



LGPA 2017/18

Accountability Requirements

Rukungiri Municipal Council

(Vote Code: 778)

| Assessment | Compliant | % |
|------------|-----------|-----|
| Yes | 5 | 83% |
| No | 1 | 17% |

| Summary of requirements | Definition of compliance | Compliance justification | Compliant? |
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| 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 for FY 2017/18 submitted on 18/07/2017 which is later than the timeline date. | No |
| Assessment area: Supporting Documents for the Budget required as per the PFMA are submitted and available | | | |
| LG has submitted a Budget that includes a Procurement Plan for the forthcoming FY (LG PPDA Regulations, 2006). | xxxxx | Budget was accompanied by Consolidated Procurement Plan. A copy was availed for confirmation which corresponds with the one on the budget website of MoFPED. | 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 submitted on 31/07/2017 under receipt serial number 4007. Report submitted on due date | Yes |
| LG has submitted the quarterly budget performance report for all the four quarters of the previous FY; PFMA Act, 2015) | xxxxxx | Q1 dated 18/11/2016 under receipt serial number 0083; Q2 dated 01/03/2017 under receipt serial number 0441; Q3 dated 11/05/2017 under serial No.0699; Q4 dated 31/07/2017 under receipt serial number-4007. | Yes |
| Assessment area: Audit | | | |

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| <p>The LG has provided information to the PS/ST on the status of implementation of Internal Auditor General or Auditor General findings for the previous financial year by April 30 (PFMA s. 11 2g). This statement includes actions against all findings where the Auditor General recommended the Accounting Officer to take action (PFMA Act 2015; Local Governments Financial and Accounting Regulations 2007; The Local Governments Act, Cap 243).</p> | <p>xxxxxx</p> | <p>From the Ministry of Finance's inventory of LG submissions of responses to audit queries, this assessment established that Rukungiri Municipal Council submitted to PS/ST responses to audit queries raised in FY 2015/2016 on 02/03/2017.</p> | <p>Yes</p> |
| <p>The audit opinion of LG Financial Statement (issued in January) is not adverse or disclaimer</p> | <p>xxxxxx</p> | <p>From the Auditor General's report for FY 2016/2017, the assessment established that Rukungiri Municipal Council received an unqualified audit opinion.</p> | <p>Yes</p> |



LGPA 2017/18

Crosscutting Performance Measures

Rukungiri Municipal Council

(Vote Code: 778)

Score 66/100 (66%)

| No. | Performance Measure | Scoring Guide | Score | Justification |
|--|---|--|-------|--|
| Assessment area: Planning, budgeting and execution | | | | |
| 1 | <p>All new infrastructure projects in: (i) a municipality; and (ii) all Town Councils in a District are approved by the respective Physical Planning Committees and are consistent with the approved Physical Plans</p> <p>Maximum 4 points for this performance measure.</p> | <p>Evidence that a municipality/district has:</p> <ul style="list-style-type: none"> • A functional Physical Planning Committee in place that considers new investments on time: score 2. <hr/> <ul style="list-style-type: none"> • All new infrastructure investments have approved plans which are consistent with the Physical Plans: score 2. | 2 | <p>RMC has a functional Physical Planning Committee that was appointed on 12/09/2012. A letter to the effect is available on file.</p> <hr/> <p>Physical/Structure plan in place approved under Council Minute extract dated 20/12/2017 referenced RMC/Min 15/MEC/2017/18. From the Registration Book where an entry dated 16/01/2018 under a one Tumukwatse Abel who had applied for approval of plans for a Commercial Building & Minutes of the Physical Planning Committee dated as follows: 29/11/2017; 12/09/2017; 13/06/2017; 14/03/2017; 13/02/2017; 10/11/2015 & supervision reports show consistence of approval plans with the Physical plan.</p> |
| 2 | <p>The prioritized investment activities in the approved AWP for the current FY are derived from the approved five-year development plan, are based on discussions in annual reviews and budget conferences and have project profiles</p> | <ul style="list-style-type: none"> • Evidence that priorities in AWP for the current FY are based on the outcomes of budget conferences: score 2. | 2 | <p>A review of the Budget conference report dated December 14th, 2016 shows the following sampled priorities in the Works & Technical services department: Routine Road maintenance in all the municipal divisions; Periodic road maintenance; Procurement & Installation of culverts on MC roads; Spring protection & borehole repairs, construction of Pit Latrine at the municipality HQs which are quite well linked with the AWP.</p> |

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| | | <ul style="list-style-type: none"> Evidence that the capital investments in the approved Annual work plan for the current FY are derived from the approved five-year development plan. If different, justification has to be provided and evidence that it was approved by Council. Score 2. | 2 | <p>From the AWP 2017/18 the following capital investments: (i) To improve the livelihood of the population through provision of road infrastructure and increase safe water coverage, (ii) To ensure proper sanitation of communities through sensitization and mobilization on the use of various modes of waste disposal e.g. Ecosan toilets, pit latrines, waste management and personal hygiene, (iii) To provide coordinated development through production and implementation of structural and detailed development plan, (iv) Identifying beneficiary schools, Procurement of service providers, Construction of classrooms and pit latrines, (v) Supervision of constructions and furniture making, Witnessing delivery of materials to schools, (vi) Sensitizing schools on operation and maintenance of facilities it is all clear that the above investments were derived from the DDP from page 55ff availed which covers the period 2015/16-2019/20 dated November 2015 duly signed by the Mayor Mr. Makuru Charles.</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. | 1 | <p>Project profiles have been developed and can be traced in the Municipal Development plan dated November 2015 covering the period 2015/16-2019/20 on pages 128-161.</p> |
| 3 | <p>Annual statistical abstract developed and applied</p> <p>Maximum 1 point on this performance measure</p> | <ul style="list-style-type: none"> Annual statistical abstract, with gender disaggregated data has been compiled and presented to the TPC to support budget allocation and decision-making- maximum 1 point. | 0 | <ul style="list-style-type: none"> None Compiled in the FY. |

