



## LGPA 2017/18

Accountability Requirements

Ntungamo Municipal Council

(Vote Code: 775)

Assessment	Compliant	%
Yes	6	100%
No	0	0%

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	Annual Performance Contract received at MoFPED on 23 June 2017 under receipt No.0822 which is within the timeline date of June 30th.	Yes
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	Consolidated Procurement Plan accompanied the Budget.	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	Annual Performance report Q4 submitted & received at MoFPED on 28/07/2017 under receipt number 0821 which is within the timeline of July 31st.	Yes
LG has submitted the quarterly budget performance report for all the four quarters of the previous FY; PFMA Act, 2015)	xxxxxx	Q1-Submitted on the 8/11/2016 under receipt No. 0021; Q2-Submitted on 13/02/2017; Q3-Submitted on 04/05/2017; Q4 Submitted on 28/07/2017.	Yes
Assessment area: Audit			

<p>The LG has provided information to the PS/ST on the status of implementation of Internal Auditor General or Auditor General findings for the previous financial year by April 30 (PFMA s. 11 2g). This statement includes actions against all findings where the Auditor General recommended the Accounting Officer to take action (PFMA Act 2015; Local Governments Financial and Accounting Regulations 2007; The Local Governments Act, Cap 243).</p>	<p>xxxxx</p>	<p>From the Ministry of Finance's inventory of LG submissions of responses to audit queries, this assessment established that Ntungamo Municipal Council submitted to PS/ST responses to audit queries raised in FY 2015/2016 on 25/04/2017.</p>	<p>Yes</p>
<p>The audit opinion of LG Financial Statement (issued in January) is not adverse or disclaimer</p>	<p>xxxxx</p>	<p>From the Auditor General's report for FY 2016/2017, the assessment established that Ntungamo Municipal Council received an unqualified audit opinion.</p>	<p>Yes</p>



## **LGPA 2017/18**

Crosscutting Performance Measures

Ntungamo Municipal Council

(Vote Code: 775)

Score 70/100 (70%)

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> <p>• All new infrastructure investments have approved plans which are consistent with the Physical Plans: score 2.</p>	2	<p>Physical Planning Committee in place and functional. Appointed on 30th August 2017 &amp; the appointment instrument available on file. Registration book is also available. Minutes availed are as follows: 5th &amp; 7th December 2017; 12th September 2017; 18th July 2017; 07th April 2017; 14th December 2016; 14th September 2016.</p> <p>Physical/Structure Plan in place &amp; all new infrastructure investments have approved plans consistent with the Physical Plan layout. Registration book availed for assessment and all the sampled Building plans were approved within the timeline of 28 days and relevant revenues collected.</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>From the Budget Conference held on November 3rd, 2016 the following priorities can be identified: Construction of the Municipal HQs Main Gate; Purchase of Furniture under the department of Administration, Infrastructure projects as: Bigyega road; Karigya road; Mpama road; Kajinya road; Kanahe road; Kamwesiga road; Kanuma road; Kyamarungi road, Construction of Maternity, Equipping the Theatre Solid Waste Management are reflected and linked into the AWP dated June 21st, 2017 on pages 1, 2; 3; of Work plan details signed off by the Town Clerk- Mr. Ahimbisibwe Christopher.</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>From the sampled capital investments projects from the AWP for FY 2017/18 dated June 21st, 2017 as: Completion of Maternity Ward &amp; Completion of the Theatre; Construction of Staff houses at Ruhoko Primary School; Retention of Classroom block at Kikoni P/S; Construction of Classroom block at at Ruhoko P/s, Construction of roads: Bigyega; Kateera; Tumwine, Kanuma; Kategaya, Karyija; are all well linked/ consistent with the MUNICIPAL DEVELOPMENT PLAN 2015/2016 – 2019/2020 Plan dated April 1, 2015 duly signed by Mr. Kafureka Jacob</p> <p>MAYOR NTUNGAMO MUNICIPAL COUNCIL.</p>
		<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>	1	<p>Project Profiles developed and visible in the Municipal Development Plan pages 110ff and have been discussed in the TPC meetings at the following dates: 27/07/2016; 29/08/2016; 24/11/2016; 27/09/2016; 20/12/2016; 30/11/2016; 25/10/2016; 27/02/2017; 23/01/2017; 20/12/2016; 17/03/2017 and this includes all investments in the AWP in line with the LG Planning guideline.</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>None compiled for the period under review.</p>

