

7.1 Performance on Health Sector Performance Measures

| Performance Area | No. | Performance Measures | Scoring guide | Assessment Procedures | Score | Detailed assessment findings | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|------------|--|--|---|----------|---|-----------------|------------------|-------------|---|---------------|--------|----|-------|---------------|--------|----|-------|---------------------|--------|----|---------|-------------|-------|---|-------|------------------|-------|---|-------|-------------|-------|---|-------|-------------|---|---|-------|--------------|------------|------------|--------------|
| (A) Human resource planning and management <i>(Maximum 26 points)</i> | 1. | LG has substantively recruited primary health workers with a wage bill provision from PHC wage <i>(Maximum 8 points)</i> | Evidence that LG has filled the structure for primary health workers with a wage bill provision from PHC wage for the current FY (2018/19) <ul style="list-style-type: none"> More than 80% filled: score 8 points, 60 – 80% - score 4 points Less than 60% filled: score 0 | <ul style="list-style-type: none"> From the LG Performance Contract: <ul style="list-style-type: none"> Check the LG approved structure Check wage bill provision Establish the positions filled <p><i>If there is evidence of effort to recruit (e.g. advertisement etc.) but LG has failed to attract provide the score.</i></p> | 8 | <p>Overall municipal council has filled 91.4% of the structure for primary health workers with the wage bill provision from PHC wage for FY 2018/19.</p> <p>Jinja Municipal council has seven health facilities. The municipal health office provided a staff list titled "Jinja municipal council – public health department staffing norms per health centre as at September 2018".</p> <p>Staffing level per health facility indicated in table below:</p> <table border="1"> <thead> <tr> <th>Health facility</th> <th>Positions filled</th> <th>Staff norms</th> <th>%</th> </tr> </thead> <tbody> <tr> <td>Walukuba HCIV</td> <td>45 (3)</td> <td>48</td> <td>93.8%</td> </tr> <tr> <td>Mpumudde HCIV</td> <td>42 (5)</td> <td>48</td> <td>87.5%</td> </tr> <tr> <td>Jinja Central HCIII</td> <td>22 (2)</td> <td>19</td> <td>115.8 %</td> </tr> <tr> <td>Kimaka HCII</td> <td>8 (1)</td> <td>9</td> <td>88.9%</td> </tr> <tr> <td>Masese Port HCII</td> <td>8 (1)</td> <td>9</td> <td>88.9%</td> </tr> <tr> <td>Masese HCII</td> <td>7 (1)</td> <td>9</td> <td>77.8%</td> </tr> <tr> <td>Kisima HCII</td> <td>6</td> <td>9</td> <td>66.7%</td> </tr> <tr> <td>Total</td> <td>138</td> <td>151</td> <td>91.4%</td> </tr> </tbody> </table> <p>(*) is the extra number of guards attached to health facilities</p> | Health facility | Positions filled | Staff norms | % | Walukuba HCIV | 45 (3) | 48 | 93.8% | Mpumudde HCIV | 42 (5) | 48 | 87.5% | Jinja Central HCIII | 22 (2) | 19 | 115.8 % | Kimaka HCII | 8 (1) | 9 | 88.9% | Masese Port HCII | 8 (1) | 9 | 88.9% | Masese HCII | 7 (1) | 9 | 77.8% | Kisima HCII | 6 | 9 | 66.7% | Total | 138 | 151 | 91.4% |
| | | | | | | | Health facility | Positions filled | Staff norms | % | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Walukuba HCIV | 45 (3) | 48 | 93.8% | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Mpumudde HCIV | 42 (5) | 48 | 87.5% | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Jinja Central HCIII | 22 (2) | 19 | 115.8 % | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Kimaka HCII | 8 (1) | 9 | 88.9% | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Masese Port HCII | 8 (1) | 9 | 88.9% | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Masese HCII | 7 (1) | 9 | 77.8% | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Kisima HCII | 6 | 9 | 66.7% | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Total | 138 | 151 | 91.4% | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| | 2. | The LG Health department has submitted a comprehensive recruitment plan for primary health care workers to the HRM department (Maximum 6 points) | Evidence that Health department has submitted a comprehensive recruitment plan/request to HRM for the current FY (2018/19), covering the vacant positions of health workers: score 6 points | <ul style="list-style-type: none"> From the Performance Contract, review recruitment plan to determine whether the vacant positions of primary health care workers have been included in the current FY (2018/19) | 0 | <ul style="list-style-type: none"> There was no evidence that Health department has submitted a comprehensive recruitment plan/request to HRM for the current FY (2018/19) | | | | | | | | | | | | | | | | | | | | | | | | |
| | 3. | The LG Health department has conducted performance appraisal for Health Centre I/Is and Hospital in-charge and ensured performance appraisals for HC III and II in-charges are conducted. (Maximum 8 points) | Evidence that all health facility in-charges have been appraised during the previous FY (2017/18): <ul style="list-style-type: none"> 100%: score 8 points 70 – 99%: score 4 points Below 70%: score 0 | <ul style="list-style-type: none"> From the LG HR department, obtain and review a sample of in-charge personnel files to determine whether they were appraised during the previous FY (2017/18). | 8 | <p>All (100%) Health facility in-charges were appraised in FY 2017/18 as indicated below;</p> <table border="1"> <thead> <tr> <th>Health facility</th> <th>In-charge</th> <th>Date appraised</th> </tr> </thead> <tbody> <tr> <td>Walukuba HCIV</td> <td>Joseph Wakonta Najoma</td> <td>20th July 2018</td> </tr> <tr> <td>Mpumudde HCIV</td> <td>Charles Kisira Muyingo</td> <td>24th July 2018</td> </tr> <tr> <td>Jinja Central HCIII</td> <td>Namuganza Jennifer</td> <td>14th July 2018</td> </tr> <tr> <td>Kimaka HCII</td> <td>Proscovia Kafuma Menya</td> <td>31st July 2018</td> </tr> <tr> <td>Masese Port HCII</td> <td>Rebecca Nantono</td> <td>27th Aug 2018</td> </tr> <tr> <td>Masese II HCII</td> <td>Florence Balirwa</td> <td>27th July 2018</td> </tr> <tr> <td>Kisima HCII</td> <td>Claire Mukyala</td> <td>12th Jul 2018</td> </tr> </tbody> </table> | Health facility | In-charge | Date appraised | Walukuba HCIV | Joseph Wakonta Najoma | 20 th July 2018 | Mpumudde HCIV | Charles Kisira Muyingo | 24 th July 2018 | Jinja Central HCIII | Namuganza Jennifer | 14th July 2018 | Kimaka HCII | Proscovia Kafuma Menya | 31 st July 2018 | Masese Port HCII | Rebecca Nantono | 27 th Aug 2018 | Masese II HCII | Florence Balirwa | 27 th July 2018 | Kisima HCII | Claire Mukyala | 12 th Jul 2018 |
| Health facility | In-charge | Date appraised | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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|---------------------|---------------|---|--|---|----------|--|-----------------|------------|--|---------|---------------|----------|-------------|----|----|---------------------------------------|---------------------|----|----|---|---------------|----|----|---|
| | 4. | 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 (2018/19). (Maximum 4 points) | <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 (2018/19), and if not provided justification for deviations: score 4 points | <ul style="list-style-type: none"> From the MHO, obtain and review a sample of health facilities (rural and urban) verify whether the health workers as indicated in the staff lists are actually deployed in the health facilities. | 0 | <p>There was no evidence that the LG Health department has deployed health workers equitably, in line with the lists submitted with the budget for the current FY (2018/19). We sampled four health facilities; Walukuba Health Centre IV, Mpumudde HCIV, Kimaka HCII and Jinja Central HCIII. Staff lists provided by municipal health office and respective health facilities are NOT consistent. For Example, staffing list per health centre provided by MHO</p> <p>Below is a detailed analysis of inconsistencies</p> <table border="1"> <thead> <tr> <th rowspan="2">Health Facility</th> <th colspan="2">No. of HWs</th> <th rowspan="2">Details</th> </tr> <tr> <th>Facility list</th> <th>MHO list</th> </tr> </thead> <tbody> <tr> <td>Kimaka HCII</td> <td>10</td> <td>10</td> <td>Different names for porter and guards</td> </tr> <tr> <td>Jinja Central HCIII</td> <td>26</td> <td>27</td> <td>MHO list has 4 guards yet facility list 2. All names are different. Wilberforce Kigumba a Health Inspector DOESNOT appear on MHO list</td> </tr> <tr> <td>Mpumudde HCIV</td> <td>45</td> <td>43</td> <td>Two health workers on MHO list but not on facility list 1. Saleh Nyende – Medical officer 2. Wilson Kayongo – Anaesthetic officer Four health workers on facility list but</td> </tr> </tbody> </table> | Health Facility | No. of HWs | | Details | Facility list | MHO list | Kimaka HCII | 10 | 10 | Different names for porter and guards | Jinja Central HCIII | 26 | 27 | MHO list has 4 guards yet facility list 2. All names are different. Wilberforce Kigumba a Health Inspector DOESNOT appear on MHO list | Mpumudde HCIV | 45 | 43 | Two health workers on MHO list but not on facility list 1. Saleh Nyende – Medical officer 2. Wilson Kayongo – Anaesthetic officer Four health workers on facility list but |
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| | Facility list | MHO list | | | | | | | | | | | | | | | | | | | | | | |
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| | | | | | | | | | | <ol style="list-style-type: none"> missing on MHO list Suzan Akwi – Comp nurse Isaac Kirunda Dhakaba – Lat Tech Prossy Menya – Health educator Ronah Kabaka – Nursing Assistant |
| | | | | | | | | | | <p>Walukuba HCIV</p> <p>46 (49)</p> <p>51</p> <p>MHO has five extra health workers who don't appear on the Health Facility list</p> <ol style="list-style-type: none"> Angela Nakirira – En Psych nurse. Wilberforce Kigumba – Health Inspector Isaac Kirunda Dhakaba – Lab Tech. Justine Katene – Senior Accounts Joel Mpande a porter <p>Note: Health Facility list has 03 extra people not on MHO list</p> <p>Saleh Nyende – medical officer, Wilson Kayongo –</p> |

