



LGPA 2017/18

Accountability Requirements

Wakiso District

(Vote Code: 555)

Assessment	Compliant	%
Yes	5	83%
No	1	17%

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	<ul style="list-style-type: none"> Wakiso DLG submitted to MoFPED a Final Performance Contract for FY 2017/18 on 7th/7/2017 while the Draft had been submitted on 13/04/2017 	No
Assessment area: Supporting Documents for the Budget required as per the PFMA are submitted and available			
LG has submitted a Budget that includes a Procurement Plan for the forthcoming FY (LG PPDA Regulations, 2006).	xxxxxx	<ul style="list-style-type: none"> Wakiso DLG submitted to MoFPED a Budget for FY 2017/18 that included a Procurement plan on 13/04/2017 	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)	xxxxxx	<ul style="list-style-type: none"> Wakiso DLG submitted to MoFPED the Annual Performance Report for FY 2016/17 on 31/07/2017 	Yes
LG has submitted the quarterly budget performance report for all the four quarters of the previous FY; PFMA Act, 2015)	xxxxxx	<ul style="list-style-type: none"> Wakiso DLG submitted to MoFPED all the 4 Quarterly budget performance reports by the due date, the actual dates are captured here below: Quarter I: 07/11/2016 Quarter II: 10/02/2017 Quarter III: 02/05/2017 Quarter IV: 31/07/2017 	Yes
Assessment area: Audit			

<p>The LG has provided information to the PS/ST on the status of implementation of Internal Auditor General or Auditor General findings for the previous financial year by April 30 (PFMA s. 11 2g). This statement includes actions against all findings where the Auditor General recommended the Accounting Officer to take action (PFMA Act 2015; Local Governments Financial and Accounting Regulations 2007; The Local Governments Act, Cap 243).</p>	<p>XXXXX</p>	<p>The DLG produced and submitted information to the PST/ST on the implementation of Internal Auditor General findings for the financial year 2015/2016 in a letter REF CR 252/1, dated 27th February 2017 and was received by the MOFED office on 17th March 2017. This was before the deadline of 31st April 2017. The same letter also submitted responses to the PS/ST (Internal Auditor General) the status of implementation of the OAGs report for the FY 2015/16.</p> <p>All the 37 findings in the internal audit report for the FY 2016/17 were responded to.</p> <p>The district further responded to all 17 findings in the OAG's report for the FY ended 30th June 2016 in a the same letter.</p>	<p>Yes</p>
<p>The audit opinion of LG Financial Statement (issued in January) is not adverse or disclaimer</p>	<p>XXXXX</p>	<p>The audit opinion on the Financial statements of the District for the FY ended June 2017 was neither adverse or disclaimed. The audit opinion was, in fact, unqualified.</p>	<p>Yes</p>



LGPA 2017/18

Crosscutting Performance Measures

Wakiso District

(Vote Code: 555)

Score 74/100 (74%)

No.	Performance Measure	Scoring Guide	Score	Justification
Assessment area: Planning, budgeting and execution				
1	<p>All new infrastructure projects in: (i) a municipality; and (ii) all Town Councils in a District are approved by the respective Physical Planning Committees and are consistent with the approved Physical Plans</p> <p>Maximum 4 points for this performance measure.</p>	<p>Evidence that a municipality/district has: • A functional Physical Planning Committee in place that considers new investments on time: score 2.</p>	2	<ul style="list-style-type: none"> • Physical planning committee was in place having been constituted in CAO's communication to members dated 23/03/2011 under reference CR/202/2. • The committee had held meetings: Minutes were reviewed for the meetings of 12/01/2017, 30/3/2017, 12/07/2017 whose discussions were centred on consideration for approval of building plans and conceptual models for physical plans. • Registration book was in place. • Out of the 5 sampled submissions 4 building plans had been approved within 28 days of submission.
		<ul style="list-style-type: none"> • All new infrastructure investments have approved plans which are consistent with the Physical Plans: score 2. 	2	<ul style="list-style-type: none"> • District physical development plan was approved by the District Council on 30/11/2017 under Min. 091/WAK/DLC5/2017. Out of the 5 sampled submissions 4 building plans had been approved within 28 days of submission.
2	<p>The prioritized investment activities in the approved AWP for the current FY are derived from the approved five-year development plan, are based on discussions in annual reviews and budget conferences and have project profiles</p>	<ul style="list-style-type: none"> • Evidence that priorities in AWP for the current FY are based on the outcomes of budget conferences: score 2. 	2	<p>The report of the Budget conference for FY 2017/18 highlighted priorities for FY 2017/18 in the sectors of production, health, education, roads, water and natural resources which are also reflected in the AWP for the FY 2017/18.</p>
		<ul style="list-style-type: none"> • Evidence that the capital investments in the approved Annual work plan for the current FY are derived from the approved five-year development plan. If different, justification has to be provided and evidence that it was approved by Council. Score 2. 	2	<p>Review of the approved Annual Work Plan for FY 2017/18 and the approved five year district development plan (DDP) 2015/16-2019/20 revealed that the capital projects in the AWP were derived from the said DDP</p>

		<ul style="list-style-type: none"> Project profiles have been developed and discussed by TPC for all investments in the AWP as per LG Planning guideline: score 1. 	0	Project profiles for 2017/18 were not availed for review and no evidence was availed that the TPC had discussed them.
3	<p>Annual statistical abstract developed and applied</p> <p>Maximum 1 point on this performance measure</p>	<ul style="list-style-type: none"> Annual statistical abstract, with gender disaggregated data has been compiled and presented to the TPC to support budget allocation and decision-making-maximum 1 point. 	0	<ul style="list-style-type: none"> Statistical abstract had been compiled for 2017 dated December 2017. <p>It had gender - disaggregated data e.g population by sex by Sub-county</p> <p>However, there was no evidence of presentation of the statistical abstract to the TPC.</p>
4	<p>Investment activities in the previous FY were implemented as per AWP.</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> Evidence that all infrastructure projects implemented by the LG in the previous FY were derived from the annual work plan and budget approved by the LG Council: score 2 	2	All the Infrastructure projects implemented in the FY 2016/17 as per the annual report in FY 2016/ 17 were derived from the approved AWP budget for that year.
		<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. <ul style="list-style-type: none"> 100%: score 4 80-99%: score 2 Below 80%: 0 	4	Quarter 4 Cumulative/ Annual Performance report for FY 2016/17 indicated that all the projects were completed within the financial year (100%).

5

The LG has executed the budget for construction of investment projects and O&M for all major infrastructure projects and assets during the previous FY

Maximum 4 points on this Performance Measure.

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

2

The following sampled projects as captured in Wakiso DLG Annual performance report 2016/17 indicates a total expenditure of 10,643,771,000= against budget of 12,067,776,000=, representing -11.8%.

