



LGPA 2017/18

Accountability Requirements

Otuke District

(Vote Code: 586)

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	Submitted to MOFPED on 14/7/2017.	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	LG submitted a budget that included a detailed procurement plan for FY 2017/18, was submitted to MOFPED on 24/02/2017 with the annual performance contract form B.	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	APR was submitted to MOFPED on 02/08/2017 as per receipt No. 0881.	No
LG has submitted the quarterly budget performance report for all the four quarters of the previous FY; PFMA Act, 2015)	xxxxxxx	Q1 - Q4 budget performance reports submitted on 21/11/2016; 09/03/2017; 26/05/2017; 02/08/2017 respectively. Acknowledgment receipts are: Q1- 0087; Q2-0466; Q3-0771; Q4-0881 respectively. Submission date for Q4 was after 31 July 2017.	No
Assessment area: Audit			

<p>The LG has provided information to the PS/ST on the status of implementation of Internal Auditor General or Auditor General findings for the previous financial year by April 30 (PFMA s. 11 2g). This statement includes actions against all findings where the Auditor General recommended the Accounting Officer to take action (PFMA Act 2015; Local Governments Financial and Accounting Regulations 2007; The Local Governments Act, Cap 243).</p>	<p>xxxxx</p>	<p>The LG submitted internal audit report of 2016/2017 on 3rd/March/2017 as per the records obtained from the Ministry of finance with 9 issues raised</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>According to the annual audit reports of 2016/2017, obtained from the Office of the auditor general, Otuke Local government scored unqualified opinion</p>	<p>Yes</p>



LGPA 2017/18

Crosscutting Performance Measures

Otuke District

(Vote Code: 586)

Score 57/100 (57%)

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: • A functional Physical Planning Committee in place that considers new investments on time: score 2.</p>	2	<p>LG has a functional PPC as evidenced by:</p> <p>i. Appointment of members to the District Physical Planning Committee as found in the appointment letters of 06/11/2015 authored by the Ag. CAO.</p> <p>ii. New investments were considered including: building plan approval requests for commercial developments and girls' dormitory as found in the minutes of the Otuke District Physical Planning Committee held on 13/01/2016 under Min. 01/2015/6(5).</p>
		<p>• All new infrastructure investments have approved plans which are consistent with the Physical Plans: score 2.</p>	0	<p>No evidence of all infrastructure investments have approved plans which are consistent with the Physical plans was provided. Only private investments are submitted for approval.</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>	<p>• Evidence that priorities in AWP for the current FY are based on the outcomes of budget conferences: score 2.</p>	0	<p>No evidence of a budget conference report was provided to support the priorities in the AWP for FY 17/18 as being based on outcomes of a budget conference was provided.</p>
		<p>• 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.</p>	2	<p>Capital investments in the AWP FY 17/18 are derived from the DDP. e.g. the district administration block and Alango sub-county headquarters were derived from the DDP.</p>

		<ul style="list-style-type: none"> • Project profiles have been developed and discussed by TPC for all investments in the AWP as per LG Planning guideline: score 1. 	0	No evidence was provided to show TPC discussing the investments in the AWP was found. However the practice was that only NUSAF 3 projects were discussed, and for the projects under implementation only when they have challenges are they brought to the attention of TPC.
3	<p>Annual statistical abstract developed and applied</p> <p>Maximum 1 point on this performance measure</p>	<ul style="list-style-type: none"> • Annual statistical abstract, with gender disaggregated data has been compiled and presented to the TPC to support budget allocation and decision-making- maximum 1 point. 	0	No evidence of statistical abstract being in place was provided.
4	<p>Investment activities in the previous FY were implemented as per AWP.</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> • Evidence that all infrastructure projects implemented by the LG in the previous FY were derived from the annual work plan and budget approved by the LG Council: score 2 	2	All infrastructure projects implemented in FY 16/17 as found in the APR were found in the AWP. e.g. 17 deep boreholes across the district were rehabilitated; district water office completed; and latrine construction at Acane Ps and Amung PS.
		<ul style="list-style-type: none"> • Evidence that the investment projects implemented in the previous FY were completed as per work plan by end for FY. o 100%: score 4 o 80-99%: score 2 o Below 80%: 0 	2	95% of the projects were executed. Only two one (supply of oxen & ploughs and supply of beans simsim, fertilizer to Ookwang sub-county) of the 43 projects were not implemented.

5	The LG has executed the budget for construction of investment projects and O&M for all major infrastructure projects and assets during the previous FY	<ul style="list-style-type: none"> Evidence that all investment projects in the previous FY were completed within approved budget – Max. 15% plus or minus of original budget: score 2 	2	Projects were concluded within the provided margins of the approved budget as found in the procurement report FY 16/17. The performance reported -7% variation from the approved budget.
	Maximum 4 points on this Performance Measure.	<ul style="list-style-type: none"> Evidence that the LG has budgeted and spent at least 80% of O&M budget for infrastructure in the previous FY: score 2 	0	No evidence was provided during assessment time.

Assessment area: Human Resource Management

6	LG has substantively recruited and appraised all Heads of Departments	<ul style="list-style-type: none"> Evidence that HoDs have been appraised as per guidelines issued by MoPS during the previous FY: score 2 	0	The substantively appointed DHO and CFO had not been appraised at the time of the assessment.
	Maximum 5 points on this Performance Measure.	<ul style="list-style-type: none"> Evidence that the LG has filled all HoDs positions substantively: score 3 	0	Two posts of the DHO and CFO were substantively filled.
7	The LG DSC has considered all staff that have been submitted for recruitment, confirmation and disciplinary actions during the previous FY.	<ul style="list-style-type: none"> Evidence that 100 percent of staff submitted for recruitment have been considered: score 2 	2	All submissions by Office of the CAO for recruitment dated 19th/12/2016, 21st / 02/2017 (Teachers replacement) were considered as per minute extract of the DSC meeting 33 3rd held on 9th May 2017.
	Maximum 4 points on this Performance Measure	<ul style="list-style-type: none"> Evidence that 100 percent of staff submitted for confirmation have been considered: score 1 	1	The DSC considered all submissions by CAO for confirmation dated 10th/10/2016, 9th /11/2016, 8th /12/2016, 17th /01/2017, 20th /01/2017, 24th /02/2017, 10th /04/2017, 11th /04/2017, 12th /04/2017, 5th /05/2017, 17th/ 05/2017 under the DSC 32 1st meeting held on 24th /02/2017 and 35th 4th meeting held on 6th September 2017.