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"> <li>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</li> </ul>	2	<p>From the sampled projects in the AWP &amp; Annual Budget Performance reports: (i) Bigyega road; Karigya road; Mpama road; Kajinya road; Kanahe road; Kamwesiga road; Kanuma road; Kyamarungi road, Construction of Maternity, Equipping the Theatre Solid Waste Management, Completion of Maternity Ward &amp; Completion of the Theatre; Construction of Staff houses at Ruhoko Primary School; Retention of Classroom block at Kikoni P/S; Construction of Classroom block at at Ruhoko P/s.</p>
		<ul style="list-style-type: none"> <li>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</li> </ul>	4	<p>From the sampled projects in the AWP: Construction of side drainage along Kategaya Road (Ugx: 243,486,014/=); Installation of Culverts on Council roads (ugx: 38,500,000/=); Construction of Toilet at Kyamate P/S (Ugx: 67,871,396/=); Construction of Toilet at Nyakihanga P/S (Ugx: 69,994,278); Construction of Toilet at Ruhoko P/S ( Ugx: 69,995,476); Construction of a theatre at Ntungamo HC (Ugx: 143,267,820) are investment projects implemented in the previous FY and were completed as per work plan by end of FY. Proof of payments indicate Certificates of Practical Completion issued and a 5% retention still held by the municipal LG. This translates to 95% completion of the projects.</p>
5	<p>The LG has executed the budget for construction of investment projects and O&amp;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"> <li>Evidence that all investment projects in the previous FY were completed within approved budget – Max. 15% plus or minus of original budget: score 2</li> </ul>	2	<p>From the Annual Budget Performance report-Q4, Procurement Contract files, Payment Vouchers referenced as follows: Construction of Toilet at Nyakihanga Primary School was budgeted to cost 70,000,000 and actual expenditure was 69,994,278, Construction of Toilet at Kyamate P/S was budgeted to cost 70,000,000 but actual expenditure was 68,871,396; Construction of three Classroom blocks at Ruhoko P/S estimated to cost 26,500,000 but actual cost was 26,101,364; Construction of a 3 classroom block at Kikoni SDA P/S estimated to cost 26,500,000 with actual expenditure at 26,087,204 all show sampled investment projects completed within approved budget.</p>

		<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>	2	Using the Annual Budget Performance report & derived from Cumulative Financial Accountability Report for FY 2016/17 the budgeted for O&M Ugx: 654,549,000/= and actual releases spent amounted to 507,331 which translate to 77%.
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>	0	From the personnel files reviewed by this assessment, it was established that all the 8 Heads of Departments were not appraised during financial 2016/2017 as there were no annual performance assessment report on personnel files.
	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	<p>According to the approved staff structure only 2 Heads of Departments out of 8 positions are substantively filled. These are Principal Accountant, and ,Principal Community Development Officer.</p> <p>The rest of the staff are assigned duties by the Town Clerk</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"> <li>Evidence that 100 percent of staff submitted for recruitment have been considered: score 2</li> </ul>	2	<p>From Secretary DSC it was established that 100% of all staff submitted by the Town clerk for recruitment during financial year 2016/2017 were all considered.</p> <p>The Town Clerk Declaration of vacancies to DSC in letter dated 10/1/2017</p> <p>All the staff positions submitted by the Town Clerk were all considered by DSC in the meeting of 23rd ,24th and 25th January 2017</p>
	Maximum 4 points on this Performance Measure	<ul style="list-style-type: none"> <li>Evidence that 100 percent of staff submitted for confirmation have been considered: score 1</li> </ul>	1	<p>From the Secretary DSC this assessment established that there were 5 staff submitted by the Town clerk in the letter dated 8/6/2017 Ref NMC/159/1 to be considered for confirmation during the financial year 2016/2017</p> <p>They were all considered by DSC in a meeting of 21st and 24th July 2017</p>



		<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	<p>From the Secretary DSC this assessment established that there were one disciplinary cases submitted for consideration by the Town Clerk in a letter dated 2/8/2016 Ref NMC/156/I</p> <p>This was considered by the DSC Meeting of 15th,16th,and 17th November 2106 under minute 248/2016(6)</p>
8	<p>Staff recruited and retiring access the salary and pension payroll respectively within two months</p> <p>Maximum 5 points on this Performance Measure.</p>	<ul style="list-style-type: none"> <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>	3	<p>From the Human Resource Office, it was established that all the 9 staff recruited during the financial year 2016/2017 accessed the salary payroll not later than two month after Appointment.</p> <p>Records reviewed show that all the staff appointed on 1/10/2016 accessed payroll in October 2016.</p>
		<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	<p>From the Human Resource Office, this assessment established that there were no staff who retired during financial year 2016/2017</p>
Assessment area: Revenue Mobilization				
9	<p>The LG has increased LG own source revenues in the last financial year compared to the one before the previous financial year (last FY year but one)</p> <p>Maximum 4 points on this Performance Measure.</p>	<ul style="list-style-type: none"> <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>	0	<p>In FY 2016/2017 Ntungamo Municipal Council collected local revenue amounting to UGX 600,014,246 and UGX 587,517,846 in FY 2015/2016 implying an increase of UGX 12,496,400 i.e. 2.1%.</p>