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| (B) Monitoring and supervision (Maximum 32 points) | 5. | The MHO has effectively communicated and explained guidelines, policies, circulars issued by the national level in the previous FY (2017/18) to health facilities (Maximum 6 points) | <ul style="list-style-type: none"> Evidence that the MHO has communicated all guidelines, policies, circulars issued by the national level in the previous FY (2017/18) to health facilities: score 3 points | <ul style="list-style-type: none"> From MoH obtain guidelines, policies, circulars issued by the national level in the previous FY (2017/18) to health facilities (MoH to prioritize the documents to be reviewed) From the MHO obtain evidence that s/he communicated guidelines, policies, circulars to health facilities (e.g. through meetings, submission letters, etc). From the sample of health facilities, check whether the guidelines, policies, circulars were received. <p><i>If all guidelines of the previous year are still applicable and no new ones have been issued, then score 3</i></p> | 0 | <p>On file, there was evidence that Municipal Health Office communicated 01 guideline: Intermittent presumptive treatment of malaria in pregnancy in Uganda 2016 No policy or circular were communicated. What was communicated is not among the list of policies, circulars and guidelines from Ministry of Health to health facilities, and so the score is zero.</p> |
| | | | | anaesthetic officer and Sulaiman Waibi - OA | | |

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| | | | <ul style="list-style-type: none"> Evidence that the MHO has held meetings with health facility in-charges and among others explained the guidelines, policies, circulars issued by the national level: score 3 points | <ul style="list-style-type: none"> From the MHO obtain minutes and/or other evidence of meetings with health facility in-charges in the previous FY (2017/18). Check from a sample of 5 health facilities | 0 | <p>There was no evidence that the MHO has held meetings with health facility in-charges and among others explained the guidelines, policies, circulars issued by the national</p> | | | | | | | | | | | | |
| | 6. | The LG Health Department has effectively provided support supervision to district health services (Maximum 6 points) | <ul style="list-style-type: none"> Evidence that MHT has supervised 100% of HC IVs and district hospitals (including PNFPS receiving PHC grant) at least once in a quarter: score 3 points | <p>From the MHO obtain:</p> <ul style="list-style-type: none"> The LG support supervision reports (quarterly) Minutes of MHT meeting. Facility records | 0 | | <p>Jinja Municipal Council has two health centre I/Vs: Walukuba HCIV and Mpumudde HCIV</p> <p>At the municipal health office, a review of supervision reports indicates that both facilities were supervised at least once in a quarter, but there is NO such evidence at health facilities:</p> <table border="1"> <thead> <tr> <th>Health facility</th> <th>Report supervision date</th> <th>Health facility record</th> <th>consistent</th> </tr> </thead> <tbody> <tr> <td>Walukuba HCIV</td> <td>28th Sep 2017 22nd Dec 2017 21st Mar 2018 29th Jun 2018</td> <td>Not recorded in Supervision book</td> <td>NO</td> </tr> <tr> <td>Mpumudde HCIV</td> <td>28th Sep 2017 18th Dec 2017 23rd Mar 2017 28th Jun 2018</td> <td>Not recorded in Supervision book at health facility</td> <td>NO</td> </tr> </tbody> </table> | Health facility | Report supervision date | Health facility record | consistent | Walukuba HCIV | 28 th Sep 2017 22 nd Dec 2017 21 st Mar 2018 29 th Jun 2018 | Not recorded in Supervision book | NO | Mpumudde HCIV | 28 th Sep 2017 18 th Dec 2017 23 rd Mar 2017 28 th Jun 2018 | Not recorded in Supervision book at health facility |
| Health facility | Report supervision date | Health facility record | consistent | | | | | | | | | | | | | | | |
| Walukuba HCIV | 28 th Sep 2017 22 nd Dec 2017 21 st Mar 2018 29 th Jun 2018 | Not recorded in Supervision book | NO | | | | | | | | | | | | | | | |
| Mpumudde HCIV | 28 th Sep 2017 18 th Dec 2017 23 rd Mar 2017 28 th Jun 2018 | Not recorded in Supervision book at health facility | NO | | | | | | | | | | | | | | | |

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| | | | <p>Evidence that MHT has ensured that HSD has supervised lower level health facilities within the previous FY (2017/18):</p> <ul style="list-style-type: none"> ▪ If 100% supervised: score 3 points ▪ 80 - 99% of the health facilities: score 2 points ▪ 60% - 79% of the health facilities: score 1 point ▪ Less than 60% of the health facilities: score 0 | <p>From the MHO obtain:</p> <ul style="list-style-type: none"> ▪ The LG support supervision reports (quarterly) ▪ Minutes of MHT meetings ▪ Facility records ▪ Review and check a sample of minimum 5 facilities | 0 | <p>There was evidence that MHT ensured that ONLY Mpumudde-HSD supervised lower health facilities (Kimaka HCII). A review of support supervision records (support supervision - book) at Kimaka HCII revealed that indeed health facility was supervised.</p> <p>However, Walukuba HSD – has no evidence of supervising lower health facilities.</p> <p>Also, it is not clear who supervises the other four lower health facilities in the municipality.</p> <p>However, municipal health office has records which indicate that all lower health facilities were supervised by the medical officer of health at least once in a quarter for the FY 2017/18. But, a review of the supervision books at the sampled health facilities (Kimaka and Jinja Central) does not corroborate this evidence.</p> |
| | 7. | <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 follow up (Maximum 10 points)</p> | <ul style="list-style-type: none"> ▪ Evidence that all the 4 quarterly reports have been discussed and used to make recommendations (in each quarter) for corrective actions during the previous financial year (2017/18): score 4 points | <p>From the MHO obtain and review:</p> <ul style="list-style-type: none"> • Support supervision and monitoring visit reports ▪ Minutes of quarterly meetings ▪ Minutes of monthly MHT meetings | 0 | <p>There was no evidence that support supervision and monitoring reports are discussed, to make recommendations for corrective action.</p> <p>Health facility in-charges are invited to the “Municipal Health Team” meetings.</p> <p>Discussion of support supervision reports appears on the agenda items of these meetings, but the discussion does not specifically include a detailed health facility reports to make recommendations per health facility findings and not all health facilities are discussed in these meetings</p> <p>For example, 1st quarter meeting - date 03rd Oct 2017. Health facilities discussed; Walukuba HCIV 2nd Quarter report date, 5th Jan 2018: Health facilities discussed; Walukuba HCIV and Jinja central 3rd Quarter meeting, date 4th April 2018 Mpumudde and</p> |

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| (C) Governance, oversight, transparency and accountability | 8. | The LG Health department has submitted accurate/consistent reports/data for health facility lists receiving PHC funding as per formats provided by MoH (Maximum 10 points) | <ul style="list-style-type: none"> Evidence that the LG has submitted accurate/consistent data regarding list of facilities receiving PHC funding, which are consistent with both HMIS reports and PBS - score 10 points | <ul style="list-style-type: none"> From the MoH obtain and review: <ul style="list-style-type: none"> HMIS reports for the current FY (2018/19) The performance contract for the current FY (2018/19) Check whether the lists of health facilities submitted are consistent/similar | 0 | <p>The performance contract was obtained and reviewed. From the MoH, The HMIS reports were not availed for review. And so we could assess the consistency of the lists of health facilities submitted.</p> |
| | | | <ul style="list-style-type: none"> Evidence that the committee responsible for health met and discussed service delivery issues including supervision reports, performance assessment results, LG | <ul style="list-style-type: none"> From the Clerk to Council obtain and review: <ul style="list-style-type: none"> Health sector standing committee meeting minutes – check if the Council has approved the | | |
| | 9. | The LG committee responsible for health met, discussed service delivery issues and presented issues that require approval to Council | | | 2 | <p>The LG committee responsible for health is the social services committee. There was evidence that council committee responsible for health met and discussed service delivery issues. The committee sat five times in 2017/18 and discussed the following:</p> <ul style="list-style-type: none"> 1st Meeting 2nd November 2017 – matters arising, affecting health in municipality |