- 4 latrines (4 blocks 5-stance at Kikandwa Baptist, St Theresa Gayaza Girls, St. Jude Nakasozi, Nankonge PS) all completed – budgeted 52,875,000= and spent 85,037,000= pg 128
- 2 out of 3 (4 unit) lined VIP pit latrines completed at Gombe HC II and Miggadde HC II (planned sites were Kyengeza HC II, Masulita SC, Busiro North HSD) budget 15,000,000= and spent 15,000,000= pg 121
- 25 km out of 25 km Urban unpaved roads periodically maintained pg. 132; 126km out of 126 km urban unpaved roads routinely maintained labour based; 50.9km out of 50.9km urban unpaved roads routine Mechanised maintenance (for all the 3 budgeted 1,934,964,000= and spent 286,032,000= pg 132-133)
- Up grading 6 km to butinimous surface for Namasuba-Ndejje-Kitiko, Nansana-Nabweru-Wamala and Bunamwaya-Mutundwe-Kisugula, Lubowa-Uper Quality (planned 10,004,937,000= and spent 10,197,702,000= pg. 133)
- 2 mini solar powered piped WSSS designed budgeted 60,000,000= and spent 60,000,000= pg 139

		<ul style="list-style-type: none"> Evidence that the LG has budgeted and spent at least 80% of O&M budget for infrastructure in the previous FY: score 2 	2	<p>Based on the sample below as presented in the Annual performance report FY 2016/17 the District spent 10,569,890,000= of the 12,031,659,000= budgeted for O&M of infrastructure (87.9%):</p> <ul style="list-style-type: none"> 25 km Urban unpaved roads periodically maintained pg. 132; 126km out of 126 km urban unpaved roads routinely maintained labour based; 50.9km out of 50.9km urban unpaved roads routine Mechanised maintenance (for all the 3 budgeted 1,934,964,000= and spent 286,032,000= pg 132-133) 6 km Up grading to butinimous surface Namasuba-Ndejje-Kitiko, Nansana-Nabweru-Wamala and Bunamwaya-Mutundwe-Kisugula, Lubowa-Uper Quality (planned 10,004,937,000= and spent 10,197,702,000= pg. 133) 62 shallow wells rehabilitated budgeted donor dev 76,111,000= and domestic dev 15,647,000= and spent donor dev 70,507,000= and domestic dev 15,649,000= pg 138 (included retention for 33 hand dug wells and 10 motorised drilled shallow wells)
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Assessment area: Human Resource Management

6	LG has substantively recruited and appraised all Heads of Departments	<ul style="list-style-type: none"> Evidence that HoDs have been appraised as per guidelines issued by MoPS during the previous FY: score 2 	2	Performance agreements and appraisal reports verified revealed that 11 out of 14 HODs (79%) were appraised and this exercise followed the guidelines issued by MoP during the FY 2016/17.
	Maximum 5 points on this Performance Measure.	<ul style="list-style-type: none"> Evidence that the LG has filled all HoDs positions substantively: score 3 	0	<ul style="list-style-type: none"> According to records held in individual files for all heads of department and units verified 12 out of 14 heads are substantively filled. This is 86% of positions filled

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>During the FY 2016/17, a total of 201 staff positions were submitted to District Service Council (DSC) for recruitment. DSC Minute extracts dated 28th April 2016, 10th Jan 2017 and 8th Feb 2017, notice board and New Vision advertisements dated 17th Feb 2017 verified showed that all 201 were considered for recruitment. 201 out of 201 represents 100% submitted positions considered.</p>
		<ul style="list-style-type: none"> • Evidence that 100 percent of staff submitted for confirmation have been considered: score 1 	1	<p>Submission lists referenced as CR/214/5 and submission dated 11th April 2017 from CAO's office viewed indicated that a total of 13 staff were submitted to DSC for confirmation during FY 2016/7. Minute extract from DSC with reference as DSC212/3 indicated that all 13 staff were considered for confirmation – thus 100% .</p>
		<ul style="list-style-type: none"> • Evidence that 100 percent of staff submitted for disciplinary actions have been considered: score 1 	1	<p>6 cases were submitted to DSC for disciplinary action on various submission list dates such as - 16th Nov 2016 and 22nd May 2017. The DSC minute extract indicated that only 4 submissions were directly handled while the 2 cases were considered by referring them to Court. This means that all the 6 cases were considered for disciplinary action in the FY 2016/7.</p>
8	<p>Staff recruited and retiring access the salary and pension payroll respectively within two months</p> <p>Maximum 5 points on this Performance Measure.</p>	<ul style="list-style-type: none"> • Evidence that 100% of the staff recruited during the previous FY have accessed the salary payroll not later than two months after appointment: score 3 	3	<ul style="list-style-type: none"> • Submissions for recruitment for FY 2016/17 were all viewed and confirmed received at DSC. Three types of advertisements were verified i.e. Newspaper adverts, internal and external adverts previously displayed on notice boards. Minute extracts at DSC for FY 2016/17 indicated case by case recruited staff accessed salary payroll within two months of recruitment. Salary payroll for January 2017 was displayed and indicated new staff accessed salary payroll after one month of recruitment

		<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	It was not possible to trace any evidence where staff who retired during FY 2016/17 accessed pensions payroll within two months of retirement.. For example, retired staff indicated on the list of 18th Oct 2016 were shown to access pension after 1 year 2 months.
Assessment area: Revenue Mobilization				
9	<p>The LG has increased LG own source revenues in the last financial year compared to the one before the previous financial year (last FY year but one)</p> <p>Maximum 4 points on this Performance Measure.</p>	<ul style="list-style-type: none"> If increase in OSR from previous FY but one to previous FY is more than 10% : score 4 points If the increase is from 5 - 10% : score 2 point If the increase is less than 5% : score 0 points. 	4	<p>The district LG OSR increased by 19 % from UGX 1,324,639,983 in the FY 2015/16 to UGX 1,573,225,941 in the FY 2016/17. (Source: Wakiso District Final accounts for FY 2015/16 and FY 2016/17).</p> <p>Special Note: In the FY 2015/16, Wakiso's sub-counties reduced from 15 to 8 causing loss of revenue sources. In order to get a comparable figure for computation of OSR growth in the FY 2016/17 the figure of revenue collected in the FY 2015/16 of UGX 2,483,699,969.was reduced by 47% to UGX 1,324,639,983 in order to match the decline in the number of sub-counties. .</p> <p>Special Note: The decline in the revenue is due to creation of more Town Councils and Municipalities from Wakiso District. It was noted that after FY 2015/16 Wakiso's sub-counties reduced from 15 to 7 causing massive loss of revenue.</p>
10	<p>LG has collected local revenues as per budget (collection ratio)</p> <p>Maximum 2 points on this performance measure</p>	<ul style="list-style-type: none"> If revenue collection ratio (the percentage of local revenue collected against planned for the previous FY (budget realisation) is within +/- 10% : then 2 points. If more than +/- 10% : zero points. 	0	<p>The actual/budget revenue collection ratio for the FY 2016/17 was 69% (UGX 1,573,225,941/2,276,489,006). This resulted in a budget variance of 31% which is higher than 10%. (Source: Wakiso District accounts for FY 2016/17)</p>

11	Local revenue administration, allocation and transparency	<ul style="list-style-type: none"> Evidence that the District/Municipality has remitted the mandatory LLG share of local revenues: score 2 	2	There was evidence that the DLG collected UGX 762,925,587 in Local Service Tax which was noticeably deducted from the staff salaries at the district and remitted to 65% to sub-counties and 100% Town Councils.
	Maximum 4 points on this performance measure	<ul style="list-style-type: none"> Evidence that the LG is not using more than 20% of OSR on council activities: score 2 	2	The LG spent UGX 490,778145 in the FY 2016/17 on Council allowances and emoluments compared to UGX 2,483,699,969 collected in the FY 2015/16. This was 19.8% of OSR for the FY 2015/16 (less than 20%) as per the Local Governments Act CAP 243. (Source: the Wakiso DLG final accounts for the FY 2015/16 and FY 2016/17)

Assessment area: Procurement and contract management

12	The LG has in place the capacity to manage the procurement function	<ul style="list-style-type: none"> Evidence that the District has the position of a Senior Procurement Officer and Procurement Officer (if Municipal: Procurement Officer and Assistant Procurement Officer) substantively filled: score 2 	0	<ul style="list-style-type: none"> Evidence shows that the positions are not substantively filled. The Senior Procurement Officer was recruited in December 2017 and the Procurement Officer in January 2018. Both are still on probation.
	Maximum 4 points on this performance measure.	<ul style="list-style-type: none"> Evidence that the TEC produced and submitted reports to the Contracts Committee for the previous FY: score 1 	1	There is evidence to show that TEC produced Evaluation Reports and submitted to the Contracts Committee. E.g. Evaluation report for the construction of a 5 stance lined pit latrine at Namagera Primary School Waki555/WRKS/2016-17/00041 Lot 3 dated 22 November 2016 which recommended Cross-Land Construction Co. Ltd
		<ul style="list-style-type: none"> Committee considered recommendations of the TEC and provide justifications for any deviations from those recommendations: score 1 	1	The evidence shows that Contracts Committee considered the recommendations of the TEC e.g. Contracts Committee meeting of 9 January 2017 (Meeting Reference 0007/DCC/2016-17, Part 2 item 6) considered and upheld the recommendations of the TEC and awarded Waki555/WRKS/2016-17/00041 Lot 1 to Skylight General Services.

