li> </ul>	1	<ul style="list-style-type: none"> <li>No staff was submitted for disciplinary action</li> </ul>

8	Staff recruited and retiring access the salary and pension payroll respectively within two months	<ul style="list-style-type: none"> <li>Evidence that 100% of the staff recruited during the previous FY have accessed the salary payroll not later than two months after appointment: score 3</li> </ul>	0	<ul style="list-style-type: none"> <li>No recruited staff accessed the salaries pay roll within 2 months after retirement.</li> <li>Reasons given are; <ul style="list-style-type: none"> <li>1-It took them time to create positions for them in the IPPS</li> <li>2- It took more time to create the supplier number in MoF</li> </ul> </li> <li>They only could access them on pay roll after 3 months</li> </ul>
	Maximum 5 points on this Performance Measure.	<ul style="list-style-type: none"> <li>Evidence that 100% of the staff that retired during the previous FY have accessed the pension payroll not later than two months after retirement: score 2</li> </ul>	2	They have no pensioner Reason given: The Municipality having been created in 2016, they did not inherit employees who were due for retirement in the same year.(Nebbi Municipality was created in 2016)

Assessment area: Revenue Mobilization

9	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)	<ul style="list-style-type: none"> <li>If increase in OSR from previous FY but one to previous FY is more than 10% : score 4 points</li> <li>If the increase is from 5 -10% : score 2 point</li> <li>If the increase is less than 5% : score 0 points.</li> </ul>	2	Local revenue for FY 2016/17 was Shs 369,483,916. Local revenue for FY 2015/16 (still town council) was Shs 341,824,800. The increase was Shs 27,659,116, which was 8%. This was >5% but <10%.
10	LG has collected local revenues as per budget (collection ratio)	<ul style="list-style-type: none"> <li>If revenue collection ratio (the percentage of local revenue collected against planned for the previous FY (budget realisation) is within +/- 10% : then 2 points. If more than +/- 10% : zero points.</li> </ul>	0	Local revenue budget for FY 2016/17 was Shs 554,366,750. Local revenue performance for the same year 2016/17 was Shs 369,483,916. Deviation of actual from budget was 33.3%, which is out of the +/- 10% range.

11	Local revenue administration, allocation and transparency  Maximum 4 points on this performance measure	<ul style="list-style-type: none"> <li>Evidence that the District/Municipality has remitted the mandatory LLG share of local revenues: score 2</li> </ul>	2	<p>Nebbi MC remits and gets remittances of local revenues to and from LLGs. Examples of remittances to LLGs (50%) include: Payment of Shs 100,000 each to Divisions of Abindu, Central and Thatha on 13/09/16, Payment of Shs 1,250,000 to Abindu Division on 19/12/17, Payment of Shs 1,721,250 to Central Division on 19/12/17 and Payment of Shs 1,027,500 to Thatha Division on 19/12/17. Examples of remittances by LLGs to the district (50%) include: Receipt of Shs 282,750 from Thatha Division on 22/08/16, Receipt of Shs 500,000 from Abindu Division on 25/08/16, Receipt of Shs 650,600 from Abindu Division on 15/08/16 and Receipt of Shs 1,212,500 from Thatha Division on 30/03/17.</p>
		<ul style="list-style-type: none"> <li>Evidence that the LG is not using more than 20% of OSR on council activities: score 2</li> </ul>	2	<p>According to Nebbi MC financial statements for FY 2016/17, a total of Shs 115,512,162 was spent on Council activities, of which Shs 52,635,392 was from the unconditional grant and the balance of Shs 62,876,770 came from local revenue. Compared with the FY 2015/16 local revenue realisation of Shs 341,824,800, the proportion was 18.3%, which was &lt;20%.</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"> <li>Evidence that the District has the position of a Senior Procurement Officer and Procurement Officer (if Municipal: Procurement Officer and Assistant Procurement Officer) substantively filled: score 2</li> </ul>	0	<ul style="list-style-type: none"> <li>- There was WAS Evidence that Nebbi Municipal Council had the position of Procurement Officer substantively filled under DSC Min. DSC/NBB/171/10/1 Dated 17 &amp; 21/December/2016.</li> <li>- There was NO Evidence that Nebbi Municipal Council had the position of Assistant Procurement Officer substantively filled.</li> </ul>
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• Evidence that the TEC produced and submitted reports to the Contracts Committee for the previous FY: score 1

1

There WAS Evidence that TEC Produced and Submitted Reports to the Contracts Committee for the previous FY (2016/2017 FY) as exemplified by the following projects:

- Construction and Installation of Solar Street Lighting System (NMC/794/Wrks/16-17/00004). TEC Min Date: 13/04/2017.
- Construction of 3 Stance VIP Latrine at Afere P/S (NMC/794/Wrks/16-17/00003). TEC Min Date: 13/04/2017.
- Construction of Office Block Phase 2 at Nebbi Municipal Council Headquarters (NMC/794/Wrks/16-17/00001). TEC Min Date: 13/04/2017.
- Construction of Office Block Phase 1 at Thatha Division (NMC/794/Wrks/16-17/00006). TEC Min Date: 13/04/2017.
- Construction of 2 Stance VIP Latrine at NAMRWODHO Market in Thatha Division (NMC/794/Wrks/16-17/00005). TEC Min Date: 13/04/2017.

