



LGPA 2017/18

Accountability Requirements

Sembabule District

(Vote Code: 551)

Assessment	Compliant	%
Yes	3	50%
No	3	50%

Summary of requirements	Definition of compliance	Compliance justification	Compliant?
Assessment area: Annual performance contract			
LG has submitted an annual performance contract of the forthcoming year by June 30 on the basis of the PFMAA and LG Budget guidelines for the coming financial year.	xxx	Approved Performance Contract FY 2017/18 submitted on 17/07/2017 and picked on 7th August - Sn. 4066	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	<ul style="list-style-type: none"> The budget and procurement plan were submitted together with the draft performance contract on 13th April, 2017 	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	<ul style="list-style-type: none"> The Annual Performance Report was submitted under Sn 4521 of 7th August. 2017 	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>All four Quarterly Reports were submitted late as evidenced below:</p> <ul style="list-style-type: none"> • Submitted On 31/10/2016 Sn. 0009 • Submitted on 24th Feb 2017 – sn 0410 • Submitted on 12th May, 2017 sn. 0707 • Submitted on 7th August. 2017 - Sn 4521 	<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>	<ul style="list-style-type: none"> • The district submitted the status of implementation of audit recommendations to the Internal Auditor General on 24th March, 2017. 	<p>Yes</p>
<p>The audit opinion of LG Financial Statement (issued in January) is not adverse or disclaimer</p>	<p>xxxxxx</p>	<p>According to the Auditor General's report for the FY 2017, the audit opinion on the financial statements of Sembabule District Local Government was unqualified.</p>	<p>Yes</p>



LGPA 2017/18

Crosscutting Performance Measures

Sembabule District

(Vote Code: 551)

Score 62/100 (62%)

No.	Performance Measure	Scoring Guide	Score	Justification
Assessment area: Planning, budgeting and execution				
1	<p>All new infrastructure projects in: (i) a municipality; and (ii) all Town Councils in a District are approved by the respective Physical Planning Committees and are consistent with the approved Physical Plans</p> <p>Maximum 4 points for this performance measure.</p>	<p>Evidence that a municipality/district has: • A functional Physical Planning Committee in place that considers new investments on time: score 2.</p>	0	<p>The Physical Planning Committee for Sembabule District is not yet functional, although the Sembabule Town Council has a separate Physical Planning Committee that is relatively functional as they meet at least on a quarterly basis.</p>
		<p>• All new infrastructure investments have approved plans which are consistent with the Physical Plans: score 2.</p>	0	<p>The District has no plan registration book 9as at the time of the assessment on 7th February, 2018)</p> <p>Sembabule Town Council on the other hand has a plan registration book –</p> <p>Not all new infrastructure have approved plans – the Town Council Physical Planner reported only about 60% as getting approved.</p>
2	<p>The prioritized investment activities in the approved AWP for the current FY are derived from the approved five-year development plan, are based on discussions in annual reviews and budget conferences and have project profiles</p>	<p>• Evidence that priorities in AWP for the current FY are based on the outcomes of budget conferences: score 2.</p>	2	<p>• The Annual Work plan for FY 2017/18 is consistent with the Budget Conference Report availed.</p>
		<p>• Evidence that the capital investments in the approved Annual work plan for the current FY are derived from the approved five-year development plan. If different, justification has to be provided and evidence that it was approved by Council. Score 2.</p>	2	<p>• To a great extent the approved Investments for FY 2017/18 are derived from the approved Five Year Development Plan, and there is evidence in the Budget Conference report of presentation of proposed investments.</p>
		<p>• Project profiles have been developed and discussed by TPC for all investments in the AWP as per LG Planning guideline: score 1.</p>	0	<p>There were no project profiles prepared / nor discussed in the TPC.</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	<ul style="list-style-type: none"> The Annual Statistical Abstract was in place and was availed to assessments team on 7/02/2018 There is evidence in the TPC Minutes of 31st July, 2017 where the planner under Min 06/July / 2017 – Dissemination of the FY 2017/18 Statistical Figures for Planning and Budget
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 	0	<p>Not all projects implemented during the FY 2016/17 were derived from annual workplan approved by council as there was change of projects in the Minutes of DEC Meeting of 25th May, 2017 – 5/6/2017 – Receiving District Executive Motions:</p> <ul style="list-style-type: none"> Motion for change of work plans and budgets 2016/2017
		<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>All 8 projects implemented during 2016/2017 were completed within the FY 2016/2017.</p> <p>Projects rolled over in the Roads sector were a result of inadequate funding and therefore not implemented.</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>Sampled projects had variances ranging from -2.3% - + 4.9%</p> <p>104.9732224</p> <p>98.88361576</p> <p>0.988836158</p> <p>99.92769231</p> <p>100</p> <p>1</p> <p>99.99714286</p> <p>0.999971429</p> <p>100</p> <p>97.36470977</p> <p>0.973647098</p>
		<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	<ul style="list-style-type: none"> • Projects in the Road Sector – Community access Roads, Roads under Periodic Maintenance; Manual Routine Maintenance and Mechanized Routine Maintenance. – the Sector received a total of 694,852,911 and all was spent for road works. Each LLGs budgets for one CAR each financial year under URF funding for maintenance. This was achieved as planned. The Two Urban Councils, Mateete and Ssembabule only used 4.5% on Admin expenses, and the rest on actual road works.(62,353,162 – Sembabule and Mateete – 68,916,247). <p>Actual for Expenditure for O&M accounted for 100% less 4.5% administrative Expenses.</p>

Assessment area: Human Resource Management

6

LG has substantively recruited and appraised all Heads of Departments

Maximum 5 points on this Performance Measure.

- Evidence that HoDs have been appraised as per guidelines issued by MoPS during the previous FY: score 2

0

For CBSO, DHO, HOD Production and CFO Performance Agreements and Performance Reports dully signed and availed.

For the rest of HODs, no evidence of appraisal

• Evidence that the LG has filled all HoDs positions substantively: score 3

0

Letter from MOPS communicating new structure Ref: ARC 135/306/01 4/12/2017 availed. This structure not operational awaiting FY 18/19

What is operational is the old providing for 8 departments and these are;

1.Administration: Vacant

2. Finance: substantively appointed Letter Ref: CR/ADM/156/1 dated 01/08/2011 MIN 55/2011.

3. Health: Substantively appointed Ref: CR/ADM/156 dated 19/10/2017 quoting DSC MIN.420/2017.

4.CBS was appointed as District Community Development Officer

Ref: CR/ADM/156 dated 27/06/2016.

Production: HOD substantively appointed Ref DSC MIN.420/2017.

5. Works: Acting as HOD letter Ref: CR/ADM/156 dated 4th July 2017.

6. Production substantively appointed as HOD Ref: DSC 420/2017.

6.Natural Resources : Appointed Environment Officer Ref CR 156/11 26/06/2009 promoted to Senior Environment Officer CR/ADM/160 dated 9/04/2016 MIN.331/2013 Assigned to act as HOD 2005/17 Ref ADM/156 dated 26/05/2017

7. Education: Acting Letter Ref CR/ADM/153/2 dated 20/10/2016.

8.For CBSO HOD was appointed as District Community Development Officer

Ref: CR/ADM/156 dated 27/06/2016.

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>Undermentioned Minutes of DSC relating to recruitment of staff availed as evidence :</p> <ul style="list-style-type: none"> • DSC/100.1/2017 • DSC/100.2/2017 • DSC/250.1-250.9/2017 inclusive
		<ul style="list-style-type: none"> • Evidence that 100 percent of staff submitted for confirmation have been considered: score 1 	1	<p>Correspondence availed submitting staff for confirmation and action taken by DSC as detailed below:</p> <ul style="list-style-type: none"> • Ref: CR/ADM/159 dated 15/07/2016 and action taken in MIN 20/2016. • Ref: CR/ADM/159/1 and action taken in MIN. 20/ 2016. • Ref CR/ADM/159 dated 15/07/2016 and action taken in MIN 19/20016
		<ul style="list-style-type: none"> • Evidence that 100 percent of staff submitted for disciplinary actions have been considered: score 1 	1	<p>Correspondence availed submitting staff for disciplinary action by DSC as detailed below;</p> <ul style="list-style-type: none"> • Ref: CR/ADM/1263/2 dated 20/12/2016 and action taken in MIN.97/201. • Ref: CR/AD/163/2/ dated 19/12/2016 and action taken in MIN.98/2017. . • Ref: CR/AD/163/2 dated 2/2016.Action taken in MIN.99/2017.
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>List of staff recruited and payroll availed as evidence to prove that those recruited accessed the payroll within 2 months</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>List of retired staff was availed but they did not access the payroll within two months after retirement.</p>

Assessment area: Revenue Mobilization

<p>9</p>	<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. 	<p>4</p>	<p>According to information from note 2 of the financial statements for FY 2017 and 2016;</p> <table border="0"> <tr> <td>2017</td> <td>2016</td> </tr> <tr> <td>Local revenue</td> <td></td> </tr> <tr> <td>506,785,000</td> <td>264,719,793</td> </tr> </table> <p>Increase in revenue = 506,785,000 – 264,719,793=242,065,207</p> <p>% increase = 242,065,207/264,719,793 X 100 = 91.44%.</p>	2017	2016	Local revenue		506,785,000	264,719,793
2017	2016									
Local revenue										
506,785,000	264,719,793									
<p>10</p>	<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. 	<p>0</p>	<p>Revenue performance for FY2017 obtained from note 2 of the financial statements for FY2017 was as follows;</p> <table border="0"> <tr> <td>Actual revenue collected</td> <td>506,785,000</td> </tr> <tr> <td>Budgeted revenue</td> <td>596,714,000</td> </tr> </table> <p>Revenue performance = 506,785,000/596,714,000 X 100 = 84.90%</p> <p>This represents realisation of 15.1%</p>	Actual revenue collected	506,785,000	Budgeted revenue	596,714,000		
Actual revenue collected	506,785,000									
Budgeted revenue	596,714,000									

