



LGPA 2017/18

Accountability Requirements

Sheema Municipal Council

(Vote Code: 796)

Assessment	Compliant	%
Yes	2	40%
No	3	60%

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	The LG submitted the Final Annual Performance Contract to MoFED 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	The LG Budget submitted to the MoFPED included a procurement plan, it is contained in the documents in the OBT	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	The LG submitted Annual Performance Report for the previous FY 2016/17, by a letter dated 7/8/2017, signed by the Town Clerk. MoFPED receipt serial number 4526. With copies to OPM and MoLG. It bears receipt stamps of MoFPED, OPM and MoLG	No

<p>LG has submitted the quarterly budget performance report for all the four quarters of the previous FY; (PFMA Act, 2015)</p>	<p>xxxxxx</p>	<p>The LG submitted the quarterly budget performance report for all the four quarters: Receipts from MoFPED confirm this:</p> <p>Q1 dated 15/11/2016 serial number 0063</p> <p>Q2 dated 22/2/2017 serial number. 0379</p> <p>Q3 dated 3/5/2017 serial number 0673</p> <p>Q4 dated 7/8/2017 serial number 4526</p>	<p>No</p>
<p>Assessment area: Audit</p>			
<p>The LG has provided information to the PS/ST on the status of implementation of Internal Auditor General or Auditor General findings for the previous financial year by April 30 (PFMA s. 11 2g). This statement includes actions against all findings where the Auditor General recommended the Accounting Officer to take action (PFMA Act 2015; Local Governments Financial and Accounting Regulations 2007; The Local Governments Act, Cap 243).</p>	<p>xxxxxx</p>	<p>The Local Government came into existence on 1st July 2016 by Statutory Instrument Supplement No 27 dated 11th September 2015, Statutory Instruments 2015 No 47 and various Letters from the MOLG dated 1/9/2015, 10/5/2016 and 29th June 2016 – Ref: UAA/179/01.</p> <p>They couldn't submit for 2015/16 when they didn't exist. This indicator Not Applicable to this LG.</p>	<p>N/A</p>
<p>The audit opinion of LG Financial Statement (issued in January) is not adverse or disclaimer</p>	<p>xxxxxx</p>	<p>Unqualified opinion as per Auditor General's report of 2016/17 submitted on 29th December 2017 (page226)</p>	<p>Yes</p>



LGPA 2017/18

Crosscutting Performance Measures

Sheema Municipal Council

(Vote Code: 796)

Score 80/100 (80%)

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. 	2	<p>The MC has a Physical Planning committee is in place, appointed by the Town Clerk (TC) and it includes: TC as Chairperson, Senior Physical Planner as secretary, Members are: Municipal Engineer, Senior Health Inspector, District Environment Officer and staff surveyor Senior assistant TCs from 4 Divisions (co-opted members); all these have letters of appointment to the committee dated 23/11/2016, ref; SMC153/1, signed by Town Clerk.</p> <p>The committee considers applications for new investments in 28 days. Committee minutes of various sittings available and checked include:</p> <p>June 17/2/2017, 30/6/2017 and 29/9/2017</p> <ul style="list-style-type: none"> • Migina PS in Kagango Division <p>Submitted on 26/6/17 and approved on 30/6/2017</p> <ul style="list-style-type: none"> • .Kyongera Community –COU sch. <p>Submitted 30/8/2017 and approved on 29/9/17</p> <p>Busibo Primary school and Vicars residence</p> <ul style="list-style-type: none"> • Submitted 6//6/17 approved on 30/6/2017 among others.

		<ul style="list-style-type: none"> • All new infrastructure investments have approved plans which are consistent with the Physical Plans: score 2. 	2	<p>MC has approved structural plans approved by Physical Planning Board on 29/01/2009. Records in the Plan registration book in the Physical Planning Unit shows that all new infrastructure projects approved by the Physical Planning Committee are consistent with the approved Physical Plans eg</p> <ul style="list-style-type: none"> • Migina PS in Kagango Division <p>Submitted on 26/6/17 and approved on 30/6/2017</p> <ul style="list-style-type: none"> • .Kyongera Community –COU sch. <p>Submitted 30/8/2017 and approved on 29/9/17</p> <p>Busibo Primary school and Vicars residence</p> <ul style="list-style-type: none"> • Submitted 6//6/17 approved on 30/6/2017
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>There was a Budget Conference held on 7/11/201. The Report highlights priorities for all sectors and the AWP draws from Budget Conference Report (BCR) as shown below;</p> <p>Education</p> <ul style="list-style-type: none"> • Completion of 46 classroom blocks in 23 Primary Schools, BCR page 59 (e.g Kabwohe mixed PS, Mutojo PS, and Kiziba PS) BCR page 59, AWP page 83 <p>Works</p> <ul style="list-style-type: none"> • Installation of street lights page 17 of the BCR and page 89 of the AWP • Construction of MC office Administration Block page 17of BCR and Page 88 of the AWP • Itendero-Rwengando-Ngoma rd page 16 of the BCR and page 87 of the AWP

		<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>The Municipal Council Development Plan (MDP) 2015/16-19/2020 was approved on June 16/12/2016 under minute: 08/COU/2016 S. The LG derives its capital investment from the Approved 5 year Development Plan as shown below;</p> <ul style="list-style-type: none"> • Completion of 46 classroom blocks in 23 Primary Schools, BCR page 59 (e.g Kabwohe mixed PS, Mutojo PS, and Kiziba PS) page 218 of MDP and AWP page 83 <p>Works</p> <ul style="list-style-type: none"> • Installation of street lights page 178-179 of the MDP and page 89 of the AWP • Construction of MC office Administration Block page 177of MDP and Page 88 of the AWP <p>Itendero-Rwengando-Ngoma rd page 68 of the MDP and page 87 of the AWP</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>The MC developed project profiles and used them in the Annual Work plan. Project profiles were not submitted and discussed in the TPC meetings as per LG Planning guidelines on 23/9/2016</p> <p>Under Min 22/2016 (c)</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. 	1	<p>The LG prepared the statistical abstract for FY 2017/18 (dated 17/10/2017. It contained gender disaggregated data etc. It was presented and discussed in TPC meeting on 20/10/2017 minute: 54/TPC/SMC/2016 (b)</p>

4

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

Maximum 6 points on this performance measure.

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

2

From the Annual Budget Performance Report, all the infrastructure projects implemented by the LG were derived from the AWP and budget; examples are captured below:

Education:

- Completion of 2 classroom block at Kabwohe mixed PS, worth 27,000,000 page 16 of the approved budget and page 83 of the AWP
- Street Lights worth 15,600,000 million page 19 of the approved budget and page 89 of the AWP
- Construction of 2 in 1 staff house at Ishekye School of handicapped, worth 30,000,000, page 16 approved budget and page 53 of the AWP
- Construction of 2 in 1 classroom block at Migina PS worth 26.650,000 million, page 16 of the budget and AWP page 83

<p>• 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</p>	<p>4</p>	<p>Projects were completed as per work plan</p> <p>Administration</p> <ul style="list-style-type: none"> • Sheema MC building, contract period 6 months <p>Start date 18/4/17,-end date</p> <p>Budget 305,603,241</p> <p>Actual 299,599,236 ==98%</p> <p>Education</p> <p>Kibingo Primary School</p> <p>Contract period 4 months, start date 17/2/2017, end date 17/6/2017,</p> <p>Budget : 33,770,400</p> <p>Actual expenditure 30,450,616 = 90%</p> <p>Ishekye Primary School</p> <p>Contract period 2 months</p> <p>Start date 26/5/17 end date 30/7/2017.</p> <p>Budget 25,684,202</p> <p>Actual expenditure 23,159,331 = 90%</p> <p>Migina Primary School;</p> <p>Contract period 4 months, 7/2/17 end 7/6/17</p> <p>Budget 33,947,066</p> <p>Actual; 33,947,066 = 100%</p>
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The LG has executed the budget for construction of investment projects and O&M for all major infrastructure projects and assets during the previous FY

Maximum 4 points on this Performance Measure.