		<ul style="list-style-type: none"> Evidence that 100 percent of staff submitted for disciplinary actions have been considered: score 1 	1	The CAO submission to DSC for disciplinary action dated 10th October 2016, 21st November 2016, 7th December 2016, 9th November 2016, 10th November 2016 and 16th November 2016 were all considered under DSC 31st 2nd meeting held on 8th /12/2016.
8	<p>Staff recruited and retiring access the salary and pension payroll respectively within two months</p> <p>Maximum 5 points on this Performance Measure.</p>	<ul style="list-style-type: none"> Evidence that 100% of the staff recruited during the previous FY have accessed the salary payroll not later than two months after appointment: score 3 Evidence that 100% of the staff that retired during the previous FY have accessed the pension payroll not later than two months after retirement: score 2 	0	<p>The district recruited 52 staff out of which 7 did not access the payroll within the stipulated 2 months.</p> <p>The district officials claim that the budget allocation for Agricultural Extension workers was inadequate to cater for all recruited staff.</p> <p>All the 29 retired staff in 2016/17 did not access the pensioner payroll within the stipulated 2 months.</p>
Assessment area: Revenue Mobilization				
9	<p>The LG has increased LG own source revenues in the last financial year compared to the one before the previous financial year (last FY year but one)</p> <p>Maximum 4 points on this Performance Measure.</p>	<ul style="list-style-type: none"> If increase in OSR from previous FY but one to previous FY is more than 10% : score 4 points If the increase is from 5 -10% : score 2 point If the increase is less than 5% : score 0 points. 	0	As per the financial statement prepared as at 30th June 2016 the budgeted Local revenue was 140,792,000 and actual realized was 132,090,341 and in the financial year 2016/2017 , the financial statement prepared as at 30th June 2017, the budgeted local revenue was 139,794,000 and actual was 134, 515,051. This represents an increase of 1.8%
10	<p>LG has collected local revenues as per budget (collection ratio)</p> <p>Maximum 2 points on this performance measure</p>	<ul style="list-style-type: none"> If revenue collection ratio (the percentage of local revenue collected against planned for the previous FY (budget realisation) is within +/- 10% : then 2 points. If more than +/- 10% : zero points. 	2	As the financial statement for the financial year 2016/2017 prepared as at 30th June 2017. The Local revenue was budgeted at 139,794,000 and actual realised is 134,515,051 representing a shortfall of 3.8%

11	Local revenue administration, allocation and transparency	<ul style="list-style-type: none"> Evidence that the District/Municipality has remitted the mandatory LLG share of local revenues: score 2 	2	Otuke remits to the LLG share of the local revenue as seen from the financial statement prepared as at 30th June 2017, also sampled two vouchers of transfers to the LLG number 01713 on 4/4/17 and 01727 on 22/06/2017
	Maximum 4 points on this performance measure	<ul style="list-style-type: none"> Evidence that the LG is not using more than 20% of OSR on council activities: score 2 	2	As per the financial statement of 2016/2017 prepared as at 30th June 2017, the council budget was 23,012,000 and actual expenditure was 21,631,854 The LG is not using more than 20% of OSR on council activities

Assessment area: Procurement and contract management

12	The LG has in place the capacity to manage the procurement function	<ul style="list-style-type: none"> Evidence that the District has the position of a Senior Procurement Officer and Procurement Officer (if Municipal: Procurement Officer and Assistant Procurement Officer) substantively filled: score 2 	0	The position for Snr Procurement Officer is not. There is a Procurement Officer and Asst. Procurement officer. The Procurement Officer was appointed on probation by the CAO under directive from District Service Commission Minute No.41/2014 on 25th March 2014. She was confirmed on Duty by the CAO under Minute No.179/2014 on 9th December 2014.
	Maximum 4 points on this performance measure.			

<ul style="list-style-type: none"> Evidence that the TEC produced and submitted reports to the Contracts Committee for the previous FY: score 1 	1	<p>TEC meeting minutes seen for:</p> <ul style="list-style-type: none"> Low cost Sealing of Kwezira – Abdalah – Ogor Road. Meeting sat on 21st March 2017 Partial Construction of Administration Block. Meeting sat on 2nd November 2016 Construction of one Block of Girl’s Dormitory with external washroom at Okwang Technical School. Meeting sat on 2nd November 2016 Construction of 2 stance Drainable Latrine at Adwari Trading Centre. Meeting sat on 12th December 2016. Construction of 2 stance Drainable Latrine at District Water Office. Meeting sat on 12th December 2016.
<ul style="list-style-type: none"> Committee considered recommendations of the TEC and provide justifications for any deviations from those recommendations: score 1 	1	<p>CC meeting minutes seen where one of the agenda items included “Approval of Evaluation Report” for the following sittings:</p> <ul style="list-style-type: none"> 3rd Nov. 206 at the Production hall 22nd Dec. 2016 at the Production Hall 13th March 2017 at Production Hall 21st March 2017 at the Production Hall 02nd May 2017 at the Production Hall

13	<p>The LG has a comprehensive Procurement and Disposal Plan covering infrastructure activities in the approved AWP and is followed.</p> <p>Maximum 2 points on this performance measure.</p>	<ul style="list-style-type: none"> a) Evidence that the procurement and Disposal Plan for the current year covers all infrastructure projects in the approved annual work plan and budget and b) evidence that the LG has made procurements in previous FY as per plan (adherence to the procurement plan) for the previous FY: score 2 	2	<ul style="list-style-type: none"> The Revised Procurement Plan for 2017/2018 covered all infrastructure projects mentioned in the District AWP. Out of the 91 projects planned, 45 were seen in the procurement Record for the previous FY. It was noted that in the Procurement Record, small projects were consolidated as one procurement than fragmenting them as in the Plan. The example seen is that where supply of tsetse fly traps, KTB Bee hive, and a Grinding Mill were reported as one procurement yet in the Procurement Plan they appear separately
14	<p>The LG has prepared bid documents, maintained contract registers and procurement activities files and adheres with established thresholds.</p> <p>Maximum 6 points on this performance measure</p>	<ul style="list-style-type: none"> For current FY, evidence that the LG has prepared 80% of the bid documents for all investment/infrastructure by August 30: score 2 	2	<p>The advert for Bid request came out in the Monitor newspaper of Thursday May 19th 2016 page 33.</p>
		<ul style="list-style-type: none"> For Previous FY, evidence that the LG has an updated contract register and has complete procurement activity files for all procurements: score 2 	0	<p>Register was available but not updated</p>
				<p>Procurement Thresholds were observed and sampled files for different types of bidding were seen as follows:</p> <p>Open Bidding:</p> <ul style="list-style-type: none"> Contract: Completion of General Ward at Olilim H/C III. Contractor: 'O'MAS CONSTRUCTION COMPANY LTD. Amount: UGX67,987,020. Procurement Ref No: OTUK586/WRKS/16-17/00003. Date of Award: 22nd November 2016. Contract: Low Cost sealing of Kwezira – Abdalah – Ogor Road.