13	<p>The LG has a comprehensive Procurement and Disposal Plan covering infrastructure activities in the approved AWP and is followed.</p> <p>Maximum 2 points on this performance measure.</p>	<ul style="list-style-type: none"> • a) Evidence that the procurement and Disposal Plan for the current year covers all infrastructure projects in the approved annual work plan and budget and b) evidence that the LG has made procurements in previous FY as per plan (adherence to the procurement plan) for the previous FY: score 2 	2	<ul style="list-style-type: none"> • Review of the procurement and disposal plan for FY 2017/18 shows that the infrastructure projects are reflected in the annual work plan. E.g construction of four teachers houses at four schools (Namugala, Naggulu UMEA, Bugujju and St. Joseph Nabbingo primary schools) is item 3 on page 20 of the disposal plan and matches with same item on page 72 (Education) in the Work Plan. • Procurement in FY 2016/17 was as planned. E.g. Completion of general maternity ward at Nassolo Wamala HC III Phase II (Item 76 in procurement plan) was planned for at UGX 166,293,005 and awarded as Waki555/WRKS/2016-17/00017 to Mayanja General Services for a contract sum of UGX 166,293,005.
14	<p>The LG has prepared bid documents, maintained contract registers and procurement activities files and adheres with established thresholds.</p> <p>Maximum 6 points on this performance measure</p>	<ul style="list-style-type: none"> • For current FY, evidence that the LG has prepared 80% of the bid documents for all investment/infrastructure by August 30: score 2 	0	<ul style="list-style-type: none"> • Review of the consolidated procurement plan for 2017-18 shows that 67% of the bid documents for infrastructure projects were prepared by August 30.
		<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 	2	<ul style="list-style-type: none"> • The Contracts Register for FY 2016/17 was available and updated. The last procurement entry was Waki555/2016-17/00147 for drilling and hand pump installation of four deep boreholes. • The procurement files were complete with relevant documents such as copy of pre-qualification and solicitation documents, record of bid opening and closing, evaluation reports, contracts committee decisions, notice of best evaluated bidder, Letter of Bid Acceptance, among others.

		<ul style="list-style-type: none"> For previous FY, evidence that the LG has adhered with procurement thresholds (sample 5 projects): score 2. 	2	<ul style="list-style-type: none"> Sampled projects indicate the procurement thresholds were adhered to. E.g Open Bidding (OB) for Contract Waki555/WRKS/2016-17/00012 Lot 1 valued at UGX 174,454,000 and Waki555/WRKS/2016-17/00008 valued at UGX 281,843,590 which are within the OB threshold of more than UGX 50,000,000. Contracts Waki555/WRKS/2016-17/00098 Lot 2 valued at 41,690,521; Waki555/WRKS/2016-17/00041 Lot 3 valued at UGX 21,270,798 and Waki555/WRKS/2016-17/00118 valued at UGX 22,038,093 are within Selective Bidding threshold of not exceeding UGX 50,000,000.
15	<p>The LG has certified and provided detailed project information on all investments</p> <p>Maximum 4 points on this performance measure</p>	<ul style="list-style-type: none"> Evidence that all works projects implemented in the previous FY were appropriately certified – interim and completion certificates for all projects based on technical supervision: score 2 	0	<ul style="list-style-type: none"> There was no evidence that all works projects implemented in 2016-17 were appropriately certified. However, only road works were certified.
		<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>Project sites visited were not labelled e.g. construction of administration block at Kajjansi Town Council.</p>
Assessment area: Financial management				
16	<p>The LG makes monthly and up to-date bank reconciliations</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> Evidence that the LG makes monthly bank reconciliations and are up to-date at the time of the assessment: score 4 	4	<p>All the monthly reconciliations for the FY 2016/17 and those for the period July to December 2017 were in place. They were all signed by the sector accountants and verified by CFO (HOF).</p>

17	<p>The LG made timely payment of suppliers during the previous FY</p> <p>Maximum 2 points on this performance measure</p>	<ul style="list-style-type: none"> If the LG makes timely payment of suppliers during the previous FY – no overdue bills (e.g. procurement bills) of over 2 months: score 2. 	2	<p>A sample of 12 transactions from health, water, education and production departments showed that all payments were fully within the period of payment timelines of 30 days as indicated in Contracts respectively. The range of payment timeline for the sampled vouchers was from 1 day to 26 days which was within the maximum recommended period of 30 days.</p>
18	<p>The LG executes the Internal Audit function in accordance with the LGA section 90 and LG procurement regulations</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> Evidence that the LG has a substantive Senior Internal Auditor and produced all quarterly internal audit reports for the previous FY: score 3. 	3	<p>The Head of Internal Audit department (Mr Busulwa Simon) was substantively appointed a Principal Internal Auditor on September 2015 under DSC Minute No. 61c/2006 in a letter CRD/10104 signed by the then CAO. He is therefore above the level of a Senior Internal Auditor.</p> <p>The District Internal Audit department produced 4 quarterly internal audit reports in the FY 2016/17.</p>
		<ul style="list-style-type: none"> Evidence that the LG has provided information to the Council and LG PAC on the status of implementation of internal audit findings for the previous financial year i.e. follow up on audit queries: score 2. 	2	<p>There was evidence that the LG provided information to Council and LGPAC on the status of implementation of internal audit findings. The District Internal Auditor produced and submitted the 1st quarter, 2nd quarter, 3rd quarter and 4th quarter to LGPAC on 29th November 2016, 16th March 2017, 20th June 2017, and 25th September 2017 respectively to the LGPAC, CAO and the Chairperson LCV. The final quarterly internal audit reports which showed the status of implementation of audit findings were duly acknowledged by the above offices.</p>
		<ul style="list-style-type: none"> Evidence that internal audit reports for the previous FY were submitted to LG Accounting Officer, LG PAC and LG PAC has reviewed them and followed-up: score 1 	0	<p>The Accounting Officer and the LGPAC received all the internal audit reports but there was no evidence that the LGPAC discussed them.</p>

19	<p>The LG maintains a detailed and updated assets register</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> • Evidence that the LG maintains an up-dated assets register covering details on buildings, vehicle, etc. as per format in the accounting manual: score 4 	4	<p>The LG maintains updated assets registers. There were many assets in the assets register for the FY 2017/18. There was no evidence of any asset that was not registered in the Assets Register.</p>
20	<p>The LG has obtained an unqualified or qualified Audit opinion</p> <p>Maximum 4 points on this performance measure</p>	<p>Quality of Annual financial statement from previous FY:</p> <ul style="list-style-type: none"> • unqualified audit opinion: score 4 • Qualified: score 2 • Adverse/disclaimer: score 0 	4	<p>The LG received unqualified audit opinion on the financial statements for the FY 2016/17 as per the Office of the Auditor General's audit report for the FY 2016/17 for Wakiso District)</p>
<p>Assessment area: Governance, oversight, transparency and accountability</p>				