		<ul style="list-style-type: none"> <li>• Committee considered recommendations of the TEC and provide justifications for any deviations from those recommendations: score 1</li> </ul>	1	<p>There WAS Evidence that Nebbi Municipal Council Contracts Committee considered recommendations of the TEC and provided justifications for any deviations from those recommendations as exemplified by the following projects:</p> <ul style="list-style-type: none"> <li>- Construction and Installation of Solar Street Lighting System (NMC/794/Wrks/16-17/00004). MCC Min Date: 18/April/2017. 4th MCC Meeting.</li> <li>- Construction of 3 Stance VIP Latrine at Afere P/S (NMC/794/Wrks/16-17/00003). MCC Min Date: 30/May/2017. 5th MCC Meeting.</li> <li>- Construction of Office Block Phase 2 at Nebbi Municipal Council Headquarters (NMC/794/Wrks/16-17/00001). MCC Min Date: 18/April/2017. 4th MCC Meeting.</li> <li>- Construction of Office Block Phase 1 at Thatha Division (NMC/794/Wrks/16-17/00006). MCC Min Date: 18/April/2017. 4th MCC Meeting.</li> <li>- Construction of 2 Stance VIP Latrine at NAMRWODHO Market in Thatha Division (NMC/794/Wrks/16-17/00005). MCC Min Date: 18/April/2017. 4th MCC Meeting.</li> </ul>
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>			<p>(a) There WAS Evidence that the procurement and Disposal Plan for the current year (2017/2018 FY) covered all infrastructure projects in the approved annual work plan and budget as exemplified by the following procurements that were indicated both in the Procurement Plan and in the approved annual work plan and budget for the current FY (2017/2018 FY):</p> <ul style="list-style-type: none"> <li>- Construction of Classroom Block (Page 17- Local Government Budget Estimates for Financial Year 2017/2018, Vote 794: Nebbi Municipal Council, Output 078180: Classroom Construction and Rehabilitation, 312101 Non Residential Buildings - a two classroom block with office and store constructed AND was also indicated in the Consolidated Procurement Work Plan for FY 2017/18 Dated 15/08/2017 and that was Submitted to PPDA on 17/08/2017).</li> <li>- Construction of Office Block at Thatha</li> </ul>



Division Phase 2 (Page 4 - Local Government Budget Estimates for Financial Year 2017/2018, Vote 794: Nebbi Municipal Council, Development Revenues, Multi-sectoral Transfers to LLGs AND was also indicated in the Consolidated Procurement Work Plan for FY 2017/18 Dated 15/08/2017 and that was Submitted to PPDA on 17/08/2017).

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

- Construction and Installation of Solar Street Lighting System (NMC/794/Wrks/16-17/00004) (Page 33 – Nebbi Municipal Council Local Government Vote 794 Revenue and Expenditure Estimates for Financial Year 2016/2017, Approved on 10/May/2016, Output: Street Lighting Facilities Constructed and Rehabilitated. Also indicated as #26 on Page 2 of 3 of Nebbi Municipal Council Reviewed Procurement Work Plan for 2016/17 FY Dated 15/09/2016 and that was Submitted to PPDA on 16/September/2016.

- Construction of 3 Stance VIP Latrine at Afere P/S (NMC/794/Wrks/16-17/00003) (Page 32 – Nebbi Municipal Council Local Government Vote 794 Revenue and Expenditure Estimates for Financial Year 2016/2017, Approved on 10/May/2016, Output: Administrative Capital, Non Standard Outputs, Domestic Development. Also indicated as #6 on Page 1 of 3 of Nebbi Municipal Council Reviewed Procurement Work Plan for 2016/17 FY Dated 15/09/2016 and that was Submitted to PPDA on 16/September/2016.

- Construction of Office Block Phase 2 at Nebbi Municipal Council Headquarters (NMC/794/Wrks/16-17/00001). (Page 24 – Nebbi Municipal Council Local Government Vote 794 Revenue and Expenditure Estimates for Financial Year 2016/2017, Approved on 10/May/2016, Output: Administrative Capital, Rehabilitation of Office Block, Domestic Development. Also indicated as Office Block Phase 2 at Headquarters on Page 1 of 3 of Nebbi Municipal Council Reviewed

• 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



				<p>Procurement Work Plan for 2016/17 FY Dated 15/09/2016 and that was Submitted to PPDA on 16/September/2016.</p> <p>- Construction of Office Block Phase 1 at Thatha Division (NMC/794/Wrks/16-17/00006). (Page 24 – Nebbi Municipal Council Local Government Vote 794 Revenue and Expenditure Estimates for Financial Year 2016/2017, Approved on 10/May/2016, Output: Multi-sectoral Transfers to LLGs, Non Standard Outputs, Domestic Development. Also indicated as Office at Thatha on Page 2 of 2 of Nebbi Municipal Council First Supplementary Procurement Work Plan for 2016/17 FY Dated 09/March/2017 and that was Submitted to PPDA on 09/March/2017.</p> <p>- Construction of 2 Stance VIP Latrine at NAMRWODHO Market in Thatha Division (NMC/794/Wrks/16-17/00005 (Page 24 – Nebbi Municipal Council Local Government Vote 794 Revenue and Expenditure Estimates for Financial Year 2016/2017, Approved on 10/May/2016, Output: Multi-sectoral Transfers to LLGs, Non Standard Outputs, Non Wage. Also indicated as 2 Stance VIP at NAMRWODHO on Page 1 of 2 of Nebbi Municipal Council First Supplementary Procurement Work Plan for 2016/17 FY Dated 09/March/2017 and that was Submitted to PPDA on 09/March/2017.</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>	<ul style="list-style-type: none"> <li>• For current FY, evidence that the LG has prepared 80% of the bid documents for all investment/infrastructure by August 30: score 2</li> <li>• For Previous FY, evidence that the LG has an updated contract register and has complete procurement activity files for all procurements: score 2</li> </ul>	<p>0</p> <p>0</p>	<p>For current FY (2017/2018), there was NO Evidence that the LG prepared 80% of the bid documents for all investment/infrastructure by August 30. ACTUAL Bid Preparation Dates were NOT available SINCE NO Procurement Files for 2017/18 FY Works Projects were seen in the PDU by the Assessor on the two days of Assessment.</p> <p>For previous FY (2016/2017 FY), there was NO Evidence that the LG had an Updated Contracts Register and had Completed Procurement Activity Files for all procurements.</p>