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| 4 | <p>Investment activities in the previous FY were implemented as per AWP.</p> <p>Maximum 6 points on this performance measure.</p> | <ul style="list-style-type: none"> Evidence that all infrastructure projects implemented by the LG in the previous FY were derived from the annual work plan and budget approved by the LG Council: score 2 | 2 | <p>Only four new investments namely: Construction of 5-stance VIP Latrine at Kakonkoma Primary School; Construction of 5 stance VIP latrine at Nyakibale Lower PS; Construcion of a 5 stance VIP latrine at Nyakibale Upper Construction of 20 Cu M Rain Water Tanks at Nyakibale Upper & Kiyaga PS were implemented in the previous FY and they are all reflected in the education sector Work plans as well as AWP page 18 and the budget page 14 and annual budget performance report, Q4.</p> |
| | | <ul style="list-style-type: none"> Evidence that the investment projects implemented in the previous FY were completed as per work plan by end for FY. o 100%: score 4 o 80-99%: score 2 o Below 80%: 0 | 4 | <p>Construction of 5-stance VIP Latrine at Kakonkoma Primary School; Construction of 5 stance VIP latrine at Nyakibale Lower PS; Construcion of a 5 stance VIP latrine at Nyakibale Upper, Construction of 20 Cu M Rain Water Tanks at Nyakibale Upper & Kiyaga PS. During assessment it was discovered that retention of one of the projects i.e. Construction of Kakonkoma 5 stance VIP latrine) of 5% ,as Built-Drawings & Final Payment Certificates were not presented thus giving 80-99%.</p> |
| 5 | <p>The LG has executed the budget for construction of investment projects and O&M for all major infrastructure projects and assets during the previous FY</p> <p>Maximum 4 points on this Performance Measure.</p> | <ul style="list-style-type: none"> Evidence that all investment projects in the previous FY were completed within approved budget – Max. 15% plus or minus of original budget: score 2 | 2 | <p>From the Annual Performance report Q4 dated 31/07/2017 under receipt serial number-4007 the following sampled projects: Construction of 20 Cu M Rain Water Tanks at Nyakibale Upper with a budget of 8,100,000 but spent 8, 515,296; Construction of Kakonkoma 5 stance VIP latrine with a budget of 21,200,000 but spent 19,778,220, Construction of 20 Cu M rain water ferro cement tank at Kiyaga with a budget of 8,100.000 but spent 8,515,296, Construction of a 2 stance VIP latrine with urinal and screen wall for staff at Nyakibale lower for special needs section with a budget of 10,600,000 but spent 9,700,000. This provides a clear indication that the investment projects were implemented within the approved budget though with variations not exceeding 15% plus or minus original budget.</p> |

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| | | <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 | <p>From the Annual Budget Performance report Table 2a; Quarter 4, all projects for Operation and maintenance budget was Shs 638,739,200= (six hundred thirty eight million seven hundred thirty nine thousand two hundred shillings), and the actual expenditure based on the releases from MoFPED to date is 394,159,590=(Three hundred ninety four million one hundred fifty nine thousand five hundred ninety shillings) = 61.7% of budget, but all spent on O&M of infrastructure.</p> |
| Assessment area: Human Resource Management | | | | |
| 6 | <p>LG has substantively recruited and appraised all Heads of Departments</p> <p>Maximum 5 points on this Performance Measure.</p> | <ul style="list-style-type: none"> Evidence that HoDs have been appraised as per guidelines issued by MoPS during the previous FY: score 2 | 0 | <p>From the personnel files reviewed by this assessment, it was established that only one Heads of Department that is the Principal Community Development Officer had the annual performance assessment report on personnel file. The rest of the staff were not appraised during the financial year 2016/2017</p> |
| | | <ul style="list-style-type: none"> Evidence that the LG has filled all HoDs positions substantively: score 3 | 0 | <p>According to the approved staff structure, only 5 Heads of Departments out of 8 positions are substantively filled. These are Principal Treasurer, Municipal engineer, Principal Education Officer, Principal Community Development Officer, and Principal medical Officer</p> <p>The rest of the staff are assigned duties by the Town Clerk</p> |
| 7 | <p>The LG DSC has considered all staff that have been submitted for recruitment, confirmation and disciplinary actions during the previous FY.</p> <p>Maximum 4 points on this Performance Measure</p> | <ul style="list-style-type: none"> Evidence that 100 percent of staff submitted for recruitment have been considered: score 2 | 2 | <p>From the Secretary DSC it was established that 100% of all staff submitted by Town clerk for recruitment were considered.</p> <p>The Town Clerk Declaration of vacancies to DSC were in letters dated 10th June 2016, 20th February 2017, and 16th January 2017,</p> <p>All the staff positions submitted by the Town Clerk were all considered by DSC in the meeting of 30th, 31st March and 3rd -5th May 2017 respectively.</p> |

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| | | <ul style="list-style-type: none"> • Evidence that 100 percent of staff submitted for confirmation have been considered: score 1 | 1 | <p>From the Secretary DSC this assessment established that there were 6 staff submitted by the Town clerk in the letter dated 20th January 2017 Ref CR/RMC/214/1 to be considered for confirmation during the financial year 2016/2017</p> <p>They were all considered by DSC in a meeting of 14 th -21st February 2017</p> |
| | | <ul style="list-style-type: none"> • Evidence that 100 percent of staff submitted for disciplinary actions have been considered: score 1 | 1 | <p>From the Secretary DSC this assessment established that there was one disciplinary case submitted to DSC for consideration in a letter dated 20th February 2017 by Town Clerk . There was evidence that the DSC Considered the case during the meeting of 21/6/2017 the financial year 2016/2017</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"> • Evidence that 100% of the staff recruited during the previous FY have accessed the salary payroll not later than two months after appointment: score 3 | 3 | <p>From the Human Resource Office, it was established that all the 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 were appointed on 12/5/2017 accessed payroll on 1/6/2017</p> |
| | | <ul style="list-style-type: none"> • Evidence that 100% of the staff that retired during the previous FY have accessed the pension payroll not later than two months after retirement: score 2 | 0 | <p>From the Human Resource Office this assessment established that there were 3 staff due for retirement during financial year 2016/2017</p> <p>However, all accessed payroll two month after their retirement</p> |
| Assessment area: Revenue Mobilization | | | | |

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| 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. | 2 | <p>In FY 2016/2017 Rukungiri Municipal Council collected local revenue amounting to UGX 296,597,784 and UGX 272,168,362 in FY 2015/2016 implying an increase of UGX 24,429,422 (8.9%).</p> |
| 10 | <p>LG has collected local revenues as per budget (collection ratio)</p> <p>Maximum 2 points on this performance measure</p> | <ul style="list-style-type: none"> • If revenue collection ratio (the percentage of local revenue collected against planned for the previous FY (budget realisation) is within +/- 10% : then 2 points. If more than +/- 10% : zero points. | 2 | <p>During FY 2016/2017 Rukungiri Municipal Council collected local revenue amounting to UGX 296,597,784 against a budget of UGX 299,177,957 implying a realisation ratio of - 0.86%.</p> |
| 11 | <p>Local revenue administration, allocation and transparency</p> <p>Maximum 4 points on this performance measure</p> | <ul style="list-style-type: none"> • Evidence that the District/Municipality has remitted the mandatory LLG share of local revenues: score 2 | 0 | <p>During FY 2016/2017 Rukungiri Municipal Council received local revenue amounting UGX 296,597,784 after adjusting for property tax and other revenue not shareable amounting to UGX 24,641,188 the balance is UGX 271,956,596. Out of that balance, the Municipal Council remitted UGX 71,475,916 (i.e. 26.3%) back to Divisions instead of 30% required by the regulations.</p> |