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

2

There is evidence that all investment projects in the previous FY were completed within approved budget

Administration

Sheema MC Building,

contract period 6 months

Start date 18/4/17,-end date

Budget 305,603,241

Actual 299,599,236 = 98%

Education

Kibingo Primary School

Contract period 4 months, start date 17/2/2017, end date 17/6/2017,

Budget : 33,770,400

Actual expenditure 30,450,616 = 90%

Ishekye Primary School

Contract period 2 months

Start date 26/5/17 end date 30/7/2017.

Budget 25,684,202

Actual expenditure 23,159,331 = 90%

Migina Primary School;

Contract period 4 months, 7/2/17 end 7/6/17

Budget 33,947,066

Actual; 33,947,066 = 100%

		<ul style="list-style-type: none"> Evidence that the LG has budgeted and spent at least 80% of O&M budget for infrastructure in the previous FY: score 2 	2	<p>Expenditure on O&M for infrastructure presented as below;</p> <p>Civil works</p> <p>Start date 26/10/2016 – end date 14/6/2017</p> <p>Budget 215,677,000</p> <p>Actual 203,562,210 meeting= 94%</p>
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Assessment area: Human Resource Management

6	<p>LG has substantively recruited and appraised all Heads of Departments</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>All the HODs(10) for the FY 2016/2017 had complete performance reports and no performance agreements</p>
	<p>Maximum 5 points on this Performance Measure.</p>	<ul style="list-style-type: none"> Evidence that the LG has filled all HoDs positions substantively: score 3 	0	<p>The approved staff establishment 2017/2018 provides for 11 HOD positions. Only two were substantively filled.</p> <ul style="list-style-type: none"> The Deputy Town Clerk appointed under Min No. 41/2016(a)(i) of the DSC(CR/156/4/1) The Assistant Town Clerk appointed under Min No. 18(a)5/2016 of the DSC(156/4/1)
7	<p>The LG DSC has considered all staff that have been submitted for recruitment, confirmation and disciplinary actions during the previous FY.</p>	<ul style="list-style-type: none"> Evidence that 100 percent of staff submitted for recruitment have been considered: score 2 	2	<p>13 positions were declared to DSC in the FY 2016/2017. 12 in a letter dated 22 March 2017(SMC/160/1) and 01 in a letter dated 30th September 2016(SMC/156/1). All the 13 positions were considered by the DSC in the same FY(Extracted minutes of the DSC meeting held on 21 October 2016 and 22-26 May 2017) Ref: DSC/156/5/1)</p>
	<p>Maximum 4 points on this Performance Measure</p>	<ul style="list-style-type: none"> Evidence that 100 percent of staff submitted for confirmation have been considered: score 1 	1	<p>No submission was made to the DSC for confirmation in the FY 2016/2017</p>

		<ul style="list-style-type: none"> Evidence that 100 percent of staff submitted for disciplinary actions have been considered: score 1 	1	01 case of interdiction was submitted to the DSC in the FY 2016/2017. The case was considered In April 2017(Extracted minutes of the DSC meeting held on 7th April 2017) under Min No. DSC 52/2017(i))
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>13 staff were recruited in the FY 2016/17. 12 with appointment effective 26th June 2017(Extracted minutes of the DSC meeting held from 22-26 May 2017) and 01 with appointment effective 3rd November 2016. (Extracted minutes of the DSC meeting held on 21st October 2016) Ref: DSC/156/5/1)</p> <p>The 12 staff accessed the salary pay roll in August 2017 and 01 in December 2016</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>11 staff were retired in the FY 2016/2017. All the staff did not access the pension payroll within two months of retirement.</p> <p>The budget requirements for gratuity and pension were not available for submission to MOFPED during the FY 2016/2017. The Municipality requested for a supplementary budget of 498,050,226 UGX (SMC 103/1) which was approved in April 2017</p>
Assessment area: Revenue Mobilization				
9	<p>The LG has increased LG own source revenues in the last financial year compared to the one before the previous financial year (last FY year but one)</p> <p>Maximum 4 points on this Performance Measure.</p>	<ul style="list-style-type: none"> 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. 	4	<ul style="list-style-type: none"> The OSR Revenue for 2016/17 was Uganda Shillings 532,965,736 and the previous year it was Zero as the LG didn't exist. This is an increase of 532,965,736 this is an increase of 100% as per Annual Financial statements (Page 18).

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>The Budgeted Revised Revenue was Ugx 532,965,736 and the Actual collection as per Annual Financial statements of 2016/17 (Page 23) was 532,965,736 which is a 100% performance. (Page 23 Annual Financial Accounts 2016/17).</p>
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11

Local revenue administration, allocation and transparency

Maximum 4 points on this performance measure

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

2

The LG is a Municipal Council guided by LGA Section 85 (1) "In the City and municipal councils, and a division council shall retain 50% of all revenue it collects in its area of jurisdiction and remit 50% to the city or municipal council."

Total Local Revenue from (Page 18 & 40) Annual Financial Statements 2016/17 was 532,965,736 less Application fees and Education Levy (1,780,825 +8,560,000) = 522,624,911 which is 100%. 50% = 261,312,455. Deduct VAT, Market Rent, and Garbage Collection & Stationery (49,721,795 + 5,040,000+ 12,296,436 +9,006,200) = 185,246,024 was shared among the four Divisions and the balance =261,312,455 was retained by Municipal Council.

85(1B) "The city or municipal council may, with the concurrence of a division in its area of jurisdiction, collect revenue on behalf of the division."

LGA Fifth Schedule- Part V

19. (2) A city or Municipal council shall distribute at least 30% of the total amount of its revenue collection to Division council area of jurisdiction on a monthly basis in accordance with the formula in sub regulation (4) of this regulation.

The shareable revenue Sec 85(1b) above and Fifth schedule 19(2): 30% of 185,246,024 equals to 55,573,861 remitted to LLG as follows :

- Sheema Division : 11,290,802
- Kashozi Division : 11,094,991
- Kabwohe Division : 19,912,203
- Kagango Division : 13,275,865

		<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>The Local Revenue for r FY 2015/16 was $518,945,736 \times 50\% = 259,472,868$ and 20% is 51,894,573. (Page 23 & 26) of the Annual Financial statements 2016/17.</p> <p>Statutory Expenses of 124, 051,581 includes (Government Grants Salaries Political & Excom, PAC, Land Management ,DSC & Contracts Committee) Total 90,757,000</p> <p>Therefore Local Revenue component of statutory Bodies expenditure is 124,051,581 minus 90,757,000 = 33,294,581.</p> <p>20% was 51,894,573 and the LG spent only 33,294,581 which is 12.8%</p> <p>$33,294,581/259,472,868 = 12.8\%$</p>
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Assessment area: Procurement and contract management