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

2

Contractor: ALBA ENGINEERING WORKS LTD. Amount: UGX297,680,893. Procurement ref No: OTUK586/WRKS/16-17/00017. Date of Award: 6th April 2017.

Selective Bidding:

- Construction of 02 stance Drainable Latrine at Okwang H/C III. Contractor: ABYENEK COMPANY LTD. Amount: UGX11,907,999. Procurement Ref No: OTUK586/WRKS/16-17/00019. Date of Award: 3rd January 2017.

- Contract: Supply of rice seeds to Orum Sub-County. Contractor: BOKE ENGINEERING WORKS LTD. Amount: UGX14,398,115. Procurement ref No: OTUK586/SUPP/16-17/00031. Date of Award: 20th March 2017.

Framework Contracts:

- Contract: Supply of stationeries and small office equipment. Contractor: Suzen Bookshop: Amount: Depending on LPO (Call-off). Procurement Ref No: OTUK586/SUPP/16-17/00004.

- Contract: Repair and maintenance of motor vehicles. Contractor: NILE ENERGY (U) LTD: Amount: Depending on LPO (Call-off). Procurement Ref No: OTUK586/Srvs/16-17/00001.

15

The LG has certified and provided detailed project information on all investments

Maximum 4 points on this performance measure

- Evidence that all works projects implemented in the previous FY were appropriately certified – interim and completion certificates for all projects based on technical supervision: score 2

2

Certificates of Works Completion seen Awarded to:

- ALBA ENGINEERING WORKS LIMITED upon completion of Low Cost Sealing of Kwezira – Abudalah – Ogor Road. Certificate, duly signed by both the District Engineer and COA, was issued 14th Sept 2017.

- PUR BER ENGINEERING WORKS LIMITED upon completion of the construction of 01 Block of Girl's Dormitory at Okwang Technical School. Certificate, duly signed by both the District Engineer and COA, was issued 02nd Feb. 2018

- BYGON ENTERPRISES LIMITED upon completion of partial construction of District Administration Block of Otuke District. Certificate, duly signed by both the District Engineer and COA, was issued 04th Jan. 2018

- TODI INVESTMENTS LTD upon completion of construction of Water Office. Certificate, duly signed by both the District Engineer and COA, was issued 20th May 2017

Also Interim Certificates were seen awarded to:

- GALAXY AGRITECH LTD for Drilling and installation of 07 Deep Boreholes Lot 2. This was Certificate No. 1, issued on Dec. 15th 2015.

- PUR BER ENGINEERING WORKS LTD for construction of Girl's Dormitory with external washrooms at Okwang Technical School. This was certificate No. 3 issued on 20th March 2017.

		<ul style="list-style-type: none"> Evidence that all works projects for the current FY are clearly labelled (site boards) indicating: the name of the project, contract value, the contractor; source of funding and expected duration: score 2 	0	There were no labelled projects for the current financial year. The known practice is that Contractors delay and put the label at the end of the project!
Assessment area: Financial management				
16	<p>The LG makes monthly and up to-date bank reconciliations</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> Evidence that the LG makes monthly bank reconciliations and are up to-date at the time of the assessment: score 4 	4	The LG makes bank reconciliations and their cash books are all up today. For example the bank reconciliation for December 2017 was prepared on 4th January 2018 with balancing figure of 142,593,025
17	<p>The LG made timely payment of suppliers during the previous FY</p> <p>Maximum 2 points on this performance measure</p>	<ul style="list-style-type: none"> If the LG makes timely payment of suppliers during the previous FY – no overdue bills (e.g. procurement bills) of over 2 months: score 2. 	2	The LG makes timely payment to its suppliers as seen on payment for the completion of administration block by Bygon Enterprises. The District Engineer certified on 13/4/2017 and requisition was made on 20th April 2017 , CFO, CAO all signed the same day and payment was made on the 20/4/2017 on voucher no 01673
18	<p>The LG executes the Internal Audit function in accordance with the LGA section 90 and LG procurement regulations</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> Evidence that the LG has a substantive Senior Internal Auditor and produced all quarterly internal audit reports for the previous FY: score 3. 	3	<p>There is an internal auditor who prepared the following report</p> <p>1st Quarterly report and submitted on 25/11/2016</p> <p>2nd Quarterly report submitted on 27/02/2017</p> <p>3rd quarterly report submitted on 26/05/2017</p> <p>4th Quarterly report submitted on 18/08/2017</p>

		<ul style="list-style-type: none"> Evidence that the LG has provided information to the Council and LG PAC on the status of implementation of internal audit findings for the previous financial year i.e. follow up on audit queries: score 2. 	2	LG provided information to the council and LGPAC on the status of the implementation of the internal audit findings, the letters were written and copies made to LGPAC, Council and all the responsible officers
		<ul style="list-style-type: none"> Evidence that internal audit reports for the previous FY were submitted to LG Accounting Officer, LG PAC and LG PAC has reviewed them and followed-up: score 1 	1	LG provided information to the council and LGPAC on the status of the implementation of the internal audit findings, the letters were written and copies made to LGPAC, Council and all the responsible officers and the LGPAC reviewed the reports as per the MIN no PAC06/09/2017
19	<p>The LG maintains a detailed and updated assets register</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> Evidence that the LG maintains an up-dated assets register covering details on buildings, vehicle, etc. as per format in the accounting manual: score 4 	4	<ul style="list-style-type: none"> Otuke LG maintains an up to date asset register and its in the format of the accounting manual
20	<p>The LG has obtained an unqualified or qualified Audit opinion</p> <p>Maximum 4 points on this performance measure</p>	<p>Quality of Annual financial statement from previous FY:</p> <ul style="list-style-type: none"> unqualified audit opinion: score 4 Qualified: score 2 Adverse/disclaimer: score 0 	4	Otuke LG according to the Annual audit report of 2016/2017 obtained from the Office of the Auditor General LG scored unqualified report
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>At the meeting of the Main Council held on 28/07/2016, Council discussed service delivery issues as seen under Min.No.6/OTK COUN/2016/17 where EXCOM business was considered by presentation of the Q4 report. Issues discussed included fumigation of health centres, training of health centre in charges, appointment of HUMCs follow-up of Presidential pledge on Okwang technical school, recruitment of staff etc.</p>
22	<p>The LG has responded to the feedback/complaints provided by citizens</p> <p>Maximum 2 points on this Performance Measure</p>	<ul style="list-style-type: none"> Evidence that LG has designated a person to coordinate response to feedback (grievance /complaints) and responded to feedback and complaints: score 2. 	0	<p>No evidence was provided to indicate the designation of a person to coordinate feedback.</p>
23	<p>The LG shares information with citizens (Transparency)</p>	<p>Evidence that the LG has published: • The LG Payroll and Pensioner Schedule on public notice boards and other means: score 2</p>	0	<p>No evidence of payroll and pensioner schedule were found on display at the District Administration notice boards.</p>
	<p>Total maximum 4 points on this Performance Measure</p>	<ul style="list-style-type: none"> Evidence that the procurement plan and awarded contracts and amounts are published: score 1 	0	<p>No procurement plan and awarded contracts were found on display at the PDU & Administration block noticeboards. Only best awarded notice of the sale of 30 pieces of used iron sheets were found on display at the administration notice board.</p>
		<ul style="list-style-type: none"> Evidence that the LG performance assessment results and implications, are published e.g. on the budget website for the previous year (from budget requirements): score 1. 	0	<p>“N/A. The Central Government did not conduct the Annual Performance Assessment for LGs in 2016/17”.</p>