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| (Maximum 14 points) | 10. | The Health Unit Management Committees and Hospital Board are operational/ functioning (Maximum 6 points) | <p>PAC reports etc. during the previous FY (2017/18) - score 2 points</p> | <p>sector implementation plan and discussions by the committee</p> <ul style="list-style-type: none"> Review the MHO's reports to the committee | 2 | <p>There was evidence that the health sector presented issues that required approval to council;</p> <ul style="list-style-type: none"> Meeting 27th March 2017 – annual sector workplan Meeting 11th April 2017 – Annual budget Meeting 20th June 2017 – proposal to elevate Kimaka HCII to HCIII | | | | | | | | | |
| | | | <p>Evidence that the health sector committee has presented issues that require approval to Council - score 2 points</p> | <p>From the Clerk to Council obtain and review health sector standing committee meeting minutes – check if the sector committee has presented issues that require approval.</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 6 points If 80-99 %: score 4 points | <ul style="list-style-type: none"> Check files of HUMCs and minutes of HUMCs (Check list for all and sample 5 to review) Study files from 5 randomly sampled health facilities to confirm whether they have HUMCs and review whether they have | 0 | <p>We accessed Health Unit Management committee files for all the health facilities in the municipality. Only two health facilities (Mpumudde HCIV and Kisima HCII) out of six (33.3%) had a functional health unit management committees (HUMC) in the FY 2017/18 as shown in the table below:</p> <table border="1"> <thead> <tr> <th>Health facility</th> <th>No. of meetings</th> <th>Dates</th> </tr> </thead> <tbody> <tr> <td>Mpumudde HCIV</td> <td>4</td> <td>02/10/2017, 05/01/2018, 03/04/2018, 03/07/2018</td> </tr> <tr> <td>Kisima HCII</td> <td>4</td> <td>28/09/2017, 13/12/2017,</td> </tr> </tbody> </table> | Health facility | No. of meetings | Dates | Mpumudde HCIV | 4 | 02/10/2017, 05/01/2018, 03/04/2018, 03/07/2018 | Kisima HCII | 4 | 28/09/2017, 13/12/2017, |
| Health facility | No. of meetings | Dates | | | | | | | | | | | | | |
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| | | | <ul style="list-style-type: none"> If 70-79: %: score 2 point If less than 70%: score 0 | held 4 mandatory meetings | | <table border="1"> <tr> <td></td> <td></td> <td>23/03/2018, 28/06/2018</td> </tr> <tr> <td>Masese II HCII</td> <td>4</td> <td>29/09/2017, 22/12/2017, 30/03/2018, 29/06/2018</td> </tr> <tr> <td>Masese Port HCII</td> <td>3</td> <td>27/09/2017, 30/03/2018, 28/06/2018</td> </tr> <tr> <td>Jinja Central HCIII</td> <td>3</td> <td>25/09/2017, 30/11/2017, 4/04/2018</td> </tr> <tr> <td>Kimaka HCII</td> <td>3</td> <td>03/07/2017, 12/12/2017, 10/06/2018</td> </tr> </table> <p>Note: on file Masese II HCII had 4 minutes, however, in all these minutes there is no record of discussing budget and resources for the facilities For Jinja central HCIII, Kimaka HCII minutes of different meetings were similar word for word. Only dates had changed</p> | | | 23/03/2018, 28/06/2018 | Masese II HCII | 4 | 29/09/2017, 22/12/2017, 30/03/2018, 29/06/2018 | Masese Port HCII | 3 | 27/09/2017, 30/03/2018, 28/06/2018 | Jinja Central HCIII | 3 | 25/09/2017, 30/11/2017, 4/04/2018 | Kimaka HCII | 3 | 03/07/2017, 12/12/2017, 10/06/2018 |
| | | 23/03/2018, 28/06/2018 | | | | | | | | | | | | | | | | | | | |
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| Masese Port HCII | 3 | 27/09/2017, 30/03/2018, 28/06/2018 | | | | | | | | | | | | | | | | | | | |
| Jinja Central HCIII | 3 | 25/09/2017, 30/11/2017, 4/04/2018 | | | | | | | | | | | | | | | | | | | |
| Kimaka HCII | 3 | 03/07/2017, 12/12/2017, 10/06/2018 | | | | | | | | | | | | | | | | | | | |
| | 11. | The LG has publicised all health facilities receiving PHC non-wage recurrent grants (Maximum 4 points) | <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 4 points | <ul style="list-style-type: none"> Check the LG Notice Boards and LG budget website to establish if the Health department publicised all health facilities receiving non-wage recurrent grants Check a sample of health facilities | 4 | Municipal council had displayed health facilities receiving PHC non-wage recurrent grants on the municipal noticeboards. All the sampled health facilities had all the health facilities that received PHC non-wage recurrent grants displayed at the noticeboards. | | | | | | | | | | | | | | | |

| Performance Area | No. | Performance Measures | Scoring guide | Assessment Procedures | Score | Detailed assessment findings |
|---|-----|--|--|---|----------|---|
| (D) Procurement and contract management (Maximum 8 points) | 12 | The LG Health department has submitted input to procurement plan and requests, complete with all technical requirements, to PDU that cover all items in the approved Sector annual work plan and budget (Maximum 4 points) | <ul style="list-style-type: none"> Evidence that the sector has submitted input to procurement plan to PDU that cover all investment items in the approved Sector annual work plan and budget on time by April 30, 2018 for the current FY (2018/19) - score 2 points Evidence that LG Health department submitted procurement request form (Form PP5) to the PDU by 1st Quarter of the current FY (2018/19) - score 2 points | <ul style="list-style-type: none"> From the Municipal Health Officer (MHO) obtain and review submissions to DPU; From PDU crosscheck submission from DHO | 2 | <ul style="list-style-type: none"> Jinja MLG Health Department Procurement Plan 2018/2019 was prepared by Medical Officer of Health , approved by Head of Department and submitted to Head of the Procurement and Disposal Unit (PDU) on 18th April 2018 which was before due date of 30th April 2018. The investment items: purchase of curtains and nurses uniforms estimated at USHS. 2,845,000 and 6,000,000 respectively, were included in the annual sector work plan. There was no LG PP Form 5 (Procurement Requisition) presented for review, as there was none raised at the time. |
| | 13 | The LG Health department has certified and initiated payment for supplies on time (Maximum 4 points) | <ul style="list-style-type: none"> Evidence that the MHO (as per contract) certified and recommended suppliers timely for payment- score 4 points | <ul style="list-style-type: none"> From the CFO obtain a sample of contracts, review and determine whether payment requests were certified and recommended on time | 4 | <p>Payment requests made by Viral Oil Limited were certified and recommend on time.</p> <p>We reviewed a framework contract between Jinja Municipal Council and Viral Oil Limited dated 22nd November 2017.</p> <p>There was no need for certification in this instance as the supply is pre-paid and the Jinja Municipal Council drivers draw down the account which is replenished as and when the account is depleted.</p> <p>LPO 01909</p> <ul style="list-style-type: none"> As per the Local Purchase Order (LPO) No. 01909 issued by Jinja Municipal Council to Viral Oil Limited on 28th February 2018 for the supply of 127 litres of diesel. The LPO was initiated and funds approved |

| Performance Area | No. | Performance Measures | Scoring guide | Assessment Procedures | Score | Detailed assessment findings |
|---|-----|---|--|---|-------|--|
| (E) Financial management and reporting <i>(Maximum 8 points)</i> | 14 | The LG Health department has submitted annual reports (including all quarterly reports) in time to the Planning Unit <i>(Maximum 4 points)</i> | <ul style="list-style-type: none"> Evidence that the department submitted the annual performance report for the previous FY – 2017/18 (including all four quarterly reports) to the Planner by mid-July for consolidation - score 4 points | <ul style="list-style-type: none"> From the Planning Unit, obtain and review performance report files From the MHO check annual and quarterly reports for the previous FY | 0 | <ul style="list-style-type: none"> For the FY 2017/18, the Planning unit was using PBS. The Economic Planner revealed that the departmental head for health had access to PBS and input the departmental figures after which the Planner would receive an email notification from the PBS system though there was no evidence of submission. <p>However, we noted that the two quarterly performance reports (quarter 1 and 2) included input from the health</p> <p>LPO 1777</p> <ul style="list-style-type: none"> As per the LPO no. 01777 issued by Jinja Municipal Council to Viral Oil Limited on 18th October 2017 for the supply of 165 litres of diesel. The LPO was initiated and funds approved simultaneously in the Integrated Financial Management System (IFMIS) by user department, Stephen Banonya, Medical Health Officer and Vote Controller for the sum USHS. 598,950. The fuel was delivered on 16th October 2017 as per Goods Received Note (GRN) number 06946. Recommendation for payment was made on 17th October 2017 by Stephen Banonya, Medical Health Officer. |