12	<p>The LG has in place the capacity to manage the procurement function</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> Evidence that the District has the position of a Senior Procurement Officer and Procurement Officer (if Municipal: Procurement Officer and Assistant Procurement Officer) substantively filled: score 2 	0	<ul style="list-style-type: none"> The position of Procurement Officer (SPO) was substantially filled as shown in the appointment letter 16th June 2017 2015 under District Service Commission (DCS) Min No: 74 (i) (7) of 2017. But the position of Procurement Officer (PO) was not substantially filled ever since Sheema Municipal Council was established. <p>There was evidence that TEC produced and submitted reports to the Contracts Committee (CC) in FY 2016/17. For example;</p> <ul style="list-style-type: none"> Completion of a 2 classroom block at Migina P/S in (<i>Proc Ref No: SHMC 796/WRKS/2016-2017/00002</i>) was submitted on 8th November 2016 signed by the Chairperson & 2 members of TEC. TEC did not recommend the bidder because the bidder did not meet the eligibility & administrative criteria. Completion of a classroom at Kibingo P/S in Sheema Central division (<i>Proc Ref No: SHMC 796/WRKS/2016-2017</i>) was submitted to CC on 8th November 2016. TEC recommended Vijocoi Ltd as best evaluated bidder to be awarded the contract at a bid price of UGX 33,770,420. Procurement and Installation of Concrete Reinforced Culverts on Municipal roads (<i>Proc Ref No: SHMC/WRKS/2016-2017/00003</i>) was
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		<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>submitted to CC. TEC recommended Nikar General Contractors Ltd as best evaluated bidder to be awarded the contract at a bid price of UGX 39,223,672 VAT inclusive.</p> <ul style="list-style-type: none"> Procurement and Installation of Solar Street Lights (<i>Proc Ref No: SHMC/WRKS/2016-2017/00009</i>) was submitted to CC. TEC recommended Semoca Agencies Ltd as best evaluated bidder with a bid price of UGX 25,856,160. However, TEC recommended a negotiation on scope of works due to financial constraints, to reduce it. Construction of Office Block at Kabwohe Division Headquarters (<i>Proc Ref No: SHMC 796/WRKS/2016-2017/00005</i>) was submitted to CC on 21st February 2017. TEC recommended Ferest Investments Ltd as best evaluated bidder to be awarded the contract at a bid price of UGX 89,239,005. Construction of 2 Stance VIP Latrine with Urinal at Kashozi division (<i>Proc Ref No: SHMC 796/WRKS/2016-2017/00004</i>) was submitted to CC on 4th January 2017. TEC recommended Be-Camel (U) Ltd as best evaluated bidder to be awarded the contract at a bid price of UGX 10,222,989. Construction of Administration Block at Kagango division Headquarters (<i>Proc Ref No: SHMC 796/WRKS/2016-2017/00007</i>) was submitted to CC on 22nd February 2017. TEC recommended Disc Enterprises Ltd as best evaluated bidder.
		<ul style="list-style-type: none"> Committee considered recommendations of the TEC and provide justifications for any deviations from those recommendations: score 1 	1	
13	The LG has a comprehensive Procurement and Disposal Plan covering infrastructure activities in the			<p><i>The Procurement and Disposal Plan (PDP) 2017/18 bearing a receipt stamp of PPDA dated 23rd August 2017 has a total of 10 infrastructure projects. The PDP for the current FY 2017/18 covered all infrastructure projects in the approved AWP and Budget for FY 2017/18. For example;</i></p>

approved AWP and is followed.

Maximum 2 points on this performance measure.

• 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

• *Infrastructure project with Serial Number (S/N) 22 in the PDP 2017/18 was also seen on page 88 of the AWP 2017/18.*

• *Infrastructure project with Serial Number (S/N) 7 in the PDP 2017/18 was also seen on page 83 of the AWP 2017/18.*

• *Infrastructure project with Serial Number (S/N) 8 in the PDP 2017/18 was also seen on page 83 of the AWP 2017/18.*

• *Infrastructure project with Serial Number (S/N) 77 in the PDP 2017/18 was also seen on page 83 of the AWP 2017/18.*

• *Infrastructure project with Serial Number (S/N) 21 in the PDP 2017/18 was also seen on page 88 of the AWP 2017/18.*

• *Infrastructure project with Serial Number (S/N) 17 in the PDP 2017/18 was also seen on page 89 of the AWP 2017/18.*

• *Infrastructure project with Serial Number (S/N) 15 in the PDP 2017/18 was also seen on page 87-88 of the AWP 2017/18.*

In addition, the LG also adhered to the procurement plan) for FY 2016/17. For example, the following projects were in the PDP and AWP/OBT for 2016/17.

• *Serial Number (S/N) 6: Completion of a 2 classroom block at Migina P/S (Proc Ref No: SHMC 796/WRKS/2016-2017/00002) was in PDP & on page 16 of OBT and page 66 of AWP 2016/17.*

• *Serial Number (S/N) 14: Installation of Concrete Reinforced Culverts on Municipal roads (Proc Ref No: SHMC/WRKS/2016-2017/00003) was in PDP & also on page 79 of the approved AWP 2016/17.*

• *Serial Number (S/N) 14: Procurement and Installation of Solar Street Lights (Proc Ref No: SHMC/WRKS/2016-2017/00009) was in PDP 2016/17 & also on page 19 of budget and page 80 of AWP 2016/17.*

• *Serial Number (S/N) 62: Construction of Office Block at Kabwohe Division Headquarters (Proc Ref No: SHMC 796/WRKS/2016-2017/00005) was in PDP & also on page 20 of Budget and page 80 of the approved AWP 2016/17.*

• *Serial Number (S/N) 14: Construction of 2*

			<p><i>Stance VIP Latrine with Urinal at Kashozi division (Proc Ref No: SHMC 796/WRKS/2016-2017/00004) was in PDP 2016/17 & also on page 20 and page 80 of AWP 2016/17.</i></p> <p><i>The above information was obtained from the combined AWP/B for the Sheema Municipal Council and Divisions for FY 2016/17.</i></p>
14	<p>The LG has prepared bid documents, maintained contract registers and procurement activities files and adheres with established thresholds.</p> <p>Maximum 6 points on this performance measure</p>	<ul style="list-style-type: none"> • For current FY, evidence that the LG has prepared 80% of the bid documents for all investment/infrastructure by August 30: score 2 	<p>0</p> <ul style="list-style-type: none"> • Out of a total of 10 infrastructure projects which required bid documents in the PDP for FY 2017/18, Eight (8) bid documents (0.0%) were prepared and approved by CC after 30th August 2017. This was attributed to the delay to submit requisitions using the LGPP Form (1) to the PDU by Heads of Departments (HoDs) and from Divisions. Delay in available of funds. For example Serial Number (S/N) 7 with Procurement Reference No SHMC 796/Works/2017-2018/0004 was approved by CC on 31st August 2017 just 1 day after the deadline. The prepared in September and October 2017.
		<ul style="list-style-type: none"> • For Previous FY, evidence that the LG 	<p>The Contracts Register for FY 2016/17 was updated with completed procurement activity files for FY 2016/17. For example,</p> <ul style="list-style-type: none"> • Serial Number (S/N) 6: Completion of a 2 classroom block at Migina P/S in (<i>Proc Ref No: SHMC 796/WRKS/2016-2017/00002</i>) was also seen under Serial Number (S/N) 9 in the contracts register. • Serial Number (S/N) 7: Completion of a 2 classroom block at Migina P/S in (<i>Proc Ref No: SHMC 796/WRKS/2016-2017/00002</i>) was also seen under Serial Number (S/N) 9 in the contracts register. • Serial Number (S/N) 14: Procurement and Installation of Concrete Reinforced Culverts on Municipal roads (Proc Ref No: SHMC/WRKS/2016-2017/00003) was also seen under Serial Number (S/N) 3 in the contracts register. • Serial Number (S/N) 16: Procurement and Installation of Solar Street Lights (<i>Proc Ref No: SHMC/WRKS/2016-2017/00009</i>) was also seen under Serial Number (S/N) 5 in the contracts register.