10	<p>LG has collected local revenues as per budget (collection ratio)</p> <p>Maximum 2 points on this performance measure</p>	<ul style="list-style-type: none"> <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>	2	<p>During FY 2016/2017 Ntungamo Municipal Council collected local revenue amounting to UGX 600,014,246 against a budget of UGX 590,177,783 implying a realisation ratio of 1.7%.</p>
11	<p>Local revenue administration, allocation and transparency</p> <p>Maximum 4 points on this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the District/Municipality has remitted the mandatory LLG share of local revenues: score 2</li> </ul>	0	<p>During FY 2016/2017 Ntungamo Municipal Council received local revenue amounting UGX 237,884,307 from Divisions. Out this amount, the Municipal Council remitted UGX 32,669,604 (13.7%) instead of UGX 71,365,292 (30%).</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>During FY 2016/2017 Ntungamo Municipal Council spent UGX 58,663,541 on councillors' allowances from local revenue collected. This is 9.8% of the balance of local revenue after deducting property tax which not eligible as per regulations. The balance is computed here below;</p> <p>Description Amount (UGX)</p> <p>Gross amount collected 600,014,246</p> <p>Property tax for the year (1,935,400)</p> <p>Balance 598,078,846</p>
Assessment area: Procurement and contract management				

12

The LG has in place the capacity to manage the procurement function

Maximum 4 points on this performance measure.

- 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

The District is headed by a procurement officer who is substantively recruited. The process of recruiting an assistant procurement officer is under way.

- Evidence that the TEC produced and submitted reports to the Contracts Committee for the previous FY: score 1

1

- TEC Report dated 18/1/2017 presented to Contracts committee. Subject of Procurement: Construction of Toilets at Nyakihanga P/S IN Ntungamo Municipality. Ref: NTU775/Wrks/16-17/00005;

- Committee considered recommendations of the TEC and provide justifications for any deviations from those recommendations: score 1

1

Minutes of Contracts Committee dated 19/01/2017 prepared on PP Form 20 presented. Minutes referenced as CC/2016-17/003

Contracts Committee Report dated 19/01/2017 presented. Subject of Procurement: Construction of Toilets at Nyakihanga P/S IN Ntungamo Municipality. Ref: NTU775/Wrks/16-17/00005;

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"> <li>• 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</li> </ul>	2	<p>Procurement Plan for FY 2017/18 dated 08/8/2017 and received by PPDA on 14/08/2017 presented, annual work plan and Budget for FY 2017/18 covers all infrastructure Projects :</p> <ul style="list-style-type: none"> <li>• Construction of slaughter slab in planned for UGX 100,000,000.</li> <li>• Construction of water tank at UGX 2,000,000;</li> <li>• Construction of staff House at UGX: 120,000,000.</li> </ul> <p>Municipality made procurements as per plan: Procurement Plan for FY 2016/17 and Quarterly Reports for FY 2016/17; : Sample procurements include:</p> <ul style="list-style-type: none"> <li>i) NTUN 775/WRKS/16-17/00005: Construction of a toilet at Nyakihanga P/S under open bidding with prequalification. Contract awarded to Zeph Construction Co. Ltd at UGX: 69,994,278. Awarded: 7/2/2017.</li> <li>ii) NTUN 775/WRKS/16-17/000021: Construction of side drains along Kategeya Road and Municipal Headquarters under framework contract awarded to Keliza Auto Enterprises at UGX: 16,435,000. Awarded: 04/8/2016.</li> <li>iii) NTUN 775/SUPLS/16-17/00001: Supply of Printed Stationary under Framework Contract by Piken Enterprises at UGX: 6,410,000. Awarded: 04/8/2016</li> </ul>
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The LG has prepared bid documents, maintained contract registers and procurement activities files and adheres with established thresholds.

Maximum 6 points on this performance measure

- For current FY, evidence that the LG has prepared 80% of the bid documents for all investment/infrastructure by August 30: score 2

0

The LG had not prepared 80% of the bid documents for all investments and infrastructure at the time of this assessment. Only one bidding document was presented:

- Standard bidding document for Procurement for Works under open bidding: Construction of Slaughter Slab dated 12/01/2018: ntun775/Wrks/17-18/00003

- For Previous FY, evidence that the LG has an updated contract register and has complete procurement activity files for all procurements: score 2

2

The Municipality presented updated Contracts registers for FY 2016/17 dated 30/6/2017.

Complete procurement activity files: Sample Procurement Files include:

- NTUN775/Wrks/16-17/00006: Construction of three classroom blocks at Ruhoko P/S under Selective National Bidding at UGX: 26,101,364;
- NTUN775/Wrks/16-17/00005: Construction of toilet at Nyakihanga Primary School at UGX: 69,994,278

- For previous FY, evidence that the LG has adhered with procurement thresholds (sample 5 projects): score 2.

2

The LG adhered to procurement thresholds in FY 2016/17 as follows:

- Open National Bidding with Prequalification: NTUN 775/Works/16-17/00004: Construction of Toilet at Kyamate Primary School. UGX: 70,000,000. Bid Notice Published on 22/12/2017.
- Ntungamo Municipal Council: New Vision advert: 3/6/2016: Bid Notice under Open National Bidding: Construction of side Drainage around Kategeya Road and Municipal Headquarters; REF: NTUN775/Wrks/16-417/00002: Contract Sum: UGX: 243,486,014.