| | | <ul style="list-style-type: none"> Evidence that the LG is not using more than 20% of OSR on council activities: score 2 | 2 | <p>During FY 2016/2017 Rukungiri Municipal Council spent UGX 21,753,100 on councillors' allowances from local revenue collected. This is 7.8% of the sharable amount derived in the table below;</p> <table border="1"> <thead> <tr> <th>Description</th> <th>Amount (UGX)</th> </tr> </thead> <tbody> <tr> <td>Gross amount collected</td> <td>296,597,784</td> </tr> <tr> <td>Property tax for the year</td> <td>(17,899,938)</td> </tr> <tr> <td>Property tax arrears</td> <td>(42,600)</td> </tr> <tr> <td>Balance</td> <td>278,655,246</td> </tr> </tbody> </table> | Description | Amount (UGX) | Gross amount collected | 296,597,784 | Property tax for the year | (17,899,938) | Property tax arrears | (42,600) | Balance | 278,655,246 |
|---------------------------|--------------|---|---|--|-------------|--------------|------------------------|-------------|---------------------------|--------------|----------------------|----------|---------|-------------|
| Description | Amount (UGX) | | | | | | | | | | | | | |
| Gross amount collected | 296,597,784 | | | | | | | | | | | | | |
| Property tax for the year | (17,899,938) | | | | | | | | | | | | | |
| Property tax arrears | (42,600) | | | | | | | | | | | | | |
| Balance | 278,655,246 | | | | | | | | | | | | | |

Assessment area: Procurement and contract management

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| 12 | <p>The LG has in place the capacity to manage the procurement function</p> <p>Maximum 4 points on this performance measure.</p> | <ul style="list-style-type: none"> Evidence that the District has the position of a Senior Procurement Officer and Procurement Officer (if Municipal: Procurement Officer and Assistant Procurement Officer) substantively filled: score 2 | 0 | <p>Rukungiri Municipality PDU is headed by a procurement officer who is substantively recruited. The position of assistant procurement officer is not substantively filled.</p> |
| | | <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 prepared bid evaluation reports and submitted to Contracts Committee. Report dated 30/11/2016, signed by TEC members.</p> <p>Submission to Contracts Committee: Request for approval of Contract Award report dated 2/12/2016 submitted to Contracts Committee for Procurement Ref: RUKU 778/WRKS/2016-17/00001.</p> <p>Sampled Reports: Construction of 2 Stance VIP latrine at Nyakibale Lower P/S and 5 stance VIP latrine at Kakonkoma Primary School: Ref: RUKU 778/Works/2016-17/00001</p> |

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| | | <ul style="list-style-type: none"> • Committee considered recommendations of the TEC and provide justifications for any deviations from those recommendations: score 1 | 1 | <ul style="list-style-type: none"> • CC Meeting Minutes dated 17/01/2017 presented. • Record of Contracts Committee Meeting dated 16/5/2016 was presented. • Procurement Officer presented Contracts Committed Report dated 5/12/2016 for Procurement reference RUKU 778/WRKS/2016/17/00001 approved the evaluation committee the report and awarded Tender for construction of 5-Stance VIP latrine at Kakonkoma P/S and 2 stance VIP latrine at Nyakibale Primary School to Ndebuta Contractors Ltd at UGX: 28,902,920 |
| 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 | <p>Procurement Plan for FY 2017/18 dated 14/7/2018, annual work plan and the budget covers all infrastructure projects : These include:</p> <ul style="list-style-type: none"> • Construction of 5 stance VIP latrine at Ton Council P/S; • Construction of 5 stance VIP latrine at Rukungiri P/S. • Design for improvement of Kyatoko Bridge; • Assessment and design of Kinyasano Road. <p>Rukungiri municipality made procurements as per plan: Procurement Plan for FY 2016/17: Sample procurements include:</p> <p>i) Supply of Road tools and protective wares Proc Ref: RUKU 778/SU: PLS/2016-17/00008. Procurement requisition dated 18/8/2016; UGX: 18,069,690;</p> <p>ii) Construction of water tanks at Nyakibale Upper and Kiyaga P/S: Proc ref: RUKU 778/WRKS/2016-17/00002 at UGX: 16,018,500: Procurement dated: File Date: 20/02/2017</p> |

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

2

The Municipality prepared 80% of the bid documents for investments and infrastructure by August 30. Sample bid documents include:

- Bid Document for the Supply of Hard Core, sand and coarse aggregates for roads under framework Contract: RUKU 778/SUPLS/2017-18/00006: 6/6/2017.
- Bid Document for selecting Bidding (Works) : Construction of Lined 5-Stance VIP latrine with Urinal and Screen Walling at Kiyaga Primary School. File Ref: RUKU 778/WRKS/2017-18/00004
- Bidding Document for Construction of 5 stance VIP latrine with Urinals and screen walling. Bid document Ref: RUKU 778/WRKS/2017-18/00003;
- Bid Documents for Construction of lined 5 stance VIP latrine with Urinals at Screen Walling at Town Council Primary School. Ref No: RUKU 778/WRKS/17-18/00002 .

• 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 an updated Contracts register for FY 2016/17 Titled: Contracts Register FY 2016/17: Rukungiri Municipal Council and presented complete procurement activity files: Sample Procurement Files include:

- Procurement Activity File for Supply of Tarmac Road Materials: Proc Ref: RUKU 778/SUPLS/2016-17/00007;
- Procurement activity file for supplying road tools and protective wears to Rukungiri Municipal Council: Ref: RUKU 778/SUPLS/2016-17/00008. Cost:UGX: 18,133,650.

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| | | <ul style="list-style-type: none"> For previous FY, evidence that the LG has adhered with procurement thresholds (sample 5 projects): score 2. | 2 | <p>The Municipality adhered to procurement thresholds in FGY 2016/17: Prequalification for Tenders.</p> <ul style="list-style-type: none"> Daily Monitor, dated May 19,2016: Rukungiri Municipal Council: Open National Bidding and Prequalification for Provision of Works, Supplies and Services in FY 2016/17; and New Vision Advert: 19th May 2017: Invitation for Bids for the sale of Unused Assets. |
| 15 | <p>The LG has certified and provided detailed project information on all investments</p> <p>Maximum 4 points on this performance measure</p> | <ul style="list-style-type: none"> Evidence that all works projects implemented in the previous FY were appropriately certified – interim and completion certificates for all projects based on technical supervision: score 2 | 2 | <p>Rukungiri Municipality issued Completion Certificates:</p> <ul style="list-style-type: none"> Completion Certificate for Construction of 20 Cu.m Rain water tanks at Nyakibale Upper and Kiyaga P. Schools. Dated: 16/6/2017. The certificate bears Employer, Contractor, Contract Number (RUKU 778/WRKS/16-17/00002; and Contract Value (UGX: 15,904,400) and defects liability period (6 months) and signature of certifying officer. Practical Completion Certificate for Construction of Nyakibale Lower Primary School and 5 stance VIP latrines at Kankonkoma P/S. dated 12/2/2017. Certificate bears: Employer, contractor, Contract No, Contract Value (UGX. 28,902,920), Date of practical completion (12/2/2017) and defects liability period and signature of certifying officer. |
| | | <ul style="list-style-type: none"> Evidence that all works projects for the current FY are clearly labelled (site boards) indicating: the name of the project, contract value, the contractor; source of funding and expected duration: score 2 | 0 | <p>All projects /works in FY 2017/18 are clearly labelled with name of project, contract value, name of contractor, source of funding, name of project and do not have contract value.</p> <p>Sampled site board with no contract value:</p> <ul style="list-style-type: none"> Reconstruction of Nyamizi Bridge, Uganda Road Fund FY 2017/18. Construction of 2 Stance VIP Toilet at Town Council Primary School; SFG 2017/18. |
| Assessment area: Financial management | | | | |