		<ul style="list-style-type: none"> <li>For previous FY, evidence that the LG has adhered with procurement thresholds (sample 5 projects): score 2.</li> </ul>	2	<p>For previous FY (2016/2017 FY), there WAS Evidence that the LG adhered to Procurement Thresholds as exemplified by the following procurements:</p> <ul style="list-style-type: none"> <li>- Construction and Installation of Solar Street Lighting System (NMC/794/Wrks/16-17/00004). Contract Amount: 32,000,000 UGX. Verified Procurement Method: Open Domestic Bidding. Date of Advertisement: 20/03/2017, New Vision Newspaper.</li> <li>- Construction of 3 Stance VIP Latrine at Afere P/S (NMC/794/Wrks/16-17/00003). Contract Amount: 14,933,650 UGX. Verified Procurement Method: Selective Bidding. Date of Invitation to Bid: 27/03/2017.</li> <li>- Construction of Office Block Phase 2 at Nebbi Municipal Council Headquarters (NMC/794/Wrks/16-17/00001). Contract Amount: 146,774,000 UGX. Verified Procurement Method: Open Domestic Bidding. Date of Advertisement: 20/03/2017, New Vision Newspaper.</li> <li>- Construction of Office Block Phase 1 at Thatha Division (NMC/794/Wrks/16-17/00006). Contract Amount: 21,500,000 UGX. Verified Procurement Method: Selective Bidding. Date of Invitation to Bid: 27/03/2017.</li> <li>- Construction of 2 Stance VIP Latrine at NAMRWODHO Market in Thatha Division (NMC/794/Wrks/16-17/00005). Contract Amount: 10,000,000 UGX. Verified Procurement Method: Selective Bidding. Date of Invitation to Bid: 27/03/2017.</li> </ul>
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"> <li>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</li> </ul>	0	<p>There was NO Evidence that all works projects implemented in the previous FY (2016/2017 FY) were appropriately certified – interim and completion certificates for all projects based on technical supervision.</p>

		<ul style="list-style-type: none"> <li>Evidence that all works projects for the current FY are clearly labelled (site boards) indicating: the name of the project, contract value, the contractor; source of funding and expected duration: score 2</li> </ul>	0	<p>There was NO Evidence that all works projects for the current FY (2017/2018 FY) were clearly labeled (site boards) indicating: the name of the project, contract value, the contractor; source of funding and expected duration as confirmed during a field visit conducted by the Assessor on 08/February/2018.</p>
Assessment area: Financial management				
16	<p>The LG makes monthly and up to-date bank reconciliations</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> <li>Evidence that the LG makes monthly bank reconciliations and are up to-date at the time of the assessment: score 4</li> </ul>	0	<p>Nebbi MC operates 7 bank accounts including the TSA. As of the date of the assessment on 07/02/18, the TSA was reconciled to date (31/12/17). The General Fund account still had some unreconciled items as of the same date. Of the remaining accounts, the reconciliations of two were confirmed up to date to 31/12/17. Reconciliations for the other three accounts were not up to date.</p>
17	<p>The LG made timely payment of suppliers during the previous FY</p> <p>Maximum 2 points on this performance measure</p>	<ul style="list-style-type: none"> <li>If the LG makes timely payment of suppliers during the previous FY – no overdue bills (e.g. procurement bills) of over 2 months: score 2.</li> </ul>	2	<p>Nebbi MC payments reviewed show that the district makes timely payments to its suppliers. Examples of the payments reviewed here are: Payment of Shs 3,000,000 to Nodah Construction Works Ltd for supply of the EIPs machine. Requisition 02/06/17, Payment 30/06/17 (28 days). Payment of Shs 5,400,000 to Abunia &amp; Sons Construction Ltd for supply of assorted office furniture. Requisition 01/05/17, Payment 23/05/17 (22 days). Payment of Shs 32,000,000 to Lifeline (U) Ltd for supply and installation of solar street lights in Nebbi Municipality. Requisition 06/06/17, Payment 12/06/17 (6 days). Payment of Shs 1,000,000 to John Bbosa JB Enterprises for supply of a printer. Requisition 31/05/17, Payment 08/06/17 (8 days). Average 16 days.</p>

18	<p>The LG executes the Internal Audit function in accordance with the LGA section 90 and LG procurement regulations</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> <li>Evidence that the LG has a substantive Senior Internal Auditor and produced all quarterly internal audit reports for the previous FY: score 3.</li> <li>Evidence that the LG has provided information to the Council and LG PAC on the status of implementation of internal audit findings for the previous financial year i.e. follow up on audit queries: score 2.</li> <li>Evidence that internal audit reports for the previous FY were submitted to LG Accounting Officer, LG PAC and LG PAC has reviewed them and followed-up: score 1</li> </ul>	<p>3</p> <p>2</p> <p>1</p>	<p>The Internal Audit department is headed by Morris Marachto who is substantively appointed Senior Internal Auditor per appointment letter dated 12/04/17 (Ref. CR/152/1, Minute No. DSC/NBB/070/3/2017). Internal Audit reports for FY 2016/17 were all produced and were verified during the assessment.</p> <p>Nebbi MC quarterly internal audit reports have a section for tracking progress made on implementation of previous audit findings. The reports are circulated to LG PAC and Council, among others. Evidence to the timely circulation of these reports was seen – the recipients confirm delivery of reports by stamping and signing acknowledging receipt. But none of the FY 2016/17 audit reports has yet been discussed by Council.</p> <p>It was confirmed that the department produces the quarterly internal audit reports. The reports for FY 2016/17 were dated as follows; Quarter 1 (15/10/16), Quarter 2 (15/01/17), Quarter 3 (15/04/17) and Quarter 4 (15/15/07/17). The reports were submitted to the TC, Internal Auditor General, LG PAC, RDC and PS MoLG. In a PAC meeting which sat on 25/10/17, Quarter 4 report was handled as per the minutes.</p>
19	<p>The LG maintains a detailed and updated assets register</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> <li>Evidence that the LG maintains an up-dated assets register covering details on buildings, vehicle, etc. as per format in the accounting manual: score 4</li> </ul>	0	<p>The MC has an assets register in book form. The register contains information on vehicles, motorcycles, computers, buildings, road and other heavy equipment, furniture etc. However, information on Council land was not seen in the register.</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"> <li>unqualified audit opinion: score 4</li> <li>Qualified: score 2</li> <li>Adverse/disclaimer: score 0</li> </ul>	4	<p>Nebbi MC has an unqualified Audit opinion for its FY 2016/17 financial statements, with an emphasis of matter on 3 issues. ? Failure to implement Budget as approved by Parliament ? Understaffing ? Lack of Land titles</p>