24	The LGs communicates guidelines, circulars and policies to LLGs to provide feedback to the citizens	<ul style="list-style-type: none"> Evidence that the HLG have communicated and explained guidelines, circulars and policies issued by the national level to LLGs during previous FY: score 1 	1	HLG explained to LLG as evidenced by letter dated 18/10/2016 from CAO to Sub-County Chiefs providing guidance on allocation of the new boreholes during FY 2016/17.
	Maximum 2 points on this performance measure	<ul style="list-style-type: none"> Evidence that LG during previous FY has conducted discussions (e.g. municipal urban fora, barazas, radio programmes etc..) with the public to provide feed-back on status of activity implementation: score 1. 	0	<p>No evidence that the LG during FY 2016/17 conducted discussions with the public was provided.</p> <p>However it was highlighted that for the last two years no similar engagements had been attributed to the LG since there was a community engagement initiative (Community Parliament) spearheaded by the civil society.</p>

Assessment area: Social and environmental safeguards

25	The LG has mainstreamed gender into their activities and planned activities to strengthen women's roles	<ul style="list-style-type: none"> Evidence that the LG gender focal person has provided guidance and support to sector departments to mainstream gender into their activities score 2. 	2	<ul style="list-style-type: none"> The 2016/2017 Workplan has got a specific activity in gender mainstreaming A report was seen on Gender mentoring/workshop designed for gender mainstreaming A report seen on orientation and training of CDOs, ACDOs and CFPUs on the National GBV Database
	Maximum 4 points on this performance measure.	<ul style="list-style-type: none"> Evidence that gender focal point has planned activities for current FY to strengthen women's roles and that more than 90% of previous year's budget for gender activities has been implemented: score 2. 	0	<ul style="list-style-type: none"> There is a Workplan with a section on gender mainstreaming at a budget level of UGX1,324,000 There is also a section specifically designed for support to Women Council Out of the UGX58,810,254 planned for activities in the previous year, UGX50,982.645 (86.7%) was used in implementing gender activities.

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

Maximum 6 points on this performance measure

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

2

• Ten screening reports were presented. All were of Borehole Drilling. No screening is done for General Construction Works and Roads “as these are not catered for in the BOQs”, according to the District Senior Environment Officer. Among those seen included Environment and social Screening Reports for:

- Ogaro Deep Borehole Drilling done on 04th Jan 2017

- Obwono ‘B’ Deep Borehole Drilling done on the 10th of Jan 2017

- Aminogwang Deep Borehole Drilling done on the 28th Dec 2016

- Oringolut Deep Borehole Drilling done on the 29th Dec 2016

- Anang village Deep Borehole Drilling done on the 5th Jan 2017

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

0

NO Evidence that LG integrates Environmental and Social Management Plans in Contract Bids. Bid documents included any such plans and the Snr Environmental officer confirmed this.

		<ul style="list-style-type: none"> • Evidence that all projects are implemented on land where the LG has proof of ownership (e.g. a land title, agreement etc.): score 1 	0	<p>Almost all government establishments in the district have no Land titles. The only government establishments with Land titles are Adwari Senior Secondary School (seated on 160 acres of land), Okwang Secondary school (seated on 24 acres), Alir Police Barracks and Orum H/C IV (seated on circa 20 acres). The rest of the establishments, including the District Headquarters, have no Land Titles.</p> <p>A letter dated 16th October 2017 was seen written by the CAO to the Permanent Secretary, Ministry of Lands, Housing and Urban development requesting assistance from the Ministry to help in Land Registration for government establishments since LG revenue was meagre. No response had been received by the date of this Assessment.</p>
		<ul style="list-style-type: none"> • Evidence that all completed projects have Environmental and Social Mitigation Certification Form completed and signed by Environmental Officer: score 2 	0	<p>No certificates are issued to completed projects. Since bid documents do not require Contractors to abide by any set Standards, there has been no need for such Certificates.</p>



LGPA 2017/18

Educational Performance Measures

Otuke District

(Vote Code: 586)

Score 55/100 (55%)

No.	Performance Measure	Scoring Guide	Score	Justification
Assessment area: Human Resource Management				
1	<p>The LG education department has budgeted and deployed teachers as per guidelines (a Head Teacher and minimum of 7 teachers per school)</p> <p>Maximum 8 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG has budgeted for a Head Teacher and minimum of 7 teachers per school (or minimum a teacher per class for schools with less than P.7) for the current FY: score 4 Evidence that the LG has deployed a Head Teacher and minimum of 7 teachers per school for the current FY: score 4 	4	<p>The department has budgeted for a head teacher and at least seven teachers for the 45 government aided primary schools. Evidenced by the staff list for all the schools and the budget performance fourth quarter report 2016/2017</p> <p>The LG has deployed at least seven teachers and a head teacher for the 45 government aided schools in the LG as evidenced by the staff list.</p>
2	<p>LG has substantively recruited all primary school teachers where there is a wage bill provision</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG has filled the structure for primary teachers with a wage bill provision o If 100% score 6 o If 80 - 99% score 3 o If below 80% score 0 	6	<p>The LG has filled the structure for primary school teachers with a wage bill provision as evidenced by the staff list and the fourth quarter budget performance report 2016/2017</p>
3	<p>LG has substantively recruited all positions of school inspectors as per staff structure, where there is a wage bill provision.</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG has substantively filled all positions of school inspectors as per staff structure, where there is a wage bill provision: score 6 	6	<p>Two positions of inspector of schools substantively filled;</p> <ol style="list-style-type: none"> Otim Peter Ogweng appointment letter dated 30/07/2012, DSC Min: 137/2012 Odong Quinto appointment letter dated 17/05/2012, DSC Min: 99/2012