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| 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 | 0 | <p>During FY 2016/2017 Rukungiri Municipal Council operated 14 bank accounts which were reconciled on a monthly basis up to 30 June 2017. After that date, most of the accounts were closed and only three transferred to IFMIS. From IFMIS only one out of three accounts were reconciled and up to date by 31 Dec 2017, while the two were yet to be reconciled by the time of this 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"> If the LG makes timely payment of suppliers during the previous FY – no overdue bills (e.g. procurement bills) of over 2 months: score 2. | 0 | <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 from this claims register.</p> |
| 18 | <p>The LG executes the Internal Audit function in accordance with the LGA section 90 and LG procurement regulations</p> | <ul style="list-style-type: none"> Evidence that the LG has a substantive Senior Internal Auditor and produced all quarterly internal audit reports for the previous FY: score 3. | 0 | <p>The four quarterly internal audit reports for FY 2016/2017 were produced by the Head of Internal Audit Department who is still in acting capacity based on the personnel records cited by this assessment.</p> |
| | <p>Maximum 6 points on this performance measure.</p> | <ul style="list-style-type: none"> Evidence that the LG has provided information to the Council and LG PAC on the status of implementation of internal audit findings for the previous financial year i.e. follow up on audit queries: score 2. | 2 | <p>By the time of this assessment, Rukungiri Municipal Council had provided information to LG PAC on the status of implementation of internal audit recommendations raised during FY 2016/2017. Quarter I and quarter II responses were provided on 13/03/17; quarter III on 4/9/17 while quarter IV was provided on 29/11/17.</p> |
| | | <ul style="list-style-type: none"> Evidence that internal audit reports for the previous FY were submitted to LG Accounting Officer, LG PAC and LG PAC has reviewed them and followed-up: score 1 | 1 | <p>From the Clerk to Council, it was confirmed that all quarterly internal audit reports for FY 2016/2017 were submitted to LG PAC and were discussed based on minutes obtained and verified by this assessment.</p> |

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| 19 | <p>The LG maintains a detailed and updated assets register</p> <p>Maximum 4 points on this performance measure.</p> | <ul style="list-style-type: none"> Evidence that the LG maintains an up-dated assets register covering details on buildings, vehicle, etc. as per format in the accounting manual: score 4 | 0 | <p>Rukungiri Municipal Council maintained the Assets Register in a format similar to that prescribed in the Local Government Accounting Manual. However, there were some IT equipment and a generator acquired on 22/02/2017 that were not yet recorded in the Assets register. As such, the register was not up to date by the time of the assessment.</p> |
| 20 | <p>The LG has obtained an unqualified or qualified Audit opinion</p> <p>Maximum 4 points on this performance measure</p> | <p>Quality of Annual financial statement from previous FY:</p> <ul style="list-style-type: none"> unqualified audit opinion: score 4 Qualified: score 2 Adverse/disclaimer: score 0 | 4 | <p>From the Auditor General's report for FY 2016/2017, the assessment established that Rukungiri Municipal Council received an unqualified audit opinion.</p> |
| Assessment area: Governance, oversight, transparency and accountability | | | | |
| 21 | <p>The LG Council meets and discusses service delivery related issues</p> <p>Maximum 2 points on this performance measure</p> | <p>Evidence that the Council meets and discusses service delivery related issues including TPC reports, monitoring reports, performance assessment results and LG PAC reports for last FY: score 2</p> | 2 | <p>From the Minutes of Council meetings availed & dated as follows: 29/2017; 31/03/2017; 17/02/2017; 19/12/2016; 07/10/2016 it is clear proof that RMC meets to discuss service delivery issues that include TPC reports, monitoring reports, RMC LG PAC reports for last FY.</p> |
| 22 | <p>The LG has responded to the feedback/complaints provided by citizens</p> <p>Maximum 2 points on this Performance Measure</p> | <ul style="list-style-type: none"> Evidence that LG has designated a person to coordinate response to feed-back (grievance /complaints) and responded to feedback and complaints: score 2. | 2 | <p>From the Budget website Planner is the designated person to coordinate response to feedback.</p> |

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| 23 | The LG shares information with citizens (Transparency) | Evidence that the LG has published: • The LG Payroll and Pensioner Schedule on public notice boards and other means: score 2 | 2 | LG Payroll displayed on the walls in the Office Block Corridor |
| | Total maximum 4 points on this Performance Measure | • Evidence that the procurement plan and awarded contracts and amounts are published: score 1 | 0 | Consolidated Procurement & Contract Awards not available on the Notice boards. |
| | | • 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 | LG PA exercise not performed in the previous FY. |
| 24 | The LGs communicates guidelines, circulars and policies to LLGs to provide feedback to the citizens | • 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 | A flimsy file & unreferenced was assessed that shows that the HLG communicated to LLGs. The details on file shows the following: A letter dated 3rd November, 2017 designating the Principal CDO- Mr. Tusiime Ambrose as communication officer, a letter to all senior Assistant Town Clerks dated 17/08/2016 on UWEP IPF for 2016 |
| | Maximum 2 points on this performance measure | • 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 | One Radio programme was carried out on February 4th, 2017 whose details were to keep Rukungiri Town Clean Campaign. A report was availed for assessment dated 6th February 2017. However, this activity is not meant to provide feedback on status of activity implementation. |
| Assessment area: Social and environmental safeguards | | | | |