11	<p>Local revenue administration, allocation and transparency</p> <p>Maximum 4 points on this performance measure</p>	<p>• Evidence that the District/Municipality has remitted the mandatory LLG share of local revenues: score 2</p>	2	<p>The district only collects service tax which is remitted to the LLG based on the amount collected from employees of the LLG. For FY2016/17the district remitted a total of Shs. 12,045,475 As shown below:</p> <table border="1"> <thead> <tr> <th>Lower Local Government</th> <th>VR NO</th> </tr> </thead> <tbody> <tr> <td>Amount</td> <td>Transfer date</td> </tr> <tr> <td>Sembabule TC</td> <td>PV-PN00147</td> </tr> <tr> <td>1,059,700</td> <td>8/12/16</td> </tr> <tr> <td>Ntusi S/C</td> <td>PV-PN00146</td> </tr> <tr> <td>1,784,500</td> <td>8/12/16</td> </tr> <tr> <td>Lugusulu S/C</td> <td>PV-PN00144</td> </tr> <tr> <td>2,102,875</td> <td>8/12/16</td> </tr> <tr> <td>Lwemiyaga S/C</td> <td>PV-PN00145</td> </tr> <tr> <td>1,815,000</td> <td>8/12/16</td> </tr> <tr> <td>Mijwala S/C</td> <td>PV-PN00143</td> </tr> <tr> <td>1,304,000</td> <td>8/12/16</td> </tr> <tr> <td>Mateete S/C</td> <td>PV-PN00 142</td> </tr> <tr> <td>2,560,200</td> <td>8/12/16</td> </tr> <tr> <td>Mateete T/C</td> <td>PV-PN00141</td> </tr> <tr> <td>1,419,200</td> <td>8/12/16</td> </tr> <tr> <td>Total</td> <td></td> </tr> <tr> <td>12,045,475</td> <td></td> </tr> </tbody> </table>	Lower Local Government	VR NO	Amount	Transfer date	Sembabule TC	PV-PN00147	1,059,700	8/12/16	Ntusi S/C	PV-PN00146	1,784,500	8/12/16	Lugusulu S/C	PV-PN00144	2,102,875	8/12/16	Lwemiyaga S/C	PV-PN00145	1,815,000	8/12/16	Mijwala S/C	PV-PN00143	1,304,000	8/12/16	Mateete S/C	PV-PN00 142	2,560,200	8/12/16	Mateete T/C	PV-PN00141	1,419,200	8/12/16	Total		12,045,475	
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		<p>• Evidence that the LG is not using more than 20% of OSR on council activities: score 2</p>	2	<p>According to information from financial statements for the FY 2016/2017</p> <p>Council costs were as follows;</p> <p>Allowances (standing committee 17,132,000</p> <p>Total 17,132,000</p> <p>Total cost as % of local revenue 17,132,000/506,785,000 X 100 =3.38%</p> <p>This was less than the 20% required by the regulations.</p>																																				
Assessment area: Procurement and contract management																																								

12	<p>The LG has in place the capacity to manage the procurement function</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> 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 	2	<p>The positions of the senior procurement officer and procurement officer are substantively filled as per the appointment letters in the HR records dated 22/02/2010, ref CR/157 (for both officers)</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>The score is based on the following sampled procurements:</p> <ol style="list-style-type: none"> TEC report for Supply and delivery of a double cabin pick up for Education department, Ref no. Semb551/Supls/2016-2017/00003 dated 20/02/2017 and signed by the committee members is in the file The TEC report for Construction of a 3 stance VIP Lined pit latrine at Birimirire Primary school, Ref no. Semb551/Wrks/2016-2017/00003 was signed by the Committee members on 17/11/2017 The TEC report for External painting and internal partial painting plus other minor works on Mijwala sub-county administration offices plus installation of suspended mortar finish ceiling at Lwemiyaga sub-county headquarters administration offices, Ref no. Semb551/Wrks/2016-2017/00005 was signed by the Committee members on 17/11/2017

		<ul style="list-style-type: none"> • Committee considered recommendations of the TEC and provide justifications for any deviations from those recommendations: score 1 	1	<p>The score is based on the following sampled procurement</p> <ol style="list-style-type: none"> 1. Supply and delivery of a double cabin pick up for Education department, Ref no. Semb551/Supls/2016-2017/00003. Approval and adoption of the TEC recommendations was made under the Contracts committee meeting held on 23/02/2017 in the PDU office Min no. 06/CC/2016-2017/5 2. TEC report for Construction of a 3 stance VIP Lined pit latrine at Birimirire Primary school, Ref no. Semb551/Wrks/2016-2017/00003. Approval and adoption of the TEC recommendations was made under the Contracts committee meeting held on 17/11/2016 in the PDU office Min no. 03/CC/2016-2017/9 3. External painting and internal partial painting plus other minor works on Mijwala sub-county administration offices plus installation of suspended mortar finish ceiling at Lwemiyaga sub-county headquarters administration offices, Ref no. Semb551/Wrks/2016-2017/00005. Approval and adoption of the TEC recommendations was made under the Contracts committee meeting held on 17/11/2016 in the PDU office Min no. 03/CC/2016-2017/12
13	<p>The LG has a comprehensive Procurement and Disposal Plan covering infrastructure activities in the approved AWP and is followed.</p> <p>Maximum 2 points on this performance measure.</p>			<p>The score is based on the following:</p> <p>Major investments that have been planned and budget (2017-2018) for include:</p> <ul style="list-style-type: none"> - Completion of 2 classroom block at Kyabalesa primary school in Lugusuulu S/Cm Ref no Semb551/Wrks/2017-2018/00014. - 2. Completion of 2 classroom block at Gentebe primary school in Mijwala S/C Ref no Semb551/Wrks/2017-2018/00003 - Construction of a 5-Stance VIP Latrine plus urinal at Sembabule Health Centre IV in Sembabule Town council, Ref no. Semb551/Wrks/2017-2018/00016 - Construction of a 5-Stance VIP Latrine

		<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 	<p>plus urinal at Miteete Moslem primary school in Mateete sub county, Ref no. Semb551/Wrks/2017-2018/00010</p> <p>- Construction of a 5-Stance VIP Latrine plus urinal at Lwendezi primary school in Lwebitakuli sub county, Ref no. Semb551/Wrks/2017-2018/00010</p> <p>- Rehabilitation of Lugusuulu Sub county Administration block in Lugusuulu Sub County, Ref no. Semb551/Wrks/2018-2018/00013.</p> <p>- Partial completion of works of Ntuusi sub-county administration block in Ntuusi Sub County, Ref no. Semb551/Wrks/2017-2018/00009</p> <p>- Partial completion of works of Sembabule Town council administration block in Sembabule Town council, Ref no. Semb551/Wrks/2017-2018/00017</p> <p>- Installation of water tank at Kinyansi Primarys School, Ref no. Semb551/Wrks/2017-2018/00012</p> <p>- Completion of Construction of a dormitory block at Sembabule C/U primary school in Sembabule Town council Ref no Semb551/Wrks/2017-2018/00006</p> <p>The procurement plan for the last FY 2016-2017 was available. Apart from projects (especially in for the production sector i.e. bulls, poultry, seedling purchases) that were deferred due to financial constraints, all other procurements were as per plan</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</p>		<p>None of the contract bids for the current FY 2017-2018 were ready by August 30 as indicated below:</p> <ol style="list-style-type: none"> 1. Completion of 2 classroom block at Kyabalesa primary school in Lugusuulu S/C Ref no Semb551/Wrks/2017-2018/00014. Bills of Quantities were stamped on 4/10/2017 and the request for procurement was made on 6/10/17 2. Completion of 2 classroom block at Gentebe primary school in Mijwala S/C Ref no Semb551/Wrks/2017-2018/00003. Bid notice in the New vision is dated

measure

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

0

26/10/2017 and the request for procurement was made on 19/9/2017

3. Completion of 2 classroom block with office at Kyaggunda COU primary school in Lwebitakuli S/C Ref no Semb551/Wrks/2017-2018/00002. Bid notice in the New vision is dated 26/10/2017 and the request for procurement was made on 19/9/2017

4. Construction of a dormitory block for the deaf at Sembabule C/U primary school in Sembabule Town council Ref no Semb551/Wrks/2017-2018/00006. The request for procurement was made on 19/9/2017

5. Construction of a 5-Stance VIP Latrine plus urinal at Sembabule Health Centre IV in Sembabule Town council, Ref no. Semb551/Wrks/2017-2018/00016. RFP was made on 21/09/2017 and bid document issued out on 2/10/2017

6. Construction of a 5-Stance VIP Latrine plus urinal at Kyetume Primary school, Ref no. Semb551/Wrks/2017-2018/00005. RFP was made on 19/09/2017 and bid document issued out on 27/10/2017

7. Construction of a 5-Stance VIP Latrine plus urinal at Miteete Moslem primary school in Mateete sub county, Ref no. Semb551/Wrks/2017-2018/00010. RFP was made on 21/09/2017