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>Submission for recruitment of teachers on a replacement basis for 8 teachers done (dated 17/07/2017)</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>Two positions of school inspectors filled</p>
5	<p>The LG Education department has conducted performance appraisal for school inspectors and ensured that performance appraisal for all primary school head teachers is conducted during the previous FY.</p> <p>Maximum 6 for this performance measure</p>	<p>Evidence that the LG Education department appraised school inspectors during the previous FY • 100% school inspectors: score 3</p>	0	<p>The district had one Inspector (Odongo Quinto) and was not yet appraised at the time of the assessment.</p>
		<p>Evidence that the LG Education department appraised head teachers during the previous FY. • 90% - 100%: score 3 • 70% - 89%: score 2 • Below 70%: score 0</p>	2	<p>The district had 43 substantively appointed head teachers of which 31(72%) had been appraised.</p>
<p>Assessment area: Monitoring and Inspection</p>				

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>	<ul style="list-style-type: none"> • 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 • 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>1</p> <p>0</p>	<p>Circular dated 30/06/2017 from PS MoES to CAOs and DEOs on teacher support supervision communicated to head teachers.</p> <p>Handbook for managing sanitation in schools communicated</p> <p>Handbook on school feeding and nutrition guidelines (MoES 2013) communicated</p> <p>At the time of assessment there was no evidence that departmental meetings were being held</p>
7	<p>The LG Education Department has effectively inspected all private and public primary schools</p> <p>Maximum 12 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that all private and public primary schools have been inspected at least once per term and reports produced: 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. 	<p>3</p>	<p>Inspections were done as follows (as evidenced by inspection reports);</p> <p>Term 1: March 2017 27/61 schools were inspected (42.3%)</p> <p>Term 2: 24/07/2017 43/61 schools were inspected (70.5%)</p> <p>Term 3: 12/10/2017 41/61 schools were inspected (67.2%)</p>
8	<p>LG Education department has discussed the results/reports of school inspections, used them to make recommendations for corrective actions and followed recommendations</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the Education department has discussed school inspection reports and used reports to make recommendations for corrective actions during the previous FY: score 4 • 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 • Evidence that the inspection recommendations are followed-up: score 4 	<p>0</p> <p>2</p> <p>0</p>	<p>In the absence of departmental minutes of meeting at the time of the assessment, there was no evidence that inspection reports were being used to make recommendations</p> <p>Two inspection reports were submitted to DES as evidenced by acknowledgements by DES dated 19/06/2017 and 27/07/2017 respectively</p> <p>Due absence of minutes at the time of assessment there was no evidence that the recommendations were being followed up</p>

9	<p>The LG Education department has submitted accurate/consistent reports/date for school lists and enrolment as per formats provided by MoES</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG has submitted accurate/consistent data: o List of schools which are consistent with both EMIS reports and OBT: score 5 	5	The department has consistent data with EMIS and OBT for the 45 primary schools in the district
		<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	At the time of assessment there was no enrollment data for the 45 schools in the district

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"> Evidence that the council committee responsible for education met and discussed service delivery issues including inspection, performance assessment results, LG PAC reports etc...during the previous FY: score 2 	2	At the meeting of the Committee for Health, Finance, Education, Planning & Administration meeting held on 12/04/2017, service delivery issues as seen under Min.5/12/04/2017 amongst others included commissioning of 5 stances of toilet at Acane PS, recruitment of 29 teaches and 1 senior teacher.
		<ul style="list-style-type: none"> Evidence that the education sector committee has presented issues that requires approval to Council: score 2 	2	At the meeting of the Main Council held on 28/07/2016, Council under Min.No.7/OTK COUN/2016/17 (b) the Committee presented to Council for approval amongst others staff house construction and demolition of old ones at Aliwang primary school and location of the Presidential pledge vocational school in Otuke town Council.

11	<p>Primary schools in a LG have functional SMCs</p> <p>Maximum 5 for this performance measure</p>	<p>Evidence that all primary schools have functional SMCs (established, meetings held, discussions of budget and resource issues and submission of reports to DEO) • 100% schools: score 5 • 80 to 99% schools: score 3 • Below 80% schools: score 0</p>	5	<p>All the 45 schools had functional SMCs as evidenced by Minutes of meetings for the schools sampled. Barkeo PS had 3 sets of minutes dated 03/03/2017, 16/06/2017 and 25/09/2017</p> <p>Okeremomkok PS had 3 sets of minutes dated 06/03/2017, 03/06/2017 and 06/10/2017</p>
12	<p>The LG has publicised all schools receiving non-wage recurrent grants</p> <p>Maximum 3 for this performance measure</p>	<p>• Evidence that the LG has publicised all schools receiving non-wage recurrent grants e.g. through posting on public notice boards: score 3</p>	3	<p>Posting was done at the departmental office and all the schools sampled had posted the UPE grants at the notice boards of the head teachers</p>
Assessment area: Procurement and contract management				
13	<p>The LG Education department has submitted procurement requests, complete with all technical requirements, to PDU that cover all items in the approved Sector annual work plan and budget</p> <p>Maximum 4 for this performance measure</p>	<p>• Evidence that the sector has submitted procurement requests to PDU that cover all investment items in the approved Sector annual work plan and budget on time by April 30: score 4</p>	0	<p>Procurement request for 2016/2017 was received by the procurement unit on 21/06/2017 way beyond the submission deadline of 30/04/2017</p>

14	<p>The LG Education department has certified and initiated payment for supplies on time</p> <p>Maximum 3 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG Education departments timely (as per contract) certified and recommended suppliers for payment: score 3 points 	3	<p>Education department recommends timely payment to the suppliers as seen from payment of the completion of one block of Workshop at Okwang Technical School by Boke Engineering works Ltd. Requisition was on 8th /2/2017 and District Engineer and Internal Auditor certified the same day. DEO , CFO and CAO approved on 9th /2/2017 and payment was made on 9th /02/2017 on VR 1467</p>
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Assessment area: Financial management and reporting

15	<p>The LG Education department has submitted annual reports (including all quarterly reports) in time to the Planning Unit</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the department submitted the annual performance report for the previous FY (with availability of all four quarterly reports) to the Planner by mid-July for consolidation: score 4 	0	<p>The department did not submit its APR to the planner by mid-July for consolidation. This was evidenced by submission date of 01/08/2017 by Odongo Quintot, SEO as found in the Q4 report</p>
16	<p>LG Education has acted on Internal Audit recommendation (if any)</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year <ul style="list-style-type: none"> 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 	2	<p>The sector provided information on the internal audit on the status of audit findings. The sector had 10 issues and according to the letter written on 12/09/2017 by the CAO all issues were responded to</p>