Assessment area: Governance, oversight, transparency and accountability

21	<p>The LG Council meets and discusses service delivery related issues</p> <p>Maximum 2 points on this performance measure</p>	<p>Evidence that the Council meets and discusses service delivery related issues including TPC reports, monitoring reports, performance assessment results and LG PAC reports for last FY: score 2</p>	2	<p>There was evidence that council meets and discusses service delivery related issues:</p> <p>Minutes of council meeting held on 26th May, 2017 at Nebbi municipal council discussed among others</p> <ul style="list-style-type: none"> <li>• presentation, discussion and approval of sector work plans and budget estimates for 2017/18 -NMC/GC/03/05/16/17</li> </ul> <p>Minute of council meeting held on 30th/3/2017 at Nebbi municipal council discussed</p> <ul style="list-style-type: none"> <li>• Laying of council's draft budget 2017/18 – NMC/GC/03/3/16/17</li> </ul> <p>Minutes of council meeting held on 15th/3/2017, discussed</p> <ul style="list-style-type: none"> <li>• Presentation of standing committees' reports-NMC/COU/07/03/16/17</li> <li>• Presentation and adoption of the re-customisation of customised Nebbi municipal council staffing structure- NMC/COU/06/03/16/17</li> </ul> <p>Minutes of council meeting held on 22nd/12/2016 discussed</p> <ul style="list-style-type: none"> <li>• Adoption of Nebbi municipal physical development plan 2017-2027- COU/06/12/16/17</li> <li>• Adoption of Integrated Financial Management System (IFMIS) Tier one machine installation- COU/07/12/16/17</li> <li>• Discuss council lost money worth 38,360,000- COU/05/12/16/17</li> <li>• Adoption of council's 5 years development plan 2015/16-2019/20- COU/08/12/16/17</li> <li>• Presentation of standing committees reports-COU/09/12/16/17</li> </ul>
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22	<p>The LG has responded to the feedback/complaints provided by citizens</p> <p>Maximum 2 points on this Performance Measure</p>	<ul style="list-style-type: none"> <li>Evidence that LG has designated a person to coordinate response to feed-back (grievance /complaints) and responded to feedback and complaints: score 2.</li> </ul>	0	<p>There was no evidence of a person/staff designated to coordinate, respond and give feedback on grievances/complaints provided by citizens</p>
23	<p>The LG shares information with citizens (Transparency)</p> <p>Total maximum 4 points on this Performance Measure</p>	<p>Evidence that the LG has published:</p> <ul style="list-style-type: none"> <li>The LG Payroll and Pensioner Schedule on public notice boards and other means: score 2</li> </ul>	2	<p>There was evidence of FY2017/18 payroll register report published on the notice board</p>
		<ul style="list-style-type: none"> <li>Evidence that the procurement plan and awarded contracts and amounts are published: score 1</li> </ul>	0	<p>There was no evidence that the procurement plan and awarded contracts and amounts published</p>
		<ul style="list-style-type: none"> <li>Evidence that the LG performance assessment results and implications, are published e.g. on the budget website for the previous year (from budget requirements): score 1.</li> </ul>	0	<p>Not applicable since there was no LG performance assessment conducted in FY2016/17</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"> <li>Evidence that the HLG have communicated and explained guidelines, circulars and policies issued by the national level to LLGs during previous FY: score 1</li> </ul>	0	<p>There was no evidence that HLG communicated and explained guidelines, circulars and policies issues by the national level to LLGs during FY2016/17</p>
		<ul style="list-style-type: none"> <li>Evidence that LG during previous FY has conducted discussions (e.g. municipal urban fora, barazas, radio programmes etc..) with the public to provide feed-back on status of activity implementation: score 1.</li> </ul>	0	<p>There was no evidence that LG during FY2016/17 conducted discussions with the public to provide feedback on status of activity implementation.</p>

Assessment area: Social and environmental safeguards

<p>25</p>	<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"> <li>Evidence that the LG gender focal person has provided guidance and support to sector departments to mainstream gender into their activities score 2.</li> </ul>	<p>2</p>	<p>There WAS Evidence that the LG gender focal person provided guidance and support to sector departments to mainstream gender into their activities as exemplified by the following:</p> <ul style="list-style-type: none"> <li>The Assessor saw Report on Gender Mainstreaming Training for Nebbi Municipal Council Staff and Councilors on Women Land Rights Dated 19/May/2017 and Written by Senior Community Development Officer. The Training took place on 18/May/2017 at Nebbi Community Business Center.</li> <li>The Assessor saw Report on International Women Day Celebrations held at Goli in Nebbi District Dated 10/March/2017 and Signed by Senior Community Development Officer.</li> <li>The Assessor saw Minutes of Quarterly Review Meeting for Women Council held on 29/03/2017.</li> <li>The Assessor saw Nebbi Municipal Council Headquarters Work Plan and Budget for 2016/17 FY. Page 4: Gender Awareness Training to Councilors, Technical Staff, Women Council Executives and CBOs. Budget: 1,200,000 UGX - DDEG. Page 1: To enhance Gender Mainstreaming in all Council activities. Budget: 500,000 UGX - Local Revenue - to fund Quarterly Meetings with Women Council Executives. Also, Women Day Celebrations – 1,500,000 UGX - Local Revenue.</li> <li>The Assessor saw Nebbi Municipal Council Headquarters Work Plan and Budget for 2017/18 FY Dated 11/08/2017. Page 4: Gender Mainstreaming: To enhance Gender Responsiveness in the Departments: Gender Awareness Training to Councilors, Technical Staff and Women Council Executives. Budget 1,500,000 UGX – DDEG. Page 1: Output 2: To enhance Gender Mainstreaming in all Council Activities: Quarterly Meetings - 500,000 UGX, Community Sector Grant, Non-Wage. Women Day Celebrations – 1,000,000 UGX, Community Sector Grant, Non-Wage.</li> </ul>
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		<ul style="list-style-type: none"> <li>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.</li> </ul>	0	<p>- There WAS Evidence that gender focal point had planned activities for current FY (2017/2018 FY) to strengthen women's roles. The Assessor saw Nebbi Municipal Council Headquarters Work Plan and Budget for 2017/18 FY Dated 11/08/2017. Page 4: Gender Mainstreaming: To enhance Gender Responsiveness in the Departments: Gender Awareness Training to Councilors, Technical Staff and Women Council Executives. Budget 1,500,000 UGX – DDEG. Page 1: Output 2: To enhance Gender Mainstreaming in all Council Activities: Quarterly Meetings - 500,000 UGX, Community Sector Grant, Non-Wage. Women Day Celebrations – 1,000,000 UGX, Community Sector Grant, Non-Wage.</p> <p>- There was NO Evidence that more than 90% of previous year's budget for gender activities was implemented since Allocations that were made for Gender Activities for 2016/2017 FY were utilized at 45.7% Level according to computation based on validated Expenditure Vouchers that were retrieved from the Accounts Department by the Gender Focal Point Person.</p>
26	<p>LG has established and maintains a functional system and staff for environmental and social impact assessment and land acquisition</p>	<ul style="list-style-type: none"> <li>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</li> </ul>	0	<p>There was NO Evidence that environmental screening or EIA where appropriate, was carried out for activities, projects and plans. Also, there was NO Evidence that mitigation measures were planned and budgeted for.</p>
	<p>Maximum 6 points on this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that the LG integrates environmental and social management plans in the contract bid documents: score 1</li> </ul>	0	<p>There was NO Evidence that the LG integrated environmental and social management plans in the contract bid documents.</p>