<p>has an updated contract register and has complete procurement activity files for all procurements: score 2</p>	<p>2</p>	<ul style="list-style-type: none"> • Construction of Office Block at Kabwohe Division Headquarters (<i>Proc Ref No: SHMC 796/WRKS/2016-2017/00005</i>) was submitted to CC on 21st February 2017. TEC recommended Ferest Investments Ltd as best evaluated bidder to be awarded the contract at a bid price of UGX 89,239,005. • Serial Number (S/N) 62: Construction of Office Block at Kabwohe Division Headquarters (<i>Proc Ref No: SHMC 796/WRKS/2016-2017/00005</i>) was also seen under Serial Number (S/N) 6 in the contracts register. • Construction of 2 Stance VIP Latrine with Urinal at Kashozi division (<i>Proc Ref No: SHMC 796/WRKS/2016-2017/00004</i>) was submitted to CC on 4th January 2017. TEC recommended Be-Camel (U) Ltd as best evaluated bidder to be awarded the contract at a bid price of UGX 10,222,989. • Serial Number (S/N) 67: Construction of 2 Stance VIP Latrine with Urinal at Kashozi division (<i>Proc Ref No: SHMC 796/WRKS/2016-2017/00004</i>) was also seen under Serial Number (S/N) 11 in the contracts register.
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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>There was evidence that SHMC adhered to procurement thresholds as shown in the Contracts Register and Procurement files [i.e. LGPP form (1)] and PDP. For example, the value of all projects and the procurement methods used were within the thresholds recommended by PPDA. A sample of 7 projects below was considered and it showed that all bids below UGX50,000,000 were procured using selective bidding while those ? 50,000, 000, Open domestic bidding was used. Framework contract was used on projects under the Force Account.</p> <p>i. Completion of a 2 classroom block at Migina P/S in (<i>Proc Ref No: SHMC 796/WRKS/2016-2017/00002</i>) at UGX 33,947,066. Selective Bidding was used.</p> <p>ii. Completion of a classroom at Kibingo P/S in Sheema Central division (<i>Proc Ref No: SHMC 796/WRKS/2016-2017</i>) at UGX 33,770,420. Selective Bidding was used.</p> <p>iii. Procurement and Installation of Concrete Reinforced Culverts on Municipal roads (<i>Proc Ref No: SHMC/WRKS/2016-2017/00003</i>) at UGX 39,223,672. Selective Bidding was used.</p> <p>iv. Procurement and Installation of Solar Street Lights (<i>Proc Ref No: SHMC/WRKS/2016-2017/00009</i>) at UGX 16,496,400 from Local Revenue. Selective Bidding was used.</p> <p>v. Construction of Office Block at Kabwohe Division Headquarters (<i>Proc Ref No: SHMC 796/WRKS/2016-2017/00005</i>) at UGX 53,295,290. Open Domestic Bidding was used.</p> <p>vi. Construction of 2 Stance VIP Latrine with Urinal at Kashozi division (<i>Proc Ref No: SHMC 796/WRKS/2016-2017/00004</i>) at UGX 10,222,989. Selective bidding was used.</p> <p>vii. Construction of Administration Block at Kagango division Headquarters (<i>Proc Ref No: SHMC 796/WRKS/2016-2017/00007</i>) at UGX 36,287,360. Selective bidding was used.</p>
15	The LG has certified and provided detailed project			All works projects implemented in FY 2016/17 were appropriately certified (completion certificates are on the procurement file) for all

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

projects based on technical supervision. Completion certificates were signed by the Municipal Engineer, Town Clerk & CFO signed on Payment Certificates. The certificates were attached to payment requests submitted to Finance Department as indicated in the Vouchers, progress report, BoQs, and requisition by the contractor that were attached. For example, projects included:

i. Completion of 2 classroom block at Migina P/S in (Proc Ref No: SHMC 796/WRKS/2016-2017/00002) has an Interim final certificate Number 001 dated 6th April 2017 and signed by the Municipal Council Engineer.

ii. Completion of a classroom at Kibingo P/S in Sheema Central division (*Proc Ref No: SHMC 796/WRKS/2016-2017*) has a certificate of civil works dated 22nd March 2017 and signed by the Municipal Council Engineer.

iii. Procurement and Installation of Concrete Reinforced Culverts on municipal roads (*Proc Ref No: SHMC/WRKS/2016-2017/00003*) has a Completion of works report dated 25th May 2017 and signed by the Municipal Council Engineer.

iv. Procurement and Installation of Solar Street Lights (*Proc Ref No: SHMC/WRKS/2016-2017/00009*) has an Interim Completion Certificate 21st June 2017 and signed by the Municipal Council Engineer.

v. Construction of Office Block at Kabwohe division Headquarters (*Proc Ref No: SHMC 796/WRKS/2016-2017/00005*) has a Completion Certificate 19th June 2017 signed by the Municipal Council Engineer.

vi. Construction of 2 Stance VIP Latrine with Urinal at Kashozi division (*Proc Ref No: SHMC 796/WRKS/2016-2017/00004*) has an Interim Final Completion Certificate 6th April 2017 and signed by the Municipal Council Engineer and Internal Auditory.

vii. Construction of Administration Block at Kagango division Headquarters (*Proc Ref No: SHMC 796/WRKS/2016-2017/00007*) has an Interim Final Certificate of Completion 12th June 2017 signed by the Municipal Council Engineer.

		<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	Not all the works projects for FY 2017/18 were labelled (Site Boards) indicating the name of the project, the contractor; source of funding and contract value.
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Assessment area: Financial management

16	<p>The LG makes monthly and up to-date bank reconciliations</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> Evidence that the LG makes monthly bank reconciliations and are up to-date at the time of the assessment: score 4 	4	All the 14 Bank Accounts in Stanbic had been reconciled up to date (July to December 2017).
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	From Payments register for 2016/17, and from the sample made on payments, Education Sector: The sample of payments worth 87,557,013 for Classroom construction (Ishekye, Migina & Kibingo PS) were paid on time in a period not exceeding 10 days
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>The MC has a substantial Senior Internal Auditor. He was appointed under Min 18(a)5 and confirmed under Min 34/2003</p> <p>All Quarterly Internal Audit reports were prepared and submitted on 28/10/2016, 30/1/2017, 28/4/2017 and 28/7/2017 for Q1, Q2, Q3 & Q4 respectively.</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>The Senior Internal Auditor has been following up the recommendations on the following letters submitted to the Audited Sectors:</p> <p>Ref: smc/213/1 Dated 14/9/2016</p> <p>Ref: smc/213/1 Dated 2/2/2017</p> <p>Ref :smc/213/1 dated 15/4/2017</p> <p>Ref :smc/213/1 dated 26/7/2017</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>The reports were submitted to the Mayor, on the following dates Quarter 1: 28/10/2016, Quarter 2: 30/1/2017, Quarter 3: 28/4/2017 and Quarter 4: 28/7/2017. They were copied to Auditor General, LGPAC, MOLG, RDC, Internal Auditor General, and MOFPED & Town Clerk – Accounting Officer.</p>
19	<p>The LG maintains a detailed and updated assets register</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> 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"> The Asset register is updated as per format in the Accounting Manual. All Non-Current Assets shown on page 20, 33 & 61 of the Financial Statements for the period ended 30th June 2017 Valued at 488,417,509 are posted in the Asset Register.
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>Unqualified Opinion for the FY 2016/17. (Page 226 Auditor General Report on 29th December 2017)</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>Council is functional and discusses service delivery issues for review of council minutes confirmed functionality of council as shown below:</p> <ul style="list-style-type: none"> • Council meeting held on 19th/05/2017, Min14/COU/2017 discussed reports from standing committees and adoption of recommendations for implementation: • Council meeting held on 26/10/17, council under Min23/COU/2017 approvals <ul style="list-style-type: none"> a) AWP and budget FY 2017/18 b) Consideration of a report from executive c) Consideration of Clients Charter (e) d) Prototype/physical plan(f) e) Draft site layout plan (g) <p>In the same sitting</p> <p>Min24/COU/2017 (E) Council discussed committee reports</p> <p>Community and Production, Education and health, water, works, and Natural Resources , Finance, Planning, Administration and Investment</p> <ul style="list-style-type: none"> •
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>The TC has appointed staff (Inspector of schools in the MC) in a letter date 22/08/16, ref. SMC/CR/153/1 to coordinate response to feedback from citizens (I have not checked on websites) .The LG on 31/3/2017 Council meeting established a Committee on Good Governance and Anti-corruption; Min7/COU/2017</p>