<p>21</p>	<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>	<p>0</p>	<p>Minutes of the meetings of District Council reviewed indicated that Council discussed service delivery issues including:</p> <p>28/07/2016</p> <ul style="list-style-type: none"> Elected the LC V Secretaries, Chairpersons of Standing Committees and members of the Standing Committees <p>29/09/2016</p> <ul style="list-style-type: none"> Discussed update on DSC activities, update on findings of the Public Health Service Commission investigations Team on Health Staff and the status of interdicted Health and Committee report for Works and Technical services only -including Water <p>25/01/2017</p> <ul style="list-style-type: none"> Discussed Waste management bill and Solid waste management policy framework, Supplementary budget for CAIP –engraving and branding machines at Agro processing facilities, OSR for Council activities, Committee reports (Health, Education and Sports; Production Marketing and Natural Resources; Gender and Community Development Committee; Works and Technical services Committees. <p>29/03/2017</p> <ul style="list-style-type: none"> Discussed District Staff structure and establishment, Sectoral Committee reports (Works & Tech +Water; Health, Education & Sports; Production; Financial Planning & Gen duties, Gender & Com Development and, District HIV/AIDS Strategic Plan FY 2015/2016-2019/2010 <p>24/05/2017</p> <ul style="list-style-type: none"> Discussed District Client Charter; Discussed District Staff structure and establishment, Budget estimates 2017/18, Change of work plan to Purchase vehicle by DEO. <p>However there was no evidence of discussion of LG PAC report.</p>
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22	<p>The LG has responded to the feedback/complaints provided by citizens</p> <p>Maximum 2 points on this Performance Measure</p>	<ul style="list-style-type: none"> Evidence that LG has designated a person to coordinate response to feed-back (grievance /complaints) and responded to feedback and complaints: score 2. 	2	<ul style="list-style-type: none"> The Principal Assistant Secretary Ms. Marion Masagazi, had been assigned by CAO on 15th February 2012 in communication under ref. CR/201/3 to handle Client Charter which included managing complaints and other emerging concerns. This is augmented by the draft Client Charter submitted to CAO dated 28th April 2017 which states Ms. Marion Masagazi as Client Charter Officer. The following response to the citizens was seen: <ul style="list-style-type: none"> Instruction to the DEO dated 31/8/2016 to handle allegation of threat of eviction of Gobero PS from its current location which matter had been raised to the CAO by Kakiri Sub County Chief in a letter dated 12th August 2016. Interdiction letter of Mr. Serumaga Robert, head teacher St. Paul Katigobwa PS dated 8th May 2017 upon investigations following a tip off by community of alleged mismanagement of St. Paul Katigobwa PS that was raised by office of the IGG in letter to CAO dated 3rd January 2017 under ref. Hqt/38/09/16.
23	<p>The LG shares information with citizens (Transparency)</p> <p>Total maximum 4 points on this Performance Measure</p>	<p>Evidence that the LG has published: • The LG Payroll and Pensioner Schedule on public notice boards and other means: score 2</p>	2	<ul style="list-style-type: none"> LG Payroll January 2018 and Pensioner Schedule August 2017 were published on notice boards at the District headquarters.
		<ul style="list-style-type: none"> Evidence that the procurement plan and awarded contracts and amounts are published: score 1 	0	<ul style="list-style-type: none"> Procurement plan and awarded contracts and amounts were not published on the notice boards at the District headquarters. The District website www.wakiso.go.ug was active and had Bid notice 4th December 2017 published. However no information on the procurement plan and awarded contracts was available on the site.

		<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	<ul style="list-style-type: none"> Not applicable. The Central Government did not conduct the Annual Performance Assessment for LGs in FY 2016/17
24	The LGs communicates guidelines, circulars and policies to LLGs to provide feedback to the citizens	<ul style="list-style-type: none"> Evidence that the HLG have communicated and explained guidelines, circulars and policies issued by the national level to LLGs during previous FY: score 1 	1	Wakiso DLG had communicated and explained guidelines, circulars and policies to LLGs as evidenced by report by District planner of meeting held on 30th November 2016 organised for HLG and LLG leaders on LG development planning and budgeting.
	Maximum 2 points on this performance measure	<ul style="list-style-type: none"> Evidence that LG during previous FY has conducted discussions (e.g. municipal urban fora, barazas, radio programmes etc.) with the public to provide feedback on status of activity implementation: score 1. 	1	<ul style="list-style-type: none"> Reports by Town Clerk Kajjansi TC dated 15th August 2017 of Barazas held at Kajjansi and Nakawuka trading centres on 2nd and 4th May 2017 and another by Senior Assistant Secretary Kasanje SC dated 14th August 2017 of baraza held at Kasanje SC on 26th May 2017 were reviewed. 2 Radio programs held under Production sector (pg. 13 of Qtr IV Performance report 2016/17) and scripts listened to for talk shows hosted at CBS 89.2 where various topics were handled by several discussants participated on different shows. For instance one held on 13th April 2017 with Senior Finance Officer Kira Municipal Council discussing local revenue mobilisation.

Assessment area: Social and environmental safeguards

25	<p>The LG has mainstreamed gender into their activities and planned activities to strengthen women's roles</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> • Evidence that the LG gender focal person has provided guidance and support to sector departments to mainstream gender into their activities score 2. 	0	<ul style="list-style-type: none"> • No evidence was availed to show that the gender focal person provided guidance and support to sector departments to mainstream gender into their activities.
		<ul style="list-style-type: none"> • Evidence that gender focal point has planned activities for current FY to strengthen women's roles and that more than 90% of previous year's budget for gender activities has been implemented: score 2. 	2	<ul style="list-style-type: none"> • The 2017/18 work plan indicates that there are planned activities to strengthen women's roles e.g. conducting gender awareness workshops in LLG, gender training for staff and local councils and support to women's councils, among others. • A comparison of the budget for gender activities against expenditure in FY 2016-17 shows that more than 90 percent of budget was used. E.g. of expenses UWEP Ledger as at 30 June 2017 totalling UGX 201,166,100; UGX 750,000 for support to Women's council for quarter 1 dated 25 August 2016 and UGX 17,694,000 for support and orientation to UWEP dated 20 February 2017 against a budget of UGX 243,497,000 representing 97%.
26	<p>LG has established and maintains a functional system and staff for environmental and social impact assessment and land acquisition</p> <p>Maximum 6 points on this performance measure</p>	<ul style="list-style-type: none"> • Evidence that environmental screening or EIA where appropriate, are carried out for activities, projects and plans and mitigation measures are planned and budgeted for: score 2 	2	<ul style="list-style-type: none"> • Available reports indicate environmental screening was done for projects. Reports also indicate the environment/social impact and the mitigation measures to be implemented. E.g. environmental screening report various projects such as water point, pit latrines, road rehabilitation, implemented in FY 2016-17 undated but signed by the Senior Environment Officer. The identified mitigation measures with cost implications were budgeted for in the bids.
		<ul style="list-style-type: none"> • Evidence that the LG integrates environmental and social management plans in the contract bid documents: score 1 	1	<p>Evidence shows that environmental and social management plans are integrated in the contract bid documents (Section 62 of Special conditions of the contract and BOQ).</p>
		<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 	1	<p>Work plan and budget for FY 2016-17 (Item 1a Administration: Item 4 page 31) indicates that the LG is securing land to safeguard its assets at all levels by surveying land for selected schools and health centres for ownership purposes.</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	No evidence was availed to show Environmental and Social Certification of all completed projects.
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LGPA 2017/18

Educational Performance Measures

Wakiso District

(Vote Code: 555)

Score 64/100 (64%)