| Performance Area | No. | Performance Measures | Scoring guide | Assessment Procedures | Score | Detailed assessment findings | | | | | | | | | | | | | | | |
|--|---|---|--|--|----------|--|---------|-------|----------|---|---|--|---|---|--|---|---|--|---|-------------------|--|
| | | | | | | department and Jinja MLG annual performance report for the FY 2017/18 was not submitted to MoFPED before the deadline of 30th August 2018. | | | | | | | | | | | | | | | |
| | 15 | LG Health department has acted on Internal Audit recommendations (if any) (Maximum 4 points) | Evidence that the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year <ul style="list-style-type: none"> If sector has no audit query - score 4 points If the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year (2017/18) - score 2 points If all queries are not responded to - score 0 | <ul style="list-style-type: none"> From the Internal Auditor obtain copies of sector audit reports from the internal audit and Management responses for the previous FY (2017/18) | 2 | <p>During the FY 2017/18, the health department received queries in the quarters 1 and 3 and responded to queries as shown below hence the score two:</p> <table border="1"> <thead> <tr> <th>Quarter</th> <th>Query</th> <th>Response</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>No receipts and payee signatures for funds of USHS. 137,935,664</td> <td>Payment voucher signed and supporting documents attached</td> </tr> <tr> <td>2</td> <td>Lack of acknowledgement for PHC funds transferred to Health Centres totalling to USHS. 15,159,814</td> <td>Payment voucher signed and supporting documents attached</td> </tr> <tr> <td>3</td> <td>Lack of acknowledgement for PHC funds transferred to Health Centres totalling to USHS. 15,161,709</td> <td>We are following up the receipts and within one week they will be available for verification</td> </tr> <tr> <td>4</td> <td>No queries raised</td> <td></td> </tr> </tbody> </table> | Quarter | Query | Response | 1 | No receipts and payee signatures for funds of USHS. 137,935,664 | Payment voucher signed and supporting documents attached | 2 | Lack of acknowledgement for PHC funds transferred to Health Centres totalling to USHS. 15,159,814 | Payment voucher signed and supporting documents attached | 3 | Lack of acknowledgement for PHC funds transferred to Health Centres totalling to USHS. 15,161,709 | We are following up the receipts and within one week they will be available for verification | 4 | No queries raised | |
| Quarter | Query | Response | | | | | | | | | | | | | | | | | | | |
| 1 | No receipts and payee signatures for funds of USHS. 137,935,664 | Payment voucher signed and supporting documents attached | | | | | | | | | | | | | | | | | | | |
| 2 | Lack of acknowledgement for PHC funds transferred to Health Centres totalling to USHS. 15,159,814 | Payment voucher signed and supporting documents attached | | | | | | | | | | | | | | | | | | | |
| 3 | Lack of acknowledgement for PHC funds transferred to Health Centres totalling to USHS. 15,161,709 | We are following up the receipts and within one week they will be available for verification | | | | | | | | | | | | | | | | | | | |
| 4 | No queries raised | | | | | | | | | | | | | | | | | | | | |
| (F) Social and environment safeguards (Maximum 12 points) | 16 | Compliance with gender composition of Health Unit Management Committee (HUMC) and | <ul style="list-style-type: none"> Evidence that HUMC meet the gender composition as per guidelines (i.e. minimum 30% women) - score 2 points | <ul style="list-style-type: none"> From the sampled health facilities, find out whether the number and gender of committee members is as per required composition | 2 | <p>Committees for sampled health facilities met the gender composition as per guidelines (i.e. minimum 30% women).</p> <ul style="list-style-type: none"> <u>Malukuba HC IV</u> – Committee is in place composed of 9 members with 4 women and 5 men meeting required minimum 30% women Composition. <u>Jinja Central H/C III</u> - Committee is in place composed of 7 members with 4 women and 3 men meeting | | | | | | | | | | | | | | | |

| Performance Area | No. | Performance Measures | Scoring guide | Assessment Procedures | Score | Detailed assessment findings |
|------------------|-----|---|---|---|----------|---|
| | | promotion of gender sensitive sanitation in health facilities. (Maximum 4 points) | <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 points | <ul style="list-style-type: none"> From the sampled health facilities, find out whether the LG has issued guidelines on how to manage sanitation in health facilities including separating facilities for men and women | 2 | <ul style="list-style-type: none"> required minimum 30% women Composition. Kimaka HC II - Committee is in place composed of 5 members with 2 women and 3 men meeting the required minimum 30% women. There were guidelines on sanitation displayed at the sampled health facilities (Walukuba HC IV and Jinja Central HC III), and facilities for men and women are well separated. A circular dated 22nd November, 2017 communicating Sanitation guidelines to all health Inspectors was also seen on file at the municipality. |
| | 17 | LG Health department has ensured that guidelines on environmental management are disseminated and complied with. (Maximum 4 points) | <ul style="list-style-type: none"> Evidence that all health facility infrastructure projects are screened before approval for construction using the checklist for screening of projects in the budget guidelines and where risks are identified, the forms include mitigation actions: score 2 points The environmental officer and community development officer have visited the sites to check whether the mitigation plans are complied with: score 2 points | <ul style="list-style-type: none"> From the Environmental officer obtain and review filled screening forms to ascertain whether screening was done and whether risks mitigation plans were developed. From the Environmental officer and CDO obtain and review Site visit reports to establish whether they checked compliance to the risk mitigation plans | 2 | <ul style="list-style-type: none"> There was no capital development fund for health for 2017/18, therefore no health projects were screened. No site visits were made because there were no health projects implemented. |

| Performance Area | No. | Performance Measures | Scoring guide | Assessment Procedures | Score | Detailed assessment findings |
|------------------|-----|--|--|---|-----------|--|
| | 18 | The LG Health department has issued guidelines on medical waste management (Maximum 4 points) | <ul style="list-style-type: none"> Evidence that the LG has issued guidelines on medical waste management, including guidelines (e.g. sanitation charts, posters, etc) for construction of facilities for medical waste disposal - score 4 points. | <ul style="list-style-type: none"> From the sampled health facilities, find out whether the LG has issued guidelines on medical waste management | 4 | From the sampled health facilities (Walukuba HC IV and Jinja Central HC III), there were medical waste management guidelines in form of posters and charts displayed at various locations around the facilities. |
| Total | | | | | 44 | |

7.2 Performance on Education Sector Performance Measures

| Performance Area | No | Performance Measures | Scoring guide | Assessment Procedure | Score | Detailed assessment findings | | | | | | | | | | | | | | | | | | |
|---|-------------------|---|---|---|-------|---|--------|-------------------|------------|-------------------|----|----|-----------------|----|----|----------------|----|----|-------------------|----|----|---------------|----|----|
| (A) Human resource planning and management <i>(Maximum 30 points)</i> | 1. | The Municipal LG education department has budgeted and deployed teachers as per guidelines (a Head Teacher and minimum of 7 teachers per school) <i>(Maximum 8 points)</i> | <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 (2018/19) - score 4 points | <ul style="list-style-type: none"> From the Municipal LG Performance Contract: (i) review the list of schools; and (ii) the staff lists and validate that: <ul style="list-style-type: none"> The Municipal LG has budgeted for at least a Head Teacher and a minimum of 7 teachers per school. | 4 | The performance contract for 2018/19 was reviewed. A total of 20 schools, and 425 teachers had been budgeted for. From the review of the staff lists submitted with the performance contract, it was noted that one head teacher and more than 7 teacher had been budgeted for each of the 20 schools. | | | | | | | | | | | | | | | | | | |
| | | | <ul style="list-style-type: none"> Evidence that the Municipal LG has deployed a Head Teacher and minimum of 7 teachers per school (or minimum of a teacher per class for schools with less than P.7) for the current FY (2018/19) - score 4 points | <ul style="list-style-type: none"> From the MEO obtain and review <ul style="list-style-type: none"> Teachers' lists to determine whether Municipal LG has deployed a Head Teacher and minimum of 7 teachers (or minimum of a teacher per class for schools with less than P.7) per school for the current FY (2018/19). From the sampled schools (urban and rural), verify whether the teachers as | | | | | | | | | | | | | | | | | | | | |
| | | | | | | <ul style="list-style-type: none"> Teacher's lists were obtained and reviewed. It was noted that each of the 20 schools had a head teacher and more than 7 teachers. A sample of 5 public schools was randomly selected, and number of teachers deployed were verified during the visit to the schools. The number of teachers deployed at the school was noted as indicated in the table below: <table border="1"> <thead> <tr> <th>School</th> <th>Teachers deployed</th> <th>Staff list</th> </tr> </thead> <tbody> <tr> <td>Victoria Nile P/S</td> <td>50</td> <td>50</td> </tr> <tr> <td>Main street P/S</td> <td>27</td> <td>27</td> </tr> <tr> <td>Spire Road P/S</td> <td>27</td> <td>27</td> </tr> <tr> <td>Walukuba West P/S</td> <td>22</td> <td>23</td> </tr> <tr> <td>Lake site P/S</td> <td>19</td> <td>19</td> </tr> </tbody> </table> | School | Teachers deployed | Staff list | Victoria Nile P/S | 50 | 50 | Main street P/S | 27 | 27 | Spire Road P/S | 27 | 27 | Walukuba West P/S | 22 | 23 | Lake site P/S | 19 | 19 |
| School | Teachers deployed | Staff list | | | | | | | | | | | | | | | | | | | | | | |
| Victoria Nile P/S | 50 | 50 | | | | | | | | | | | | | | | | | | | | | | |
| Main street P/S | 27 | 27 | | | | | | | | | | | | | | | | | | | | | | |
| Spire Road P/S | 27 | 27 | | | | | | | | | | | | | | | | | | | | | | |
| Walukuba West P/S | 22 | 23 | | | | | | | | | | | | | | | | | | | | | | |
| Lake site P/S | 19 | 19 | | | | | | | | | | | | | | | | | | | | | | |

| Performance Area | No | Performance Measures | Scoring guide | Assessment Procedure | Score | Detailed assessment findings |
|------------------|----|--|--|---|----------|--|
| | 2. | Municipal LG has substantively recruited all primary school teachers where there is a wage bill provision (Maximum 6 points) | <ul style="list-style-type: none"> Evidence that the Municipal LG has filled the structure for primary teachers with a wage bill provision <ul style="list-style-type: none"> If 100% - score 6 points If 80 - 99% - score 3 points If below 80% - score 0 | <p>indicated in the staff lists are actually deployed in the schools.</p> <p>From the Municipal LG Performance Contract:</p> <ul style="list-style-type: none"> Check the Municipal LG approved structure Check wage bill provision Positions filled. <p><i>If there is evidence of effort to recruit (e.g. advertisement etc.) but Municipal LG has failed to attract, provide the score.</i></p> | 6 | <p>We reviewed the performance contract for the FY 2018/19 and noted that a wage bill of Ushs. 3,139,999,213 was budgeted for 425 Primary school teachers. Only 421 teacher positions were filled, which is 99.8%.</p> <ul style="list-style-type: none"> However, the score has been awarded based on the fact that the 2018 recruitment process for primary teachers was halted by IGG till further notice, due to alleged inconsistencies during recruitment at the district service commission. |
| | 3. | Municipal LG has substantively recruited all positions of school inspectors as per staff structure, where there is a wage bill provision. (Maximum 6 points) | <ul style="list-style-type: none"> Evidence that the Municipal LG has substantively filled all positions of school inspectors as per staff structure, where there is a wage bill provision - score 6 points | <p>From the Municipal LG Performance Contract:</p> <ul style="list-style-type: none"> Check the Municipal LG approved structure Positions filled. | 0 | <p>The approved structure requires 2 inspector of schools. There was one senior inspector of schools, and no other inspector of schools. Therefore the score is zero.</p> |
| | 4. | The LG Education department has submitted a recruitment plan | Evidence that the Municipal LG Education department has submitted a recruitment plan to HRM | <p>From the Municipal LG Performance Contract:</p> <ul style="list-style-type: none"> Review the recruitment plan to | 2 | <p>We reviewed the 2018/19 recruitment plan. The inspector of schools vacancy had been included in the recruitment plan.</p> |