8. Construction of a 5-Stance VIP Latrine plus urinal at Lwemisege primary school in Mateete sub county, Ref no. Semb551/Wrks/2017-2018/00011. RFP was made on 21/09/2017

9. Construction of a 5-Stance VIP Latrine plus urinal at Lwendezi primary school in Lwebitakuli sub county, Ref no. Semb551/Wrks/2017-2018/00010. RFP was made on 21/09/2017 and BOQs stamp is dated 21/09/2017

10. Rehabilitation of Lugusuulu Sub county Administration block in Lugusuulu Sub County, Ref no. Semb551/Wrks/2018-2018/00013. The RFP was made on 13/10/2017 and record of bid issue is dated 3rd and 4th October 2017

11. Partial completion of works of Ntuusi

		<p>sub-county administration block in Ntuusi Sub County, Ref no. Semb551/Wrks/2017-2018/00009. RFP is dated 17/10/2017, with a stamp dated 13/10/2017 and record of bid issue dated 4th and 6th October 2017</p> <p>12. Partial completion of works of Sembabule Town council administration block in Sembabule Town council, Ref no. Semb551/Wrks/2017-2018/00017. RFP is dated 15/9/2017, with a stamp dated 16/09/2017, BOQs stamped 15/09/2017 and record of bid issue dated 4th and 6th October 2017</p> <p>13. Installation of water tank at Kinyansi Primarys School, Ref no. Semb551/Wrks/2017-2018/00012. RFP is dated 13/10/2017, with a stamp dated 13/10/2017, and record of bid issue dated 6/10/2017</p> <p>Requests for Procurements for road works are dated 14/11/2017, 27/10/2017, 3/10/2017, 24/11/2017 & 5/12/2017</p>
<ul style="list-style-type: none"> • For Previous FY, evidence that the LG has an updated contract register and has complete procurement activity files for all procurements: score 2 	0	<p>The procurement register is not updated. The status of the procurement was not indicated</p>

		<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>Open domestic bidding was done for Supply and delivery of a double cabin pick up for Education department, Ref no. Semb551/Supls/2016-2017/00003. The bid notice No. 2 of FY 2016-2017, dated 25/11/2016 was published in the New vision. The value of the purchase was approx.138 million</p> <p>Selective tendering based on the list of pre-qualified service providers was done for</p> <ul style="list-style-type: none"> - Construction of a 3 stance VIP Lined pit latrine at Birimirire Primary school, Ref no. Semb551/Wrks/2016-2017/00003. The contract value is approx. 11 million - External painting and internal partial painting plus other minor works on Mijwala sub-county administration offices plus installation of suspended mortar finish ceiling at Lwemiyaga sub-county headquarters administration offices, Ref no. Semb551/Wrks/2016-2017/00005. The project value is approx. 21 million <p>Direct procurement was made for “supply of concrete piped culverts to Sembabule district, Ref no. Semb551/Supls/2016-2017/00009. The value of the contract was approx. 21million. The method was adopted since at pre-qualification only one bidder for supply of road inputs responded to the advert dated 15/05/2017 that was published in the red pepper on May 12th 2017</p>
15	<p>The LG has certified and provided detailed project information on all investments</p> <p>Maximum 4 points on this performance measure</p>			<p>Remarks regarding Certification of projects implemented during FY 2016-2017 are as follows:</p> <ul style="list-style-type: none"> - External painting and internal partial painting plus other minor works on Mijwala sub-county administration offices plus installation of suspended mortar finish ceiling at Lwemiyaga sub-county headquarters administration offices, Ref no. Semb551/Wrks/2016-2017/00005. Practical Payment Certificate No.2 dated 17/03/2017 was prepared by Ag. District Engineer. - Construction of a 3 stance VIP Lined pit latrine at Birimirire Primary school, Ref no. Semb551/Wrks/2016-2017/00003.

• 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

0

Certificates were not availed for review during the assessment.

- Construction of a 5-stance Lined VIP Latrine at St. Josephs Lwebitakuli Primary school, Ref no. Semb551/Wrks/2016-2017/00004. Certificates were not availed for review during the assessment.

- Internal painting of Ntuusi Health Centre IV Maternity ward building and Extension of power to Laboratory building, Ref no. Semb551/Wrks/2016-2017/00001. Certificates were not availed for review during the assessment.

- Electrical extension and Installation of generator power from main administration block to the district council building, district education department, district works offices and installation of security lights on Administration and council buildings plus advanced website design and hosting for the district, Ref no. Semb551/Wrks/2016-17/00002. Certificates were not availed for review during the assessment.

- Construction of 4-30m³ and 2- 50m³ Masonary tanks in Lugusuulu, Mijwala, and Lwebitakuli sub-counties, Lot 2, Ref no. Semb551/Wrks/2016-2017/00003. Substantial completion A Certificate dated 22/01/2018 and prepared by the district water officer was availed for review during the assessment.

- Construction of 2- 30m³ Masonary tanks at Lwebitakuli sub-county, Lot 3, Ref no. Semb551/Wrks/2016-2017/00003. Payment certificates (1 & 2) dated 24/05/2017 & 13/06/2017 prepared by the DWO were availed for review during the assessment.

- Construction of 4-30m³ and 2- 50m³ Masonary tanks in Lugusuulu, Mijwala, and Lwebitakuli sub-counties, Lot 1, Ref no. Semb551/Wrks/2016-2017/00003. Payment certificates dated 24/11/2016 & 22/03/2017 prepared by the DWO were availed for review during the assessment.

		<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>The following projects were visited and the remarks are as follows:</p> <ol style="list-style-type: none"> 1. Rehabilitation of Lugusuulu Sub county Administration block in Lugusuulu Sub County, Ref no. Semb551/Wrks/2018-2018/00013. There was no site board on site 2. Nsambya-Lugusuulu Rd (23 Km), 2017-2018. The project site board was available but did not include the project duration and project cost <p>Other contraction activities had not yet commenced at the time of assessment apart from road works on Force on account.</p>
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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	<ul style="list-style-type: none"> Bank statements reviewed for the period January- December 2017 and for account number SE/B-0045 confirmed that the district had prepared statements for 12 months to December, 2017.
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17

The LG made timely payment of suppliers during the previous FY

Maximum 2 points on this performance measure

• 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

From a sample of 13 supplier invoices reviewed, three invoices was overdue for more than two months as shown below:

Payee	VR NO	Amount	Invoice date	Payment date	Delay
Baraka	PV-WK00448	2,500,000	19/04/17	24/04/17	5
ABM Investments	PV-WK00467	48,471,185	1/03/17	24/04/17	54
Fiber	PV-PR00169	2,349,530	2/05/17	16/05/17	14
Lumuna Victoria	PV-AD00217	2,027,580	2/05/17	16/05/17	14
MAC East Africa	PV-ED000601	138,998,800	27/03/17	29/05/17	62
Baraka Petroleum	PV-AD00324	3,000,000	23/05/17	29/05/17	6
Nabajuzi Tree	PV-PR00179	8,225,000	22/05/17	8/06/17	16
Katusi Balema	PV-AD00290	1,500,000	2/02/17	19/06/17	137
AM & ML	PV-WK00567	48,782,616	7/06/17	15/06/17	8
Baiha investment	PV-WK00590	29,767,920	12/06/17	21/06/17	9
Masaka Dembe	PV-PR00212	1,455,496	31/03/17	20/06/17	81
Fiber	PV-AD00245	9,483,386	16/01/17	24/02/17	8
Tinaash	PV-PN00201	17,126,800	21/12/16	12/01/17	21

The LG executes the Internal Audit function in accordance with the LGA section 90 and LG procurement regulations

Maximum 6 points on this performance measure.

- Evidence that the LG has a substantive Senior Internal Auditor and produced all quarterly internal audit reports for the previous FY: score 3.

3

- The internal audit department is headed by District internal auditor. According to the appointment letter dated 14th September, 2016 Mr. Opio Stanley, was appointed District internal auditor of Sembabule District under minute 18/2016

- The senior auditor prepared all the quarterly reports for FY 2016/17. The reports were produced as follows;

• Period	Date of signing
• 1st quarter	06th October, 2016
• 2nd quarter	30th January, 2017
• 3rd quarter	30st April, 2017
• 4th quarter	28th July, 2017

- 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

According to the district Public accounts Committee (DPAC) reports for FY 2016/2017 dated 8th August, 2017, which discussed the 2nd, 3rd and 4th quarter reports for FY 2016/17 the Chief administrative Officer had submitted the status of implementation of internal audit findings for discussion.

- 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

According to the district Public accounts Committee (DPAC) reports for FY 2016/2017 dated 8th August, 2017, the DPAC had discussed internal audit reports and the Chief administrative Officer had submitted the status of implementation of internal audit findings for discussion for 2nd, 3rd and 4th quarters respectively.