		<ul style="list-style-type: none"> <li>• Evidence that all projects are implemented on land where the LG has proof of ownership (e.g. a land title, agreement etc.): score 1</li> </ul>	1	<p>There WAS Evidence that all projects were implemented on land where the LG had proof of ownership by way of a land title or agreement with land owners as exemplified by the following:</p> <ul style="list-style-type: none"> <li>- The Assessor saw Local Land Purchase Agreement and Land Transfer Form for Afere Primary School.</li> <li>- The Assessor saw Local Land Purchase Agreement and Land Transfer Form for Namrwodho Market.</li> <li>- The Assessor saw Local Land Purchase Agreement and Land Transfer Form for Thatha Division Office Block.</li> <li>- There was a Land Title for Nebbi Municipal Council Headquarters Office Block.</li> </ul>
		<ul style="list-style-type: none"> <li>• Evidence that all completed projects have Environmental and Social Mitigation Certification Form completed and signed by Environmental Officer: score 2</li> </ul>	0	<p>There was NO Evidence that all completed projects had Environmental and Social Mitigation Certification Form completed and signed by Environmental Officer. None of the projects sampled had a copy of an Environmental and Social Mitigation Certification Form completed and signed by Environmental Officer on their Procurement Files that were appropriately and adequately referenced.</p>



## **LGPA 2017/18**

Educational Performance Measures

Nebbi Municipal Council

(Vote Code: 794)

Score 78/100 (78%)

No.	Performance Measure	Scoring Guide	Score	Justification
Assessment area: Human Resource Management				
1	<p>The LG education department has budgeted and deployed teachers as per guidelines (a Head Teacher and minimum of 7 teachers per school)</p> <p>Maximum 8 for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that the LG has budgeted for a Head Teacher and minimum of 7 teachers per school (or minimum a teacher per class for schools with less than P.7) for the current FY: score 4</li> <li>Evidence that the LG has deployed a Head Teacher and minimum of 7 teachers per school for the current FY: score 4</li> </ul>	4	<p>Vote 794 Nebbi MC OBT FY17/18 has a wage bill of UGX 2,829,091,000 for the 176 Teachers inclusive of Head teachers.</p> <p>The DEO has a school staff list deployment schedule for 176 Teachers in the 12 primary schools as per "List of teachers - Nebbi Municipal Education and Sports, FY17/18" Folder in the Municipal Education office dated 6th February 2017.</p>
2	<p>LG has substantively recruited all primary school teachers where there is a wage bill provision</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that the LG has filled the structure for primary teachers with a wage bill provision o If 100% score 6 o If 80 - 99% score 3 o If below 80% score 0</li> </ul>	6	<p>The UGX 2,829,091,000 OBT budget provision for the entire 176 teachers in FY17/18 (i.e. 100%) has catered for the minimum staffing level in the structure of a Head teacher and minimum 7 Teachers.</p>
3	<p>LG has substantively recruited all positions of school inspectors as per staff structure, where there is a wage bill provision.</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> <li>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</li> </ul>	0	<p>The district approved structure has 2 positions and 1 has been duly filled as per individual file at Central Registry.</p>

4	<p>The LG Education department has submitted a recruitment plan covering primary teachers and school inspectors to HRM for the current FY.</p> <p>Maximum 4 for this performance measure</p>	<p>Evidence that the LG Education department has submitted a recruitment plan to HRM for the current FY to fill positions of Primary Teachers: score 2</p>	2	<p>There is a department recruitment plan that covers Education Department sent to HRM department from the Education Department reference 27th September 2017 for recruiting as second school inspector</p>
		<p>Evidence that the LG Education department has submitted a recruitment plan to HRM for the current FY to fill positions of School Inspectors: score 2</p>	2	<p>There is a department recruitment plan that covers Education Department sent to HRM department from the Education Department reference 27th September 2017 for recruiting as second school inspector</p>
5	<p>The LG Education department has conducted performance appraisal for school inspectors and ensured that performance appraisal for all primary school head teachers is conducted during the previous FY.</p> <p>Maximum 6 for this performance measure</p>	<p>Evidence that the LG Education department appraised school inspectors during the previous FY • 100% school inspectors: score 3</p>	3	<p>The only one schools inspector had been appraised (The structure provides for 2 schools inspectors).</p>
		<p>Evidence that the LG Education department appraised head teachers during the previous FY. • 90% - 100%: score 3 • 70% - 89%: score 2 • Below 70%: score 0</p>	3	<p>All the 11 primary school head teachers had been appraised/signed performance agreement contracts for 2016</p>
Assessment area: Monitoring and Inspection				