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| 25 | <p>The LG has mainstreamed gender into their activities and planned activities to strengthen women's roles</p> | <ul style="list-style-type: none"> • Evidence that the LG gender focal person has provided guidance and support to sector departments to mainstream gender into their activities score 2. | 2 | <ul style="list-style-type: none"> • LG presented a report on Gender Mainstreaming to all Municipal Heads of Departments dated 6/02/2017. • LG presented gender mainstreaming Report for the Works Sector for the FY 2016/17 dated 28/02/2017. |
| | <p>Maximum 4 points on this performance measure.</p> | <ul style="list-style-type: none"> • Evidence that gender focal point has planned activities for current FY to strengthen women's roles and that more than 90% of previous year's budget for gender activities has been implemented: score 2. | 2 | <p>Principal CDO/Gender presented an annual work plan for FY 2017/18: Planned Gender activities include;</p> <ul style="list-style-type: none"> • Gender awareness training in divisions • Mobilisation and sensitisation workshops on UWEP • Support supervision on Disability (PWDs Groups) • Support Supervision of FAL activities • Monitoring and evaluation of Youth groups/projects; <p>90% of budget allocated for YLP and UWEP projects was used to train and sensitize women and youth on UWEP and YLP projects. Sample Voucher: No: 109/2/2017: Mobilisation and sensitization of communities on Gender mainstreaming amount 1,460,000; Voucher No. 46/4/2017 and dated 21/4/2017 amount: UGX 828,000 for training new financed groups under the YLP program; Support to UWEP Activities Voucher No: 27/12/2016; amount: UGX: 1,170,500.</p> |

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

The Municipal Environmental Officer presented environmental screening reports and EIA reports:

- Screening Report for Construction of Water Tanks on various schools. Dated: 15/11/2016. Mitigation measures clearly indicated.
- Screening Report for Construction of 2 Stance VIP Latrines at Nyakibale Lower and Kankonkoma Primary Schools FY 2016/17. Dated: 6/7/2016. Recommendations and mitigation measures included on the report.
- Review of EIA Report dated 07/07/2017 by Municipal Environmental Officer for Caltex Rukungiri Service Station. EIA Certificate No: NEMA/EIA/10771 issued by NEMA dated 12/10/2017 issued to CALTEX Rukungiri Service Station Limited. CC. To Municipal Environmental Officer.

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

1

LG presented bill of quantities with input from Environmental Officer: BOQs provide for Environmental Mitigation Measures and Engraving. clearly indicated on bid document for Procurement Ref: RUKU 778/WRKS/16-17/00001: Construction of 5 stance VIP latrine at Kakonkoma P/S dated 3/11/2016.

- Evidence that all projects are implemented on land where the LG has proof of ownership (e.g. a land title, agreement etc.): score 1

1

LG presented title deeds and consent agreements on land ownership as follows:

- Consent agreement dated: 18/9/2015 between residents of Rwempisi –Rwentondo; Consent agreement between Residents of Kibimbiri and Rwobo Cells Ref: CR/RMC/212-2018;
- Consent agreement between Residents of Marumba LCI , Kanyinye Road and RMC dated 4/12/2013.
- Processed Title deeds for various plots of land being converted to free tenure : Plotb7 Nyerere Road on sheet 84/4/41/SE/1; and Block 5 Plot 2142 on sheet 84/4/4/SE/1 located in Rujumbura County.

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| | | <ul style="list-style-type: none">• Evidence that all completed projects have Environmental and Social Mitigation Certification Form completed and signed by Environmental Officer: score 2 | 2 | <p>The Environmental Officer prepared and presented signed Environmental and Social mitigation certificate forms for:</p> <ul style="list-style-type: none">• ESM Certification Form for Construction of 2 stances VIP Latrine at the Municipal Account: dated 19/12/2017.• ESM Certification form Construction of Nyamizi Bridge by Rukungiri Municipal Council dated 15/8/2017 . |
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LGPA 2017/18

Educational Performance Measures

Rukungiri Municipal Council

(Vote Code: 778)

Score 65/100 (65%)

| 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 | 4 | <ul style="list-style-type: none"> Performance contract shows that a total of 193 Teachers have been budgeted for this FY 2017/18 Staff list of the education department as per payroll shows that 185 teachers have been budgeted for as at December 2017 and this meets the Threshold. According to the list of schools and teachers on payroll allocations all schools meet the threshold and been budgeted for. |
| | | <ul style="list-style-type: none"> Evidence that the LG has deployed a Head Teacher and minimum of 7 teachers per school for the current FY: score 4 | 4 | <ul style="list-style-type: none"> Performance contract shows that 193 teacher positions are currently planned and budgeted for and this meets the minimum threshold as per regulation Staff list shows that only Katwemwe P/S(7) does not have the threshold of 1 H/T and a teacher per class.but circular number CR/RMC/FIN/300 dated 30th January 2018 by Town clerk seen and shows posting of a teacher Tumuhairwe Rabec to assume duty at the start of the term and thus clearing the shortfall. |

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| 2 | <p>LG has substantively recruited all primary school teachers where there is a wage bill provision</p> <p>Maximum 6 for this performance measure</p> | <ul style="list-style-type: none"> Evidence that the LG has filled the structure for primary teachers with a wage bill provision <ul style="list-style-type: none"> If 100% score 6 If 80 - 99% score 3 If below 80% score 0 | 3 | <ul style="list-style-type: none"> Performance contract FY 2017/18 shows that LG approved staff structure ceiling is 264 teachers in 2017/18 Wage bill provision shows 193 teachers budgeted for in 2017/18 Current HRM staff list shows only 185 teachers are on Payroll and so 8 are missing according to the wage bill provision Percentage posts filled are 96% according to wage bill provision |
| 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 | <ul style="list-style-type: none"> Staff list shows one inspector of schools and Head teacher assigned duties of inspector of schools because wage bill does not allow. Wage bill provision shows only provision for one inspector of schools Approved departmental structure(Vide ARC 135/306/01 Dated 6th June 2017 written by PS, Ministry of Public service shows that the department has to have two inspectors(Senior inspector of schools, and inspector of schools) Municipal Council has filled all position where there is a wage bill |
| 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"> Recruitment plan 2017/18 seen and reviewed and shows recruitment for 30 teachers |
| | | <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 | <ul style="list-style-type: none"> Recruitment plan 2017/18 seen and reviewed and shows recruitment for one senior inspector of schools |

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| 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</p> <ul style="list-style-type: none"> • 100% school inspectors: score 3 | 3 | <p>From the personnel files it was established that the inspector of schools mr Katabazi Alfred file No CR/160/1 was appraised during the financial year 2016/2017</p> |
| | | <p>Evidence that the LG Education department appraised head teachers during the previous FY.</p> <ul style="list-style-type: none"> • 90% - 100%: score 3 • 70% - 89%: score 2 • Below 70%: score 0 | 0 | <p>From the Human Resource unit this assessment established that all the 11 Head Teachers for primary schools in the municipal council were not appraised during the financial year 2016/2017 as the appraisal reports were not availed for verification</p> |