| Performance Area | No | Performance Measures | Scoring guide | Assessment Procedure | Score | Detailed assessment findings | | | | | | | | | | | | | | | | | | |
|--|--------------------------|---|--|---|----------|---|--------------------|----------------------|-------------------|-------------------|---------------|------------|-----------------|-------------------|------------|----------------|------------|------------|---------------|---------------------|------------|-------------------|--------------------------|---------------|
| | | covering primary teachers and school inspectors to HRM for the current FY (2018/19). (Maximum 4 points) | for the current FY (2018/19) to fill positions of: <ul style="list-style-type: none"> Primary Teachers - score 2 points School Inspectors - score 2 points | determine whether the vacant positions of teachers and inspectors have been included. | 2 | The primary teachers were not included in the recruitment plan 2018/19. However, the score has been awarded based on the fact that the 2018 recruitment process for primary teachers was halted by IGG till further notice, due to alleged inconsistencies during recruitment at the district service commission. | | | | | | | | | | | | | | | | | | |
| | 5. | The Municipal 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 (2017/18). (Maximum 6 points) | Evidence that the Municipal LG Education department has ensured that all head teachers are appraised and has appraised all school inspectors during the previous FY (2017/18) <ul style="list-style-type: none"> 100% school inspectors - score 3 points Primary school head teachers <ul style="list-style-type: none"> 90 - 100% - score 3 points 70% and 89% - score 2 points Below 70% - score 0 | From the Municipal HR department obtain and review: <ul style="list-style-type: none"> Personnel files for school inspectors and a sample of head teachers to determine whether they were appraised during the previous FY (2017/18). | 3 | <ul style="list-style-type: none"> The personnel file of the Senior Inspector of schools, Ms Mutesi Annina was reviewed. It was noted that she was appraised for the FY 2017/18 on 21st July 2018. The personnel files of the head teachers of the sampled schools were reviewed. It was noted that 4 out of 5 head teachers (80%) had been appraised for the calendar year 2017 as indicated in the table below: <table border="1"> <thead> <tr> <th>Name of school P/S</th> <th>Name of head teacher</th> <th>Date of appraisal</th> </tr> </thead> <tbody> <tr> <td>Victoria Nile P/S</td> <td>Gandi Harriet</td> <td>11/01/2018</td> </tr> <tr> <td>Main street P/S</td> <td>Nabukasi Florence</td> <td>03/01/2018</td> </tr> <tr> <td>Spire Road P/S</td> <td>Mwoya Mike</td> <td>22/12/2017</td> </tr> <tr> <td>Lake site P/S</td> <td>Mutove Kakuma David</td> <td>02/01/2018</td> </tr> <tr> <td>Walukuba West P/S</td> <td>Mideasinia Limio Frances</td> <td>Not appraised</td> </tr> </tbody> </table> | Name of school P/S | Name of head teacher | Date of appraisal | Victoria Nile P/S | Gandi Harriet | 11/01/2018 | Main street P/S | Nabukasi Florence | 03/01/2018 | Spire Road P/S | Mwoya Mike | 22/12/2017 | Lake site P/S | Mutove Kakuma David | 02/01/2018 | Walukuba West P/S | Mideasinia Limio Frances | Not appraised |
| Name of school P/S | Name of head teacher | Date of appraisal | | | | | | | | | | | | | | | | | | | | | | |
| Victoria Nile P/S | Gandi Harriet | 11/01/2018 | | | | | | | | | | | | | | | | | | | | | | |
| Main street P/S | Nabukasi Florence | 03/01/2018 | | | | | | | | | | | | | | | | | | | | | | |
| Spire Road P/S | Mwoya Mike | 22/12/2017 | | | | | | | | | | | | | | | | | | | | | | |
| Lake site P/S | Mutove Kakuma David | 02/01/2018 | | | | | | | | | | | | | | | | | | | | | | |
| Walukuba West P/S | Mideasinia Limio Frances | Not appraised | | | | | | | | | | | | | | | | | | | | | | |
| Note: there were no performance agreements against | | | | | | | | | | | | | | | | | | | | | | | | |

| Performance Area | No | Performance Measures | Scoring guide | Assessment Procedure | Score | Detailed assessment findings | | | | | | | | |
|---|---|--|--|--|----------|---|--|--|------------|--|------------|---|------------|-------------------------------------|
| (B) Monitoring and inspection (Maximum 35 points) | 6. | The Municipal LG Education Department has effectively communicated and explained guidelines, policies, circulars issued by the national level in the previous FY (2017/18) to schools (Maximum 3 points) | Evidence that the Municipal LG Education department has communicated all guidelines, policies, circulars issued by the national level in the previous FY (2017/18) to schools - score 1 point | <ul style="list-style-type: none"> From MoES obtain guidelines, policies, circulars issued by the national level in the previous FY (2017/18) to schools From the MEO obtain evidence that s/he communicated guidelines, policies, circulars to schools. From the sampled schools, check whether the guidelines, policies, circulars were received. | 0 | <p>which performance assessments were made. And the appraisals were appraised by chairpersons of the SMC, instead of the division town clerks.</p> <p>From the MEO, we obtained and reviewed letters to school head teachers, communicating some guidelines /policies/ circulars as shown in the table below;</p> <table border="1"> <thead> <tr> <th>Date</th> <th>guidelines, policies, circulars being communicated</th> </tr> </thead> <tbody> <tr> <td>11/07/2017</td> <td>Ensuring teachers presence in school through enforcing the sanctions and rewards, dated 26/6/17.</td> </tr> <tr> <td>04/12/2017</td> <td>Operation of licenced schools NIRA for all learners in all schools and institutions aged 5 years and above</td> </tr> <tr> <td>19/07/2017</td> <td>Focus of schools inspection 2017/18</td> </tr> </tbody> </table> <p>From the sampled schools, there was no evidence that the guidelines, policies, circulars were received, and so the score is zero.</p> | Date | guidelines, policies, circulars being communicated | 11/07/2017 | Ensuring teachers presence in school through enforcing the sanctions and rewards, dated 26/6/17. | 04/12/2017 | Operation of licenced schools NIRA for all learners in all schools and institutions aged 5 years and above | 19/07/2017 | Focus of schools inspection 2017/18 |
| | | | | Date | | | guidelines, policies, circulars being communicated | | | | | | | |
| 11/07/2017 | Ensuring teachers presence in school through enforcing the sanctions and rewards, dated 26/6/17. | | | | | | | | | | | | | |
| 04/12/2017 | Operation of licenced schools NIRA for all learners in all schools and institutions aged 5 years and above | | | | | | | | | | | | | |
| 19/07/2017 | Focus of schools inspection 2017/18 | | | | | | | | | | | | | |
| <ul style="list-style-type: none"> Evidence that the Municipal 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 - score 2 points | <ul style="list-style-type: none"> From the MEO obtain and review minutes and/or other evidence of the meetings with Head Teachers | 0 | <p>Minutes of meetings with head teachers held on 15/03/2018 and 31/01/2018 were obtained and reviewed. No other minutes were availed for review.</p> <p>The Circular on regulating charges and extra teachers were explained in the meeting held on 31/01/2018 as per Min/03/01/2018.</p> <p>Since only one circular was explained to the head teachers, there was insufficient evidence that department held meetings with primary school head teachers and among others explained and sensitised on the guidelines, policies, circulars issued by the national level.</p> | | | | | | | | | | | |