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	<p>The district maintains one asset registers which records ;</p> <ol style="list-style-type: none"> furniture and fittings Medical equipment, Land Buildings Office equipment Transport equipment Plant and machinery ICT equipment <ul style="list-style-type: none"> • The asset registers are also in a format that complies with treasury accounting regulations.
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	<ul style="list-style-type: none"> • According to the Auditor General's report for the FY 2017, the audit opinion on the financial statements of Sembabule district Local Government was unqualified.
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	<ul style="list-style-type: none"> • Council met 8 times during 2016/17 and there was evidence of discussion of relevant issues for service delivery - Evidence of discussion of issues from PAC reports by Council – Min 6/November 2016 – Considering Reports from Standing Committees of Council – e.g. Roads and Engineering – Relief of Duties from District Engineer. (Report from Works and Technical Services) - Also issues in the water sector – - Meeting of 25th May, 2017 – 5/6/2017 – Receiving District Executive Motions: - Motion for change of workplans and budgets 2016/2017 - Min 7/5/2017 – Receiving Reports from Committees on Draft Budget 2017/2018
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. 	0	<p>There was no evidence of designation of any person to respond to grievances and or complaints at the time of the assessment on 7th and 8th February, 2017.</p>
23	<p>The LG shares information with citizens (Transparency)</p>	<p>Evidence that the LG has published: • The LG Payroll and Pensioner Schedule on public notice boards and other means: score 2</p>	2	<p>the Local Government Payroll and Pensioner Schedule were posted on the Public notice board at the District Headquarters.</p>
	<p>Total maximum 4 points on this Performance Measure</p>	<ul style="list-style-type: none"> • Evidence that the procurement plan and awarded contracts and amounts are published: score 1 	0	<p>The procurement plan for FY 2017/2018 was not posted at the LG notice board at the time of the assessment on 7th and 8th February, 2018.</p>

		<ul style="list-style-type: none"> Evidence that the LG performance assessment results and implications, are published e.g. on the budget website for the previous year (from budget requirements): score 1. 	0	N/A. The Central Government did not conduct the Annual Performance Assessment for LGs in 2016/17
24	<p>The LGs communicates guidelines, circulars and policies to LLGs to provide feedback to the citizens</p> <p>Maximum 2 points on this performance measure</p>	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> Circulars sampled / Reviewed Included: Circular on Cabinet Decision Stopping Tendering Out to Private Operators the Issuance and Collection of Trade Licences by Local Governments and Urban Authorities – of 25th October, 2017 – Evidence of sharing on LG file ADM/001 – Statutory Legal Instruments – Folio 29 Mandatory Response Required – Protection of Children from all forms of violence including corporal punishment – of 9/01/2018 – with instruction from CAO to circulate to DEO, DES, HTs, Inspectors and LLGs – F31 – no evidence of sharing Establishment Notice No. 1 of 2017 – Dressing Code for Non-Uniformed Officers in the Public Service – F26 - <p>Apart from the Circular on Protection of Children - there was evidence that the others had been discussed during TPC, and a copies on the Tendering Notice shared with the LLGs.</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	Minutes of a Baraza meeting held at Lwemiyaga Sub County in Ssembabule District on 7/04/2017. Among the issues raised by the public “the district has a veterinary officer, what does he do, an who is he?” a summary table of issues raised was attached the minute.
Assessment area: Social and environmental safeguards				

25

The LG has mainstreamed gender into their activities and planned activities to strengthen women's roles

Maximum 4 points on this performance measure.

• Evidence that the LG gender focal person has provided guidance and support to sector departments to mainstream gender into their activities score 2.

2

Guidance has been provided to departments as per the following documents

- Involvement of GFP in roads and engineering projects during community meetings. Document seen is titled " Minutes of site meeting for Periodic maintenance works on Kabandebe-Kyabwambwa-Kyebongotoko Road (7.3Km) Lwebitakuli-Mateete subcounties and Handover of Bukana-Ntete Road Held on 26th May 2017" Minute 05: Cross cutting issues: HIV/AIDS
- 'Report on Road site meetings held between January and June" dated 17/05/2017 and signed by the Senior Labour officer
- A report for the Training on Gender Mainstreaming and Budgeting for District and Sub county Staff (February 2017), signed by the District Community development officer, but no date

• 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

The score is based on the following

* The budget for gender mainstreaming for the previous FY (2016-17) was 4.348million shillings and 1.441 million was spent (33%)

*Representation on women councils had a budget 6.737 million and actual expenditure was 3.54 million (52.5%), although additional funds for UWEP & YLP funds were loaded onto the women council budget line thus increasing the expenditure to 2700%.

However the following documents were availed:

*A documents on "Status of Gender mainstreaming in the district and Strategies and recommendations to strengthen it" generated by the Senior labour officer/gender focal person and dated 30/06/2016. As part of the recommendations generated therein, the following were/have been achieved

- Appointment on Gender focal persons for each sector in the district. A letter addressed to the CAO from the senior labour/gender officer titled " Appointment of Gender focal persons" dated 1st October 2017" is available

- Introductory and Mentoring of CDOs and Departmental GFPP on gender mainstreaming' dated 30/9/2017

- Gender Analysis at Health Unit Level (Health sector) conducted at Makoole HC II on 17/07/2017, Ntuusi HC III on 18/07/2017 etc

* The work plan catered for inclusion of women's roles in the current FY 2017/2018 through an item for 'Awareness creation made on issues of gender and women" with an activity budget of 1.6million. Women council meetings have also been planned and budgeted for (3.7 million shillings).

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

0

Sampled procurement to show LGs undertake screening and monitoring of projects :

1. Periodic maintenance of Kabukongote-Boma-Mpumudde road (12km) 2016-2017. The screening form dated 20/04/2017 is signed by the environmental officer

2. Construction of 4-30m³ and 2- 50m³ Masonry tanks in Lugusuulu, Mijwala, and Lwebitakuli sub-counties, Lot 1, Ref no. Semb551/Wrks/2016-2017/00003. No screening report was availed

3. Construction of a 5-stance VIP Latrine at St. Joseph Lwebitakuli Primary school 2016-2017. Screening was not undertaken

4. Rehabilitation of Lugusuulu Sub county Administration block in Lugusuulu Sub County, Ref no. Semb551/Wrks/2018-2018/00013. Screening was not undertaken

5. Construction of a valley tank at Kasaana in Mateete rural 2016-2017. The screening report is dated 15/08/2016

According to the department, major screening is done for water and road projects. Other user departments dont request the services of the department

Monitoring of projects was done in the 4th quarter by the team (comprised of the Planner, clerk to council, Natural resource officer, engineering officer, internal auditor, agricultural officer etc). Of the aforementioned projects, the following projects were monitored although there was no specific environmental report generated

- Periodic maintenance of Kabukongote-Boma-Mpumudde road (12km) 2016-2017

- Construction of a 5-stance VIP Latrine at St. Joseph Lwebitakuli Primary school 2016-2017.

<ul style="list-style-type: none"> Evidence that the LG integrates environmental and social management plans in the contract bid documents: score 1 	0	<p>For procurement for FY 2016-2017, the following procurement files were reviewed and it was established that there were no provisions made for ESMP in the contract bid documents (BOQs, SCC and GCC and contracts)</p> <ol style="list-style-type: none"> Construction of a 5-stance Lined VIP Latrine at St. Josephs Lwebitakuli Primary school, Ref no. Semb551/Wrks/2016-2017/00004. Construction of 4-30m3 and 2- 50m3 Masonary tanks in Lugusuulu, Mijwala, and Lwebitakuli sub-counties, Lot 2, Ref no. Semb551/Wrks/2016-2017/00003 <p>For the current FY 2017-2018, the following procurements were reviewed;</p> <ol style="list-style-type: none"> Completion of 2 classroom block at Kyabalesa primary school in Lugusuulu S/Cm Ref no Semb551/Wrks/2017-2018/00014. Although there was no specific clause in the contract bid document for ESM, an item was included in the BOQ, under preliminaries section (page 5/6). Construction of a 5-Stance VIP Latrine plus urinal at Sembabule Health Centre IV in Sembabule Town council, Ref no. Semb551/Wrks/2017-2018/00016. There was no provision made in the contract bid documents (SCC, GCC and BOQs) for ESM. Construction of a dormitory block for the deaf at Sembabule C/U primary school in Sembabule Town council Ref no Semb551/Wrks/2017-2018/00006. There was no provision made in the contract bid documents (SCC, GCC and BOQs) for ESM.
<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>There was no evidence availed at the time of assessment (From PDU, Lands/Natural resources) on issues of land ownership by the LG entity for land onto which projects are being implemented</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>As noted under indicator 26(a), screening and monitoring was not undertaken for all projects. Projects sampled to establish certification of projects include:</p> <ul style="list-style-type: none"> - Periodic maintenance of Kabukongote-Boma-Mpumudde road (12km) 2016-2017. No certificate was availed at assessment - Construction of a valley tank at Kasaana in Mateete rural 2016-2017. Projects incomplete (changed to force account) - Construction of a 50m³ rainwater harvesting tank at Kanoni Parents P/S 2016-2017. The certificate dated 30/03/2017 and signed by the environmental officer and natural resource officer was available - Construction of a 3 stance VIP Lined pit latrine at Birimirire Primary school, Ref no. Semb551/Wrks/2016-2017/00003. No certificate was available at the time of assessment - Construction of a 5-stance Lined VIP Latrine at St. Josephs Lwebitakuli Primary school, Ref no. Semb551/Wrks/2016-2017/00004.
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LGPA 2017/18

Educational Performance Measures

Sembabule District

(Vote Code: 551)

Score 40/100 (40%)

