

8.1 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 (Maximum 26 points)	1.	LG has substantively recruited primary health workers with a wage bill provision from PHC wage (Maximum 8 points)	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) • More than 80% filled: <b>score 8 points,</b> • 60 – 80% - <b>score 4 points</b> • Less than 60% filled: <b>score 0</b>	<ul style="list-style-type: none"> <li>From the LG Performance Contract:                             <ul style="list-style-type: none"> <li>✓ Check the LG approved structure</li> <li>✓ Check wage bill provision</li> <li>✓ Establish the positions filled</li> </ul> </li> <li><i>If there is evidence of effort to recruit (e.g. advertisement etc.) but LG has failed to attract provide the score.</i></li> </ul>	4	<p>The LG has filled 75% of the structure for primary health workers with a wage bill provision from PHC wage for the current FY 2018/19 as explained below;</p> <ul style="list-style-type: none"> <li><b>Rutooma HC II:</b> has 8 out of the 9 established staff members. The facility is reported to have 4 Nurse Assistants against 2, and is lacking a Health Assistant as per the establishment</li> <li><b>KMC HC II:</b> Has 6 of the 9 established staff members. The facility has 3 Enrolled Nurses against 1,</li> <li><b>Kamukira:</b> Has reported 35 of the 48 required staff members. The staffing is not as per the established structure. The facility has 6 Enrolled Nurses against 3 as per the structure, 5 Enrolled Midwives against 3, Nursing Officers 2 against 1, Lab Assistant 2 against 1</li> </ul> <table border="1"> <thead> <tr> <th></th> <th>Establishment</th> <th>Status</th> <th>%</th> </tr> </thead> <tbody> <tr> <td>Kmukira HCIV</td> <td>45</td> <td>35</td> <td>78%</td> </tr> <tr> <td>Rutooma HC II</td> <td>9</td> <td>8</td> <td>89%</td> </tr> <tr> <td>KMC HC II</td> <td>9</td> <td>6</td> <td>67%</td> </tr> <tr> <td>Mwanjari HC II</td> <td>9</td> <td>5</td> <td>56%</td> </tr> <tr> <td><b>Total</b></td> <td><b>72</b></td> <td><b>54</b></td> <td><b>75%</b></td> </tr> </tbody> </table> <ul style="list-style-type: none"> <li>The establishment for HC IV has 48 members of staff. However for Kamukira HC the establishment has reduced to 45, to discount for the anaesthetic officer, and the 2 theatre assistants, since there are no theatre service at the facility. The core positions are filled and the health facilities feels that the current recruitment is adequate given the available sources.</li> </ul>		Establishment	Status	%	Kmukira HCIV	45	35	78%	Rutooma HC II	9	8	89%	KMC HC II	9	6	67%	Mwanjari HC II	9	5	56%	<b>Total</b>	<b>72</b>	<b>54</b>	<b>75%</b>
	Establishment	Status	%																											
Kmukira HCIV	45	35	78%																											
Rutooma HC II	9	8	89%																											
KMC HC II	9	6	67%																											
Mwanjari HC II	9	5	56%																											
<b>Total</b>	<b>72</b>	<b>54</b>	<b>75%</b>																											

Performance Area	No.	Performance Measures	Scoring guide	Assessment Procedures	Score	Detailed assessment findings
	2.	The LG Health department has submitted a comprehensive recruitment plan for primary health care workers to the HRM department <b>(Maximum 6 points)</b>	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: <b>score 6 points</b>	<ul style="list-style-type: none"> <li>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)</li> </ul>	<b>0</b>	The recruitment plan only covers 4 positions for Kabale Municipality Health Office. It does not cover health facilities. For the health facilities, the recruitment is done by the District Service Commission. However there was no plan made available for the recruitment of health workers for the vacant position
	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. <b>(Maximum 8 points)</b>	Evidence that all health facility in-charges have been appraised during the previous FY (2017/18): <ul style="list-style-type: none"> <li>100%: <b>score 8 points</b></li> <li>70 – 99%: <b>score 4 points</b></li> <li>Below 70%: <b>score 0</b></li> </ul>	<ul style="list-style-type: none"> <li>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).</li> </ul>	<b>0</b>	<ul style="list-style-type: none"> <li>As of 14<sup>th</sup> August 2018, appraisal had not been carried for all the 4 health centre In-Charges under Kabale MLG</li> </ul>
	4.	The Local Government Health department has equitably deployed health workers across health facilities and	<ul style="list-style-type: none"> <li>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</li> </ul>	<ul style="list-style-type: none"> <li>From the MHO, obtain and review a sample of health facilities (rural and urban) verify whether the health workers as indicated</li> </ul>	<b>4</b>	The core positions for health workers at the 4 health facilities are all filled. The basis for equitable deployment is core positions. For all the facilities the core positions are filled