<p>6</p>	<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>	<ul style="list-style-type: none"> <li>• Evidence that the LG Education department has communicated all guidelines, policies, circulars issued by the national level in the previous FY to schools: score 1</li> </ul>	<p>1</p>	<p>There was evidence that the national level instructions were communicated to schools all guidelines, policies, circulars issued by the national level as per Minutes of Education Department Cluster meeting dated 5th April 2017 with Head teachers including:</p> <ul style="list-style-type: none"> <li>• School calendar programme</li> <li>• Teachers professional code of conduct</li> <li>• PLE minimum standards</li> </ul>
		<ul style="list-style-type: none"> <li>• Evidence that the LG Education department has held meetings with primary school head teachers and among others explained and sensitised on the guidelines, policies, circulars issued by the national level, including on school feeding: score 2</li> </ul>	<p>2</p>	<p>There was evidence on specific records during the joint meetings with education department officials on agenda items regarding dissemination of guidelines, policies and circulars issued by the central government, like that of 24th April 2017 which discussed Monitoring tools and was attended by all the 12 Head teachers</p>
<p>7</p>	<p>The LG Education Department has effectively inspected all private and public primary schools</p> <p>Maximum 12 for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that all private and public primary schools have been inspected at least once per term and reports produced: 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.</li> </ul>	<p>8</p>	<p>A total 12 (86%) schools out of 14 were inspected at least once during the 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"> <li>• Evidence that the Education department has discussed school inspection reports and used reports to make recommendations for corrective actions during the previous FY: score 4</li> <li>• Evidence that the LG Education department has submitted school inspection reports to the Directorate of Education Standards (DES) in the Ministry of Education and Sports (MoES): Score 2</li> <li>• Evidence that the inspection recommendations are followed-up: score 4</li> </ul>	<p>0</p> <p>2</p> <p>4</p>	<p>There was no evidence the Education Department held a meeting to discuss the inspection report</p> <p>The DES acknowledged receipts of Inspection Reports for all the 4 Quarters on 24th August 2017</p> <p>There was evidence of the inspection recommendations having been followed up as per Inspection support supervision to schools like:</p> <ul style="list-style-type: none"> <li>-Nebbi P/S-9th Feb 2017; 14th Feb 2017; 3rd April 2017; 1st June 2017; 25th October 2017</li> <li>-Afere PS-14th March 2017; 5th June 2017; 23rd October 2017; 1st November 2017;</li> <li>-Namthin PS-8th June 2017; 3rd March 2017; 13th April 2017</li> <li>-Namrwodho PS-2nd March 2017; 26th May 2017; 13 October 2017</li> </ul>
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"> <li>• Evidence that the LG has submitted accurate/consistent data: o List of schools which are consistent with both EMIS reports and OBT: score 5</li> </ul>	<p>5</p>	<ul style="list-style-type: none"> <li>• EMIS (2017) list of schools data stood at 21 government-aided and registered private primary schools.</li> <li>• OBT list of schools data stood at 12 government aided primary schools in FY2017/18 which receive capitation and wage. Private registered schools stood at 2 primary schools because majority were undergoing registration.</li> </ul>

		Evidence that the LG has submitted accurate/consistent data: • Enrolment data for all schools which is consistent with EMIS report and OBT: score 5	5	<ul style="list-style-type: none"> <li>• EMIS enrolment data stood at 11,488 pupils FY2017/18</li> <li>• OBT enrolment data stood at 7,158 pupils in FY2017/18 on account of private primary schools that were yet undergoing registration</li> </ul>
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Assessment area: Governance, oversight, transparency and accountability

10	<p>The LG committee responsible for education 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"> <li>• 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</li> </ul>	2	<p>The committee of Social Services in its sitting of 15/2/2017 reviewed second quarter departments performance reports for FY2016/17 and departments third quarter work plans and budget estimates for FY2016/17.</p> <p>Minutes of social services committee meeting held on the 29th November, 2016 at municipal council offices discussed among others 4th quarter performance reports for FY 2015/16 and also departments 1st quarter work plan for FY 2016/17 for the sectors of water, education, health, community based services and works</p>
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		<ul style="list-style-type: none"> <li>• Evidence that the education sector committee has presented issues that requires approval to Council: score 2</li> </ul>	2	<p>In the council sitting of 26th May, 2017, the social services committee of council presented sector work plans (Education, Health, Works and community based services) and budgets for FY 2017/18 for council discussion and approval, as presented by Hon. Okaba Doreen chairperson of the committee. Education had a budget of 3,253,766,000 presented to council for approval</p> <p>In the council's sitting of 15/3/2017, the social services committee of council tabled for council's discussion and approval of 2nd quarter departments performance reports for FY 2016/17 and departments 3rd quarter work plans and budget estimates for FY2016/17.</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>There was evidence that all the 12 schools have established SMCs as per regulation as evidenced by "List of SMCs for approval for 2016 by MEO File and evident during visits to schools:</p> <p>-Abindu P/S-10th March 2017; 5th July 2016; 10th October 2016</p> <p>-Afere PS-30th May 2017; 14th Feb 2017</p> <p>-Namthin PS-13th July 2017; 23rd August 2016; 10th December 2016</p> <p>-Nyacara PS-21st July 2017; 24th February 2017</p>