No.	Performance Measure	Scoring Guide	Score	Justification
Assessment area: Human Resource Management				
1	<p>The LG education department has budgeted and deployed teachers as per guidelines (a Head Teacher and minimum of 7 teachers per school)</p> <p>Maximum 8 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG has budgeted for a Head Teacher and minimum of 7 teachers per school (or minimum a teacher per class for schools with less than P.7) for the current FY: score 4 Evidence that the LG has deployed a Head Teacher and minimum of 7 teachers per school for the current FY: score 4 	4	<p>From the budget and staff lists, it was confirmed that at least 1 head teacher and 7 teachers were budgeted for the FY 2017/2018.</p> <p>Although all schools (187) have a minimum of 7 teachers, only 168 headteachers are substantively appointed and 19 are in acting positions.</p> <p>According to the DEO, the gap is caused by lack of minimum qualifications for head teacher position by those in acting positions.</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 	3	<p>A total of 1638 teachers were budgeted for the FY 2017/18. The teachers who are actually available and on the pay roll are 1550 (94.3%). The gap to be filled is 88 (5.7%) teachers.</p>

3	<p>LG has substantively recruited all positions of school inspectors as per staff structure, where there is a wage bill provision.</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> 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>From the approved structure and the budget, there is a wage bill provision for 2 inspectors and 1 DEO. The two (02) inspectors are substantively appointed.</p> <p>Other Officers in the structure include; Education Officer Special Needs, Education Officer Guidance and Counselling (not recruited), Sports Officer (not recruited), Senior Education Officer.</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>A recruitment plan was submitted to the permanent secretary as at 10th Feb, 2016 for the FY 2016/17. The positions for recruitment were as follows:</p> <ol style="list-style-type: none"> District Education Officer, Education Officer for Special needs Education officer for Sports Stenographer <p>Another recruitment plan for 2017/18 was dated 19th /09/2017 and the positions requested for included the following:</p> <ol style="list-style-type: none"> 178 teachers 11 head 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	<p>There was no recruitment plan for positions of inspectors since the two (2) available officers were substantive and within the wagebill.</p>

5

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.

Maximum 6 for this performance measure

Evidence that the LG Education department appraised school inspectors during the previous FY • 100% school inspectors: score 3

3

There are two established positions one for Senior Inspector of Schools and another for Inspector of Schools.

- Kigwe Muhamad appointed Senior Inspector of Schools Ref: CR/ADM/160 dated 19/02/2015 vide MIN. 30/2015. Appraised and appraisal report availed

- Ms Nampewo appointed Inspector of Schools CR/ADM/156 dated 24/06/2016 vide MIN./10/2016 Appraisal report availed and reviewed.

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

0

Out of the 187 government aided primary schools 19 were randomly selected from the list provided. Out of the 19, 7 (41%) head teachers were appraised and appraisal forms were available.

Bugaba P/S

Gantaama P/S

Kabale Ntusi P/S

Kakinga P/S

Kikondeka P/S

Kirama P/S

Kisana P/S

Kyaggunda P/S

Kyanika P/S

Merumeru P/S

Ntete P/S

Sagazi P/S

Kisindi P/S

Mirambi Umea P/S

Manyama Community P/S

Ntuusi P/S

Kabukongote P/S

Kyatuula P/S

Mateete United P/S

Assessment area: Monitoring and Inspection

The LG Education Department has effectively communicated and explained guidelines, policies, circulars issued by the national level in the previous FY to schools

Maximum 3 for this performance measure

- 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

The following important circulars were missing:

Unlicensed /Unregistered Schools dated 22nd/ Sept/2017. No. DES/50/14

Teacher Support Supervision No: ADM/203/255/01

2017 Comprehensive Education & Sports (CES) Sector Data Collection; Dated 10th/03/2017. NO. ADM/282/137/02

Focus on school inspection FY 2017/18. NO. DES/14/17 (missing).

School Feeding Program in Education Institutions. NO: MES/MIN25 (missing)

No circular from the Ministry was found in the selected schools. The schools only had local circulars issued by the education department.

Communication of information in guidelines and circulars was said to be through head teacher meetings at beginning and end of the term.

The sampled schools included; Sembabule Church of Uganda P/S, Sembabule Roman Catholic P/S, Mabindo Church of Uganda P/S, Kisonko Islamic P/S and Sembabule Standard Infant P/S (Private)

- 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

There was no evidence that the education office holds meetings with head teachers as there were no minutes availed.

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. 	<p>The education department had a set of inspections forms for some individual schools (filled inspection forms), from which information was got to feed the quarterly reports. The inspection reports were not in a format issued by Ministry of Education and Sports for 2016/17</p> <p>Of the 5 sampled schools, only 1 had a few copies inspection reports issued by the inspector of schools. It can be said that only 25% of the schools had been inspected in the previous year.</p> <p>The sampled schools included; Sembabule Church of Uganda P/S, Sembabule Roman Catholic P/S, Mabindo Church of Uganda P/S, Kisonko Islamic P/S and Sembabule Standard Infant P/S (Private)</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 	<p>There was no evidence that the Education department has discussed school inspection reports and used reports to make recommendations for corrective actions during the previous FY. There were no minutes or forms availed for such discussions.</p>

		<ul style="list-style-type: none"> 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 	0	<p>From DES records, no quarterly Inspection reports had had been submitted for FY 2016/2017.</p> <p>The department had only one acknowledgment sheet for submission of quarter 2 to the regional office at Mpigi dated 10th/ 3/2017 and DES had not captured this submission by the time of this assessment.</p>
		<ul style="list-style-type: none"> Evidence that the inspection recommendations are followed-up: score 4 	0	<p>There was no evidence that the inspection recommendations are being followed-up. E.g. Minutes of Inspectors and DEO communications with head teachers were not available. The sampled schools had no sheets of inspection recommendations from the inspectors of schools.</p>
9	<p>The LG Education department has submitted accurate/consistent reports/date for school lists and enrolment as per formats provided by MoES</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG has submitted accurate/consistent data: o List of schools which are consistent with both EMIS reports and OBT: score 5 	5	<p>The number of government aided primary schools given by EMIS and OBT data is consistent with that in the education department for government aided schools (187 schools). Number of licenced schools was 22 for FY 2016/17, also consistent with EMIS data.</p>
		<p>Evidence that the LG has submitted accurate/consistent data: • Enrolment data for all schools which is consistent with EMIS report and OBT: score 5</p>	0	<p>DEO provided enrolment data for government schools for FY 2016/2017 as being 59,238 . Enrollment data for private (both licenced and not yet licenced) was not yet known.</p>

Assessment area: Governance, oversight, transparency and accountability

10	<p>The LG committee responsible for education met, discussed service delivery issues and presented issues that require approval to Council</p>			<p>There were minutes of the District Council Meeting held on 25th May 2017</p>
	<p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the council committee responsible for education met and discussed service delivery issues including inspection, performance assessment results, LG PAC reports etc...during the previous FY: score 2 	2	<p>MINUTE 6/5/2017: Motion for change of work plans and bugest for 2016/17 for School Facility Grant SFG 10,500,000</p> <p>Another meeting was held on 22nd November, 2016: MINUTE 6/11/216 indicates enforcement of pupils' attendance from the beginning of the term to end. And parents to contribute a fee of sh. 10,000 for meals.</p>
		<ul style="list-style-type: none"> • Evidence that the education sector committee has presented issues that requires approval to Council: score 2 	2	<p>Minutes of the District Council Meeting held on 25th May, 2017</p> <p>MINUTE 6/5/2017 indicates a motion for change of work plans and bugest for 2016/17 for School Facility Grant SFG 10,500,000</p>

11	<p>Primary schools in a LG have functional SMCs</p> <p>Maximum 5 for this performance measure</p>	<p>Evidence that all primary schools have functional SMCs (established, meetings held, discussions of budget and resource issues and submission of reports to DEO) • 100% schools: score 5 • 80 to 99% schools: score 3 • Below 80% schools: score 0</p>	3	<p>Appointment letters of SMCs of all the 187 government aided schools were availed and signed by the DEO.</p> <p>Minutes of the SMCs were also available in the office of the Education department, but this was only for government aided schools. From the sampled schools (4 government aided and 1 private), only government aided schools had minutes of meetings for SMCs. There were no evidence of availability of SMCs in the sampled private school. 4 out of 5 is 80%.</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>All schools receiving non-wage recurrent grants were not listed on notice boards by the time of this assessment. The total amount for FY 2017/18 . Amount displaced for 3rd term amounted to sh. 228,374,710</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 	0	<p>The procurement requisition form was availed and dated 16th November, 2016. Way out of the deadline of 30th April. The procurement was for a vehicle (double cabin pickup) at a cost of sh. 150,000,000</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 	0	<ul style="list-style-type: none"> From a review of 3 payments it was established that the shortest time it took to initiate payment was one day and the longest was 159days as shown below: <table border="1"> <thead> <tr> <th>Payee</th> <th>VR NO</th> <th>Amount</th> <th>Invoice date</th> <th>Payment date</th> <th>Delay</th> </tr> </thead> <tbody> <tr> <td>Cape C</td> <td>PV-ED000516</td> <td>10,015,089</td> <td>11/06/17</td> <td>12/06/17</td> <td>1</td> </tr> <tr> <td>Kiyinda</td> <td>PV-ED000524</td> <td>2,713,793</td> <td>8/11/16</td> <td>15/05/17</td> <td>159</td> </tr> <tr> <td>Solumu</td> <td>PV-ED000523</td> <td>3,365,688</td> <td>24/05/17</td> <td>12/06/17</td> <td>18</td> </tr> </tbody> </table>	Payee	VR NO	Amount	Invoice date	Payment date	Delay	Cape C	PV-ED000516	10,015,089	11/06/17	12/06/17	1	Kiyinda	PV-ED000524	2,713,793	8/11/16	15/05/17	159	Solumu	PV-ED000523	3,365,688	24/05/17	12/06/17	18
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Assessment area: Financial management and reporting																												