23	<p>The LG shares information with citizens (Transparency)</p> <p>Total maximum 4 points on this Performance Measure</p>	<p>Evidence that the LG has published: • The LG Payroll and Pensioner Schedule on public notice boards and other means: score 2</p> <p>• Evidence that the procurement plan and awarded contracts and amounts are published: score 1</p> <p>• 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.</p>	2	<ul style="list-style-type: none"> • The LG published information on public notice boards including pensioner payment schedule December 2017 and January 2018. • LG displayed LG staff payroll <p>The LG has displayed extracts from the procurement plan and awarded contracts and amounts on the LG public noticeboards</p> <p>“N/A. The Central Government did not conduct the Annual Performance Assessment for LGs in 2016/17”.</p>
24	<p>The LGs communicates guidelines, circulars and policies to LLGs to provide feedback to the citizens</p> <p>Maximum 2 points on this performance measure</p>	<p>• Evidence that the HLG have communicated and explained guidelines, circulars and policies issued by the national level to LLGs during previous FY: score 1</p>	1	<p>The Town Council communicates guidelines, circulars, and policies to Divisions as LLGs in TPC meetings attended by Senior assistant TCs from the 4 divisions</p> <p>Eg . TPC meeting of 22/11/2016- guidelines from the MoE&S on grant utilization</p> <p>TPC meeting held on 10/01/2017- circular from the MoFPED for appointing the MC Contracts Committee</p> <p>TPC meeting held on 22/3/17- communication on inspection team from MoLG to Sheema MC</p> <p>MC received Trade Licensing Act 2017 (Cap101) Institution No. 1, supplement No. 1, Statutory Instruments 2017 No.2 from MoT&I,</p>

		<ul style="list-style-type: none"> • Evidence that LG during previous FY has conducted discussions (e.g. municipal urban fora, barazas, radio programmes etc..) with the public to provide feed-back on status of activity implementation: score 1. 	1	<p>The LG in the previous FY conducted discussions in form of community meetings (photo album seen) on radio West eg , meeting held on 15/6/2017 at Katookye trading Centre in Central Division</p> <p>Another held on 19th/4/2017 at Kabwohe Trading Centre, Kabwohe Division, Sheema MC</p> <p>Attended by RDC, LCV executives, MC executives, VHTs, head Teachers/teachers, elders, community leaders, LC1 chairpersons, business community members, and lorry and bodaboda managers, market vendors, among others</p> <p>MC conducted radio programs on Radio West (Vision Group)paid 2,390,000 receipt number NT024969RN, dated June 28th /2017</p>
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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	
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Maximum 4 points on this performance measure.

• 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

There was evidence that gender focal person planned activities to strengthen women roles in FY 2017/18 as shown in the approved AWP & Budget for FY 2017/18, and the quarterly i.e Quarter 1 (July-September 2017), Quarter 2 (October–December 2017). Specifically, CBS developed an Annual Workplan for FY 2016/17 and FY 2017/18 and FY 2018/19 from quarterly action plans are generated. There was also evidence of existence of CBS workplan for FY 2017/18 to mainstream gender in SHMC activities in the 1st, 2nd, 3rd & 4th quarters. For example, planned activities under CBS included; community awareness on crosscutting issues of HIV/AIDS, Nutrition, Human rights, & Environment in the 1st, 2nd, 3rd & 4th quarters. The above quarterly workplans were more detailed per activity than the AWP 2017/18/OBT.

Out of the total UGX 154,222,650 actual expenditure on gender activities excluding wage in FY 2016/17, UGX 132,418,650 was spent on gender activities as per the final approved AWP & budget for FY 2016/17 and also as indicated in the final accounts. Hence representing 85.86% (inclusive of non-wage) for CBS department. This percentage was less than 90%.

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

Environment screening & EIA (where applicable) was conducted or budgeted for mainly on the infrastructure projects. For example,

i. Screening report for the Completion of a 2 classroom block at Migina P/S in (*Proc Ref No: SHMC 796/WRKS/2016-2017/00002*) was in place dated 18th January 2017 and signed by the Environment Focal person/Physical planner assigned duties of Environment Officer by the Town Clerk .

ii. Screening report for the completion of a classroom at Kibingo P/S in Sheema Central division (*Proc Ref SHMC/WRKS/2016-2017*) was in place dated 13th December 2017 and signed by the Environment Focal person/Physical planner and Town Clerk on 25th November 2016.

iii. Screening report for the procurement and Installation of Solar Street Lights (*Proc Ref No: SHMC 796/WRKS/2016-2017/00009*) was in place dated 1st February 2017 and signed by the Environment Focal person/Physical planner and Town Clerk on 20th January 2017.

iv. Screening report for the construction of 2 Stance VIP Latrine with Urinal at Kashozi division (*Proc Ref No: SHMC 796/WRKS/2016-2017/00004*) was in place dated 1st February 2017 and signed by the Environment Representative/Physical planner and Town Clerk on 20th January 2017.

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

0

Sheema MC did not integrated environmental and social management plans in most of the contract bid documents/BoQs for infrastructure projects sampled. For example:

- Bid documents/BoQs for the Completion of a 2 classroom block at Migina P/S in (*Proc Ref No: SHMC 796/WRKS/2016-2017/00002*) did have environment mitigation measures.
- Bid document/BoQs for the Completion of a classroom at Kibingo P/S in Sheema Central division (*Proc Ref No: SHMC 796/WRKS/2016-2017*) did not provide for environmental mitigation measures.
- Bid document/BoQs for the Procurement and Installation of Concrete Reinforced Culverts on Municipal roads (*Proc Ref No: SHMC/WRKS/2016-2017/00003*) did not provide for environmental mitigation measures.
- Bid document/BoQs for the Procurement and Installation of Solar Street Lights (*Proc Ref No: SHMC/WRKS/2016-2017/00009*) did not provide for environmental mitigation measures.
- Bid document/BoQs for the Construction of Office Block at Kabwohe Division Headquarters (*Proc Ref No: SHMC 796/WRKS/2016-2017/00005*) did not provide for environmental mitigation measures.
- Bid document/BoQs for the Construction of 2 Stance VIP Latrine with Urinal at Kashozi division (*Proc Ref No: SHMC 796/WRKS/2016-2017/00004*) did not provide for environmental mitigation measures.
- Bid document/BoQs for the Construction of Administration Block at Kagango division Headquarters (*Proc Ref No: SHMC 796/WRKS/2016-2017/00007*) did not provide for environmental mitigation measures.

<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><u>Not ALL</u> completed infrastructure projects was on Government owned land that was titled. For example, all Government does not own any primary school in Sheema MC but just supports/aids primary Schools some of which are under the religious Bureaux. There was no evidence of agreement/MoU between the church and SHMC as proof of ownership.</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><u>Not All</u> completed projects had Environmental and Social Mitigation Certification Form completed and signed by the Senior Environmental Officer (SEO) or Environment Officer. For example,</p> <ul style="list-style-type: none"> i. Completion of 2 classroom block at Migina P/S in (<i>Proc Ref No: SHMC 796/WRKS/2016-2017/00002</i>) has an Interim final certificate Number 001 dated 6th April 2017 and signed by the Municipal Council Engineer but the project was not certified by the SEO/Environment Officer. ii. Completion of a classroom at Kibingo P/S in Sheema Central division (<i>Proc Ref No: SHMC 796/WRKS/2016-2017</i>) has a certificate of civil works dated 22nd March 2017 and signed by the Municipal Council Engineer but the project was not certified by the SEO/Environment Officer. iii. Procurement and Installation of Concrete Reinforced Culverts on municipal roads (<i>Proc Ref No: SHMC/WRKS/2016-2017/00003</i>) has a Completion of works report dated 25th May 2017 and signed by the Municipal Council Engineer but the project was not certified by the SEO/Environment Officer. iv. Procurement and Installation of Solar Street Lights (<i>Proc Ref No: SHMC/WRKS/2016-2017/00009</i>) has an Interim Completion Certificate 21st June 2017 and signed by the Municipal Council Engineer only but the project was not certified by the SEO/Environment Officer. v. Construction of Office Block at Kabwohe division Headquarters (<i>Proc Ref No: SHMC 796/WRKS/2016-2017/00005</i>) has a Completion Certificate 19th June 2017 signed by the Municipal Council Engineer only but the project was not certified by the SEO/Environment Officer.