Assessment area: Monitoring and Inspection

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| 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 | 0 | <ul style="list-style-type: none"> • Guidelines, circulars, policies sent from MoEs to schools reviewed include Teacher support inspection, inspections and unregistered schools, among others • Sampled schools Kakonkoma, Rukungiri P/S, Nyakibake Lower, Kahororo P/S, Kitazigurukwa P/S show that only guidelines on inspections were communicated • Circular ref number DES/50/14 dated 16th Jan 2017 on unlicensed and unregistered schools is seen and subsequent meeting and minutes for MEO and Head teachers held on 8th February, 2017 under Min 02/2017 discussed on school inspections. • Communication made CR/RMC/EDUC/300 reports by DIS to Town Clerk shows discussion and update on school inspection • Not all circulars shared or disseminated |
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| | | <ul style="list-style-type: none"> Evidence that the LG Education department has held meetings with primary school head teachers and among others explained and sensitised on the guidelines, policies, circulars issued by the national level, including on school feeding: score 2 | 0 | <ul style="list-style-type: none"> Minutes from meetings between DEO and head teachers held on 8th February, 2017 under Min 02/2017 discussed on school inspections but none on school feeding, Teacher support supervision among others |
| 7 | <p>The LG Education Department has effectively inspected all private and public primary schools</p> <p>Maximum 12 for this performance measure</p> | <ul style="list-style-type: none"> Evidence that all private and public primary schools have been inspected at least once per term and reports produced: <ul style="list-style-type: none"> o 100% - score 12 o 90 to 99% - score 10 o 80 to 89% - score 8 o 70 to 79% - score 6 o 60 to 69% - score 3 o 50 to 59% score 1 o Below 50% score 0. | 6 | <ul style="list-style-type: none"> Inventory of schools inspected in FY 2016/17 and School inspection reports shows that: <ul style="list-style-type: none"> QTR 1: 15 govt and 12 private were inspected QTR 2: 15 govt and 17 private schools were inspected QTR 3: 15 govt and 11 private schools were inspected QTR 4: 15 govt 11 private primary schools were inspected Total number of schools in Municipality is 37 and so average inspection is 75% over reporting period Sampled schools visits shows inspection as follows: <ul style="list-style-type: none"> o Kakonkoma P/S inspected on 14/04/17 and 19/10/17, o Rukungiri P/S inspected on 3/04/17, 24/07/17, 25/09/17 and 18/10/17 o Nyakibake Lower P/S inspected on 16/06/17, 26/7/17, 3/08/17, 26/09/17,11/10/17 o Kitazigurukwa P/S) inspected on 10/10/17 |

LG Education department has discussed the results/reports of school inspections, used them to make recommendations for corrective actions and followed recommendations

Maximum 10 for this performance measure

• 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

4

- Minutes of departmental meetings held on 10/11/2016 under min 3(b) discussed on school inspection reports regarding Teacher support supervision, school improvement plans and also licensing of private schools. Also minutes of meeting held on 8th February 2017 under Min 1/2017 shows discussion of inspection reports on private school licensing, and recommendations made under MIN 3/2017 for private schools to institute improvements and an inspection team to undertake the review in one week

- Minutes of departmental meetings held on 30/10/2017 shows that under Min 15/2017 inspection recommendations regarding licensing of schools and scheduling and funding of inspections and also under Min 18/2017 also discussed the new inspection tool and discussion of following up schools that do not have board meetings.

- Meeting held on 10th February 2017 under Min 01/2017 and Min 3/2017 on School inspection allocations and tools

- Meeting held on 5th June 2017 under Min 02/2017(1) discussed on recommendations on days of school inspection and frequency as required by policy

• 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

2

- DES acknowledgement forms shows that the Municipal council submitted all the Inspection reports for the QTRS 2016/17 QTR(20/09/16), QTR 2(17/01/2017), QTR 3(25/04/2017), QTR 4(5/07/2017)

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| | | <ul style="list-style-type: none"> Evidence that the inspection recommendations are followed-up: score 4 | 4 | <ul style="list-style-type: none"> Sampled schools Kakonkoma, Rukungiri P/S, Nyakibale Lower, Kahororo P/S, Kitazigurukwa P/S shows few follow up of recommendations provided and followed up as in Kitazigurukwa P/S, Nyakibale Lower recommendations were made and followed up on Teacher support supervision and presentation of Inspection recommendations to SMCs and Rukungiri P/S shows follow up of recommendations on UPE grants display and teacher support |
| 9 | <p>The LG Education department has submitted accurate/consistent reports/date for school lists and enrolment as per formats provided by MoES</p> <p>Maximum 10 for this performance measure</p> | <ul style="list-style-type: none"> Evidence that the LG has submitted accurate/consistent data: <ul style="list-style-type: none"> List of schools which are consistent with both EMIS reports and OBT: score 5 | 0 | <ul style="list-style-type: none"> EMIS forms acquired from MoEs shows that the list of schools both private and Public are 26 in total List of schools shows that the municipal has 15 government schools and 22 private schools |
| | | <p>Evidence that the LG has submitted accurate/consistent data: <ul style="list-style-type: none"> Enrolment data for all schools which is consistent with EMIS report and OBT: score 5 </p> | 0 | <ul style="list-style-type: none"> Performance contract 2017/18 shows that pupil UPE enrollment is 6000 List of schools and enrollment by Municipality shows that there are 2894 Males and 3019 females totaling 5913 UPE pupils in the Municipality EMIS forms data obtained from MoES shows that UPE enrollment is 4916 |
| Assessment area: Governance, oversight, transparency and accountability | | | | |

10

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

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

2

Minutes dated as follows 02/05/2017; 15/03/2017; 31/01/2017; 09/11/2016; 20/07/2016 show proof that Council Committee responsible for education met under the Standing committee known as Social services. Some of the issues discussed include Inspection reports, work plans, state of some schools & sanitation.

Maximum 4 for this performance measure

- Evidence that the education sector committee has presented issues that requires approval to Council: score 2

2

From the minutes availed of the meetings held on the days of: 02/05/2017; 15/03/2017; 31/01/2017; 09/11/2016; 20/07/2016 the following issues were discussed & recommended for approval by the full council sitting: SFG work plan, Titling of schools, discussion of work plan for Q1; preparations of Constitutions, PLE performance results for 2016 & monitoring reports.

11

Primary schools in a LG have functional SMCs

Maximum 5 for this performance measure

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

5

- Files of SMC minutes at DEO's office show that all 15 government schools have functional SMCs in Place
- Randomly Sampled five schools(Kakonkoma, Rukungiri P/S, Nyakibake Lower, Kahororo P/S, Kitazigurukwa P/S)have SMCs, minutes found at MEO office
- Kakonkoma P/S has minutes on file, SMC in place and held meetings on 16/03/2017 discussed under Min 08/2017 budget issues, on 9th June 2017 under Min 7/2017 discussed budget and school resource requirements
- Rukungiri P/S held meeting on 23/03/2017 and under Min 3/2017 discussed financial report , Min 5/2017 discussed Budget
- Nyakibake Lower P/S has all SMC members as required, file at MEO and held a meeting on 25/04/2017 under Min 14/2017 discussed income and expenditure, met on 26/02/2017 and under Min 5/2017 discussed UPE and subventions grants
- Kahororo P/S has SMC file at MEO, Minutes submitted and all SMCs members on board as required and met on 27/06/2017 and under MIN 6/2017 discussed UPE budget and also under MIN 6/2017, also met 17th March 2017 and under Min 7/2017 discussed UPE estimates for 2017, under Min 8/2017 also on issue of financial management such as bank account closure
- Kitazigurukwa P/S has all the required SMC members, file found at MEO, Minutes for meetings for 22/03/2017, 12/05/17, 12/07/17 and 06/06/17 reviewed and budget issues discussed under Min 5/2017, Min 10/2017, Min 16/2017 and Min 20/2017.