Performance Area	No.	Performance Measures	Scoring guide	Assessment Procedures	Score	Detailed assessment findings
(B) <b>Monitoring and supervision</b>  <i>(Maximum 32 points)</i>	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  <i>(Maximum 6 points)</i>	<p>provided justification for deviations: <b>score 4 points</b></p> <p>Evidence that the MHO has communicated all guidelines, policies, circulars issued by the national level in the previous FY (2017/18) to health facilities: <b>score 3 points</b></p>	<p>in the staff lists are actually deployed in the health facilities.</p> <p>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)</p> <p>From the MHO obtain evidence that s/he communicated guidelines, policies, circulars to health facilities (e.g. through meetings, submission letters, etc).</p> <p>From the sample of health facilities, check whether the guidelines, policies, circulars were received.</p>	<b>3</b>	<p>The following guidelines found available at Kamukira HC IV:</p> <ul style="list-style-type: none"> <li>• NTLP Recording and Reporting Manual for collection, management, analysis and use of data, MOH, NTLP, 1<sup>st</sup> edition, March 2017</li> <li>• Maternal and Perinatal Death Surveillance and Response guidelines, MOH, Reproductive health division, Aug 2017</li> <li>• Training module for paediatric and adolescent HIV Testing services, Participants hand out, STDAIDS Control Programme, Oct 2015</li> <li>• MOH, Annual Health Sector Performance Report, 2016/17</li> <li>• MOH, Consolidated guidelines for prevention and treatment of HIV in Uganda, 2016</li> <li>• Uganda Clinical Guidelines, 2016, MOH</li> <li>• Essential Medicines and Health Supplies for Uganda, 2016</li> <li>• MOH Uganda National Infection Prevention and Control Guidelines 2013</li> <li>• Infant and young child feeding, Uganda National Counselling Cards (n date)</li> <li>• Management of TB in Children, a Health Workers Guide, NTLP, 2015</li> </ul> <p>For Kamukira HCIV, the distribution form for the guidelines to staff in the health facility was available and presented</p>

Performance Area	No.	Performance Measures	Scoring guide	Assessment Procedures	Score	Detailed assessment findings
			<ul style="list-style-type: none"> <li>Evidence that the MHO has held meetings with</li> </ul>	<ul style="list-style-type: none"> <li>From the MHO obtain and review</li> </ul>	<b>2</b>	<p>during the assessment</p> <p>At Rwatooma, KMC and Mwirijja HC II, the following documents were found:</p> <ul style="list-style-type: none"> <li>Uganda clinical guidelines, 2016,</li> <li>Essential Medicines and health supplies for Uganda</li> <li>Introduction of Rota virus vaccines into routine immunisation, MOH, 2018</li> <li>National HIV Testing Service Policy and Implementation Guidelines, Uganda 4<sup>th</sup> Edition</li> <li>How to dispense medicine chart, 2013</li> <li>Family Planning Methods Flip Chart for clinical providers</li> <li>National Technical guidelines for integrated disease surveillance and response, MOH, Dec 2012.</li> <li>Integrated management of malaria training. A practical guide for health workers, NIMCP, MOH, 2012.</li> </ul> <p>It was reported by the Nursing Officer that the guidelines are distributed directly by the MOH through National Medical Stores (NIMS) during the distribution of drugs and other health commodities.</p> <p>In addition, the District Health Office also distributes policies and guidelines which are channelled through the district.</p> <p>The Municipal Health Office (MHO) does not appear to have a role in the distribution of MOH policies and guidelines.</p> <p>For Kamukira HC IV, Continuing Medical Education (CME) sessions were held during which the following guidelines</p>