			<p>vi. Construction of 2 Stance VIP Latrine with Urinal at Kashozi division (<i>Proc Ref No: SHMC 796/WRKS/2016-2017/00004</i>) has an Interim Final Completion Certificate 6th April 2017 and signed by the Municipal Council Engineer and Internal Auditory but the project was not certified by the SEO/Environment Officer.</p>
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			<p>vii. Construction of Administration Block at Kagango division Headquarters (<i>Proc Ref No: SHMC 796/WRKS/2016-2017/00007</i>) has an Interim Final Certificate of Completion 12th June 2017 signed by the Municipal Council Engineer but the project was not certified by the SEO/Environment Officer.</p>
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LGPA 2017/18

Educational Performance Measures

Sheema Municipal Council

(Vote Code: 796)

Score 67/100 (67%)

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 	<p>4</p> <p>0</p>	<p>The LG has budgeted for a Head teacher and a minimum of 7 teachers per school according to Performance contract SMC/CR/102/1 of 11/7/2017 which was submitted on 14/7/2017. The budgeted amount is Shs 4,938,657,000 (Pg 14 Form B-Annual work plan and budget FY 2017/18)</p> <p>The LG has not deployed a Head teacher and a minimum of 7 teachers in the 46 primary schools as per the list of schools and Staff lists. 39 Head teachers and 389 teachers have been deployed</p> <p>In the sample of schools visited, Nyakashambya P.S (urban) has 1 Head teacher, 7 teachers for 249 pupils (123 M 126 F), Nganwa Junior (the best PLE performing school in the district) has 1 Head teacher 16 teachers for 948 pupils (457M 491F), Butsibo has 1 Head teacher 8 teachers for 483 pupils (248M 235F), and Kyabandara P.S (rural) has 1 Head teacher 8 teachers for 297 pupils (144 M 153F).</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 	<p>3</p>	<p>LG has substantially recruited all primary school teachers with a wage bill provision.</p> <p>The approved structure in the LG Performance Contract indicates 454 teachers. Filled posts are 428 according to the staff registers</p> <p>This represents a 94.2% filling of the structure for primary teachers with a wage bill provision.</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>The approved structure provides for 1 inspector. 1 Inspector, Mwebembezi Johnie Kishate is deployed by the LG.</p>
4	<p>The LG Education department has submitted a recruitment plan covering primary teachers and school inspectors to HRM for the current FY.</p> <p>Maximum 4 for this performance measure</p>	<p>Evidence that the LG Education department has submitted a recruitment plan to HRM for the current FY to fill positions of Primary Teachers: score 2</p>	2	<p>In letter Ref. SMC/EDUC/305/1 dated 18/9/2017, submitted to the HRM department, the following positions were included in the recruitment plan; 9 vacancies for Head teachers (U4) and 10 for Education Assistants (U7)</p>
		<p>Evidence that the LG Education department has submitted a recruitment plan to HRM for the current FY to fill positions of School Inspectors: score 2</p>	2	<p>There was no need for recruitment of Inspector as position is already 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>	3	<p>The municipality had 01 Inspector of schools in the FY 2016/2017. A performance appraisal was completed and signed by the Town Clerk on 8th August 2017(SMC/CR/3005)</p>
		<p>Evidence that the LG Education department appraised head teachers during the previous FY. • 90% - 100%: score 3 • 70% - 89%: score 2 • Below 70%: score 0</p>	0	<p>The Municipality had a total of 48 primary schools including 02 COP schools. Five schools were sampled(10%) and all the head teachers did not have performance contracts and reports on file) (SMC/CR/277, SMC/CR 293, SMC/CR 106, SMC/CR 066 and SMC/CR 397)</p>

Assessment area: Monitoring and Inspection

6	<p>The LG Education Department has effectively communicated and explained guidelines, policies, circulars issued by the national level in the previous FY to schools</p> <p>Maximum 3 for this performance measure</p>	<p>• Evidence that the LG Education department has communicated all guidelines, policies, circulars issued by the national level in the previous FY to schools: score 1</p>	1	<p>Guidelines, policies, circulars issued by the national level in the previous FY were communicated. These include; Managing Instructional Materials Circular No 11/2016 dated 27/7/2016, Comprehensive Education and Sports sector Data Collection exercise ref. ADM/282/137/02 dated 10/3/2017, Primary Teachers Recruitment Exercise 2016/17 ref. ADM/92/308/03 dated 29/9/2016, Teacher Support Supervision Guidelines of 30/6/2017, National Census and Biometric Data capture for all pensioners ref. COM/96/157/02 of 30/1/2017, Adherence to UPE Guidelines, Operation of Unlicensed and Unregistered Schools ref. DES/501/1 dated 16/1/2017. The last three were still displayed on the main noticeboard. Others were communicated in the head teachers meetings held 9/3/2017 and 22/7/2017. The Town Clerk also communicated guidelines on Operation of unlicensed and unregistered schools on 24/11/2017 in letter ref. SM/CCR/305/1.</p>
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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 	2	<p>Meetings for Head teachers where the guidelines are explained and teachers sensitised took place on 9/3/2017 and 22/7/2017 and 79 and 41 Head teachers respectively attended the meetings. The Guidelines on school feeding were disseminated in the meeting of 9/3/2017. The Circular on closure of unlicensed and unregistered schools was disseminated on 23/2/2017 and 24/11/2017 where 69 Head Teachers attended a workshop, and 20 attended a meeting of Head teachers and Directors of private schools respectively.</p>
7	<p>The LG Education Department has effectively inspected all private and public primary schools</p> <p>Maximum 12 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that all private and public primary schools have been inspected at least once per term and reports produced: <ul style="list-style-type: none"> o 100% - score 12 o 90 to 99% - score 10 o 80 to 89% - score 8 o 70 to 79% - score 6 o 60 to 69% - score 3 o 50 to 59% score 1 o Below 50% score 0. 	3	<p>A total of 135 inspections were carried out in 2016/17 by the LG. In all there were 69 (46 public and 23 private) when the municipality was created in 2016. The expected inspections would be 207 (69X3) inspections if each school had been visited on a termly basis. Therefore on average 135 out of 207 inspections were made representing 65.2% expected inspections.</p> <p>In the sample of schools visited the schools had been visited and inspection reports produced as follows:- Nyakashambya P.S (urban) on 26/10/2016, 1/12/2016, and 16/6/2017, Nganwa Junior only in June 2016, Butsibo P.S (rural) on 12/10/2016 and 1/6/2017, while Kyabandara P.S was inspected in March 2017 and June 2017.</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 	4	<p>Departmental meeting held on 9/8/2016 under Min 01 Educ/2016 (g) discussed School Support supervision, involvement of stakeholders in school improvement plans, schemes of work, daily lesson planning and teachers' absenteeism recommendations and most of the recommendations have been implemented. Also in departmental meeting held on 14/12/2016 under Min 6 Educ/2016 (g) challenges met in schools e.g head teachers not supervising teachers internally, were discussed.</p> <p>Acknowledgement letters by DES indicate the LG had submitted school inspection reports to DES as follows; Q1 and Q2 on 27/2/2017, Q3 on 17/5/2017, and Q4 on 4/9/2017</p>