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| 12 | <p>The LG has publicised all schools receiving non-wage recurrent grants</p> <p>Maximum 3 for this performance measure</p> | <ul style="list-style-type: none"> • Evidence that the LG has publicised all schools receiving non-wage recurrent grants e.g. through posting on public notice boards: score 3 | 0 | <ul style="list-style-type: none"> • No publication of Schools receiving non-wage recurrent grants on Notice boards |
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Assessment area: Procurement and contract management

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| 13 | <p>The LG Education department has submitted procurement requests, complete with all technical requirements, to PDU that cover all items in the approved Sector annual work plan and budget</p> <p>Maximum 4 for this performance measure</p> | <ul style="list-style-type: none"> • Evidence that the sector has submitted procurement requests to PDU that cover all investment items in the approved Sector annual work plan and budget on time by April 30: score 4 | 4 | <ul style="list-style-type: none"> • Procurement request documents from education to PDU reviewed and shows that requests were submitted by 28/04/2016 and items for procurement were hire of Motor vehicle and Construction of Latrines as per the education Sector AWP • DPU shows submission by MEO by April 30 FY 2016/17 |
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| 14 | <p>The LG Education department has certified and initiated payment for supplies on time</p> <p>Maximum 3 for this performance measure</p> | <ul style="list-style-type: none"> • Evidence that the LG Education departments timely (as per contract) certified and recommended suppliers for payment: score 3 points | 0 | <p>From the list of 11 payment requests raised in the Education Department in FY 2016/2017, 3 of them were recommended by the Head of Department after a period of more than two months, 3 of them recommended after three weeks, while 5 were recommended within one week.</p> |
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Assessment area: Financial management and reporting

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| 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 | 4 | <p>Q1 report submitted 12/09/2016; Q2 report submitted December 15, 2016, Q3 report availed for assessment and dated 05/02/2016 and the annual performance report Q4 submitted July 10, 2017 before the deadline timeline of mid-July.</p> |
| 16 | <p>LG Education has acted on Internal Audit recommendation (if any)</p> <p>Maximum 4 for this performance measure</p> | <ul style="list-style-type: none"> Evidence that the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year o If sector has no audit query score 4 o If the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year: score 2 points o If all queries are not responded to score 0 | 2 | <p>During FY 2016/2017 the Education Department had 5 audit queries which were responded to by the time of the assessment.</p> |

Assessment area: Social and environmental safeguards

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| 17 | <p>LG Education Department has disseminated and promoted adherence to gender guidelines</p> <p>Maximum 5 points for this performance measure</p> | <ul style="list-style-type: none"> Evidence that the LG Education department in consultation with the gender focal person has disseminated guidelines on how senior women/men teacher should provide guidance to girls and boys to handle hygiene, reproductive health, life skills etc...: Score 2 | 0 | <ul style="list-style-type: none"> No Guidelines or circulars provided or available for review Circular CR/RMC/213 dated 06/02/2017 by Principal community development officer Shows that guidelines for gender mainstreaming were sent out but only received by the education department on 29/01/2018 perhaps in readiness for the assessment |
| | | <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 | 2 | <ul style="list-style-type: none"> Inspection reports of Rukungiri P/S shows discussions of sanitation issues for girls and boys in the inspection conducted on 18/10/17 |

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| | | <ul style="list-style-type: none"> • Evidence that the School Management Committee meet the guideline on gender composition: score 1 | 1 | <ul style="list-style-type: none"> • Sampled schools Kakonkoma P/S, Rukungiri P/S, Kahororo P/S, Nyakibake Lower P/S and Kitazigurukwa P/S have meet the SMC gender guidelines |
| 18 | <p>LG Education department has ensured that guidelines on environmental management are disseminated</p> <p>Maximum 3 points for this performance measure</p> | <ul style="list-style-type: none"> • Evidence that the LG Education department in collaboration with Environment department has issued guidelines on environmental management (tree planting, waste management, formation of environmental clubs and environment education etc.): score 3: | 3 | <ul style="list-style-type: none"> • Circulars not provided at MEO level for review • Inspection reports dated 19/10/17 for Kakonkoma P/S shows that issues of planting trees were discussed and guidelines shared |



LGPA 2017/18

Health Performance Measures

Rukungiri Municipal Council

(Vote Code: 778)

Score 64/100 (64%)

| 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 of primary health workers 68/113 (60%). There was no evidence in the performance contract of a wage bill provision for recruitment in this FY17/18</p> |
| 2 | <p>The LG Health department has submitted a comprehensive recruitment plan to the HRM department</p> <p>Maximum 4 points for this performance measure</p> | <p>Evidence that Health department has submitted a comprehensive recruitment plan/request to HRM for the current FY, covering the vacant positions of health workers: score 4</p> | 4 | <p>A comprehensive recruitment plan was submitted on 7th December 2016 to Ministry of Public service amounting to 102,319,524 UGX for Primary health workers. The wage bill was maintained at 455,763,000 UGX in Y17/18. . There was no evidence of approval of additional wage bill.</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 reveiwed tthis assessment established that the incharge for the Health Centre IV (Rukungiri) in the municaipal council was not appraised during financial year 2016/2017</p> |

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| 4 | <p>The Local Government Health department has equitably deployed health workers across health facilities and in accordance with the staff lists submitted together with the budget in the current FY.</p> <p>Maximum 4 points for this performance measure</p> | <ul style="list-style-type: none"> • Evidence that the LG Health department has deployed health workers equitably, in line with the lists submitted with the budget for the current FY: score 4 | 4 | <p>Staff indicated on the staff list at the health department were confirmed at the health facilities visited. There was an ongoing redeployment based based on need and work load at the different facilities. Rukungiri HCIV had 26 HWs, Rwakabengo HC3 11 HWs with one Midwife deployed at Rukungiri HCIV, Karangaro HC2 7 HWs, Kitimba 5 HWs active and one who was retired.</p> |
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Assessment area: Monitoring and Supervision

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| 5 | <p>The DHO has effectively communicated and explained guidelines, policies, circulars issued by the national level in the previous FY to health facilities</p> <p>Maximum 6 for this performance measure</p> | <ul style="list-style-type: none"> • Evidence that the DHO has communicated all guidelines, policies, circulars issued by the national level in the previous FY to health facilities: score 3 | 0 | <p>The PMO is not receiving guidelines, and policies from MoH. Information is channelled through the health department at the district local government. Available guidelines and reports were provided through partners such as IntraHealth and RHITES-SW. There is still a communication gap between the MC and the District Health Office.</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>There is no evidence that that PMO has held meetings with health facility in-charges and explained the guidelines. It was noted that municipal facilities are still supervised by the District Health department creating duplication of support provided to the facilities. Municipal facilities were among facilities visited by the DHT during the quarterly support supervisions</p> |