No.	Performance Measure	Scoring Guide	Score	Justification
Assessment area: Human Resource Management				
1	<p>The LG education department has budgeted and deployed teachers as per guidelines (a Head Teacher and minimum of 7 teachers per school)</p> <p>Maximum 8 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG has budgeted for a Head Teacher and minimum of 7 teachers per school (or minimum a teacher per class for schools with less than P.7) for the current FY: score 4 	4	<p>According to the updated list of schools dated July 2017, there are 168 government-aided primary schools in Wakiso District. Each of these schools has a head teacher and over 7 teachers all budgeted for in the current FY 2017/18. Lists of staff were availed for verification.</p>
		<ul style="list-style-type: none"> Evidence that the LG has deployed a Head Teacher and minimum of 7 teachers per school for the current FY: score 4 	4	<p>Each of the 168 schools has a head teacher and at least 7 teachers deployed for the current FY 2017/18. This information was confirmed by the staff lists obtained from the DEO and further verified during visits to selected schools in the district, namely Kasengejje COU Primary School, and Gombe Kayunga Primary School.</p> <p>It was also established that there are 158 substantive head teachers and 10 others in acting position.</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>Wakiso District has a total ceiling of 1,721 teachers. Of this, 95% of the structure for teachers with a wage bill provision has been filled, according to the DEO. The Local Government approved structure; the wage bill provision and the HRM Staff Register all confirm this information.</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>Wakiso Local Government approved structure indicates that the district has 4 positions for school inspectors, all of which are currently filled.</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>The recruitment plan submitted to the HRM for the current FY 2017/18, indicate the following positions to be filled:</p> <ul style="list-style-type: none"> - 10 vacancies for head teachers & 10 deputies; - 30 senior education assistants; - 45 education assistants.
		<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>The recruitment plan submitted to the HRM for the current FY 2017/18, indicate that 4 positions for inspectors are all filled.</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.	Evidence that the LG Education department appraised school inspectors during the previous FY • 100% school inspectors: score 3	3	• Out of 4 Inspectors of schools, all 4 are appraised as per appraisal reports dated 12th Sept, 15th AUG 2017, 25th Aug 2017 and 13th Sept 2017.
	Maximum 6 for this performance measure	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	There are a total of 168 Head Teachers in Wakiso district. A sample of 10% of this figure is about 20. On verifying personnel files and appraisal reports of this sample of 20 head teachers' files, 11 were appraised and 9 were not appraised. This represents a percentage of 55%

Assessment area: Monitoring and Inspection

6	The LG Education Department has effectively communicated and explained guidelines, policies, circulars issued by the national level in the previous FY to schools	• 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	1	There was evidence that the following guidelines were distributed to the various schools: UNEB regulations on the conduct and supervision of PLE 2017, The National Integrated Early Childhood Development Policy Policy of Uganda, Reclaiming our Language through Education and the Children's Act (CAP 9) among others.
	Maximum 3 for this performance measure			

		<ul style="list-style-type: none"> • Evidence that the LG Education department has held meetings with primary school head teachers and among others explained and sensitised on the guidelines, policies, circulars issued by the national level, including on school feeding: score 2 	2	<p>There are indications that the education department held meetings with school head teachers to explain and sensitise them on guidelines and circulars received from the national level, as evidenced by minutes of the meetings held:</p> <ul style="list-style-type: none"> - 14 Dec 2017; - 8 June 2017; - 1 Aug 2017; - 29 Aug 2017.
7	<p>The LG Education Department has effectively inspected all private and public primary schools</p> <p>Maximum 12 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that all private and public primary schools have been inspected at least once per term and reports produced: <ul style="list-style-type: none"> o 100% - score 12 o 90 to 99% - score 10 o 80 to 89% - score 8 o 70 to 79% - score 6 o 60 to 69% - score 3 o 50 to 59% score 1 o Below 50% score 0. 	6	<p>Currently, the inspection coverage of public and private primary schools per term stands at 79% according to inspection reports available as per the following sample:</p> <ul style="list-style-type: none"> - 16 Aug 2017 - 15 Dec 2016 - 29 Oct 2016 - 21 April 2017

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

Maximum 10 for this performance measure

• Evidence that the Education department has discussed school inspection reports and used reports to make recommendations for corrective actions during the previous FY: score 4

4

Follow-ups on inspection reports were made in the last FY 2016/17 and meetings held that generated further recommendations for corrective action on errant staff. A sample of minutes held on the following dates were obtained to verify this action.

- 20 Dec 2017; 20 Sept 2017; 27 March 2017

The disciplinary committee also held meetings on the following dates to review implementation of recommendations for disciplinary action against staff deemed unprofessional:

- 26 July 2017; 1 Aug 2016; 1 July 2016; 7 July 2016

• Evidence that the LG Education department has submitted school inspection reports to the Directorate of Education Standards (DES) in the Ministry of Education and Sports (MoES): Score 2

2

Submissions to DES have been made on quarterly basis and acknowledged, dated as follows:

- 26 Sept 2017; 18 Jan 2017; 6 June 2017; 9 Jan 2017; 24 Aug 2017

• Evidence that the inspection recommendations are followed-up: score 4

0

No written reports were provided to verify that there is follow up on inspection recommendations.

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>Close examination of EMIS documents obtained from the MoES vs documents in the education department, showed that data submitted were accurate and consistent with EMIS reports and OBT. Letters of submission were also checked dated July 2017, 11 May 2017, and 5 Sept 2017.</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>	5	<p>Enrollment data was available and verified for consistency with EMIS report and OBT and found to be in line with the guidelines.</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>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 	0	<p>Review of the minutes of the Health, Education, Sports and Sanitation Committee revealed that the Committee discussed service delivery issues:</p> <ul style="list-style-type: none"> Meeting of 29/08/2016 discussed quarter I workplan under Min 008/HESS /2016. Meeting of 21/12/2016 discussed Progress reports for Qtr 2 2016/17 under Min 020/HESS /2016. Meeting of 24/04/2017 discussed Annual Workplan 2017/18 under Min 030/HESS /2017. <p>However it was not evident that the Committee had discussed LG PAC report.</p>
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		<ul style="list-style-type: none"> • Evidence that the education sector committee has presented issues that requires approval to Council: score 2 	2	<p>Review of the District Council minutes evidenced that Health, Education, Sports and Sanitation Committee presented to the District Council issues that required Council approval:</p> <ul style="list-style-type: none"> • 25/01/2017 under Min 036/WAK/DLC5/2017 the Committee report. • 24/05/2017 under Min 056/WAK/DLC5/2017 Budget estimates for FY 2017/18 and under Min 060/WAK/DLC5/2017 Change of workplan to enable Purchase vehicle for DEO's office.
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)</p> <ul style="list-style-type: none"> • 100% schools: score 5 • 80 to 99% schools: score 3 • Below 80% schools: score 0 	0	<p>SMCs have expired and have consequently been dissolved pending new selections according to CAO's letter dated 20/12/2017</p>
12	<p>The LG has publicised all schools receiving non-wage recurrent grants</p> <p>Maximum 3 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG has publicised all schools receiving non-wage recurrent grants e.g. through posting on public notice boards: score 3 	3	<p>Lists of all schools receiving non-wage recurrent grants (UPE) posted on public notice boards as required.</p>
Assessment area: Procurement and contract management				

13	<p>The LG Education department has submitted procurement requests, complete with all technical requirements, to PDU that cover all items in the approved Sector annual work plan and budget</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the sector has submitted procurement requests to PDU that cover all investment items in the approved Sector annual work plan and budget on time by April 30: score 4 	4	<p>Procurement requests have been generated and submitted timely to PDU as evidenced by the Procurement Plan for FY 2017/18 dated 5 April 2017.</p>
14	<p>The LG Education department has certified and initiated payment for supplies on time</p> <p>Maximum 3 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG Education departments timely (as per contract) certified and recommended suppliers for payment: score 3 points 	3	<p>The education department certified and recommended payments to suppliers on time. A sample of 3 payment vouchers and 3 LPOs which were examined and compared with the payments register indicated that payments were made between 5 days and 27 compared to maximum period of 30 days indicated in the LPOs .</p>
Assessment area: Financial management and reporting				