12	<p>The LG has publicised all schools receiving non-wage recurrent grants</p> <p>Maximum 3 for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that the LG has publicised all schools receiving non-wage recurrent grants e.g. through posting on public notice boards: score 3</li> </ul>	3	<p>There was evidence that the Education department had published and displayed list of all schools receiving non-wage recurrent grants during FY16/17 as per the District Notice Board and the file copy of the display sheets.</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"> <li>Evidence that the sector has submitted procurement requests to PDU that cover all investment items in the approved Sector annual work plan and budget on time by April 30: score 4</li> </ul>	4	<p>There was evidence that the Education department prepared and submitted all investment items in the approved sector annual work-plans and all were submitted before 30th April 2017 as per FY16/17 AWP – procurement requisitions files:</p> <ul style="list-style-type: none"> <li>-Printing Mock Exams as Ref: NMC/794/00002 valued at UGX1,066,920</li> <li>-Construction of 3 stance VIP latrine block at Afere PS valued at UGX10 Million on November 16th 2016</li> <li>-Supply of 23-3 seater desks at Nebbi PS and 17 units at Nebbi Public primary school valued at UGX7 Million on November 16th 2016</li> <li>- Supply of 34-3 seater desks at Nyacara PS and Afere PS valued at UGX6 Million on November 16th 2016</li> </ul>
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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"> <li>Evidence that the LG Education departments timely (as per contract) certified and recommended suppliers for payment: score 3 points</li> </ul>	3	<p>The payments reviewed show that the education department timely certifies and recommends suppliers for payment.</p> <p>The only one example was Payment of Shs 14,933,650 to Look for Jesus Enterprises Ltd for construction of a 3 stance VIP latrine at Afere P/S. Requisition dated 29/06/17, Certification 29/06/17 and Payment on 30/06/17 (1 day).</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"> <li>Evidence that the department submitted the annual performance report for the previous FY (with availability of all four quarterly reports) to the Planner by mid-July for consolidation: score 4</li> </ul>	0	<p>There was evidence on page 67 of the APR that education department submitted the annual performance report for FY2016/17 on 2/8/2017 by Angala Patrick municipal education officer to planner for consolidation contrary to Mid-July standard.</p>
16	<p>LG Education has acted on Internal Audit recommendation (if any)</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year o If sector has no audit query score 4 o If the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year: score 2 points o If all queries are not responded to score 0</li> </ul>	0	<p>Nebbi MC education department had internal audit queries in FY 2016/17. Effort was made to respond to the queries, but some remained unresolved.</p> <p>For example, quarter 2 reported on accountability issues for Opengtho Innocent, an Education department staff, to a tune of Shs 620,000.</p> <p>Quarter 4 reported on an audit performed on 11 municipal primary schools, with several queries raised on their bookkeeping.</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"> <li>• Evidence that the LG Education department in consultation with the gender focal person has disseminated guidelines on how senior women/men teacher should provide guidance to girls and boys to handle hygiene, reproductive health, life skills etc...: Score 2</li> </ul>	2	<p>There was evidence from the Education Department on dissemination of guidelines for use by senior women/ men teachers as per 24th April 2017 cluster meeting.</p>
	<p>Maximum 5 points for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that LG Education department in collaboration with gender department have issued and explained guidelines on how to manage sanitation for girls and PWDs in primary schools: score 2</li> </ul>	2	<p>There was evidence from the Education Department on dissemination of sanitation guidelines with the Inspector of Schools files for use on sanitation for girls and PWDs in primary schools as per Basic requirements and minimum Standards Indicators for Educational institutions section 2(e) on Health and sanitation</p>

		<ul style="list-style-type: none"> <li>• Evidence that the School Management Committee meet the guideline on gender composition: score 1</li> </ul>	1	<p>There was evidence that all the 70 schools have established SMCs as per regulation as evidenced by “List of SMCs for approval for 2016 by MEO and evident during visits to schools:</p> <p>-Abindu P/S-10th March 2017; 5th July 2016; 10th October 2016</p> <p>-Afere PS-30th May 2017; 14th Feb 2017</p> <p>-Namthin PS-13th July 2017; 23rd August 2016; 10th December 2016</p> <p>-Nyacara PS-21st July 2017; 24th February 2017</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"> <li>• Evidence that the LG Education department in collaboration with Environment department has issued guidelines on environmental management (tree planting, waste management, formation of environmental clubs and environment education etc.): score 3:</li> </ul>	3	<p>There was evidence from the Education Department on collaboration with the Environment department on issuance of guidelines on environmental management as per Basic requirements and minimum Standards Indicators for Educational institutions section 2(b) on General School Environment</p>



## **LGPA 2017/18**

Health Performance Measures

Nebbi Municipal Council

(Vote Code: 794)

Score 20/100 (20%)

No.	Performance Measure	Scoring Guide	Score	Justification
Assessment area: Human resource planning and management				
1	<p>LG has substantively recruited primary health workers with a wage bill provision from PHC wage</p> <p>Maximum 6 points for this performance measure</p>	<p>Evidence that LG has filled the structure for primary health workers with a wage bill provision from PHC wage for the current FY • More than 80% filled: score 6 points, • 60 – 80% - score 3 • Less than 60% filled: score 0</p>	6	<p>Approved structure FY 2017/18 had a total of 51 health staffs while the current staffs on payroll are 43 giving 84.3%.</p>
2	<p>The LG Health department has submitted a comprehensive recruitment plan to the HRM department</p> <p>Maximum 4 points for this performance measure</p>	<p>Evidence that Health department has submitted a comprehensive recruitment plan/request to HRM for the current FY, covering the vacant positions of health workers: score 4</p>	4	<p>A copy of recruitment plan from TC Nebbi Municipality to PS MoH dated 30/1/2017 with Health workers positions was seen at HRs office.</p> <p>A copy of an advert dated 22/1/2018 in New vision by Health Service Commission including Nebbi MC was seen and applications were still being received for health positions.</p>
3	<p>The LG Health department has ensured that performance appraisal for health facility in charge is conducted</p> <p>Maximum 8 points for this performance measure</p>	<p>Evidence that the health facility in-charge have been appraised during the previous FY: o 100%: score 8 o 70 – 99%: score 4 o Below 70%: score 0</p>	0	<ul style="list-style-type: none"> <li>• Not Applicable.</li> <li>• Currently Nebbi Municipality has no health unit. Its recruited staffs were attached to Nebbi Hospital which is owned by the District and is headed by the Medical Superintendent who is appraised by the DHO. The staffs' deployment is pending the construction of Municipal health centres which were still waiting for approval from MoH.</li> </ul>

4	<p>The Local Government Health department has equitably deployed health workers across health facilities and in accordance with the staff lists submitted together with the budget in the current FY.</p> <p>Maximum 4 points for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the LG Health department has deployed health workers equitably, in line with the lists submitted with the budget for the current FY: score 4</li> </ul>	0	<p>Not applicable. Currently Nebbi Municipality doesn't have any health facility. All the staffs are attached to Nebbi District Hospital and other District health facilities awaiting for the establishment and construction of their own health facilities.</p>
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Assessment area: Monitoring and Supervision