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| 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>The Health department at the Municipal had supervised Rukunigiri HCIV during the 4 quarterly support supervision visits conducted in Q16/17. The report format didn't have a date when the report was prepared, thus these dates could not be quoted.</p> |
| | | <p>Evidence that DHT has supervised lower level health facilities within the previous FY: • If 100% supervised: score 3 points • 80 - 99% of the health facilities: score 2 • 60 - 79% of the health facilities: score 1 • Less than 60% of the health facilities: score 0</p> | 3 | <p>The Municipal council has 8 public facilities including 2 facilities under prisons and police which are under Ministry of Internal Affairs. All the 6 public facilities we supervised during the 4 quarterly support supervisions</p> |
| 7 | <p>The Health Sub-district(s) have effectively provided support supervision to lower level health units</p> <p>Maximum 6 points for this performance measure</p> | <p>Evidence that health facilities have been supervised by HSD and reports produced: • If 100% supervised score 6 points • 80 - 99% of the health facilities: score 4 • 60 - 79% of the health facilities: score 2 • Less than 60% of the health facilities: score 0</p> | 0 | <p>This is not applicable as the Municipal doesn't have an HSD</p> |
| 8 | <p>The LG Health department (including HSDs) have discussed the results/reports of the support supervision and monitoring visits, used them to make recommendations for corrective actions and followed up</p> <p>Maximum 10 points for this performance measure</p> | <p>• Evidence that the reports have been discussed and used to make recommendations for corrective actions during the previous FY: score 4</p> | 4 | <p>The support supervision report highlighted major findings and action points to be taken. For example following support supervision for Q3, there was need to replace the water tank at Rukungiri HCIV and Pride Bank had pledged to donate the water tank to the facility</p> |

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| | | <ul style="list-style-type: none"> Evidence that the recommendations are followed – up and specific activities undertaken for correction: score 6 | 6 | There was evidence that the recommendations are followed up and actions taken. In Q4 report, it was indicated that the pledge by PRIDE bank was followed up and confirmed. A 5000 litres plastic water tank was procured in August 2017. |
| 9 | <p>The LG Health department has submitted accurate/consistent reports/date for health facility lists as per formats provided by MoH</p> <p>Maximum 10 for this performance measure</p> | <ul style="list-style-type: none"> Evidence that the LG has submitted accurate/consistent data regarding: <ul style="list-style-type: none"> List of health facilities which are consistent with both HMIS reports and OBT: score 10 | 10 | All the 6 facilities in OBT are submitting HMIS reports. There are 2 facilities (Police and Prisons) not in OBT since they are under Ministry of Internal Affairs. HMIS reports are entered by the district biostatistician at the district health office |

Assessment area: Governance, oversight, transparency and accountability

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| 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 | Health Sector issues were presented under Standing Committee for Social Services and dated as follows: 02/05/2017; 15/03/2017; 31/01/2017; 09/11/2016; 20/07/2016 |
| | | <ul style="list-style-type: none"> Evidence that the health sector committee has presented issues that require approval to Council: score 2 | 2 | Based on the Standing Committee meetings held as follows;02/05/2017; 15/03/2017; 31/01/2017; 09/11/2016; 20/07/2016 the issues presented included among others were: Support supervision reports for Q1; Q2; Q3; Q4, proposals to introduce cost- sharing in Health centres, collaborative joint planning proposals with the neighbouring LGs, Health departmental reports |

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| 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>The facilities visited had functional HUMC boards, however neither of them had held the 4 mandatory meetings. Rukungiri HCIV (28 Sept 2016, 22 Dec 2016, 30 March 2017); Rwakabengo HC3 (16 Dec 2016, 28 Feb 2017 and 08 June 2017); Karangaro HC2 (10 Feb 2017, 12 June 2017) Kitimba HC2 (16 June 2017, 10 Feb 2017). There was inadequate funding for HUMC meetings and facilities reallocated the funds to outreaches.</p> |
| 12 | <p>The LG has publicised all health facilities receiving PHC non-wage recurrent grants</p> <p>Maximum 3 for this performance measure</p> | <ul style="list-style-type: none"> • Evidence that the LG has publicised all health facilities receiving PHC non-wage recurrent grants e.g. through posting on public notice boards: score 3 | 3 | <p>The 6 facilities receiving PHC funds were displayed on the Municipal council noticeboard</p> |

Assessment area: Procurement and contract management

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| 13 | <p>The LG Health department has submitted procurement requests, complete with all technical requirements, to PDU that cover all items in the approved Sector annual work plan and budget</p> | <ul style="list-style-type: none"> • Evidence that the sector has submitted procurement requests to PDU that cover all investment items in the approved Sector annual work plan and budget on time by April 30 for the current FY: score 2 | 0 | <p>There was no evidence from the PDU and Health department of procurement request submitted for FY17/18. A copy of the file was not seen.</p> |
| | <p>Maximum 4 for this performance measure</p> | <p>Evidence that LG Health department submitted procurement request form (Form PP5) to the PDU by 1st Quarter of the current FY: score 2</p> | 2 | <p>Quarter 1 request for fuel amounting to 744,800 UGX was submitted on 12th August 2017</p> |

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| 14 | <p>The LG Health department has supported all health facilities to submit health supplies procurement plan to NMS</p> <p>Maximum 8 points for this performance measure</p> | <ul style="list-style-type: none"> • Evidence that the LG Health department has supported all health facilities to submit health supplies procurement plan to NMS on time: • 100% - score 8 • 70-99% – score 4 • Below 70% - score 0 | 8 | <p>All the procurement plans for the 8 facilities were submitted on January 27th 2017. These were submitted together with the district health office</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>Based on the FY 2016/2017 transactions sampled by this assessment, the Health Department recommended suppliers/contractors for payment within an average of 1 week from the date of receipt of the request.</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 | 4 | <p>Q1 report was submitted on 12/09/2016; Q2 report submitted December 15, 2016, Q3 report availed for assessment and dated 05/02/2016 and the annual performance report Q4 submitted July 10, 2017 before the deadline timeline of mid-July.</p> |

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| 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>During FY 2016/2017, the Health Department had 14 audit queries which were responded to by the time of this assessment.</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 | 0 | <p>Of the 4 sampled facilities Rukungiri HCIV (2/7) and Rwakabengo HC3 (2/7) did not meet the gender composition guidelines of at least one third female. Karangaro HC2 3/6 and Kitimba HC2 3/7 met the gender requirements</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 that the MC had issued guidelines on how to manage sanitation and toilets were not labelled separating male and female. The toilets at Rukungiri HCIV were filled up</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>With support from USAID RHITES-SW, health care workers had been trained on 1st Feb 2018 and issued guidelines on medical waste management.</p> |