Assessment area: Social and environmental safeguards

17	LG Education Department has disseminated and promoted adherence to gender guidelines	<ul style="list-style-type: none"> Evidence that the LG Education department in consultation with the gender focal person has disseminated guidelines on how senior women/men teacher should provide guidance to girls and boys to handle hygiene, reproductive health, life skills etc...: Score 2 	0	At the time of assessment there was no evidence that the education department disseminated guidelines to senior women/men teachers
	Maximum 5 points for this performance measure	<ul style="list-style-type: none"> Evidence that LG Education department in collaboration with gender department have issued and explained guidelines on how to manage sanitation for girls and PWDs in primary schools: score 2 	0	At the time of assessment there was no evidence that the department in collaboration with gender department issued and explained guidelines on management of sanitation for girls in primary schools
		<ul style="list-style-type: none"> Evidence that the School Management Committee meet the guideline on gender composition: score 1 	1	The composition of SMCs complied with the provision that a third of the composition of the SMCs are females
18	LG Education department has ensured that guidelines on environmental management are disseminated Maximum 3 points for this performance measure	<ul style="list-style-type: none"> Evidence that the LG Education department in collaboration with Environment department has issued guidelines on environmental management (tree planting, waste management, formation of environmental clubs and environment education etc.): score 3: 	0	At the time of assessment there was no evidence that the department provided guidelines on environment management to schools



LGPA 2017/18

Health Performance Measures

Otuke District

(Vote Code: 586)

Score 52/100 (52%)

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	81% (145 out of 179) approved positions were filled.
2	<p>The LG Health department has submitted a comprehensive recruitment plan to the HRM department</p> <p>Maximum 4 points for this performance measure</p>	<p>Evidence that Health department has submitted a comprehensive recruitment plan/request to HRM for the current FY, covering the vacant positions of health workers: score 4</p>	4	There was no wage bill to facilitate recruitment.
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	6(60%) out of the 10 In-charges had been appraised at the time of the assessment.

4	<p>The Local Government Health department has equitably deployed health workers across health facilities and in accordance with the staff lists submitted together with the budget in the current FY.</p> <p>Maximum 4 points for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG Health department has deployed health workers equitably, in line with the lists submitted with the budget for the current FY: score 4 	0	<p>Deployment list differed from the PBS list since 12 staff were withdrawn from some facilities and redeployed to the 4 new HCIIIs.</p>
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Assessment area: Monitoring and Supervision

5	<p>The DHO has effectively communicated and explained guidelines, policies, circulars issued by the national level in the previous FY to health facilities</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the DHO has communicated all guidelines, policies, circulars issued by the national level in the previous FY to health facilities: score 3 	3	<p>Health facility In-charges received policies, guidelines and circulars from the DHO as seen from the acknowledgement form signed by 17 In-charges dated 2nd May 2017.</p> <p>Eight policies / guidelines and circulars received by the 17 In-charges.</p>
		<ul style="list-style-type: none"> • Evidence that the DHO has held meetings with health facility in-charges and among others explained the guidelines, policies, circulars issued by the national level: score 3 	0	<p>No evidence of meeting to explain the guidelines, policies and circulars was provided since the available minutes did not reflect it.</p>

6	<p>The LG Health Department has effectively provided support supervision to district health services</p> <p>Maximum 6 points for this performance measure</p>	<p>Evidence that DHT has supervised 100% of HC IVs and district hospitals: score 3</p>	3	<p>100% (Orum HCIV, the only one in the district) was supervised as reflected in the log in book records on; 1st July 2016; 14th July 2016; 6th September 2016; 27th December 2016; 1st March 2017; and 20th April 2017.</p>
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		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	100% (all 17) health facilities were supervised by the DHT as reflected in a report dated 4th April 2017 under the section of achievements.
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	4	93.4% (15 out of 16) facilities were supervised as seen from supervision report dated 30th June 2017 (that covered 15 facilities). 01 Commando HCII was for the UPDF and not supervised.
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	0	There was no evidence of discussion of supervision reports was provided in the minutes provided.
		• Evidence that the recommendations are followed – up and specific activities undertaken for correction: score 6	0	There was no evidence of follow up of recommendations and undertaking of specific actions in the minutes provided.

9	<p>The LG Health department has submitted accurate/consistent reports/date for health facility lists as per formats provided by MoH</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG has submitted accurate/consistent data regarding: o List of health facilities which are consistent with both HMIS reports and OBT: score 10 	10	<ul style="list-style-type: none"> • The PBS list had 10, which was consistent with the number in HMIS105 reports. <p>The 7 extra facilities that appeared in HMIS105 reports were well known by the DHO's office and genuinely missed on the PBS since; 4 were new, 1 was for the army and 2 are PNFPs and did not receive PHC funds.</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"> • Evidence that the council committee responsible for health met and discussed service delivery issues including supervision reports, performance assessment results, LG PAC reports etc. during the previous FY: score 2 	2	<p>At the meeting of the Committee for Health, Finance, Education, Planning & Administration meeting held on 12/04/2017 under Min.5/12/04/2017 the following were considered: declaration of 14 villages Open Defecation Free (ODF) in Orum Sub-county and Otuke Town Council, swearing in of health management committee for Orum HC IV.</p>
		<ul style="list-style-type: none"> • Evidence that the health sector committee has presented issues that require approval to Council: score 2 	2	<p>At the meeting of the Main Council held on 28/07/2016, Council under Min.No.7/OTK COUN/2016/17 (b), the Committee presented to Council for approval amongst others upgrading of Orum HC IV to District Hospital, fencing of Orum HC and provision of lightening arresters at all HCs.</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"> • If 100% of randomly sampled facilities: score 5 • If 80-99% : score 3 • If 70-79%: : score 1 • If less than 70%: score 0 	0	<p>25% (1 out of 4) of sampled HUMCs was active, held the four mandatory meetings as reflected below:</p> <ul style="list-style-type: none"> • Orum HCIV HUMC met 4 times on; 12th October 2016; 23rd December 2016; 25th May 2017; and 11th July 2017. • Anepmoroto HCII HUMC met twice on 25th March 2017 and 31st May 2017. • Alango HCII HUMC met only once on 18th August 2016. • Atangwata HCII HUMC met only once on 25th May 2017.
12	<p>The LG has publicised all health facilities receiving PHC non-wage recurrent grants</p> <p>Maximum 3 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG has publicised all health facilities receiving PHC non-wage recurrent grants e.g. through posting on public notice boards: score 3 	3	<p>A list of health facilities with PHC non-wage figures for quarter two was pinned on the notice board of the administration block.</p>

Assessment area: Procurement and contract management

13	<p>The LG Health department has submitted procurement requests, complete with all technical requirements, to PDU that cover all items in the approved Sector annual work plan and budget</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the sector has submitted procurement requests to PDU that cover all investment items in the approved Sector annual work plan and budget on time by April 30 for the current FY: score 2 	2	<p>The department had no investments for FY 2017/2018 to necessitate development of a procurement requests .</p>
		<p>Evidence that LG Health department submitted procurement request form (Form PP5) to the PDU by 1st Quarter of the current FY: score 2</p>	2	<p>The department had no investments for FY 2017/2018 to necessitate submission of Form PP1.</p>