| Performance Area | No | Performance Measures | Scoring guide | Assessment Procedure | Score | Detailed assessment findings | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---------------------------|---------------------|--|---|--|----------|---|---------|---------------------|---------------|---------------------------|--|--|-------------------|------------|------------|--|------------|------------|--|------------|------------|-----------------|------------|------------|--|------------|------------|--|------------|------------|----------------|------------|------------|--|------------|------------|--|------------|------------|-------------------|------------|------------|--|------------|------------|--|------------|------------|---------------|------------|------------|--|------------|------------|--|------------|------------|------------------------|--|--|
| | 7. | The Municipal LG Education Department has effectively inspected all registered schools (Maximum 12 points) | <ul style="list-style-type: none"> ▪ Evidence that all licenced or registered schools have been inspected at least once per term and reports produced: <ul style="list-style-type: none"> ✓ 100% - score 12 ✓ 90 to 99% - score 10 ✓ 80 to 89% - score 8 ✓ 70 to 79% - score 6 ✓ 60 to 69% - score 3 ✓ 50 to 59 % - score 1 ✓ Below 50% - score 0 | <ul style="list-style-type: none"> ▪ From the MEO, obtain and review school inspection reports and inventory of schools inspected in the previous FY (2017/18) ▪ From sampled school verify the number of times they were inspected during the previous FY (2017/18) | 9 | <p>A sample of 5 private and 5 government aided schools was selected. The inspection reports were reviewed to verify the number of times inspections had been conducted for each of the sampled schools.</p> <p>It was noted that 9 out of 10 sampled schools (90%) had been inspected each term. There was no evidence of inspection of Kimaka Guardian P/S in second Term 2017 or 2018. Specific details are documented in the table below:</p> <table border="1"> <thead> <tr> <th>Schools</th> <th>Dates of inspection</th> <th>Period (Term)</th> </tr> </thead> <tbody> <tr> <td colspan="3">Government schools</td> </tr> <tr> <td>Victoria Nile P/S</td> <td>13/06/2017</td> <td>2017 Term2</td> </tr> <tr> <td></td> <td>12/10/2017</td> <td>2017 Term3</td> </tr> <tr> <td></td> <td>20/02/2018</td> <td>2018 Term1</td> </tr> <tr> <td>Main street P/S</td> <td>13/06/2017</td> <td>2017 Term2</td> </tr> <tr> <td></td> <td>13/11/2017</td> <td>2017 Term3</td> </tr> <tr> <td></td> <td>21/02/2018</td> <td>2018 Term1</td> </tr> <tr> <td>Spire Road P/S</td> <td>15/06/2017</td> <td>2017 Term2</td> </tr> <tr> <td></td> <td>16/11/2017</td> <td>2017 Term3</td> </tr> <tr> <td></td> <td>22/02/2018</td> <td>2018 Term1</td> </tr> <tr> <td>Walukuba West P/S</td> <td>22/06/2017</td> <td>2017 Term2</td> </tr> <tr> <td></td> <td>02/10/2017</td> <td>2017 Term3</td> </tr> <tr> <td></td> <td>06/03/2018</td> <td>2018 Term1</td> </tr> <tr> <td>Lake site P/S</td> <td>26/06/2017</td> <td>2017 Term2</td> </tr> <tr> <td></td> <td>03/10/2017</td> <td>2017 Term3</td> </tr> <tr> <td></td> <td>05/03/2018</td> <td>2018 Term1</td> </tr> <tr> <td colspan="3">Private schools</td> </tr> </tbody> </table> | Schools | Dates of inspection | Period (Term) | Government schools | | | Victoria Nile P/S | 13/06/2017 | 2017 Term2 | | 12/10/2017 | 2017 Term3 | | 20/02/2018 | 2018 Term1 | Main street P/S | 13/06/2017 | 2017 Term2 | | 13/11/2017 | 2017 Term3 | | 21/02/2018 | 2018 Term1 | Spire Road P/S | 15/06/2017 | 2017 Term2 | | 16/11/2017 | 2017 Term3 | | 22/02/2018 | 2018 Term1 | Walukuba West P/S | 22/06/2017 | 2017 Term2 | | 02/10/2017 | 2017 Term3 | | 06/03/2018 | 2018 Term1 | Lake site P/S | 26/06/2017 | 2017 Term2 | | 03/10/2017 | 2017 Term3 | | 05/03/2018 | 2018 Term1 | Private schools | | |
| Schools | Dates of inspection | Period (Term) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Government schools | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Victoria Nile P/S | 13/06/2017 | 2017 Term2 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 12/10/2017 | 2017 Term3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 20/02/2018 | 2018 Term1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Main street P/S | 13/06/2017 | 2017 Term2 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Spire Road P/S | 15/06/2017 | 2017 Term2 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| | 22/02/2018 | 2018 Term1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Walukuba West P/S | 22/06/2017 | 2017 Term2 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 02/10/2017 | 2017 Term3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 06/03/2018 | 2018 Term1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Lake site P/S | 26/06/2017 | 2017 Term2 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 03/10/2017 | 2017 Term3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 05/03/2018 | 2018 Term1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Private schools | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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| | | | | | | <table border="1"> <tr> <td>Glory Nursery and Primary school</td> <td>28/06/2017</td> <td>2017 Term2</td> </tr> <tr> <td></td> <td>12/08/2017</td> <td>2017 Term3</td> </tr> <tr> <td></td> <td>19/03/2018</td> <td>2018 Term1</td> </tr> <tr> <td>Jinja Central P/S</td> <td>30/06/2017</td> <td>2017 Term2</td> </tr> <tr> <td></td> <td>11/10/2017</td> <td>2017 Term3</td> </tr> <tr> <td></td> <td>22/03/2018</td> <td>2018 Term1</td> </tr> <tr> <td>Ummul Qura Primary School</td> <td>28/06/2017</td> <td>2017 Term2</td> </tr> <tr> <td></td> <td>10/10/2017</td> <td>2017 Term3</td> </tr> <tr> <td></td> <td>13/03/2018</td> <td>2018 Term1</td> </tr> <tr> <td>St. Nicholas P/S</td> <td>29/06/2017</td> <td>2017 Term2</td> </tr> <tr> <td></td> <td>16/10/2017</td> <td>2017 Term3</td> </tr> <tr> <td></td> <td>14/03/2018</td> <td>2018 Term1</td> </tr> <tr> <td>Kimaka Guardian P/S</td> <td>13/10/2017</td> <td>2017 Term3</td> </tr> <tr> <td></td> <td>13/03/2018</td> <td>2018 Term1</td> </tr> </table> | Glory Nursery and Primary school | 28/06/2017 | 2017 Term2 | | 12/08/2017 | 2017 Term3 | | 19/03/2018 | 2018 Term1 | Jinja Central P/S | 30/06/2017 | 2017 Term2 | | 11/10/2017 | 2017 Term3 | | 22/03/2018 | 2018 Term1 | Ummul Qura Primary School | 28/06/2017 | 2017 Term2 | | 10/10/2017 | 2017 Term3 | | 13/03/2018 | 2018 Term1 | St. Nicholas P/S | 29/06/2017 | 2017 Term2 | | 16/10/2017 | 2017 Term3 | | 14/03/2018 | 2018 Term1 | Kimaka Guardian P/S | 13/10/2017 | 2017 Term3 | | 13/03/2018 | 2018 Term1 |
| Glory Nursery and Primary school | 28/06/2017 | 2017 Term2 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Jinja Central P/S | 30/06/2017 | 2017 Term2 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Ummul Qura Primary School | 28/06/2017 | 2017 Term2 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 10/10/2017 | 2017 Term3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| St. Nicholas P/S | 29/06/2017 | 2017 Term2 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| | | | | | | Therefore the score is 9. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 8. | Municipal LG Education department has discussed the results/reports of school inspections, used them to make recommendations for corrective actions and followed recommendations | <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 (2017/18) - score 4 points | <ul style="list-style-type: none"> From MEO obtain and review minutes of departmental meetings to determine whether school inspection reports were discussed and used to make recommendations for corrective actions during the previous FY (2017/18). | 0 | <p>Minutes of education departmental meetings held on 24/08/2016, 02/03/2017, 18/08/2017, 28/09/2017, and 24/08/2018 were reviewed.</p> <p>In the meeting held on 28/09/2017, according to Min.03.2017, the inspector of schools gave a brief report on term 2 inspection. However, no recommendations were made, and so the score is zero.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

| Performance Area | No | Performance Measures | Scoring guide | Assessment Procedure | Score | Detailed assessment findings |
|------------------|----|--|--|---|----------|---|
| | | | <ul style="list-style-type: none"> Evidence that the Municipal LG Education department has submitted accurate/consistent reports/date for school lists and enrolment as per formats provided by MoES (Maximum 10 points) | <ul style="list-style-type: none"> From the DES obtain and review a list of LGs that have submitted school inspection reports From the MEO check whether the MEO has letter of acknowledgement from DES | 0 | <p>From the DES, we obtained and reviewed a list of LGs that had submitted school inspection reports. It was noted that the Jinja MLG had not submitted any inspection reports for 2017/18.</p> <p>At the MLG, there was no DES acknowledgement form for submission of inspection reports.</p> <p>Therefore there was no evidence that the Municipal LG Education department submitted school inspection reports to the DES in the Ministry of Education and Sports (MoES).</p> |
| | | | <ul style="list-style-type: none"> Evidence that the inspection recommendations are followed-up - score 4 points | <ul style="list-style-type: none"> From the sampled schools, determine whether the education department provided recommendations from the inspection reports and followed-up. | 0 | <p>There was no evidence that the inspection recommendations are followed-up.</p> |
| | 9. | The Municipal LG Education department has submitted accurate/consistent reports/date for school lists and enrolment as per formats provided by MoES (Maximum 10 points) | <ul style="list-style-type: none"> Evidence that the Municipal LG has submitted accurate/consistent data: <ul style="list-style-type: none"> ✓ List of schools which are consistent with both EMIS reports and Programme Budgeting System (PBS) - score 5 points | <ul style="list-style-type: none"> From MoES obtain and review EMIS reports for the current FY (2018/19) Obtain and review the performance contract for the current FY (2018/19) Check whether the list of schools submitted are consistent/similar. | 0 | <ul style="list-style-type: none"> From MoES, the EMIS report of 2018 was not availed for review. Discussion with the statistician at the MoES revealed that no schools census was carried out in 2018. We obtained and reviewed the performance contract for 2018/19. The list of schools (an attachment to the performance contract) was 19 schools. <p>Based on the above, no comparison of data for consistency with EMIS reports was done, and so the score is zero.</p> |