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>	2	<p>The LG issued interim and final payment certificates in FY 2016/17:</p> <p>Interim Payment Certificate No: NTUN 775/Wrks/16-17/00005: Dated: 12/4/2017. Construction of Toilets at Nyakihanga Primary School by Zeph Construction Co. LTD. Amount: UGX: 22,581,500.</p> <ul style="list-style-type: none"> <li>Final Payment Certificate: NTUN 775/Wrks/16-17/00002 dated: 2/2/2017. Project Commenced: 24/8/2016: Completion date: 31/12/2017. Final Payment: UGX: 72,115,403.</li> </ul>
		<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>The District Engineer did not present site boards for projects in FY 2017/18 that are labelled with name of project, contractor name, source of funding, and contract value during this assessment.</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>During FY 2016/2017 Ntungamo Municipal Council operated 8 bank accounts, 7 of which were reconciled and up to date by the time of this assessment, except for the General Fund account whose reconciliation statements were not printed off the IFMIS system in advance. Online viewing of this account's reconciliation statement was not possible as the IFMIS system was down during the course of the assessment.</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>	0	<p>From the CFO, the assessment noted that during FY 2016/2017 the payment claims register was not maintained. As such, the timeliness of payments to suppliers could not be readily ascertained.</p>

18	The LG executes the Internal Audit function in accordance with the LGA section 90 and LG procurement regulations	<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> </ul>	3	The four quarterly internal audit reports for FY 2016/2017 were produced by the Senior Internal Auditor who was appointed on 01/10/2016 based on the personnel records cited by this assessment.
	Maximum 6 points on this performance measure.	<ul style="list-style-type: none"> <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> </ul>	0	By the time of this assessment, Ntungamo Municipal Council had not yet provided information to Council and LG PAC on the status of implementation of internal audit recommendations raised during FY 2016/2017.
		<ul style="list-style-type: none"> <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>	0	From the Clerk to Council, it was confirmed that all quarterly internal audit reports for FY 2016/2017 were submitted to LG PAC. However, LG PAC had not yet discussed these reports by the time of this assessment. Clerk to council informed the assessment that the discussion of the Municipal Council's audit reports could not take place until LG PAC got a representative for Urban Councils.
19	The LG maintains a detailed and updated assets register  Maximum 4 points on this performance measure.	<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>	4	Ntungamo Municipal Council maintains the Assets Register in a format prescribed by the Local Government Accounting Manual. The register was up to date by the time of the assessment.
20	The LG has obtained an unqualified or qualified Audit opinion  Maximum 4 points on this performance measure	Quality of Annual financial statement from previous FY: <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	From the Auditor General's report for FY 2016/2017, the assessment established that Ntungamo Municipal Council received an unqualified audit opinion.

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>From the Minutes availed for assessment dated: 30/08/2016; 31/08/2016; 27/10/2016; 28/02/2017; 21/12/2016; 05/04/2017; 19/05/2016 provide proof of Council meetings that discussed service delivery issues including TPC reports, monitoring reports &amp; LG PAC reports</p>
22	<p>The LG has responded to the feedback/complaints provided by citizens</p> <p>Maximum 2 points on this Performance Measure</p>	<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>	2	<p>From the Budget website the Ag. Senior Planner- Ms Atukunda Juliet is the designated person to coordinate response to feed back and this is backed by a letter of appointment signed by the CAO.</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: • The LG Payroll and Pensioner Schedule on public notice boards and other means: score 2</p>	2	<p>The LG Payroll &amp; Pensioner Schedule is well displayed on the Public Notice Board on the entrance wall of the Main Administration Block</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>Consolidated Procurement Plan not displayed on the Public Notice Board though some awarded contracts &amp; BEB notices are available on the Procurement Notice Board.</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>No national LG PA was carried out in the previous FY.</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>	1	<p>Files under reference CR/201/1; CR/102/1 &amp; CR/213/4 titled Statutory/ Legal Instruments and Management Planning Reports containing circulars; Standing Instructions, Budget Call Papers from MoPS; MoLG; MoFPED was availed during the assessment exercise which provides proof that the HLG communicated &amp; explained guidelines, circulars and Policies issued by the national level to LLGs during the previous year.</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>	1	<p>Radio programmes are carried out on Radio Ankole and receipts Nos. 3004 &amp; 3005 accompanied by a report on Sanitation Day activities that took place on the 29th of June 2017 duly signed off by the Town Clerk.</p>