		<ul style="list-style-type: none"> Evidence that the inspection recommendations are followed-up: score 4 	4	The recommendations have been followed-up and used for corrective action. For example teachers' preparations have been improved in terms of lesson plans, scheming, lesson notes / instructions, and LARA programme (for P1-P4) is being supported vigorously
9	The LG Education department has submitted accurate/consistent reports/date for school lists and enrolment as per formats provided by MoES	<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	LG has not submitted accurate / consistent schools data with EMIS data obtained from MoES. LG shows a total 95 primary schools - 48 public primary schools (including COP schools) and 47 private primary schools while EMIS data shows total of 60 public and private primary schools
	Maximum 10 for this performance measure	<ul style="list-style-type: none"> 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 	0	LG has not submitted enrolment data for all schools consistent with EMIS report and OBT. LG indicates a total enrolment of 40,884 (36,714 and 4,170 pupils for public and private primary schools respectively while EMIS indicates a total of 46,288 pupils (23,296M, 22,922F)

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	<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	<p>The Education and Health (Social Services) Committee met on 4/10/2016 to discuss Q1 Progress report.</p> <p>The sector implementation plan was approved on 18/11/2017 under Min 63/COU/2016</p>
	Maximum 4 for this performance measure	<ul style="list-style-type: none"> Evidence that the education sector committee has presented issues that requires approval to Council: score 2 	2	On 4/10/2016 under Min 04/EH/2016 committee discussed and recommended for approval the filling of vacant posts in the sector, while on 16/2/2016 under Min 09/EH/2016, the committee discussed and recommended for approval the following schools to be supported by the School Facilitation Grant (SFG); Mutojo Integrated, Kabwohe Mixed, Ishekye, and Kiziba primary schools.

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 primary schools have functional School Management Committees according to files of all schools reviewed.</p> <p>From sampled schools visited, at Nyakashambya P.S the following mandatory SMC meetings had been held 29/9/2017, 16/7/2017, and 14/3/2017. The Head teachers report was discussed under Min 8/2017, Minute 4/2017, and Min 5/2017 respectively for the 3 meetings. In Nganwa Junior, the following mandatory meetings were held; 15/12/2017, 13/6/2017, and 21/3/2017. The Head teachers report was discussed under Min 3/12/2017 (d), Min 11/6/2017, and Min 3/3/2017 respectively. At Butsibo P.S, the mandatory meetings were held on 11/2/2017, 12/5/2016, and 6/10/2016. The Head teachers report was discussed under Min 3/2016 (iii), Min 3/2016, and Min 22/2016. In Kyabandara P.S the 3 meetings were held on 11/9/2017, 20/6/2017, and 9/2/2017 under Min 12/2017, Min 5c/2017, and Min 2c/2017 respectively.</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>There was evidence on the district administration general notice board, and Education Department Office on the Central Division noticeboard that the LG had publicised all schools receiving non-wage recurrent grants.</p> <p>In the visited schools, at Nyakashambya P.S there was an innovative portable wooden board where the non-wage grant of Q3 Shs 878,104 was displayed. In Nganwa Junior, the non-wage grants were displayed in the reception centre for the Head teacher's office. In Butsibo, the non-wage recurrent grants were displayed outside the staff room. The school had received Shs 1,237,235. In Kyabandara, the non-wage recurrent grants were displayed on a glass window at the deputy head teacher's office.</p>
Assessment area: Procurement and contract management				

13	<p>The LG Education department has submitted procurement requests, complete with all technical requirements, to PDU that cover all items in the approved Sector annual work plan and budget</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the sector has submitted procurement requests to PDU that cover all investment items in the approved Sector annual work plan and budget on time by April 30: score 4 	4	<p>The sector had submitted all investment items in the approved sector annual work plan and budget on time before 30/4/2017 as follows; Supply of iron sheets for Itegyero and Kikonko primary schools valued at 14,000,000 submitted on 29/9/2016, Completion of 2 classrooms each at Kibingo and Migane primary schools valued at 20,500,000 and 21,000,000 respectively were both submitted on 12/10/2016, Staff house at Ishekye P.S valued at 25,710 was submitted on 10/4/2017, while procurement of printer, copier, and laptop valued at 5,510,000 was submitted on 14/3/2017.</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>From the Contract samples, all the Classroom Contracts have a duration of averaging two to four (e.g. Start date 7/2/2017 to End date 7/6/2017) and payment requests and certificates of (Ishekye, Migina & Kibingo PS) payments worth 87,557,013 Ugx in respect to these schools, It was established payments were made on time. Not exceeding ten days period from the day the payment of request was made.</p>
Assessment area: Financial management and reporting				
15	<p>The LG Education department has submitted annual reports (including all quarterly reports) in time to the Planning Unit</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> • 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>The annual performance report for the previous year was submitted to the Planner on 17/7/2017</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 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	<ul style="list-style-type: none"> The Sector had 68 queries during the financial year. Entity's Audited : Katete PS, Kihunda PS, Katwe PS, Kibingo SS, Nganwa HS, Kalera Seed SS, Katete HS, Ndeebo PS, Kagongi PS, Kashozi PS and Ngumanungi PS (10 Institutions) Queries were of Accountability Nature in the following Categories Cross Cutting among the schools: <ul style="list-style-type: none"> (i) Un Accounted for funds for UPE & Capitation Grants (ii) Not following up procurement procedure (iii) Books of Accounts incomplete (iv) Lack of Safes and cash books (v) Class Registers not filled (vi) Non Preparation of Financial Reports They were all responded too and the status of implementation was availed on the letters dated 7/9/2016, 2/9/2016, 30/1/207, 19/1/2017, 26/12/2016, 13/4/2017, 5/5/2017, 30/5/2017 , 5/6/2017, 23/6/2017 & 18/5/2017
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Assessment area: Social and environmental safeguards

17	<p>LG Education Department has disseminated and promoted adherence to gender guidelines</p> <p>Maximum 5 points for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG Education department in consultation with the gender focal person has disseminated guidelines on how senior women/men teacher should provide guidance to girls and boys to handle hygiene, reproductive health, life skills etc...: Score 2 	0	<p>The Gender in Education Policy (2016) was received in November 2017 and has not been disseminated.</p>
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		<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	Sanitation guidelines were issued and explained in various fora including launch of sanitation week on 17/11/2016 at Nganwa Junior Playgrounds. 20 selected primary schools were in attendance each with 20 participants. Effective November, 2016, every last Thursday each month is commencement of ta sanitation week, where sanitation issues are flagged.
		<ul style="list-style-type: none"> • Evidence that the School Management Committee meet the guideline on gender composition: score 1 	1	In visited schools the guideline of 2 of the members from the Foundation body on the SMC being females has been met. In Nyakashambya, the two females on the SMC coming from the Foundation body are Scovia Ndamanyire and Mary Muhumuza. In Nganwa Junior , the 2 females from the Foundation body are Loice Begumisa and Jenina bampata. In Butsiho the two females on the SMC from the Foundation body are Mary Mugisha and Juliet Kiconco Korekwa, while in Kyabandara, the two females on the SMC from the Foundation body are Esther Naturinda and Juliet Nagaba.
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	<p>LG Education department worked with Musiime Serwano (the gender focal person) to issue guidelines on environment in a 5-page letter dated 29/12/2017.</p> <p>The following schools have sent in letters of acknowledgement and appreciation for the fruit-trees and eucalyptus seedlings received as part of the efforts to protect the environment; Nganwa Junior (100 fruit tree seedlings), Itegyero (160 fruit tree seedlings) and Nyakashmbya (2,160 eucalyptus seedlings as well as various fruit tree seedlings).</p>



LGPA 2017/18

Health Performance Measures

Sheema Municipal Council

(Vote Code: 796)

Score 53/100 (53%)