| Performance Area | No | Performance Measures | Scoring guide | Assessment Procedure | Score | Detailed assessment findings | | | | | | | | |
|---|--|--|--|--|----------|---|------|---------------|------------|--|------------|-----------------------------|--|-------------------------------|
| (C) Governance, oversight, transparency and accountability (Maximum 12 points) | 10. | The Municipal LG committee responsible for education met, discussed service delivery issues and presented issues that require approval to Council (Maximum 4 points) | <ul style="list-style-type: none"> Evidence that the Municipal LG has submitted accurate/consistent data: <ul style="list-style-type: none"> Enrolment data for all schools which is consistent with EMIS report and PBS - score 5 points | <ul style="list-style-type: none"> From MoES obtain and review EMIS reports for the current FY (2018/19) Obtain and review the performance contract for the current FY (2018/19) Check whether the enrolment levels are consistent/similar. | 0 | <p>Note: From the MEO, we obtained a list of schools (a different format from the performance contract), which had 20 government aided schools, including Main Street.</p> <ul style="list-style-type: none"> From MoES, the EMIS report of 2018 was not availed for review. Discussion with the statistician at the MoES revealed that no schools census was carried out in 2018. We obtained and reviewed the performance contract for 2018/19. The enrolment data (an attachment to the performance contract) had a total of 13,667 pupils enrolled in 19 government aided schools. Based on the above, no comparison of data for consistency with EMIS reports was done, and so the score is zero. <p>Note: From the MEO, we obtained a schedule of enrolment data (a different format from the performance contract), and the number of pupils enrolled in the 20 UPE schools was 13,872 (inclusive of Main Street P/S).</p> <ul style="list-style-type: none"> Minutes of the finance, planning administration education and community based services committee were reviewed. It was noted that education reports were presented in only two meetings and the key highlights are shown in the table below; <table border="1"> <thead> <tr> <th>Date</th> <th>Key highlight</th> </tr> </thead> <tbody> <tr> <td>23/04/2018</td> <td>Presentation and discussion of budget for FY 2018/19</td> </tr> <tr> <td>20/02/2018</td> <td>Summary of PLE results 2017</td> </tr> <tr> <td></td> <td>Departmental workplan 2018/19</td> </tr> </tbody> </table> | Date | Key highlight | 23/04/2018 | Presentation and discussion of budget for FY 2018/19 | 20/02/2018 | Summary of PLE results 2017 | | Departmental workplan 2018/19 |
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| | Departmental workplan 2018/19 | | | | | | | | | | | | | |
| | | | <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 (2017/18) - score 2 points | <ul style="list-style-type: none"> From the Clerk to Council obtain and review education sector standing committee meeting minutes – check if the Council has approved the sector implementation plan and discussions by the standing committee MEO's reports to the committee | 2 | | | | | | | | | |

| Performance Area | No | Performance Measures | Scoring guide | Assessment Procedure | Score | Detailed assessment findings | | | | | | | | | | |
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| 21/12/2018 | Boat at Kisima Island to have lifesaving jackets | | | | | | | | | | | | | | | |
| | Schools projects to be monitored by the committee | | | | | | | | | | | | | | | |
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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 points | <ul style="list-style-type: none"> From the Clerk to Council obtain and review minutes to check if education issues have been presented to the Council. | 2 | <ul style="list-style-type: none"> Minutes of council meetings were reviewed and there was evidence of presentation of education issues that required approval to Council. Specific details are documented in the table below: <table border="1"> <thead> <tr> <th>Date</th> <th>Minute No. and key highlights.</th> </tr> </thead> <tbody> <tr> <td>30/05/2018</td> <td>CL/JMC/79/2018 Presentation and approval of supplementary budget for the FY 2017/18</td> </tr> <tr> <td></td> <td>CL/JMC/81/2018 Approval of the estimated budget for the FY 2018/19</td> </tr> <tr> <td>22/03/2018</td> <td>CL/JMC/69/2018 Laying of the budget</td> </tr> <tr> <td>27/02/2018</td> <td>CL/JMC/08/2018 Approval of the departmental annual work plans for the FY 2018/19</td> </tr> </tbody> </table> | Date | Minute No. and key highlights. | 30/05/2018 | CL/JMC/79/2018 Presentation and approval of supplementary budget for the FY 2017/18 | | CL/JMC/81/2018 Approval of the estimated budget for the FY 2018/19 | 22/03/2018 | CL/JMC/69/2018 Laying of the budget | 27/02/2018 | CL/JMC/08/2018 Approval of the departmental annual work plans for the FY 2018/19 |
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| 27/02/2018 | CL/JMC/08/2018 Approval of the departmental annual work plans for the FY 2018/19 | | | | | | | | | | | | | | | |
| | 11. | Primary schools in a Municipal LG have functional SMCs (Maximum 5 points) | Evidence that all primary schools have functional SMCs (established, meetings held, discussions of budget and resource issues and submission of | <ul style="list-style-type: none"> Check files from MEO if head teachers have submitted reports to SMCs and minutes of SMCs (check the | 3 | <ul style="list-style-type: none"> Minutes of SMC meetings held in FY 2017/18 were reviewed for each of the 5 sampled schools. It was noted that 4 out of 5 sampled schools held the 3 mandatory SMC meetings (at least one per term). Only Spire Road P/S did not hold an SMC meeting in 2017 term 2 as shown in the table below: | | | | | | | | | | |

| Performance Area | No | Performance Measures | Scoring guide | Assessment Procedure | Score | Detailed assessment findings | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|------------------|---------------------|---|--|--|----------|--|------------|---------------------|---------------|---------------|------------|------------|------------|------------|------------|------------|-------------|------------|------------|------------|------------|------------|------------|--|------------|------------|------------|------------|------------|------------|------------|---------------|------------|------------|------------|------------|-----------|------------|------------|------------|------------|------------|------------|--|--|--|--|--|--|------------|------------|--|--|--|--|--|--|------------|------------|
| | | | <ul style="list-style-type: none"> reports to MEO) 100% schools: score 5 80 to 99% schools: score 3 Below 80 % schools: score 0 | <ul style="list-style-type: none"> entire list and sample 5 reports) Study files from 5 randomly sampled primary schools to confirm whether they have SMCs and review whether they have held 3 mandatory meetings | | <table border="1"> <thead> <tr> <th>School</th> <th>Date of SMC meeting</th> <th>Period (Term)</th> </tr> </thead> <tbody> <tr> <td rowspan="3">Victoria Nile</td> <td>02/08/2017</td> <td>2017 Term2</td> </tr> <tr> <td>24/10/2017</td> <td>2017 Term3</td> </tr> <tr> <td>16/04/2018</td> <td>2018 Term1</td> </tr> <tr> <td rowspan="3">Main street</td> <td>12/07/2017</td> <td>2017 Term2</td> </tr> <tr> <td>19/10/2017</td> <td>2017 Term3</td> </tr> <tr> <td>05/04/2018</td> <td>2018 Term1</td> </tr> <tr> <td rowspan="2"></td> <td>22/08/2018</td> <td>2018 Term2</td> </tr> <tr> <td>30/11/2017</td> <td>2017 Term3</td> </tr> <tr> <td>Spire Road</td> <td>02/05/2018</td> <td>2018 Term1</td> </tr> <tr> <td rowspan="2">Walukuba West</td> <td>30/06/2017</td> <td>2017 Term2</td> </tr> <tr> <td>17/11/2017</td> <td>2017 Term3</td> </tr> <tr> <td rowspan="3">Lake site</td> <td>21/03/2018</td> <td>2018 Term1</td> </tr> <tr> <td>07/07/2017</td> <td>2017 Term2</td> </tr> <tr> <td>20/10/2017</td> <td>2017 Term3</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>17/03/2018</td> <td>2018 Term1</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>29/06/2017</td> <td>2018 Term2</td> </tr> </tbody> </table> | School | Date of SMC meeting | Period (Term) | Victoria Nile | 02/08/2017 | 2017 Term2 | 24/10/2017 | 2017 Term3 | 16/04/2018 | 2018 Term1 | Main street | 12/07/2017 | 2017 Term2 | 19/10/2017 | 2017 Term3 | 05/04/2018 | 2018 Term1 | | 22/08/2018 | 2018 Term2 | 30/11/2017 | 2017 Term3 | Spire Road | 02/05/2018 | 2018 Term1 | Walukuba West | 30/06/2017 | 2017 Term2 | 17/11/2017 | 2017 Term3 | Lake site | 21/03/2018 | 2018 Term1 | 07/07/2017 | 2017 Term2 | 20/10/2017 | 2017 Term3 | | | | | | | 17/03/2018 | 2018 Term1 | | | | | | | 29/06/2017 | 2018 Term2 |
| School | Date of SMC meeting | Period (Term) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Victoria Nile | 02/08/2017 | 2017 Term2 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 24/10/2017 | 2017 Term3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 16/04/2018 | 2018 Term1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Main street | 12/07/2017 | 2017 Term2 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 19/10/2017 | 2017 Term3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 05/04/2018 | 2018 Term1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 22/08/2018 | 2018 Term2 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 30/11/2017 | 2017 Term3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Spire Road | 02/05/2018 | 2018 Term1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Walukuba West | 30/06/2017 | 2017 Term2 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 17/11/2017 | 2017 Term3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Lake site | 21/03/2018 | 2018 Term1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 07/07/2017 | 2017 Term2 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 20/10/2017 | 2017 Term3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | 17/03/2018 | 2018 Term1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | 29/06/2017 | 2018 Term2 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 12. | The Municipal LG has publicised all schools receiving non-wage recurrent grants (Maximum 3 points) | <ul style="list-style-type: none"> Evidence that the Municipal LG has publicised all schools receiving non-wage recurrent grants e.g. through posting on public notice boards - score 3 points | <ul style="list-style-type: none"> Check the Municipal notice boards to establish if the Education department publicised all schools receiving non-wage recurrent grants for public viewing Check a sample of schools for postings | 3 | <p>The MLG had displayed the schools receiving non-wage recurrent grants for the FY 2017/18 on Municipal Noticeboard.</p> <p>All the 5 sampled schools had displayed 2017/18 non-wage recurrent grants received in 2017/18.</p> <p>Therefore there was evidence that the Municipal LG has publicised all schools receiving non-wage recurrent grants.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