5	<p>The DHO has effectively communicated and explained guidelines, policies, circulars issued by the national level in the previous FY to health facilities</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the DHO has communicated all guidelines, policies, circulars issued by the national level in the previous FY to health facilities: score 3</li> </ul>	0	<ul style="list-style-type: none"> <li>• There was no evidence of the Municipal Medical Office having received any circular/guidelines or policies neither was there any evidence showing it had been shared with the municipal health staffs.</li> </ul>
		<ul style="list-style-type: none"> <li>• Evidence that the DHO has held meetings with health facility in-charges and among others explained the guidelines, policies, circulars issued by the national level: score 3</li> </ul>	0	<ul style="list-style-type: none"> <li>• Not applicable.</li> </ul> <p>The MC had no health facility in-charges since it didn't have any health unit.</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>	0	<p>Not applicable. Nebbi Municipality had no HC IV or Hospital</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	<ul style="list-style-type: none"> <li>• Not applicable.</li> <li>• Currently Nebbi Municipal Council doesn't have any health facility</li> </ul>

7	<p>The Health Sub-district(s) have effectively provided support supervision to lower level health units</p> <p>Maximum 6 points for this performance measure</p>	<p>Evidence that health facilities have been supervised by HSD and reports produced: • 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>	0	<p>Not applicable</p> <p>Nebbi MC has no HSD</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>. Not applicable. No supervisions could be made since there were no health units.</p> <p>Not applicable since there were no supervisions made.</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>	0	<p>• Not applicable. No health units for Nebbi Municipality</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"> <li>• 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</li> </ul>	2	<p>The committee of Social Services in its sitting of 15/2/2017 reviewed second quarter departments performance reports for FY2016/17 and departments third quarter work plans and budget estimates for FY2016/17.</p> <p>Minutes of social services committee meeting held on the 29th November, 2016 at municipal council offices discussed among others 4th quarter performance reports for FY 2015/16 and also departments 1st quarter work plan for FY 2016/17 for the sectors of water, education, health, community based services and works</p>
		<ul style="list-style-type: none"> <li>• Evidence that the health sector committee has presented issues that require approval to Council: score 2</li> </ul>	2	<p>In the council sitting of 26th May, 2017, the social services committee of council presented sector work plans (Education, Health, Works and community based services) and budgets for FY 2017/18 for council discussion and approval, as presented by Hon. Okaba Doreen chairperson of the committee. Health had a budget of 1,057,182,000 presented to council for approval.</p> <p>In the council's sitting of 15/3/2017, the social services committee of council tabled for council's discussion and approval of 2nd quarter departments performance reports for FY 2016/17 and departments 3rd quarter work plans and budget estimates for FY2016/17.</p>

11	<p>The Health Unit Management Committees and Hospital Board are operational/functioning</p> <p>Maximum 5 points</p>	<p>Evidence that health facilities and Hospitals have functional HUMCs/Boards (established, meetings held and discussions of budget and resource issues):</p> <ul style="list-style-type: none"> <li>• If 100% of randomly sampled facilities: score 5</li> <li>• If 80-99% : score 3</li> <li>• If 70-79%: : score 1</li> <li>• If less than 70%: score 0</li> </ul>	0	<p>Not applicable since there were no health units..</p>
12	<p>The LG has publicised all health facilities receiving PHC non-wage recurrent grants</p> <p>Maximum 3 for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the LG has publicised all health facilities receiving PHC non-wage recurrent grants e.g. through posting on public notice boards: score 3</li> </ul>	0	<ul style="list-style-type: none"> <li>• Not applicable since there were no health facilities receiving PHC funds</li> </ul>

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"> <li>• Evidence that the sector has submitted procurement requests to PDU that cover all investment items in the approved Sector annual work plan and budget on time by April 30 for the current FY: score 2</li> </ul>	2	<p>A copy of procurement plan from Nebbi Municipal Medical Office to DPU dated 14th April 2017 was seen at medical office.</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>A copy of procurement request to DPU from Medical office were availed and seen at DPU and was dated 24/8/2017.</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"> <li>• Evidence that the LG Health department has supported all health facilities to submit health supplies procurement plan to NMS on time:</li> <li>• 100% - score 8</li> <li>• 70-99% – score 4</li> <li>• Below 70% - score 0</li> </ul>	0	<ul style="list-style-type: none"> <li>• Not Applicable</li> <li>• No health units</li> </ul>
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"> <li>• Evidence that the DHO (as per contract) certified and recommended suppliers timely for payment: score 2 points</li> </ul>	2	<p>For FY 2016/17, Nebbi MC health department did not have any certifiable projects.</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"> <li>• Evidence that the department submitted the annual performance report for the previous FY (including all four quarterly reports) to the Planner by mid-July for consolidation: score 4</li> </ul>	0	<p>There was evidence on page 64 of the APR that health department submitted the annual performance report for FY2016/17 on 2/8/2017 by Kadhumbula Herbert town health inspector to planner for consolidation contrary to Mid-July standard.</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</p> <ul style="list-style-type: none"> <li>• If sector has no audit query score 4</li> <li>• 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</li> <li>• If all queries are not responded to score 0</li> </ul>	0	<p>Nebbi MC health department had internal audit queries in FY 2016/17. Effort was made to respond to the queries, but some remained unresolved.</p> <p>For example, quarter 1 reported on accountability issues for Abed Kane Liberty on funds (Shs 115,000) advanced for toilet items.</p> <p>Quarter 2 reported on accountability issues for the same staff on funds (Shs 210,000 and Shs 619,000) advanced for Hepatitis B injections and health sensitization, respectively.</p> <p>Quarter 3 reported on accountability issues for Canungio Leotista for Shs 146,000 advanced for UNEPI items and Shs 1,600,000 advanced for the tree planting campaign</p>
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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"> <li>• Evidence that Health Unit Management Committee (HUMC) meet the gender composition as per guidelines: score 2</li> </ul>	0	<p>Not applicable. No health units management committees since there are no health units.</p>
		<ul style="list-style-type: none"> <li>• Evidence that the LG has issued guidelines on how to manage sanitation in health facilities including separating facilities for men and women: score 2</li> </ul>	0	<ul style="list-style-type: none"> <li>• Not applicable. No health units</li> </ul>

19	<p>The LG Health department has issued guidelines on medical waste management</p> <p>Maximum 2 points</p>	<ul style="list-style-type: none"><li>• Evidence that the LGs has issued guidelines on medical waste management, including guidelines for construction of facilities for medical waste disposal : score 2 points.</li></ul>	0	<ul style="list-style-type: none"><li>• Not applicable. No health units</li></ul>
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