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"> <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>	2	<p>The GFP presented a report on Gender Mainstreaming to all departments dated: 18th May 2017. Report includes: Child Rights, Domestic Violence etc. The Report is titled: Dissemination of Gender Information to All Heads of Departments</p>
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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>	2	<p>The GFP presented Annual Work Plan for FY 2017/18 which included gender/ women activities:</p> <p>Sample Activities:</p> <ul style="list-style-type: none"> <li>Training on Gender mainstreaming and skills enhancement at UGX: 700,000/=</li> <li>Support to women council at UGX: 500,000/=</li> <li>Purchase of inputs for women under UWEP at UGX: 37,949,079.</li> </ul> <p>The GFP presented evidence that more than 90% of the budget for gender activities had been implemented</p> <ul style="list-style-type: none"> <li>Gender mainstreaming FY 2016/17: Allocated 800,000/= Receipts/Expenditure = 800,000/= Percentage spending: 100%. Receipt/Voucher No: 10/6; dated: 2/6/2017.</li> <li>Skills Enhancement Activity FY 2016/17: Allocated 800,000/= Receipts/Spent: 800,000/=; Receipt/Voucher No: 1/6; Voucher dated: 30/5/2017.</li> <li>Percentage Spending= 100%.</li> </ul>
26	<p>LG has established and maintains a functional system and staff for environmental and social impact assessment and land acquisition</p> <p>Maximum 6 points on this performance measure</p>	<ul style="list-style-type: none"> <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>	2	<ul style="list-style-type: none"> <li>The Municipal Environmental Officer prepared an environmental screening report for Zion Nursery and Primary School dated: 05/05/2017; and Environmental Screening Report for St. John Baptist Secondary Ruhoko Ntungamo Municipality dated 02/05/2017.</li> <li>EIA Review Report-EIA 4104 for Bok Fuel Service Station to be located along Mbarara-Kabaale Road in Cell 3. Municipal Environmental Officer Review Report dated: 9/01/2018.</li> <li>Annual work plan FY 2017/18 includes budgeting for environmental activities: Wetland Restoration</li> </ul>
		<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>LG did not present evidence on integrating environmental and social management plans in contract bid documents during this assessment.</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>LGI presented land titles as follows:</p> <p>Certificates of Title:</p> <ul style="list-style-type: none"> <li>Free Hold Register, Volume MBR96 Folio 3; Size =0.344 hectares. Name of Block : Block Road New Kabale Plot 48-62 at Cell 5-Muko Ward. Registration date: 22/10/2014. Ownership: Ntungamo Municipal Council of P.O. Box 46, Ntungamo;</li> <li>Freehold Register, Volume MBR99, Folio 22: Block (Road) 35 Plot 246 at Cell 8-Central Ward. Size: 0.585 Hectares; Date of Registration: 22/10/2014.</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>	2	<p>Environmental Certificates (not on official LG Forms) presented to:</p> <ul style="list-style-type: none"> <li>Zeph Construction Co. Limited for construction of Toilet at Nyakihanga Primary School. Dated: 30/6/2017;</li> <li>Environmental Certificate (not on official LG Certification form)) prepared for Samtu Enterprises Co. Limited for construction of Kyamate Primary School dated: 30/6/2017.</li> <li>Environmental Certificate for M/s Gremu Trading Company Limited dated 30/6/2017 for construction of Toilet at Ruhooko Primary School.</li> </ul>



## **LGPA 2017/18**

Educational Performance Measures

Ntungamo Municipal Council

(Vote Code: 775)

Score 58/100 (58%)

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	<ul style="list-style-type: none"> <li>Performance contract FY 2017/18 shows 81 teachers budgeted for and meets the Threshold</li> <li>Staff list shows 81 teachers on payroll and each school having the threshold</li> <li>Lists of schools and staffing shows all schools in municipality have the requisite teachers to meet the threshold</li> <li>Rukindo 9 plus Head teacher</li> <li>Nyakihanga 7 plus Head teacher</li> <li>Ntungamo p/s plus Head teacher</li> <li>Kyamate integrated P/S 8 plus Head teacher</li> <li>Maato 15 plus Head teacher</li> <li>Ruhoko P/S 9 plus Head teacher</li> <li>Kikoni 14 Plus head teacher</li> </ul>
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	<ul style="list-style-type: none"> <li>LG approved staff structure shows that only 81 teachers are catered for under the current wage bill(Ref ARC 6/293/05 dated 1 December 2017 by Adah Muwanga for PS, MPS</li> <li>Wage bill provision is for 81 primary teachers according to the Performance contract FY 2017/18</li> </ul>

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>	6	<ul style="list-style-type: none"> <li>Wage bill provision is for one inspector of school FY 2017/18</li> <li>HRM staff structures approved structure ARC 135/306/01 dated 22ND November 2017 shows department should have two positions of inspector</li> </ul> <p>Inspector of schools in place for which a wage bill provision has been provided for.</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	<ul style="list-style-type: none"> <li>Recruitment plan 2017/18 reviewed and shows plans for recruitment of 84 teachers</li> </ul>
		<p>Evidence that the LG Education department has submitted a recruitment plan to HRM for the current FY to fill positions of School Inspectors: score 2</p>	0	<ul style="list-style-type: none"> <li>Recruitment plan 2017/18 reviewed and shows no plans for recruitment of inspector of school</li> </ul>

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>From the personnel files it was established that the inspector of schools file No CR/M/10102 was appraised during the financial year 2016/2017</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	<p>From the Human Resource unit this assessment established that all the 7 Head Teachers for primary schools in the municipal council were not appraised during the financial year 2016/2017 as there were no appraisal reports on file</p> <p>The schools are Rukundo, Kikoni, Nyakihanga, Kyamate, Ruhoko, Maato and Ntungamo primary schools..</p>