14	<p>The LG Health department has supported all health facilities to submit health supplies procurement plan to NMS</p> <p>Maximum 8 points for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG Health department has supported all health facilities to submit health supplies procurement plan to NMS on time: • 100% - score 8 • 70-99% – score 4 • Below 70% - score 0 	0	<p>There was no evidence of submission of the procurement plan to NMS. While the procurement plan was available, no acknowledge of receipt was available.</p>
15	<p>The LG Health department has certified and initiated payment for supplies on time</p> <p>Maximum 2 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the DHO (as per contract) certified and recommended suppliers timely for payment: score 2 points 	2	<p>The DHO recommends timely payment to its suppliers in a timely manner as evidenced by payment of completion of General Ward at Olilim Health Centre 3 by Omas construction Co Ltd. District Engineer certified on 19th /April/2017, requisition was done on 20th /12/2017 .DHO, CFO, Internal Auditor and CAO signed on 20th/April/2017 and payment was made on 21/4/2017 on voucher 0878</p>
Assessment area: Financial management and reporting				
16	<p>The LG Health department has submitted annual reports (including all quarterly reports) in time to the Planning Unit</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the department submitted the annual performance report for the previous FY (including all four quarterly reports) to the Planner by mid-July for consolidation: score 4 	0	<p>The department did not submit its APR to the planner by mid-July for consolidation. This was evidenced by submission date of 01/08/2017 by Dr. Oremo Robert, DHO as found in the Q4 report.</p>

17	<p>LG Health department has acted on Internal Audit recommendation (if any)</p> <p>Maximum 4 for this performance measure</p>	<p>Evidence that the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year • If sector has no audit query score 4 • If the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year: score 2 points • If all queries are not responded to score 0</p>	2	<p>The sector provided information on the internal audit on the status of audit findings. The sector had 9 issues and according to the letter written on 12/09/2017 by the CAO all issues were responded to by departmental head and cleared</p>
Assessment area: Social and environmental safeguards				
18	<p>Compliance with gender composition of HUMC and promotion of gender sensitive sanitation in health facilities.</p> <p>Maximum 4 points</p>	<ul style="list-style-type: none"> • Evidence that Health Unit Management Committee (HUMC) meet the gender composition as per guidelines: score 2 	2	<p>75% (3 out of 4) sampled facilities met the gender requirement of one third as follows; Orum HCIV at 33.3% (3 females out of 9 members); Anepmoroto HC II at 43% (3 females out of 5 members); Alango HCII at 60% (3 females out of 5 members); and Atangwata HCII at 29% (2 females out of 7 members).</p>
		<ul style="list-style-type: none"> • Evidence that the LG has issued guidelines on how to manage sanitation in health facilities including separating facilities for men and women: score 2 	0	<p>There was no evidence of issuance of guidelines on how to manage sanitation in health facilities.</p>
19	<p>The LG Health department has issued guidelines on medical waste management</p> <p>Maximum 2 points</p>	<ul style="list-style-type: none"> • Evidence that the LGs has issued guidelines on medical waste management, including guidelines for construction of facilities for medical waste disposal : score 2 points. 	2	<p>The guidelines titled “Approaches to Waste Care management” were issued to 17 in-charges on 2nd May 2017.</p>



LGPA 2017/18

Water & Environment Performance Measures

Otuke District

(Vote Code: 586)

Score 62/100 (62%)

No.	Performance Measure	Scoring Guide	Score	Justification
Assessment area: Planning, budgeting and execution				
1	<p>The DWO has targeted allocations to sub-counties with safe water coverage below the district average.</p> <p>Maximum score 10 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG Water department has targeted sub-counties with safe water coverage below the district average in the budget for the current FY: score 10 	10	<p>Sub-counties with safe water coverage below the district average of 67.3% were targeted in Ogwette (63%), Orum (62%), Olilim (61.5%)</p> <p>Evidence in AWP/Budget 2017/2018 dated 19th July 2017 and received by MWE on 21st July 2017, under page 3, Vote 586 of the OBT- item 7bnot adequate</p>
2	<p>The LG Water department has implemented budgeted water projects in the targeted sub-counties (i.e. sub-counties with safe water coverage below the district average)</p> <p>Maximum 15 points for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG Water department has implemented budgeted water projects in the targeted sub-counties with safe water coverage below the district average in the previous FY: score 15 	15	<p>Evidence in AWP 2016/17 report dated 25th July 2016, and received by MWE on 28th July 2016</p>
Assessment area: Monitoring and Supervision				

3	<p>The LG Water department carries out monthly monitoring and supervision of project investments in the sector</p> <p>Maximum 15 points for this performance measure</p>	<p>Evidence that the LG Water department has monitored each of WSS facilities at least annually. • If more than 95% of the WSS facilities monitored: score 15 • 80 - 95% of the WSS facilities - monitored: score 10 • 70 - 79%: score 7 • 60 - 69% monitored: score 5 • 50 - 59%: score 3 • Less than 50% of WSS facilities monitored -score 0</p>	15	<p>Evidence of supervision report dated 26th March June 2017, Asst Eng Officer to CAO show details of supervision activities of a 2 stance drainable latrine.</p> <p>Evidence sample of a supervision report for borehole drilling of 22 nd jan 2017 by Asst DWO to CAO . Another report of 20th April 2017 Asst DWO to CAO.</p> <p>Council does quarterly monitoring together with DWO</p>
4	<p>The LG Water department has submitted accurate/consistent reports/data lists of water facilities as per formats provided by MoWE</p> <p>Maximum 10 for this performance measure</p>	<p>• Evidence that the LG has submitted accurate/consistent data for the current FY: o List of water facility which are consistent in both sector MIS reports and OBT: score 10</p>	0	<ul style="list-style-type: none"> • District database not consistent with the Ministry MIS reporting percentage coverage. • Ministry MIS shows access and not coverage hence not consistent with UBOS figures
Assessment area: Procurement and contract management				