15	<p>The LG Education department has submitted annual reports (including all quarterly reports) in time to the Planning Unit</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the department submitted the annual performance report for the previous FY (with availability of all four quarterly reports) to the Planner by mid-July for consolidation: score 4 	0	<p>There was no record in the Planner's Office to ascertain timeliness of submission.</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 	0	<p>According to the internal audit reports for four quarters of FY 2016/17, the department had the following audit queries:</p> <p>Internal Audit findings on the sector</p> <table border="0"> <tr> <td>Quarter:</td> <td>Quarter 1</td> </tr> <tr> <td>Quarter 2</td> <td>Quarter 3</td> </tr> <tr> <td>Quarter 4</td> <td></td> </tr> </table> <p>No. of queries :</p> <table border="0"> <tr> <td>0</td> <td>1</td> </tr> <tr> <td>3</td> <td>1</td> </tr> </table> <p>The department had 5 audit queries in the year which were responded to but not acted on.</p>	Quarter:	Quarter 1	Quarter 2	Quarter 3	Quarter 4		0	1	3	1
Quarter:	Quarter 1													
Quarter 2	Quarter 3													
Quarter 4														
0	1													
3	1													
Assessment area: Social and environmental safeguards														

17

LG Education Department has disseminated and promoted adherence to gender guidelines

Maximum 5 points for this performance measure

- 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

There was no evidence of consultation with the gender focal person regarding guidelines on how senior women/men teacher should provide guidance to girls and boys to handle hygiene, reproductive health, life skills etc...

There were no guidelines in relation to gender availed. There was no indication of meetings between DEO and the schools to discuss gender issues.

- Evidence that LG Education department in collaboration with gender department have issued and explained guidelines on how to manage sanitation for girls and PWDs in primary schools: score 2

0

No 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

- Evidence that the School Management Committee meet the guideline on gender composition: score 1

1

List of SMCs from the 4 sampled schools (government aided) had functional SMCs with both male and female representatives. The average number of female representatives was five (05) which is above the minimum requirement of four (04).

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: 	0	<p>There was no evidence of collaboration between the education with environment department. The sampled schools had tree planting activities but were being distorted by drought. The schools providing meals to pupils had no energy saving stoves and all the water tanks for hand washing were not functional.</p>
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LGPA 2017/18

Health Performance Measures

Sembabule District

(Vote Code: 551)

Score 39/100 (39%)

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>	0	<p>The staffing level stands at 47% and all staff receive salaries. There is a staff deficit of 18 (enrolled nurses and midwives) and support staff due to lack of a wage bill</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>	0	<p>The municipality submitted a recruitment plan for FY 2017/2018 stamped and dated 25th July 2017</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>List of Health Facilities and those in charge availed. Out of 28 only 2, one for Sembabule HCIV and one for Ntuusi HCV were appraised and appraisal forms availed. this accounts for only 7.14%</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	<p>Health workers are equitably distributed based on the staffing norms by Ministry of Health at HC II, III and IV level. The staff distribution list has been availed for all the 5 government health facilities (one HC IV, 4 HC IIIs and 18 HC IIIs). Four out of 18 health centre IIs lack a midwife and this is major staff deficit at this level</p>
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Assessment area: Monitoring and Supervision

5	<p>The DHO has effectively communicated and explained guidelines, policies, circulars issued by the national level in the previous FY to health facilities</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the DHO has communicated all guidelines, policies, circulars issued by the national level in the previous FY to health facilities: score 3 	0	<p>No evidence of communication of guidelines, policies and circulars issued at national level</p>
		<ul style="list-style-type: none"> Evidence that the DHO has held meetings with health facility in-charges and among others explained the guidelines, policies, circulars issued by the national level: score 3 	0	<p>No evidence of specific meetings with health facility in-charges and the DHO to explain guidelines, policies and circulars. A few guidelines were signed for; Quality improvement strategic plan, Patient charter, Public Private partnership implementation guidelines on 16th August 2016</p>
6	<p>The LG Health Department has effectively provided support supervision to district health services</p> <p>Maximum 6 points for this performance measure</p>	<p>Evidence that DHT has supervised 100% of HC IVs and district hospitals: score 3</p>	3	<p>Support supervision reports 2016/17 and 2017/2018 indicate that the two HC IVs have been supervised; Sembabule HC IV and Ntusi HC IV. Reports dated 30/03/2017, 27/07/17, 28/09/17, 04/01/2018, 30/12/16, 10/10/16. The district has no government general hospital. Sembabule support supervision log book does not indicate any documented visit by the DHT for FY 2016/2017 and 2017/2018</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	2	Most of the health centres were supervised at HC IV (2), HCIII (4) and HC II level. The health facilities at HC II level were supervised at least once by the DHT compared to the planned supervision visits (Quarterly by the DHT and monthly by the sub district)
7	The Health Sub-district(s) have effectively provided support supervision to lower level health units Maximum 6 points for this performance measure	Evidence that health facilities have been supervised by HSD and reports produced: • If 100% supervised score 6 points • 80 - 99% of the health facilities: score 4 • 60 - 79% of the health facilities: score 2 • Less than 60% of the health facilities: score 0	0	Less than 60% of the health facilities were supervised. Rwemiyaga HSD reports indicate supervision all its 7 health facilities monthly in the previous FY2016/2017. Reports are dough table as the same findings are documented every monthly supervision visit. Sembabule HC IV visited 8 health facilities out of 18 health facilities (HC 14 IIs and 4 HC IIIs) during the FY2016/2017.
8	The LG Health department (including HSDs) have discussed the results/reports of the support supervision and monitoring visits, used them to make recommendations for corrective actions and followed up Maximum 10 points for this performance measure	• Evidence that the reports have been discussed and used to make recommendations for corrective actions during the previous FY: score 4	0	No evidence that support supervision reports have been discussed and used to make recommendations for corrective action
		• Evidence that the recommendations are followed – up and specific activities undertaken for correction: score 6	0	No evidence that specific recommendations have been taken up to improve action

9	<p>The LG Health department has submitted accurate/consistent reports/date for health facility lists as per formats provided by MoH</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG has submitted accurate/consistent data regarding: o List of health facilities which are consistent with both HMIS reports and OBT: score 10 	10	<p>The LG submitted 27 facilities that are receiving PHC funds in OBT. All names appear under government facilities outputs (24) and PNFP health facilities (3)</p>
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Assessment area: Governance, oversight, transparency and accountability

10	<p>The LG committee responsible for health met, discussed service delivery issues and presented issues that require approval to Council</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the council committee responsible for health met and discussed service delivery issues including supervision reports, performance assessment results, LG PAC reports etc. during the previous FY: score 2 	2	<ul style="list-style-type: none"> • The Council Committees for Finance, Administration is responsible for Production; Health and Statutory Bodies; Finance and Administration. • Meeting of 25th May., 2017 – Standing Committee Report - Considered Budget Estimates for 2017/18 –
		<ul style="list-style-type: none"> • Evidence that the health sector committee has presented issues that require approval to Council: score 2 	2	<ul style="list-style-type: none"> - Report from Standing Committee for Finance and Administration of Performance of Departments under the sector for 1st Quarter 2016/2017 presented to Council of 29th September, 2016.

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	<p>The minutes for HUMC are available, and discussion of PHC budget and resources is integral part of the meetings. Not all four mandatory meetings are held by the sampled health facilities in FY2016/2017.</p> <p>Minutes of HUMC seen for;</p> <p>Kyabi HCIII; 3/3/17, 30/6/17,2/11/17</p> <p>Matete HC III; 2/03/17, 30/06/17, 15/09/17, 15/12/17</p> <p>Kabindi HC II; 30/06/17, 22/11/17, 18/8/16</p> <p>Sembabule HC IV; 29/06/17, 25/08/16,24/02/17, 19/12/2016,</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>PHC financial releases have been publicised on the DHO notice board for quarterly releases first and second quarter FY 2017/2018</p>
Assessment area: Procurement and contract management				

13	<p>The LG Health department has submitted procurement requests, complete with all technical requirements, to PDU that cover all items in the approved Sector annual work plan and budget</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the sector has submitted procurement requests to PDU that cover all investment items in the approved Sector annual work plan and budget on time by April 30 for the current FY: score 2 <p>Evidence that LG Health department submitted procurement request form (Form PP5) to the PDU by 1st Quarter of the current FY: score 2</p>	2	<p>The sector has no procurement request submitted for FY 2017/2018 due to lack of development grant. Requisitions for stationary and fuel have been seen on file FOR fy2017/2018 dated 13/09/2017,23/11/2017</p> <p>No investment that requires LG to submit a form PP5 or PPI1 for the current FY2017/2018</p>												
14	<p>The LG Health department has supported all health facilities to submit health supplies procurement plan to NMS</p> <p>Maximum 8 points for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG Health department has supported all health facilities to submit health supplies procurement plan to NMS on time: • 100% - score 8 • 70-99% – score 4 • Below 70% - score 0 	0	<p>No evidence that the DHO has supported lower level health facilities to submit annual procurement plans to NMS. Procurement plan for medicines and supplies seen at Sembabule HC IV stamped on 4th January 2017 by the incharge of the health facility and not by the DHO. The lower level health facilities are under the push system for medicines and supplies</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	<ul style="list-style-type: none"> • From a review of 1 payments it was established that it took two days to initiate payment as shown below; <table border="1"> <thead> <tr> <th>Payee</th> <th>VR NO</th> <th>Amount</th> <th>Invoice date</th> <th>Recommendation</th> <th>Delay</th> </tr> </thead> <tbody> <tr> <td>Gerald Lubega</td> <td>PV-HE00400</td> <td>5,177,971</td> <td>8/03/17</td> <td></td> <td>10/03/17</td> </tr> </tbody> </table> <p style="text-align: center;">2</p>	Payee	VR NO	Amount	Invoice date	Recommendation	Delay	Gerald Lubega	PV-HE00400	5,177,971	8/03/17		10/03/17
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Assessment area: Financial management and reporting