Assessment area: Monitoring and Inspection

6	<p>The LG Education Department has effectively communicated and explained guidelines, policies, circulars issued by the national level in the previous FY to schools</p> <p>Maximum 3 for this performance measure</p>	<p>• Evidence that the LG Education department has communicated all guidelines, policies, circulars issued by the national level in the previous FY to schools: score 1</p>	0	<ul style="list-style-type: none"> <li>• Guidelines, circulars, policies from MoEs reviewed <ul style="list-style-type: none"> <li>o Circular dated 16th January 2017 ref DES/50/14 by PS, MOES on licenced and unlicensed schools</li> <li>o Circular dated 30th June 2017 ref ADM/203/255/01 on teacher support supervision in schools by PS., MOES</li> </ul> </li> <li>• Not all Guidelines disseminated such as on school feeding, Teacher support supervision etc</li> </ul>
		<p>• 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</p>	0	<ul style="list-style-type: none"> <li>• Minutes for meetings between MEO and head teachers provided for review show no trace of dissemination or explanation of guidelines</li> </ul>

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"> <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>	0	<ul style="list-style-type: none"> <li>Inventory of schools inspected in FY 2016/17 and school inspection reports show that:</li> <li>QTR 1: no report and inspections done</li> <li>QTR 2: 7 government schools inspected</li> <li>QTR 3: no report and inspections done</li> <li>QTR 4: 7 government and 5 private schools inspected</li> </ul> <p>List of schools shows that there are 7 government aided schools and 8 private thus inspection coverage is 32%</p> <ul style="list-style-type: none"> <li>Sampled schools Maato, Ntungamo, Kikoni SDA, Kyamate, P/S show inspections done only twice in the last FY 2016/17</li> </ul>
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> </ul>	4	<ul style="list-style-type: none"> <li>Minutes of meetings held on 12/07/2017 with head teachers under MIN 3/2017(b) shows discussion of inspection issues regarding absenteeism, improvement of reading and writing and also games and sports</li> <li>Minutes of meetings dated 22/03/2017 under Min 5/2017 inspection issues of registers were discussed and recommendations for corrective actions made</li> <li>Meeting held on 12th April, 2017 under Min 5/2017 discussions and recommendations made on lesson planning, scheme of works and also Min 6/2017 on schemes of work, teacher appearance, teaching methods, readers, records of work</li> </ul>
		<ul style="list-style-type: none"> <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> </ul>	2	<ul style="list-style-type: none"> <li>Acknowledgement Note Form 4 dated 06/09/17 shows that the Municipality submitted inspection reports for QTR 4 FY 2016/17</li> </ul>



		<ul style="list-style-type: none"> <li>Evidence that the inspection recommendations are followed-up: score 4</li> </ul>	0	<ul style="list-style-type: none"> <li>Sampled schools Maato, Ntungamo, Kikoni SDA, Kyamate shows that no inspection recommendations were provided and followed up</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>	5	<ul style="list-style-type: none"> <li>Performance contract shows seven public schools</li> <li>List of schools shows 8 private and 7 government schools in the Council</li> <li>EMIS forms shows that there 7 government aided schools and 8 private schools in the Council</li> </ul>
		<p>Evidence that the LG has submitted accurate/consistent data: • Enrolment data for all schools which is consistent with EMIS report and OBT: score 5</p>	0	<ul style="list-style-type: none"> <li>Performance contract FY 17/18 shows that the municipality has 3746 pupils in UPE</li> <li>EMIS forms shows enrolment at 3148 in UPE</li> </ul>

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>From the minutes of the Social Services Standing Committee minutes held on the dates of: 01/09/2016; 24/10/2016; 15/12/2016; 15/02/2017; 12/12/2016/14/10/2016; 17/02/2017/13/12/2016; 24/10/2016 show proof that the Council Committee for Education met &amp; discussed service delivery issues including inspection reports.</p>
		<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>Based on the contents of the minutes date follows;15/12/2016; 15/02/2017; 12/12/2016/14/10/201617/02/2017/13/12/2016; 24/10/2016 the education sector committee presented issues ranging from absenteeism in schools, staff houses; shoddy work on classroom block construction sites, sanitation of schools; budget &amp; work plans.</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	<ul style="list-style-type: none"> <li>• Randomly Sampled five schools Maato, Ntungamo, Kikoni SDA, Kyamate all have SMCs and have held meetings and have minutes on files and have discussed budget and resource issues as follows:</li> <li>• Maato P/S meeting held 01/06/17 under Min 05/2017 and Min 06/2017</li> <li>• Ntungamo P/S meeting held on 14/06/17, 07/06/17, 08/02/17, 01/09/2017 and under Min 37/2017 and Min 38/2017 discussed budget issues</li> <li>• Kikoni SDA meetings held 24/02/17 under Min 4/24/02/2017 budget issues discussed, 28/07/2017 under Min 5/28/7/2017, meeting held on 21/11/17 under Min 6/21/11/2017</li> <li>• Kyamate Primary school meetings were held on 23/04/2017, 25/08/17, 12/04/17 and under Min 7/8/2017 budget issues discussed</li> </ul>
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>	0	<ul style="list-style-type: none"> <li>• No records of all schools receiving non-wage recurrent grants on Notice boards</li> </ul>