5	<p>The LG Water department has submitted procurement requests, complete with all technical requirements, to PDU that cover all items in the approved Sector annual work plan and budget</p> <p>Maximum 4 for this performance measure</p>	<p>Evidence that the sector has submitted procurement requests to PDU that cover all investment items in the approved Sector annual work plan and budget on time (by April 30): score 4</p>	4	<ul style="list-style-type: none"> Evidence of consolidated Procurement plan of 16th Nov 2017, 6 boreholes , 4 stance latrine, supply of borehole parts signed by CAO to Regional Manager PPDA Gulu (later than April 30th)
6	<p>The DWO has appointed Contract Manager and has effectively managed the WSS contracts</p> <p>Maximum 8 points for this performance measure</p>	<ul style="list-style-type: none"> If the DWO prepared a contract management plan and conducted monthly site visits for the different WSS infrastructure projects as per the contract management plan: score 2 	0	<p>No formal appointment in writing, in current FY, to Asst DWO to be designated contract manager.</p> <p>In previous FY, DWO was officially appointed</p>
		<ul style="list-style-type: none"> If water and sanitation facilities constructed as per design(s): score 2 	0	no evidence
		<ul style="list-style-type: none"> If contractor handed over all completed WSS facilities: score 2 	2	<p>All facilities are handed over to the community, Evidence of commissioning report dated 30th- June 2017 attended by RDC, CAO, DEO, DISO, Chairman V.</p>
		<ul style="list-style-type: none"> If DWO appropriately certified all WSS projects and prepared and filed completion reports: score 2 	0	<p>No Evidence of completion certificates</p>

7	<ul style="list-style-type: none"> Evidence that the DWOs timely (as per contract) certified and recommended suppliers for payment: score 3 points 	<ul style="list-style-type: none"> Evidence that the DWOs timely (as per contract) certified and recommended suppliers for payment: score 3 points 	3	<ul style="list-style-type: none"> DWO certified and recommended the suppliers for payment in a timely manner as seen from the sample voucher of payment for construction of District water office by TODI investments Ltd . DWO and District Engineer certified on 23/06/2017, Internal auditor on 26/06/2017 , CFO, and CAO signed on 28th/06/2017 and payment was made on same day on voucher no 1384
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Assessment area: Financial management and reporting

8	<p>The LG Water department has submitted annual reports (including all quarterly reports) in time to the Planning Unit</p> <p>Maximum 5 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the department submitted the annual performance report for the previous FY (including all four quarterly reports) to the Planner by mid-July for consolidation: score 5 	0	<p>The department did not submit its APR to the planner by mid-July for consolidation. This was evidenced by submission date of 01/08/2017 by Obongo Tonny Oluge, Ag. District Engineer as found in the Q4 report.</p>
9	<p>LG Water Department has acted on Internal Audit recommendation (if any)</p> <p>Maximum 5 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year o If sector has no audit query score 5 o If the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year: score 3 If queries are not responded to score 0 	3	<p>The sector provided information on the internal audit on the status of audit findings. The sector had one issue of unaccounted for funds and according to the letter written on 12/09/2017 by the CAO all issues were responded to by departmental head and cleared</p>

Assessment area: Governance, oversight, transparency and accountability

10	<p>The LG committee responsible for water met, discussed service delivery issues and presented issues that require approval to Council</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the council committee responsible for water met and discussed service delivery issues including supervision reports, performance assessment results, LG PAC reports and submissions from the District Water and Sanitation Coordination Committee (DWSCC) etc. during the previous FY: score 3 	3	<p>The Committee of Works Production and Community Based Services meeting held on 24/04/2017 under Min.5/24/04/2017 (4), the water budget was presented where amongst others it was promotion of community based management of water facilities be strengthened and streamlined under the community based services department.</p>
		<ul style="list-style-type: none"> Evidence that the water sector committee has presented issues that require approval to Council: score 3 	0	<p>All the minutes reviewed did not provide evidence of the Committee of Works Production and Community Based Services presenting issues requiring approval by Council.</p>
11	<p>The LG Water department has shared information widely to the public to enhance transparency</p> <p>Maximum 6 points for this performance measure</p>	<ul style="list-style-type: none"> The AWP, budget and the Water Development grant releases and expenditures have been displayed on the district notice boards as per the PPDA Act and discussed at advocacy meetings: score 2 	0	<p>No Displays seen</p>

		<ul style="list-style-type: none"> • All WSS projects are clearly labelled indicating the name of the project, date of construction, the contractor and source of funding: score 2 	2	<ul style="list-style-type: none"> • Engravement done on padestral. Information seen .Visited :- New borehole New borehole Village: Obwono B DWD No. 66226 Date: 27-03-2017 Funding :: DWSSCG/PAF FY: 16/17 Contractor: EAST AFRICAN BOREHOLES LTD New borehole (NO.2) Village: Alai cell DWD No. 66224 Date: 06-03-2017 Funding :: DWSSCG/PAF FY: 16/17 Contractor: EAST AFRICAN BOREHOLES LTD
		<ul style="list-style-type: none"> • Information on tenders and contract awards (indicating contractor name /contract and contract sum) displayed on the District notice boards: score 2 	0	CONTRACT SUM NOT INDICATED
12	<p>Participation of communities in WSS programmes</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> • If communities apply for water/public sanitation facilities as per the sector critical requirements (including community contributions) for the current FY: score 1 	1	<ul style="list-style-type: none"> • Evidence file with applications from the communities), eg letter from Kajerot PS, 23rd jan Nov 2017, to DWO, through LC3 • Letter from Amackire PS of 3rd jan 2017 to Chairman LCv, through DWO • Ush 200,000 as capital cash community contribution per new borehole. Ush 100,000 for rehabilitation.

		<ul style="list-style-type: none"> • Number of water supply facilities with WSCs that are functioning evidenced by collection of O&M funds and carrying out preventive maintenance and minor repairs, for the current FY: score 2 	0	no evidence
Assessment area: Social and environmental safeguards				
13	<p>The LG Water department has devised strategies for environmental conservation and management</p> <p>Maximum 4 points for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that environmental screening (as per templates) for all projects and EIAs (where required) conducted for all WSS projects and reports are in place: score 2 	0	non
		<ul style="list-style-type: none"> • Evidence that there has been follow up support provided in case of unacceptable environmental concerns in the past FY: score 1 	0	No evidence seen of environmental management plan follow-up for water projects
		<ul style="list-style-type: none"> • Evidence that construction and supervision contracts have clause on environmental protection: score 1 	1	<ul style="list-style-type: none"> • Contract for Galaxy Ltd did cover Environment as a bill item, under specifications item 3.1
14	<p>The LG Water department has promoted gender equity in WSC composition.</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> • If at least 50% WSCs are women as per the sector critical requirements: score 3 	3	<ul style="list-style-type: none"> • Evidence from training report dated 6th Dec 2016, from Asst Eng Water to CAO; 9 members, for Arudagulu (4 women) and c/person, treasurer and secretary were women • Otime village, WSC 50% women
15	<p>Gender- and special-needs sensitive sanitation facilities in public places/RGCs.</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> • If public sanitation facilities have adequate access and separate stances for men, women and PWDs: score 3 	0	No Evidence seen of latrines with separate stances for men, women and ramp for disabled