16	<p>The LG Health department has submitted annual reports (including all quarterly reports) in time to the Planning Unit</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the department submitted the annual performance report for the previous FY (including all four quarterly reports) to the Planner by mid-July for consolidation: score 4 	0	<p>In the absence of a record of when departments made submissions to the Planner's office, it was not possible to ascertain compliance to the submission deadlines.</p>										
17	<p>LG Health department has acted on Internal Audit recommendation (if any)</p> <p>Maximum 4 for this performance measure</p>	<p>Evidence that the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year</p> <ul style="list-style-type: none"> If sector has no audit query score 4 If the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year: score 2 points If all queries are not responded to score 0 	2	<p>According to the internal audit reports for four quarters of FY 2016/17, the department had the following audit queries:</p> <p>Internal Audit findings on the sector</p> <table border="1" data-bbox="1091 972 1437 1218"> <thead> <tr> <th>Quarter</th> <th>Quarter 1</th> </tr> </thead> <tbody> <tr> <td>Quarter 2</td> <td>Quarter 3</td> </tr> <tr> <td>Quarter 4</td> <td></td> </tr> </tbody> </table> <p>No. of queries :</p> <table border="1" data-bbox="1091 1151 1331 1218"> <tbody> <tr> <td>0</td> <td>0</td> </tr> <tr> <td>1</td> <td>0</td> </tr> </tbody> </table> <p>The department had one audit query in the year which was responded to and acted on.</p>	Quarter	Quarter 1	Quarter 2	Quarter 3	Quarter 4		0	0	1	0
Quarter	Quarter 1													
Quarter 2	Quarter 3													
Quarter 4														
0	0													
1	0													
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 Evidence that the LG has issued guidelines on how to manage sanitation in health facilities including separating facilities for men and women: score 2 	2	<p>All HUMC visited have female representation up to 30%. Mateete (3/7), Kabindi (3/5), Sembabule (3/9), Kyabi (2/6)</p> <p>No evidence that the DHO has issued sanitation guidelines to health facilities</p>										

19	<p>The LG Health department has issued guidelines on medical waste management</p> <p>Maximum 2 points</p>	<ul style="list-style-type: none">• Evidence that the LGs has issued guidelines on medical waste management, including guidelines for construction of facilities for medical waste disposal : score 2 points.	0	<p>No evidence that the DHO has issued medical waste management guidelines to health facilities</p>
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LGPA 2017/18

Water & Environment Performance Measures

Sembabule District

(Vote Code: 551)

Score 42/100 (42%)

No.	Performance Measure	Scoring Guide	Score	Justification
Assessment area: Planning, budgeting and execution				
1	<p>The DWO has targeted allocations to sub-counties with safe water coverage below the district average.</p> <p>Maximum score 10 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG Water department has targeted sub-counties with safe water coverage below the district average in the budget for the current FY: score 10 	10	<p>Five sub-counties i.e. Lugusulu (22%), Lwebitakuli (25%), Lwemiyaga (22%), Mijwala (24%) and Ntuusi (27%) are below the district average of 38% as at June 2017.</p> <p>All five sub-counties have been targeted in FY 2017/18 as established from the AWP 2017/18:</p> <ul style="list-style-type: none"> Lugusulu – 2 deep borehole drilling (motorized pump) and design of piped water system at Lugusulu trading center. Lwebitakuli -4 borehole rehabilitations (<i>Ndaiga, Lwembogo, Nankondo and Bulakati</i>), 1 30m³ RHT at Seeta Mugogo, Airlifting of Katwe RGC Lwemiyaga – 1 valley tank construction (<i>Bwamuseeta</i>) Mijwala - 3 borehole rehabilitations (<i>Kyatuulo A, Kikoma and Kasaana</i>), 1 valley tank construction (<i>Kyanika</i>) Ntusi – 1 valley tank construction (<i>Bigaaga</i>)

2

The LG Water department has implemented budgeted water projects in the targeted sub-counties (i.e. sub-counties with safe water coverage below the district average)

Maximum 15 points for this performance measure

• Evidence that the LG Water department has implemented budgeted water projects in the targeted sub-counties with safe water coverage below the district average in the previous FY: score 15

0

From the Annual Progress Report for FY 2016/17, NOT ALL projects in the sub-counties with coverage below the district average were implemented:

Completed projects

- Lugusulu – 5 borehole rehabilitations, 2 Rainwater Harvesting Tanks (RHT)
- Lwebitakuli -3 borehole rehabilitations, 8 RHTs
- Lwemiyaga – 16 borehole rehabilitations, 4 RHTs
- Mijwala - 1 borehole rehabilitation, 2 RHTs,
- Ntusi – 12 borehole rehabilitations, 1 RHT

Incomplete projects

- Lugusulu –Kyemambo valley tank (*incomplete due to breakdown of MWE equipment*)
- Lwebitakuli - Marembo valley tank (*excavation completed and auxiliary works pending*)
- Lwemiyaga – Bugologolo valley tank (*excavation completed and auxiliary works pending*)
- Mijwala - Extension of piped water from Kikoma to Kawanga RGC (*implementation commenced towards end of June 2017*)

Assessment area: Monitoring and Supervision

<p>3</p>	<p>The LG Water department carries out monthly monitoring and supervision of project investments in the sector</p> <p>Maximum 15 points for this performance measure</p>	<p>Evidence that the LG Water department has monitored each of WSS facilities at least annually. • If more than 95% of the WSS facilities monitored: score 15 • 80 - 95% of the WSS facilities - monitored: score 10 • 70 - 79%: score 7 • 60 - 69% monitored: score 5 • 50 - 59%: score 3 • Less than 50% of WSS facilities monitored -score 0</p>	<p>15</p> <p>Total number of projects implemented in FY 2016/17 as established from the Annual Progress Report for FY 2016/17 were :</p> <ul style="list-style-type: none"> • Extension of piped water from Kikoma to Kawanga RGC • Rehabilitation of 40 boreholes • Construction of 17 communal masonry RHTs • Construction of 3- 5000m3 valley tanks <p>From the supervision and monitoring reports reviewed , all contracts covering 62 facilities (100%) were monitored at least once with details as shown below;</p> <ul style="list-style-type: none"> • Extension of piped water from Kikoma to Kawanga RGC – Supervision and monitoring report (<i>dated 17/7/17</i>). • 18 communal masonry rain water harvesting tanks – Activity reports for Lot 1 (<i>dated 22/03/17</i>), Lot 2 (<i>dated 22/03/17</i>) and Lot 3 (<i>dated 24/05/17</i>). Supervision and Monitoring Report (<i>dated 18/05/17</i>). • 40 borehole rehabilitations – Report (<i>dated 21/03/17</i>) • 3 Valley tanks - Supervision and Monitoring Report (<i>dated 18/05/17</i>)
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4	<p>The LG Water department has submitted accurate/consistent reports/data lists of water facilities as per formats provided by MoWE</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG has submitted accurate/consistent data for the current FY: <ul style="list-style-type: none"> List of water facility which are consistent in both sector MIS reports and OBT: score 10 	0	<p>List of facilities in the performance contract and OBT for FY 2017/18 includes 1 masonry rain water tank, 2 deep boreholes (<i>motorised</i>), 1 piped water supply system, 9 deep borehole rehabilitations (<i>including airlifting of borehole at Katwe RGC</i>), and 3 valley tanks. This is not consistent with the MIS information obtained from MWE which indicates 8 deep borehole rehabilitations.</p>
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Assessment area: Procurement and contract management

5	<p>The LG Water department has submitted procurement requests, complete with all technical requirements, to PDU that cover all items in the approved Sector annual work plan and budget</p> <p>Maximum 4 for this performance measure</p>	<p>Evidence that the sector has submitted procurement requests to PDU that cover all investment items in the approved Sector annual work plan and budget on time (by April 30): score 4</p>	0	<p>None of the procurement requests reviewed for the planned projects in FY 2017/18 was submitted on time (<i>by April 30th 2017</i>):</p> <ol style="list-style-type: none"> Supply of Borehole Materials for use in rehabilitation works (<i>submitted 30/08/17</i>) Rehabilitation works of 9 B/Hs and Airlifting Katwe RGC (<i>submitted 30/08/17</i>) Supply of materials of auxiliary works on 3 valley tanks at Kyanika, Bwamuseta and Bigaaga (<i>submitted 18/10/2017</i>) Fuel supply for Supervision and monitoring of 3 valley tanks at Kyanika, Bwamuseta and Bigaaga (<i>submitted 18/10/2017</i>) Fuel Supply for excavation works of Kyanika (<i>submitted 18/10/2017</i>) Fuel Supply for excavation works of Bwamuseta (<i>submitted 18/10/2017</i>) Fuel Supply for excavation works of Bigaaga (<i>submitted 18/10/2017</i>)
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6

<p>The DWO has appointed Contract Manager and has effectively managed the WSS contracts</p> <p>Maximum 8 points for this performance measure</p>	<ul style="list-style-type: none">• If the DWO prepared a contract management plan and conducted monthly site visits for the different WSS infrastructure projects as per the contract management plan: score 2	0	At the time of assessment, no contract management plan was availed.
	<ul style="list-style-type: none">• If water and sanitation facilities constructed as per design(s): score 2	2	From the field assessment of a sample of projects completed in FY 2016/17 which included Marembo valley tank, Kakiika RHT, Nankondo borehole rehabilitation, Kikoma-Kawanga piped water extension, construction is as per the designs.
	<ul style="list-style-type: none">• If contractor handed over all completed WSS facilities: score 2	0	Handover reports were not availed as none of the sampled facilities completed in FY 2016/17 had been handed over at the time of assessment.