15	<p>The LG Education department has submitted annual reports (including all quarterly reports) in time to the Planning Unit</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the department submitted the annual performance report for the previous FY (with availability of all four quarterly reports) to the Planner by mid-July for consolidation: score 4 	0	<ul style="list-style-type: none"> • Evidence of actual date of submission to Planning unit was lacking but - Evidence of submission of quarter II report to CAO on 16th March 2017 was reviewed. - Evidence of sign off on the relevant section in the reports or auto generated date reviewed for: <p>Quarter I report: 31st October 2016</p> <p>Quarter III report: 28th April 2017</p> <p>Quarter IV report: 28th July 2017 (auto generated date) which is past the expected date of mid-July.</p>
16	<p>LG Education has acted on Internal Audit recommendation (if any)</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year o If sector has no audit query score 4 o If the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year: score 2 points o If all queries are not responded to score 0 	2	<p>The education department provided to the internal audit department the status of implementation of all audit findings in the FY 2016/17 as per letter dated 16th August 2017 submitted to the DIA. It addressed all the 9 audit findings. .</p>
Assessment area: Social and environmental safeguards				

17	<p>LG Education Department has disseminated and promoted adherence to gender guidelines</p> <p>Maximum 5 points for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG Education department in consultation with the gender focal person has disseminated guidelines on how senior women/men teacher should provide guidance to girls and boys to handle hygiene, reproductive health, life skills etc....: Score 2 	0	<p>No evidence provided about collaboration between the education department and gender focal person on the dissemination of the guidelines on how senior women/ men teachers were to provide guidance to girls and boys in schools.</p>
		<ul style="list-style-type: none"> • Evidence that LG Education department in collaboration with gender department have issued and explained guidelines on how to manage sanitation for girls and PWDs in primary schools: score 2 	0	<p>No documented evidence on collaboration with gender department to issue guidelines on how to manage sanitation for girls and PWDs in primary schools.</p>
		<ul style="list-style-type: none"> • Evidence that the School Management Committee meet the guideline on gender composition: score 1 	1	<p>The guidelines on the gender composition of SMCs is fully met. All the schools have SMCs with at least 3 women in the forum.</p>
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>No evidence of collaboration between the education department and that of environment on environmental management issues in the schools; neither was there evidence of activities carried out or meetings held with school heads relating to environmental matters.</p>



LGPA 2017/18

Health Performance Measures

Wakiso District

(Vote Code: 555)

Score 74/100 (74%)

No.	Performance Measure	Scoring Guide	Score	Justification
Assessment area: Human resource planning and management				
1	<p>LG has substantively recruited primary health workers with a wage bill provision from PHC wage</p> <p>Maximum 6 points for this performance measure</p>	<p>Evidence that LG has filled the structure for primary health workers with a wage bill provision from PHC wage for the current FY • More than 80% filled: score 6 points, • 60 – 80% - score 3 • Less than 60% filled: score 0</p>	6	<p>- The wage budgetary allocations for FY 2016/17 was 3,430,289,000/= and 3,180,626,000/= was utilised (93%).</p> <p>- The established structures were filled at 83%</p>
2	<p>The LG Health department has submitted a comprehensive recruitment plan to the HRM department</p> <p>Maximum 4 points for this performance measure</p>	<p>Evidence that Health department has submitted a comprehensive recruitment plan/request to HRM for the current FY, covering the vacant positions of health workers: score 4</p>	4	<p>- The recruitment plans for 26/2017 and 2017/18 were all in place</p> <p>- Recruitment process was on-going with adverts run in the national media (New Visison) of January 22, 2018</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>	4	<p>There are four HCIVs with 4 in-charges and 3 of the 4 in-charges are appraised constituting 75%.</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>- Up to 93% of the wage budgetary allocations were utilised. The list of the staffs in quarterly reports reflected the reality on the ground although staff internally transferred sometime remained reflected on their appointments stations in the OBT reports</p>
Assessment area: Monitoring and Supervision				

5

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

Maximum 6 for this performance measure

• Evidence that the DHO has communicated all guidelines, policies, circulars issued by the national level in the previous FY to health facilities: score 3

3

- There was a well-kept dispatch book which indicated that the following guidelines and circulars were sent out to facilities and many of the recipients signed for them:

o October 5, 2017 circular on Health care waste management

o National clinical treatment guidelines for 2016

o National QI (Quality Improvement) framework 2015/16-2020

o PHC Grants guidelines

o Circular on Efficient use of resources by partners from PS MOH HQ given out Feb 3-4, 2017

o Internal circular on reporting to duty after Christmas

o Internal Circular on submission of PHC accountabilities

o Internal circular on escalating electricity bill

o Consolidated guidelines for the prevention and treatment of HIV in Uganda

o Post-partum family planning

		<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 	3	<ul style="list-style-type: none"> -There was a training report of October 23-27, 2017 on Logistics management but was largely attended by Logisticians - The training May 1-5, 2017, on consolidated guidelines for HIV prevention and treatment in Uganda was attended by 42 mentors who were trained
6	<p>The LG Health Department has effectively provided support supervision to district health services</p> <p>Maximum 6 points for this performance measure</p>	<p>Evidence that DHT has supervised 100% of HC IVs and district hospitals: score 3</p>	0	<ul style="list-style-type: none"> - The documentation for the supervision of four HCIVs was not available
		<p>Evidence that DHT has supervised lower level health facilities within the previous FY: • If 100% supervised: score 3 points • 80 - 99% of the health facilities: score 2 • 60 - 79% of the health facilities: score 1 • Less than 60% of the health facilities: score 0</p>	0	<ul style="list-style-type: none"> - There were three organised forms of supervision namely the integrated, on-Spot and Credit line monitoring supervisions done every quarter. All facilities (a total of 36) excluding institutional facilities like TASO, JCRC, Mildmay and PNFP were supervised (100%) - The integrated 1st quarter report of October 10, 2016, all health CV IV of Kasangati, Namayumba, Wakiso and Kajansi HC IV - 2nd quarter of January 13, 2017 - focussed on all private facilities in the district due to limited resources (0%) - March 24, 2017 and 17 facilities including HCV were supervised (47%) - Last quarter a total of 16 facilities (44%) - Average supervision for the FY 2016/17 was 47%

7	<p>The Health Sub-district(s) have effectively provided support supervision to lower level health units</p> <p>Maximum 6 points for this performance measure</p>	<p>Evidence that health facilities have been supervised by HSD and reports produced:</p> <ul style="list-style-type: none"> • 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	<p>- Visited Namayumba HC IV and the in-Charge was personally away and reports could not be accessed. Visited Wakiso HC IV and there was evidence of supervision of lower facilities. At the DHO's office only reports from Busiro South Health sub-district were available.</p>
8	<p>The LG Health department (including HSDs) have discussed the results/reports of the support supervision and monitoring visits, used them to make recommendations for corrective actions and followed up</p> <p>Maximum 10 points for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the reports have been discussed and used to make recommendations for corrective actions during the previous FY: score 4 	4	<p>- The quality of the evidence was scanty but on December 7, 2016, there was an extended DHT meeting with minutes. One of the issues raised was lack of evidence of qualitative supervision and it was recommended that a checklist for supervision should be developed.</p> <p>- The QI supervision findings were raised as an action point and they were to be supervised later</p>

		<ul style="list-style-type: none"> • Evidence that the recommendations are followed – up and specific activities undertaken for correction: score 6 	6	<ul style="list-style-type: none"> - There was an integrated support supervision checklist for health facilities the was developed by the district arising out of gaps observed during supervision - Disciplinary action for staff absenting themselves was done - The issue of extortion of money from public was addressed by putting posters and toll-free numbers (DHO, QI person) - Reward and Sanctions Committee of the district sat on November 14-15, 2017 and disciplined some health staff alleged to have been involved in extortion, abandonment of duty, and negligence. A total of five health staff were disciplined.
9	<p>The LG Health department has submitted accurate/consistent reports/date for health facility lists as per formats provided by MoH</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG has submitted accurate/consistent data regarding: o List of health facilities which are consistent with both HMIS reports and OBT: score 10 	10	<ul style="list-style-type: none"> - A total of fifty-two facilities receiving PHC funds were all reflected in HMIS list. However, the current HMIS list for Wakiso still includes data for the recently created Municipalities the were curved out of Wakiso district; and generally the HMIS list has a very large number of Private-for-profit facilities as well.
Assessment area: Governance, oversight, transparency and accountability				

10

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

Maximum 4 for this performance measure

• 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

0

Review of minutes of the Health, Education, Sports and Sanitation Committee revealed that they discussed service delivery issues:

• Meeting of 29/08/2016 discussed Quarter 1 workplan including for Health and Education under Min. 008/HESS /2016.