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	<ul style="list-style-type: none"> <li>• Procurement request documents for 3 classroom block for Ruhoko p/s, toilet construction for Kyamate, completion of three classroom block at Kikoni SDA P/S</li> </ul> <p>According to Sector AWP FY 2017/18</p> <ul style="list-style-type: none"> <li>• DPU shows submission by MEO by April 30 FY 2016/17</li> </ul>
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>From the list of 8 payment requests raised in the Education Department in FY 2016/2017, it was noted that all of them were recommended by the Head of Department within an average of one day.</p>
Assessment area: Financial management and reporting				
15	<p>The LG Education department has submitted annual reports (including all quarterly reports) in time to the Planning Unit</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> <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>	4	<p>Submission of Q4 report for FY 2016/17 received by Planner on July 17th, 2017 which is later than the set timeline of mid- July. Q3 performance report submitted on 18th April 2017; Submission of Q2 was made on January 20th, 2017; Submission of Q1 was made on the 22nd day of October 2016.</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>During FY 2016/2017 the Education Department had 10 audit queries, 1 of which was responded to by the time of the assessment.</p>
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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"> <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	<ul style="list-style-type: none"> <li>• Colloboration between gender focal person and education seen in meetings held on 18/05/2017 ( correspondence NMC/CR/1059/1 dated 18th may 2017 to town clerk by Mr. Kahwezi Gordon, SCDO) and Guidelines provided on gender issues in school</li> </ul>
		<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>	0	<ul style="list-style-type: none"> <li>• Minutes of meeting between MEO and Head teachers shows no trace of dissemination of guidelines on how to manage sanitation for girls and PWDs</li> </ul>
		<ul style="list-style-type: none"> <li>• Evidence that the School Management Committee meet the guideline on gender composition: score 1</li> </ul>	0	<ul style="list-style-type: none"> <li>• Sampled primary schools Maato, Ntungamo, Kikoni SDA, Kyamate shows that Maato Primary school has no female representatives, Ntungamo P/S has only one female, while the rest have two female representatives on the committee.</li> </ul>

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>	0	<ul style="list-style-type: none"> <li>• Minutes of meeting between MEO and teachers no records of dissemination could be traced</li> </ul>
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## **LGPA 2017/18**

Health Performance Measures

Ntungamo Municipal Council

(Vote Code: 775)

Score 59/100 (59%)

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>Current staffing structure is at 64.6% (42/65 approved staff). In there Performance Contract, there was no wage bill provision for this FY17/18 to recruit additional staff</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	<ul style="list-style-type: none"> <li>• The health department submitted the recruitment plan on 30th August 2017 but there was no wage bill provision for recruitment of new staff</li> </ul> <p>Recruitment plan for 14 posts out of 23 vacant positions was submitted to HRM for the current FY17/18 although there was no wage bill provision for recruitment of new staff.</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>From the personnel files reviewed this assessment established that the in charges for the 2 Health Centres (Ntungamo HCIII and Ruhoko HC II in the municipal council were not appraised during financial year 2016/2017</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"> <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>	4	<ul style="list-style-type: none"> <li>• The MC has deployed staff according to need at the health facilities. At Ntungamo HCIV there are 32 staff however one clinical officer is on official study leave.</li> </ul> <p>At Ruhoko HC2 there are 8 staff deployed with an enrolled nurse on study leave. 40 staff are receiving payroll as per budget</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	<p>The Municipal Councils doesn't receive communications from MoH. Guidelines, circulars and policies are channelled through the DHO's office. The facilities receive the communications from the district health office. The USAID partners also work through the district health office and seldom engage the Municipality</p>
		<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	<p>In the last FY16/17, health facility in-charges were met through the district health office, however the PMO has started conducting meetings with HF in-charges in this financial year. Evidence of a meeting held on 6th Feb 2017. Some of the issues discussed included actions of HUMC meetings, hygiene and sanitation, reporting on MoH indicators</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>The Municipality has no HCIV and Hospitals. Ntungamo HCIII is in the process of upgrading to a HCIV however, the process has not yet been finalised by the Ministry of Health and the facility is still receiving commodities through the Kit system and PHC funds for Health centre III even when the patient load is very high leading to perpetual stock out of critical commodities.</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	3	The health team supervised the only HCIII Ntungamo HC3 and the only HCII Ruhoko HC2 within the Municipality, during the four quarterly supervision visits in FY16/17. The Municipality has only two facilities; Ntungamo HC3 and Ruhoko HC2. Supervision reports were available; • Q1 18th October 2016 • Q2 25th January 2017 • Q3 3rd April 2017 • Q4 3rd July 2017
7	The Health Sub-district(s) have effectively provided support supervision to lower level health units  Maximum 6 points for this performance measure	Evidence that health facilities have been supervised by HSD and reports produced: • If 100% supervised score 6 points • 80 - 99% of the health facilities: score 4 • 60 - 79% of the health facilities: score 2 • Less than 60% of the health facilities: score 0	0	N/A The Municipality has only two facilities and no health sub district
8	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  Maximum 10 points for this performance measure	• Evidence that the reports have been discussed and used to make recommendations for corrective actions during the previous FY: score 4	4	The supervision reports are discussed in the Technical Planning Committee meetings. On TPC meeting health on 27th Sept 2016 NMC/TPC/20/2016/17 under health department, there was ongoing discussion to upgrade Ntungamo HCIII to HCIV, the department has held several meetings with MoH but no official communication from MoH and MoFPED for upgrade of the facility. Minute NMC/TPC/13/16/17 under health department discussed improvement of Sanitation and Hygiene in the Municipality through Garbage collection, construction of in-patient general ward was complete with no blankets and PMO was following up on supply of blankets NMS
		• Evidence that the recommendations are followed – up and specific activities undertaken for correction: score 6	6	In Q1 there was a septic tank at Maternity ward in Ntungamo HCIV that was filled up the health inspector was notified after support supervision. The septic tank was emptied using PHC funds at that facility In Q3 there was a delay in release of PHC to the facilities, this was followed up and facilities received PHC funds by the time of Q4 supervision