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	<ul style="list-style-type: none"> • The wage bill provides for 109 staff • Filled positions are 78 • Filled percentage is 71.6% compared to the approved structure
2	<p>The LG Health department has submitted a comprehensive recruitment plan to the HRM department</p> <p>Maximum 4 points for this performance measure</p>	<p>Evidence that Health department has submitted a comprehensive recruitment plan/request to HRM for the current FY, covering the vacant positions of health workers: score 4</p>	4	<ul style="list-style-type: none"> • Recruitment plan for 2017/2018 under vote 796 includes 53 approved posts, 19 already filled and 31 still vacant
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>	8	<p>The Municipality had a total of 6 Health centres (1 HC IV, 1 HC III and 4 HC IIs). All the In-charges were appraised in the FY 2016/2017 Ref : (SMC/CR/2042, SMC/CR/2063, SMC/CR/2035, SMC/CR/2047, SMC/CR/2068, SMC/CR/2067)</p>

4	<p>The Local Government Health department has equitably deployed health workers across health facilities and in accordance with the staff lists submitted together with the budget in the current FY.</p> <p>Maximum 4 points for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG Health department has deployed health workers equitably, in line with the lists submitted with the budget for the current FY: score 4 	4	<ul style="list-style-type: none"> The staff list from Municipal Medical Officer (MMO) office matches with the staff lists at the health facility <p>1 Kabwohe HCIV MMO-43 HC-43</p> <p>2 Kihunda HCII MMO-9 HC-9</p> <p>3 Kyabandara HCII MMO-2 HC-3</p> <p>4 Rwamujojo MMO-2 HC-2</p> <p>5 Kiziba HCII MMO-3 HC-3</p>
Assessment area: Monitoring and Supervision				

5

The DHO has effectively communicated and explained guidelines, policies, circulars issued by the national level in the previous FY to health facilities

Maximum 6 for this performance measure

• 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

• The MMO has communicated guidelines and polices to lower level health centers by directly distributing them while on supervision and when in charges visit the central office. From the sampled health centers, the following documents were found

• At Kiziba HCII the following guidelines were found: Diseases Surveillance September 2012, Clinical guidelines 2016, Essential Medicines 2016, Equity in immunization April 2017

• At Kihunda HCIII the following were found: ADM 105/261/01 about ART accreditation from PS MoH dated 2nd Jan 2017, AIHPC/01 about verification of allied workers, Clinical guidelines 2016

• 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

• The MMO has not held any meetings with the in charges.

<p>6</p>	<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>	<p>3</p>	<p>Q1 report on 5th October 2017</p> <p>Q2 report on 3rd January 2018</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>	<p>3</p>	<p>Monitoring reports contained in MMO office under file "Activity & Quarterly reports PHI</p> <p>Q1 – 16/09/2016</p> <p>Q2 – 05/01/2017</p> <p>Q3 – 24/04/2017</p> <p>Q4 – 10/07/2017</p>
<p>7</p>	<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>	<p>0</p>	<p>• Kabwohe HCIV HSD does not conduct standard periodic supervision to lower level health facilities</p>

10	<p>The LG committee responsible for health met, discussed service delivery issues and presented issues that require approval to Council</p> <p>Maximum 4 for this performance measure</p>	<p>• Evidence that the council committee responsible for health met and discussed service delivery issues including supervision reports, performance assessment results, LG PAC reports etc. during the previous FY: score 2</p> <p>• Evidence that the health sector committee has presented issues that require approval to Council: score 2</p>	2	<ul style="list-style-type: none"> • The council met on 26th April 2017 and under minute MIN 23/COU/2017 (D)(a) the annual work plan including the Health sector plan was approved • On 14th September 2017 the standing committee on health and education met and under minute MIN 14/EH/2017 they discussed issues such as meat inspection, home visiting, garbage collection and school sanitation
11	<p>The Health Unit Management Committees and Hospital Board are operational/functioning</p> <p>Maximum 5 points</p>	<p>Evidence that health facilities and Hospitals have functional HUMCs/Boards (established, meetings held and discussions of budget and resource issues):</p> <ul style="list-style-type: none"> • If 100% of randomly sampled facilities: score 5 • If 80-99% : score 3 • If 70-79%: : score 1 • If less than 70%: score 0 	3	<ul style="list-style-type: none"> • 1 out of the 5 sampled health facilities had not held the 4 mandatory meetings • Kabwohe HCIV – 4 meetings • Kihunda HCII – 4 meetings • Kyabandara HCII – 3 meetings • Rwamujojo – 4 meetings • Kiziba HCII – 4 meetings

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 	0	<ul style="list-style-type: none"> Kabwohe HCIV did not have PHC grant notice pinned anywhere
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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 	0	<ul style="list-style-type: none"> No specific project procurement requests could be traced for the period
		<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	<ul style="list-style-type: none"> Form PP1 for supplies was submitted to PDU on 20th July 2017

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	<ul style="list-style-type: none"> • The HCIV directly deals with NMS through the online system and had receipts of the medicines from NMS dated 23/8/17, 5/6/17, 17/6/16/24/11/17, 4/10/17 • All the 4 sampled facilities had current NMS delivery notes in the stores files. Through the PUSH methods they submitted all their requests to NMS through the DHO as NMS deals with overall DHO and not specifically the MMO
15	<p>The LG Health department has certified and initiated payment for supplies on time</p> <p>Maximum 2 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the DHO (as per contract) certified and recommended suppliers timely for payment: score 2 points 	0	<p>No development funds for the last two financial years and hence no payments made to the suppliers. Funds available for Wage and Non-Wage recurrent expenditure.</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>	<p>• 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</p>	0	<p>Q4 report which is also the annual report was submitted beyond mid July (on 7th August 2017)</p> <p>Q1 15/11/16 S/N 0063</p> <p>Q2 22/2/17 S/N 0379</p> <p>Q3 3/5/17 S/N 0673</p> <p>Q4 7/8/17 S/N 4526</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 had 16 queries during the FY.</p> <p>Entities: Kihunda HC III, Rushozi HC II, Migina HC II, Kabwohe HC IV, Rwamujoko HC II, Kyabandara HC II & Kiziba HC II (7 Facilities)</p> <p>Queries of Accountability nature in the following categories and issues cross cutting among facilities unless specified:</p> <p>(i) Missing motorcycle at Kihunda HC</p> <p>(ii) Un accounted for PHC Funds</p> <p>(iii) Un posted books of Accounts</p> <p>(iv) Health Unit Management Committees (HUMC) Expiry dates surpassed</p> <p>(v) Incomplete Fixed Asset Register</p> <p>(vi) Staff absenteeism</p>

				<p>(vii) Un Accounted for imprest funds</p> <p>They have been responded to and the status of implementation of recommendations was availed in letters dated 10/1/2017, 16/1/2017, 5/12/2016, 30/1/2017, 12/4/2017, 20/3/2017 & 26/7/2017.</p> <ul style="list-style-type: none"> •
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Assessment area: Social and environmental safeguards

18	<p>Compliance with gender composition of HUMC and promotion of gender sensitive sanitation in health facilities.</p> <p>Maximum 4 points</p>	<ul style="list-style-type: none"> • Evidence that Health Unit Management Committee (HUMC) meet the gender composition as per guidelines: score 2 	0	<ul style="list-style-type: none"> • 1 out of 5 sampled units (Kihunda HCII) does not meet the 30% composition of females • Kabwohe HCIV – 5m, 4f • Kihunda HCII – 5m, 1f • Kyabandara HCII – 2m, 3f • Rwamujojo – 3m, 3f • Kiziba HCII – 2m, 3f
		<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	<ul style="list-style-type: none"> • No guidelines could be traced at each of the 5 sampled health facilities

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.	0	<ul style="list-style-type: none">• No guidelines could be traced at each of the 5 sampled health facilities
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