• Meeting of 24/04/2017 discussed Annual Workplan 2017/18 under Min 030/HESS /2017 and HIV /AIDS Strategic Plan for submission to Council under Min 031/HESS /2017.

However it was not evident that the Committee had discussed LG PAC report.

• Evidence that the health sector committee has presented issues that require approval to Council: score 2

2

Review of the District Council Minutes evidenced that Health, Education, Sports and Sanitation Committee had presented to the District Council issues that required Council approval on the following dates:

- 29/09/2016 presented update on findings of the Public Health Service Commission investigations Team on Health Staff and the status of interdicted Health Workers under Min. 017/WAK/DLC5/2016(c).

- 25/01/2017 presented Waste management bill and Solid waste management policy framework under Min 034/WAK/DLC5/2017; Committee report for Health, Education and Sports under Min 036/WAK/DLC5/2017.

- 29/03/2017 presented Committee report for Health, Education & Sports under Min 036/WAK/DLC5/2017 and District HIV/AIDS Strategic Plan FY 2015/2016-2019/2010 under Min 044/WAK/DLC5/2017.

- 24/05/2017 presented Budget estimates 2017/18 under Min 056/WAK/DLC5/2017.

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): • If 100% of randomly sampled facilities: score 5 • If 80-99% : score 3 • If 70-79%: : score 1 • If less than 70%: score 0</p>	5	<p>- The HUMC were functional. There was a file with copies of minutes at the DHO and in facilities visited the information was verified (100%).</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>	<p>• 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</p>	3	<p>- The PHC allocation list of 52 recipients of PHC funds was on notice board</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>• 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>	2	<p>- Procurement plans for both 2016/17 and 2017/18 were available and for 2017/18 were done before April 30, 2017</p>
	<p>Maximum 4 for this performance measure</p>	<p>Evidence that LG Health department submitted procurement request form (Form PP5) to the PDU by 1st Quarter of the current FY: score 2</p>	2	<p>- PP5 were confirmed available for 2016/17</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 	8	<p>- There were procurement plans from all facilities for medicines from NMS and the DHO received copies from HCIVs</p>
15	<p>The LG Health department has certified and initiated payment for supplies on time</p> <p>Maximum 2 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the DHO (as per contract) certified and recommended suppliers timely for payment: score 2 points 	2	<p>The LG Health department certified and recommended payments to suppliers on time. Sample of 3 payment vouchers and 3 LPOs indicated that payment were made within between 11 days and 25 days compared to maximum period of 30 days indicated in the contracts and LPOs.</p>
Assessment area: Financial management and reporting				

16	<p>The LG Health department has submitted annual reports (including all quarterly reports) in time to the Planning Unit</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the department submitted the annual performance report for the previous FY (including all four quarterly reports) to the Planner by mid-July for consolidation: score 4 	0	<ul style="list-style-type: none"> Evidence of actual date of submission to Planning unit was lacking but evidence of sign off on the relevant section in the reports seen for: <p>Quarter I report: 31st October 2016</p> <p>Quarter II report: 2nd February 2017</p> <p>Quarter III report: 28th April 2017</p> <p>Quarter IV report: 28th July 2017 which is past the expected date of mid-July.</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	<ul style="list-style-type: none"> The health department submitted the status of implementation of all internal audit findings relating to internal audit queries in the FY 2016/17. This was in a letter dated 16th Sept 2017 signed by the DHO addressed to the DIA where all the 7 auditing findings were addressed.
Assessment area: Social and environmental safeguards				
18	<p>Compliance with gender composition of HUMC and promotion of gender sensitive sanitation in health facilities.</p> <p>Maximum 4 points</p>	<ul style="list-style-type: none"> Evidence that Health Unit Management Committee (HUMC) meet the gender composition as per guidelines: score 2 	2	<p>- At least there was one or more women in all the HUMC committees</p>
		<ul style="list-style-type: none"> Evidence that the LG has issued guidelines on how to manage sanitation in health facilities including separating facilities for men and women: score 2 	0	<p>- The evidence was not available and latrines were not labelled for men and women</p>

19	<p>The LG Health department has issued guidelines on medical waste management</p> <p>Maximum 2 points</p>	<ul style="list-style-type: none">• Evidence that the LGs has issued guidelines on medical waste management, including guidelines for construction of facilities for medical waste disposal : score 2 points.	2	<p>- There were locally developed Sanitation and waste management guidelines - approved by the districts council. These were disseminated through a circular on October 5, 2017 on Health care waste management.</p>
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LGPA 2017/18

Water & Environment Performance Measures

Wakiso District

(Vote Code: 555)

Score 40/100 (40%)

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>Wakiso district has safe water coverage of 42% as per the Uganda Water atlas 2017. It has two sub counties that are below the district safe water coverage and these are: Bussi 22%, Wakiso 30%.</p> <p>While 4 sub counties are above the district water coverage eg Kakiri 95%, Mende 95%, Masulita 95%, Namayumba 95%.</p> <p>As evidenced in the AWP FY 2017/18 submitted to MWE dated 7th Aug 2017, Wakiso S/C was budgeted for while under Min.041/wks/2017 Bussi was included by Council to be considered in FY 2017/18 with production well.</p>
2	<p>The LG Water department has implemented budgeted water projects in the targeted sub-counties (i.e. sub-counties with safe water coverage below the district average)</p> <p>Maximum 15 points for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG Water department has implemented budgeted water projects in the targeted sub-counties with safe water coverage below the district average in the previous FY: score 15 	0	<p>Annual Progress report for the previous financial year (2016/17), that was submitted to MoWE dated 7th Aug 2017, was reviewed and found out that 3 deep boreholes were drilled and 1 motorised borehole was drilled in Wakiso S/C, while Bussi S/C was not considered and it has lowest safe water coverage.</p>
Assessment area: Monitoring and Supervision				

3	<p>The LG Water department carries out monthly monitoring and supervision of project investments in the sector</p> <p>Maximum 15 points for this performance measure</p>	<p>Evidence that the LG Water department has monitored each of WSS facilities at least annually. • If more than 95% of the WSS facilities monitored: score 15 • 80 - 95% of the WSS facilities - monitored: score 10 • 70 - 79%: score 7 • 60 - 69% monitored: score 5 • 50 - 59%: score 3 • Less than 50% of WSS facilities monitored -score 0</p>	0	<p>From the monitoring and supervision reports on file submitted to CAO, out of 4236 water sources in the district, 166 sources were monitored (only 4%) from first to fourth quarter of (FY) 2016/17 were monitored.</p>
4	<p>The LG Water department has submitted accurate/consistent reports/data lists of water facilities as per formats provided by MoWE</p> <p>Maximum 10 for this performance measure</p>	<p>• Evidence that the LG has submitted accurate/consistent data for the current FY: o List of water facility which are consistent in both sector MIS reports and OBT: score 10</p>	0	<p>No MIS reports have been submitted for the current (FY) 2017/18.</p>

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>From the DWO it was established that a list of procurement requests for borehole siting, design and supervision and consultancy services of 8 deep boreholes was submitted on 10th Aug 2017, 24 rehabilitations of deep boreholes was submitted on 28th Sept 2017 and 1 motorised borehole was submitted on 10th Aug 2017 for the (FY) 2017/18 which was beyond the deadline of 30th April 2017.</p>
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6

The DWO has appointed Contract Manager and has effectively managed the WSS contracts

Maximum 8 points for this performance measure

- 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

No contract management plan on file.