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"> <li>Evidence that the LG has submitted accurate/consistent data regarding: <ul style="list-style-type: none"> <li>List of health facilities which are consistent with both HMIS reports and OBT: score 10</li> </ul> </li> </ul>	10	<p>The two facilities submit their HMIS reports to the MC and copies are submitted to the DHO for entry into DHIS2. These are the two facilities in OBT</p>
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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>From the minutes of the Social Services Standing Committee minutes held on the dates of: 01/09/2016; 24/10/2016; 15/12/2016; 15/02/2017; 12/12/2016/14/10/2016; 17/02/2017/13/12/2016; 24/10/2016 show proof that the Council Committee for health met &amp; discussed service delivery issues including inspection reports.</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>Based on the contents of the minutes date follows;15/12/2016; 15/02/2017; 12/12/2016/14/10/201617/02/2017/13/12/2016; 24/10/2016 the health sector committee presented issues ranging from work plans; budget, sanitation &amp; management &amp; disposal of medical waste..</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>The two facilities; Ntungamo HCIII and Ruhoko HCII have functional HUMCs.</p> <p>Ntungamo HCIII held all the 4 quarterly HUMC meetings; while at Ruhoko HCII only 3 meetings minutes were seen Ntungamo HCIII</p> <p>Q1 27th Sept 2016, Q2 16th Dec 2016, Q3 27 Feb 2017 and Q4 26th May 2017</p> <p>Ruhoko HCII</p> <p>Q1: Minutes not seen Q2: 08 Dec 2016 Q3: 11 Apr 2017 and Q4: 22nd Jun 2017</p> <p>The municipality has only 2 facilities, and only one (50%) held all the 4 quarterly HUMC meetings</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>	3	<ul style="list-style-type: none"> <li>• The MC displayed all the health facilities receiving PHC funds on the notice board.</li> </ul> <p>Total PHC non-wage funds to facilities in FY17/18; 29,206,334 UGX •</p> <p>Ntungamo HIV receives 25,206,334 UGX</p> <p>Ruhoko HC2 receives 4,000,000 UGX</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"> <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>	0	<p>Although the health department submitted the annual procurement plan to PDU. There was no submission date.</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>Submitted Q1 request for stationary and tonner on 18th Sept 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>	8	<p>The two facilities are receiving the supplies through the Kit system and this was done through the District health office. The kit was reviewed for both facilities and submitted online in January 2017. These facilities were part of the list of facilities provided by NMS to have submitted procurement plans to NMS before 30th June 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"> <li>• Evidence that the DHO (as per contract) certified and recommended suppliers timely for payment: score 2 points</li> </ul>	2	<p>From the list of 2 payment requests raised in the Health Department in FY 2016/2017, it was noted that all of them were recommended by the Head of Department within an average of one day.</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>	4	<p>Annual performance report for FY 2016/2017 was submitted on 08/07/2017 which is within the timeline of mid- July for consideration.</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>	0	<p>During FY 2016/2017, the Health Department had 4 audit queries, of which only 2 were responded to by the time of this assessment.</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>	2	<p>The HUMC meets the gender composition of at least a third to be women: Ntungamo HCIII 4/9 are females while at Ruhoko HCII 4/7 are female</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	<p>MC not receiving guidelines and thus non was issued to the facilities. At Ntungamo HCIII, there were guidelines on infection control and waste management that were provided through the district office, there were no guidelines at Ruhoko HC2..</p> <p>At Ntungamo HCIII and Ruhoko HCII toilets were separated and labelled separating facilities for both male and female.</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"> <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	<p>The health Department at the Municipal did not receive guidelines and thus none was issued to the facilities by the Municipal Council. However, guidelines on infection control and waste management provided though the district health office were found at Ntungamo HCIII but not at Ruhoko HC2.</p> <p>Staff at Ntungamo HCIII and Ruhoko HC2 were also trained in infection control and waste management in Aug 2016 through the district health office</p>