• If DWO appropriately certified all WSS projects and prepared and filed completion reports: score 2

0

Not all completed projects in FY 2016/17 had completion certificates and completion reports filed as shown:

1. SSEM551/WKS/16-17/00003-Lot 1 - TINASAH Investments Ltd – Construction of 4-30m³ and 2-50m³ masonry tanks – No completion certificate availed. Final inspection report (*dated 23/12/17*)

2. SSEM551/WKS/16-17/00003-Lot 2 -ABM Investments Ltd – Construction of 4-30m³ and 2-50m³ masonry tanks - completion certificate (*dated 04/12/17*), final inspection report (*dated 23/12/17*)

3. SSEM551/WKS/16-17/00003-Lot 3-Kiyinda Carpentry workshop – Construction of 2-30m³ and 4-50m³ masonry tanks - Completion Certificate (*dated 6/10/17*)

4. 11/CCM/2016-2017 - M/S Shadia Investments – Supply of materials for extension of piped water (1.6km) – No completion certificate and report availed

7

• Evidence that the DWOs timely (as per contract) certified and recommended suppliers for payment: score 3 points

• Evidence that the DWOs timely (as per contract) certified and recommended suppliers for payment: score 3 points

0

• From a review of 9 payments it was established that the shortest time it took to initiate payment was one day and the longest was 15days as shown below;

Payee	VR NO	Amount	Invoice date	Recommendation	Delay
Tinasah	PV-WK00466	31,037,241	28/02/17	31/03/17	3
Lunar	PV-WK00465	5,742,987	15/03/17	30/03/17	15
Calvin	PV-WK00344	6,549,580	15/03/17	30/03/17	15
Baraka	PV-WK00363	984,349	17/05/17	No date	
Cape	PV-WK000566	2,397,039	31/05/17	31/05/17	0
Kiyinda	PV-WK00510	44,905,193	24/05/17	24/05/17	0
Kiyinda	PV-WK00595	22,007,064	8/06/17	14/06/17	6
Baraka	PV-WK00372	912,000	7/03/17	7/03/17	0
ABM	PV-WK00324	27,125,765	16/12/16	19/12/16	3

Assessment area: Financial management and reporting

8	<p>The LG Water department has submitted annual reports (including all quarterly reports) in time to the Planning Unit</p> <p>Maximum 5 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the department submitted the annual performance report for the previous FY (including all four quarterly reports) to the Planner by mid-July for consolidation: score 5 	0	<p>There was no record in the Planner's office to enable ascertain timeliness of submissions from the department</p>						
9	<p>LG Water Department has acted on Internal Audit recommendation (if any)</p> <p>Maximum 5 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year o If sector has no audit query score 5 o If the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year: score 3 If queries are not responded to score 0 	3	<p>According to the internal audit reports for four quarters of FY 2016/17, the department had the following audit queries:</p> <p>Internal Audit findings on the sector</p> <table border="0"> <tr> <td>Quarter</td> <td>Quarter 1</td> </tr> <tr> <td>Quarter 2</td> <td>Quarter 3</td> </tr> <tr> <td>Quarter 4</td> <td></td> </tr> </table> <p>No. of queries : 0</p> <p>0 0</p> <p>The department had no audit quarries in the year which were responded to.</p>	Quarter	Quarter 1	Quarter 2	Quarter 3	Quarter 4	
Quarter	Quarter 1									
Quarter 2	Quarter 3									
Quarter 4										
Assessment area: Governance, oversight, transparency and accountability										

10	<p>The LG committee responsible for water met, discussed service delivery issues and presented issues that require approval to Council</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the council committee responsible for water met and discussed service delivery issues including supervision reports, performance assessment results, LG PAC reports and submissions from the District Water and Sanitation Coordination Committee (DWSCC) etc. during the previous FY: score 3 	3	<ul style="list-style-type: none"> • The Council has two Standing Committees (Finance, Administration – responsible for Production; Health and Statutory Bodies; Finance and Administration”) and Standing Committee for Technical Services and Works Committee – responsible for Education, Roads and Engineering’ Water, Natural Resources, Community Based Services) • Meeting of 25th May., 2017 – Standing Committee Report - Considered Budget Estimates for 2017/18 –
		<ul style="list-style-type: none"> • Evidence that the water sector committee has presented issues that require approval to Council: score 3 	3	<p>Council Meeting of 25th May., 2017 – Standing Committee Report - Considered Budget Estimates for 2017/18 – from the Standing Committee for Technical Services and Works.</p>
11	<p>The LG Water department has shared information widely to the public to enhance transparency</p> <p>Maximum 6 points for this performance measure</p>	<ul style="list-style-type: none"> • The AWP, budget and the Water Development grant releases and expenditures have been displayed on the district notice boards as per the PPDA Act and discussed at advocacy meetings: score 2 	0	<p>The AWP, budget, releases and expenditures for FY 2017/18 were not displayed on the District’s Notice Boards at the time of assessment.</p> <p>The district has a website www.sembabule.go.ug but no information of budgets, expenditures and releases for the Water department is was displayed.</p>

		<ul style="list-style-type: none"> • All WSS projects are clearly labelled indicating the name of the project, date of construction, the contractor and source of funding: score 2 	0	<p>From the field assessment of FY 2016/17 sampled projects, labelling is not sufficient for most projects:</p> <ul style="list-style-type: none"> • Nankondo borehole – no labelling done • Kakiika RHT – labelling on tank (Client, Contractor, Project name and Funder) – No date of construction and wrong capacity of tank indicated. • Marembo valley tank – no labelling • Extension of piped water to Kawanga Trading Center – labelling on site board (Client, Contractor, Project name, Funder and Date of construction)
		<ul style="list-style-type: none"> • Information on tenders and contract awards (indicating contractor name /contract and contract sum) displayed on the District notice boards: score 2 	0	<p>No information on tenders and contract awards for the FY 2017/18 projects was displayed on the District notice boards at the time of assessment.</p>
12	<p>Participation of communities in WSS programmes</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> • If communities apply for water/public sanitation facilities as per the sector critical requirements (including community contributions) for the current FY: score 1 	0	<p>For the planned projects in FY 2017/18, village applications forms were not available on file at the time of assessment.</p>
		<ul style="list-style-type: none"> • Number of water supply facilities with WSCs that are functioning evidenced by collection of O&M funds and carrying out preventive maintenance and minor repairs, for the current FY: score 2 	0	<p>Review of the Water MIS information (Form 4 that captures information on source functionality including collection of fees, carrying out minor repairs etc) established that although it is indicated that the WSCs have been established, there is no information captured on collection of O&M fees and carrying out preventive maintenance and minor repairs.</p>
Assessment area: Social and environmental safeguards				

13

The LG Water department has devised strategies for environmental conservation and management

Maximum 4 points for this performance measure

- Evidence that environmental screening (as per templates) for all projects and EIAs (where required) conducted for all WSS projects and reports are in place: score 2

2

From a sample of 5 projects, Environmental and Social Screening Forms (*with Environment & Social Impact Form, and ESMPs*) were availed:

- Construction of a valley tank at Bigaaga (*dated 15/10/2017*)
- Construction of a valley tank at Kyanika (*dated 13/08/2017*)
- Construction of a valley tank at Bwamuseeta (*dated 09/10/2017*)
- Construction of a RWH at Kakika Primary School (*dated 06/06/2017*)
- Construction of a valley tank at Malembo (*dated 12/10/2016*)

- Evidence that there has been follow up support provided in case of unacceptable environmental concerns in the past FY: score 1

1

Environment and Social Certification Forms for 12 rainwater harvesting tanks confirming that the environmental concerns, as had been identified during screening and preparation of the mitigation plans, had been addressed, were availed.

A multi-sectoral monitoring report (*dated 31/07/17*) was also availed that involved among other issues, reporting on the implementation of mitigation measures for WSS projects that were carried out in FY 2016/17.

- Evidence that construction and supervision contracts have clause on environmental protection: score 1

0

No clauses on environmental protection seen in the WSS contracts.

14	<p>The LG Water department has promoted gender equity in WSC composition.</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> • If at least 50% WSCs are women as per the sector critical requirements: score 3 	0	<p>For the sampled WSS facilities for the FY 2017/18 (<i>Bigaaga, Kyanika , and Bwamuseeta valley tanks</i>) lists of WSC with composition were not availed. The Software report was not available in the 1st Quarter Progress Report (FY 2017/18) (<i>received at MWE on 23/10/17</i>).</p>
15	<p>Gender- and special-needs sensitive sanitation facilities in public places/RGCs.</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> • If public sanitation facilities have adequate access and separate stances for men, women and PWDs: score 3 	3	<p>Sanitation facilities were not budgeted for in the current and previous FYs.</p>