| Performance Area | No | Performance Measures | Scoring guide | Assessment Procedure | Score | Detailed assessment findings |
|---|----|--|--|---|----------|--|
| (D) Procurement and contract management <i>(Maximum 7 points)</i> | 13 | The LG Education department has submitted input into the LG procurement plan, complete with all technical requirements, to Procurement Unit that cover all items in the approved Sector annual work plan and budget <i>(Maximum 4 points)</i> | <ul style="list-style-type: none"> Evidence that the sector has submitted procurement input to Procurement Unit that covers all investment items in the approved Sector annual work plan and budget on time by April 30, 2018 - score 4 points | <ul style="list-style-type: none"> of non-wage recurrent grants From the Municipal Education Officer (MEO) obtain and review submission to Procurement Unit; From DPU crosscheck submission from MEO | 4 | <p>Jinja MLG Education Department Procurement Plan 2018/2019 was prepared by Were Samalle , Office Attendant , approved by the Head of Department and submitted to Head of the Procurement and Disposal Unit (PDU) on 4th April 2018 which was before due date of 30th April 2018.</p> <p>The Annual Work plan and Procurement Plan had investment items: Construction of a 4-classroom block at Victoria Nile School estimated at USHS. 120,000,000 and the completion of Masese Seed school Science laboratory estimated at USHS. 101,000,000.</p> |
| | 14 | The LG Education department has certified and initiated payment for supplies on time <i>(Maximum 3 points)</i> | <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 | <ul style="list-style-type: none"> From the CFO obtain a sample of contracts, review and determine whether payment requests were certified and recommended on time | 3 | <p>We reviewed the certification and payments in respect of works to verify whether the department timely (as per contract) certified and recommended contractors for payment.</p> <p>Contract between Interbuild Technical Services Limited and Jinja Municipal Council dated 17th November 2017 for Construction of a 2 classroom block at Kiira P/S;</p> <ul style="list-style-type: none"> The request for payment by InterBuild Technical |

| Performance Area | No | Performance Measures | Scoring guide | Assessment Procedure | Score | Detailed assessment findings |
|--|----|---|---|---|-------|--|
| (E) Financial management and Reporting (Maximum 8 points) | 15 | The LG Education department has submitted annual reports (including all quarterly reports) in time to the Planning Unit | <ul style="list-style-type: none"> Evidence that the department submitted the annual performance report for the previous FY – 2017/18 (with availability of all four quarterly reports) to the | <ul style="list-style-type: none"> From the Planning Unit, obtain and review performance report files From the MEO check annual and quarterly reports for | 0 | <ul style="list-style-type: none"> Services Limited for the construction of a two classroom block at Kiira P/S was certified and recommended on time. The contractor completed the works on 14th December 2017 and submitted their request for payment for sum USHS. 36,248,212 on the same date. Works were certified by Municipal Engineer on 15th December 2017. The contractor was recommended for payment by Town Clerk on 19th December 2017. <p>Contract between Pagoda Stores Limited and Jinja Municipal Council dated 8th January 2018 for Construction of a 5 stance lined pit latrine in loose soils at Mpumude Methodist P/S;</p> <ul style="list-style-type: none"> The request for payment by Pagoda Stores Limited for the construction of 5 stance lined VIP latrine was certified and recommended for payment on time. The contractor completed works on 19th March 2018 and submitted a request for payment on the same worth USHS. 18,060,242. Works were certified by Engineering Assistant and District/Municipal Engineer on 22nd March 2018. The contractor was recommended for payment by Project Manager on 3rd April 2018. For the FY 2017/18, the Planning unit was using PBS. The Economic Planner revealed that the departmental head for education had access to PBS and input the departmental figures after which the Planner would receive an email notification from the PBS system though there was no evidence of submission. |

| Performance Area | No | Performance Measures | Scoring guide | Assessment Procedure | Score | Detailed assessment findings | | | | | | | | | | | | | | | |
|------------------|---|---|---|--|----------|--|---------|-------|----------|---|---|--|---|-------------------|-----|---|-------------------|-----|---|-------------------|-----|
| | 16 | LG Education has acted on Internal Audit recommendations (if any) (Maximum 4 points) | <ul style="list-style-type: none"> Planner by 15th July for consolidation: score 4 points 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 (2017/18) <ul style="list-style-type: none"> If sector has no audit query - score 4 points If the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year (2017/18) - score 2 points If all queries are not responded to - score 0 | <ul style="list-style-type: none"> From the Internal Auditor obtain copies of sector audit reports from the internal audit and Management responses for the previous FY (2017/18) | 2 | <p>However, we noted that the two quarterly performance reports (quarter 1 and 2) included input from the education department and Jinja MLG annual performance report for the FY 2017/18 was not submitted to MoFPED before the deadline of 30th August 2018.</p> <p>During the FY 2017/18, the education department received a queries in quarter one and responded to query as shown below hence the score two:</p> <table border="1"> <thead> <tr> <th>Quarter</th> <th>Query</th> <th>Response</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>No receipts and payee signatures for funds of USHS. 370,304,803</td> <td>Funds accounted for and the query was dropped.</td> </tr> <tr> <td>2</td> <td>No queries raised</td> <td>N/A</td> </tr> <tr> <td>3</td> <td>No queries raised</td> <td>N/A</td> </tr> <tr> <td>4</td> <td>No queries raised</td> <td>N/A</td> </tr> </tbody> </table> | Quarter | Query | Response | 1 | No receipts and payee signatures for funds of USHS. 370,304,803 | Funds accounted for and the query was dropped. | 2 | No queries raised | N/A | 3 | No queries raised | N/A | 4 | No queries raised | N/A |
| Quarter | Query | Response | | | | | | | | | | | | | | | | | | | |
| 1 | No receipts and payee signatures for funds of USHS. 370,304,803 | Funds accounted for and the query was dropped. | | | | | | | | | | | | | | | | | | | |
| 2 | No queries raised | N/A | | | | | | | | | | | | | | | | | | | |
| 3 | No queries raised | N/A | | | | | | | | | | | | | | | | | | | |
| 4 | No queries raised | N/A | | | | | | | | | | | | | | | | | | | |

| Performance Area | No | Performance Measures | Scoring guide | Assessment Procedure | Score | Detailed assessment findings |
|---|----|---|--|--|----------|--|
| (F) Social and environment safeguards (Maximum 8 points) | 17 | LG Education Department has disseminated and promoted adherence to gender guidelines (Maximum 5 points) | <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 teachers should provide guidance to girls and boys to handle hygiene, reproductive health, life skills etc....: score 2 points | <ul style="list-style-type: none"> From the Municipal Education Officer (MEO) obtain evidence on dissemination of gender guidelines on how senior women/men teachers should provide guidance to girls and boys to handle hygiene, reproductive health, life skills etc. | 0 | There was no Evidence that the LG Education department in consultation with the gender focal person has disseminated guidelines on how senior women/ men teachers should provide guidance to girls and boys to handle hygiene, reproductive health, life skills. No meetings were conducted between the MLG education Department and the senior women/men teachers for the dissemination of the guidelines. |
| | | | <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 points | <ul style="list-style-type: none"> From the MEO obtain evidence on dissemination of sanitation guidelines and awareness raising on how to manage sanitation for girls and PWDs in primary schools | 2 | Guidelines on sanitation and disposal of human waste in schools were disseminated during workshops held between the Municipal education department and the School Head teachers on 25 th January 2018. Under minute number MIN04/EDU/2018. Attendance lists of these workshops were seen. |
| | | | <ul style="list-style-type: none"> Evidence that the School Management Committee meet the guideline on gender composition - score 1 point | <ul style="list-style-type: none"> From the sampled schools, check whether the SMC meets the guideline on gender composition | 1 | The School Management Committees for the sampled schools were duly composed with at least 2 females, following the guidelines in the Education (pre-primary, primary and Post Primary) Act, 2008 <ul style="list-style-type: none"> Victoria Nile School – Committee is composed with 6 women and 6 men meeting required minimum at least 2 females on the SMC committee. Main Street Primary School - Committee is composed with 5 women and 7 men meeting required minimum |

| Performance Area | No | Performance Measures | Scoring guide | Assessment Procedure | Score | Detailed assessment findings |
|------------------|----|---|--|---|-----------|--|
| | 18 | LG Education department has ensured that guidelines on environmental management are disseminated and complied with (Maximum 3 points) | <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 points | <ul style="list-style-type: none"> From MEO obtain and review: <ul style="list-style-type: none"> ✓ Circulars to schools ✓ Minutes of meetings with teachers ✓ Sample of schools ✓ Inspection reports to schools From Environmental officer obtain and review: Filled screening forms to ascertain whether screening was done and whether risks mitigation plans were developed. From Environmental officer and CDO obtain and review: Site visit reports to establish whether they checked compliance to the risk mitigation plans | 3 | <ul style="list-style-type: none"> at least 2 females on the SMC committee. Walukuba West Primary School - Committee is composed with 6 women and 6 men meeting required minimum at least 2 females on the SMC committee. Several meetings were held in which the guidelines were disseminated. Attendance lists for the 20th January, 2018 meeting were seen on file. There were also circulars on file at the MEO's office dated 13th February 2017 and 14th September 2017 communicating environmental management activities such as tree planting in school compounds, garbage disposal and provision of dust bins to schools. From the sampled schools (Victoria Nile School and Main Street Primary School), it was established that the schools are actively involved in environmental management activities which included competitions which started in June 2018 and from which the best performing schools will be awarded. |
| Total | | | | | 57 | |