- If water and sanitation facilities constructed as per design(s): score 2

2

Five deep boreholes were visited, in Nalyamagonja, Ndazabazade, Kabunza, Kagulu, Bulwanyi villages. They were well installed as per design in the BOQs.

- If contractor handed over all completed WSS facilities: score 2

2

Sumadhra Technologies Ltd s handed over a completion report of all the 9 deep boreholes and two production wells (FY) 2016/17 Lot 1, to DWO that were done in the sub counties of Nalyamagonja, Bulwanyi, Bubebbere, Kabunza, Jandira B, Ndazabazade, Nantokolo, Kyambazi and Kaggulu. They were the only planned new water sources to be done by Sumadhura Technologies Ltd.

MS. East Africa (U) Ltd and Aquatech Enterprises (U) Ltd, (Wak1555 SRVCS/16-17/00018), (FY) 2016/17a siting, drilling and test pumping report was submitted to DWO in July 2017 for 9 deep boreholes that were done in LOT 2 in the sub counties of: Mende, Wakiso, Masulita, Namayumba, Kakiri and Wakiso.

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

2

DWO Handed over a completion certificate to Sumadhura Technologies Ltd on 13th Sept 2017 for nine WSS projects that were done FY 2016/17 LOT 1 as planned in the AWP and for Lot 2 which were done by East Africa Boreholes Ltd, was still under Liability period.

7	<ul style="list-style-type: none"> Evidence that the DWOs timely (as per contract) certified and recommended suppliers for payment: score 3 points 	<ul style="list-style-type: none"> Evidence that the DWOs timely (as per contract) certified and recommended suppliers for payment: score 3 points 	3	<p>The LG Water department certified and recommended the contract for payments to suppliers within the recommended timelines in the contract of 30 days. Sample of 3 payment vouchers and 3 contracts/LPOs indicated that the payment were between 2 days and 28 days compared to maximum recommended timeline of 30 days indicated in the contracts and LPOs.</p>
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Assessment area: Financial management and reporting

8	<p>The LG Water department has submitted annual reports (including all quarterly reports) in time to the Planning Unit</p> <p>Maximum 5 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the department submitted the annual performance report for the previous FY (including all four quarterly reports) to the Planner by mid-July for consolidation: score 5 	0	<ul style="list-style-type: none"> Evidence of actual date of submission to Planning unit was lacking but evidence of sign off on the relevant section in the reports seen for: <p>Quarter I report: 31st October 2016</p> <p>Quarter II report: 2nd February 2017</p> <p>Quarter III report: 28th April 2017</p> <p>Quarter IV report: 28th July 2017 which is past the expected date of mid-July.</p>
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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 	5	<ul style="list-style-type: none"> The Water department did not have audit findings in the FY 2016/17.
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Assessment area: Governance, oversight, transparency and accountability

10

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

Maximum 6 for this performance measure

• 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

0

Review of the Minutes of the Works and Technical Services Committee affirmed that Committee met and discussed service delivery issues on the following dates:

- 24/08/2016 discussed under Min 007/WKS 2016 progress reports.
- 28/03/2017 discussed under Min 028/WKS /2017 Annual Workplans 2017/18.
- 19/04/2017 discussed under Min 029/WKS /2017 monitoring report.

However it was not evident that LG PAC and submissions from the District Water and Sanitation Coordination (DWSCC) were discussed.

• Evidence that the water sector committee has presented issues that require approval to Council: score 3

3

Review of the Minutes of the meetings of District Council indicated that the Works and Technical Services Committee had presented to District Council issues for approval:

29/09/2016

- Presented Committee report for Works and Technical services - including Water under Min 021/WAK/DLC5/2016

25/01/2017

- Presented Waste management bill and Solid waste management policy framework under Min 034/WAK/DLC5/2017; Committee report for Health, Education and Sports under Min 036/WAK/DLC5/2017

29/03/2017

- Presented Committee report for Health, Education & Sports under Min 043/WAK/DLC5/2017; and District HIV/AIDS Strategic Plan FY 2015/2016-2019/2010 under Min 044/WAK/DLC5/2017

24/05/2017

- Presented Budget estimates 2017/18 under Min 056/WAK/DLC5/2017.

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 	2	Budget and the water development grant releases of (FY) 2016/17 were displayed on the district notice board.
		<ul style="list-style-type: none"> All WSS projects are clearly labelled indicating the name of the project, date of construction, the contractor and source of funding: score 2 	2	<p>WSS facilities were well labelled as below:</p> <p>Nalyamagonja, Kasangati S/C, DWD 53476, DOC 13/05/2017 Funded by: WDLG</p> <p>Ndazabazade, Kasangati S/C DWD 53475, 12/05/2017 Funded by: WDLG</p> <p>Kabunza, Kasangati S/C DWD 53477, DOC 13/05/2017 Funded by: WDLG</p> <p>Contractor: Sumadhura Technologies Ltd, PO Box 1205, Kampala.</p>
		<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	By 30th Jan 2017, Contract awards were not displayed on the notice board
12	<p>Participation of communities in WSS programmes</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> If communities apply for water/public sanitation facilities as per the sector critical requirements (including community contributions) for the current FY: score 1 	1	There was evidence that 9 community applications were on file from St. Jude Kasude, Kyambadde, Nabukalu, Nakatunda, Ndazabazade, Kanziro, Busawuli, Kabunza, Ssala Busiro villages.
		<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	Five water facilities were visited but there was no evidence of O&M funds collections.
Assessment area: Social and environmental safeguards				

13	<p>The LG Water department has devised strategies for environmental conservation and management</p> <p>Maximum 4 points for this performance measure</p>	<ul style="list-style-type: none"> Evidence that environmental screening (as per templates) for all projects and EIAs (where required) conducted for all WSS projects and reports are in place: score 2 	2	<p>Environmental screening was done (FY) 2016/17 by the District Environment Officer. The report was submitted to the DWO for all the 7 deep boreholes planned to be drilled and installed in this current FY.</p>
		<ul style="list-style-type: none"> Evidence that there has been follow up support provided in case of unacceptable environmental concerns in the past FY: score 1 	0	<p>There was no evidence of follow up support for the environmental concerns raised either up in the monitoring and supervision reports or completion report by the contractor.</p>
		<ul style="list-style-type: none"> Evidence that construction and supervision contracts have clause on environmental protection: score 1 	0	<p>In the contracts signed with the Contractor, there was no clause on environmental protection (FY) 2016/17 and 2017/18.</p>
14	<p>The LG Water department has promoted gender equity in WSC composition.</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> If at least 50% WSCs are women as per the sector critical requirements: score 3 	3	<p>Five WSCs for five deep boreholes were sampled in the report on file in DWOs office and they all had 50% women on the committees that is:</p> <p>Lukwanga 4 males 4 females Dambwe 4 males 4 females Nakkedde 4 Males 4 females Bubele 3 Males 5 Females Kagulu 3 Males 5 Females</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>It was not applicable because there was no Latrine that has been constructed by Water department.</p>