Performance Area	No.	Performance Measures	Scoring guide	Assessment Procedures	Score	Detailed assessment findings
	6.	The LG Health Department has effectively provided support supervision to district health services  <b>(Maximum 6 points)</b>	health facility in-charges and among others explained the guidelines, policies, circulars issued by the national level: <b>score 3 points</b>	<ul style="list-style-type: none"> <li>minutes and/or other evidence of meetings with health facility in-charges in the previous FY (2017/18).</li> <li>Check from a sample of 5 health facilities</li> </ul>	<b>3</b>	<p>were explained:</p> <ul style="list-style-type: none"> <li>Recording and Reporting TB Data (Date was not indicated in the CME attendance book.)</li> <li>CME was held and presentation made on Prep made on 19<sup>th</sup> June 2018</li> <li>CME Rota virus vaccine administration on 26<sup>th</sup> June 2018</li> </ul> <p><b>Source: Kamukira HC IV CME Attendance Book</b></p> <p>For Rutooma, KMC and Mwanjira there was no evidence presented to show that MOH policies and guidelines were explained to the In-charges. For the Rota virus vaccine, the Nursing Assistant at Rutooma reported to have been trained by the District. Explaining of MOH policies and guideline is largely done by the District Health Office or the MOH</p> <p>Kabale MC has one Health Centre IV (Kamukira) and was supervised several times by the SMO, the District and MOH on the following dates: 12<sup>th</sup> July 2017, 2<sup>nd</sup> August 2017, 22<sup>nd</sup> August 2018, 6<sup>th</sup> February 2018, 22<sup>nd</sup> May 2018, 26<sup>th</sup> June 2018</p>
			<ul style="list-style-type: none"> <li>Evidence that MHT has supervised 100% of HC IVs and district hospitals (including PNFPS receiving PHC grant) at least once in a quarter: <b>score 3 points</b></li> </ul>	<ul style="list-style-type: none"> <li>From the MHO obtain: <ul style="list-style-type: none"> <li>The LG support supervision reports (quarterly)</li> <li>Minutes of MHT meeting.</li> <li>Facility records</li> </ul> </li> </ul>	<b>3</b>	<p>All the five health facilities under KMC were supervised by KMHQ, DHO or the MOH. The support supervision book shows that health facilities were supervised. During 2017/18, Rutooma HC II was supervised 6 times, and KMC HC II supervised 4 times on 4<sup>th</sup> July 2017, 27<sup>th</sup> September 2017, 23<sup>rd</sup> November 2017, and 22<sup>nd</sup> May 2018.</p>

Performance Area	No.	Performance Measures	Scoring guide	Assessment Procedures	Score	Detailed assessment findings
	7.	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 <b>(Maximum 10 points)</b>	<ul style="list-style-type: none"> <li>facilities: <b>score 2 points</b></li> <li>60% - 79% of the health facilities: <b>score 1 point</b></li> <li>Less than 60% of the health facilities: <b>score 0</b></li> </ul> <ul style="list-style-type: none"> <li>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): <b>score 4 points</b></li> </ul>	<p>From the MHO obtain and review:</p> <ul style="list-style-type: none"> <li>Support supervision and monitoring visit reports</li> <li>Minutes of quarterly meetings</li> <li>Minutes of monthly MHT meetings</li> </ul>	0	A Kabale Municipality Health Sub District Meeting was held on 11 <sup>th</sup> June 2018 and it was reported that the supervision report of 22 <sup>nd</sup> – 23 <sup>rd</sup> May 2018 was presented and discussed among others. However the available report does not have a list of people who attended the meeting. In addition, the issues arising from the support supervision discussed during the meeting and the conclusions made were not documented in the report.
	8.	The LG Health department has submitted accurate/ consistent reports/ data for health facility lists	<ul style="list-style-type: none"> <li>Evidence that the LG has submitted accurate/ consistent data regarding list of facilities receiving PHC funding, which are consistent with both HMIS reports</li> </ul>	<p>From the MoH obtain and review:</p> <ul style="list-style-type: none"> <li>HMIS reports for the current FY (2018/19)</li> <li>The performance contract for the</li> </ul>	0	We obtained and reviewed the performance contract for the current FY 2018/19. From the MoH, the HMIS reports were not availed, and so we could not check whether the lists of health facilities submitted are consistent/ similar.

Performance Area	No.	Performance Measures	Scoring guide	Assessment Procedures	Score	Detailed assessment findings
<b>(C) Governance, oversight, transparency and accountability</b>  <b>(Maximum 14 points)</b>	9.	The LG committee responsible for health met, discussed service delivery issues and presented issues that require approval to Council  <b>(Maximum 4 points)</b>	and PBS - <b>score 10 points</b>	<ul style="list-style-type: none"> <li>current FY (2018/19) lists of health facilities submitted are consistent/ similar</li> </ul>		<p>The committee responsible for health met and discussed service delivery issues on the following dates in FY 2017/18:</p> <ul style="list-style-type: none"> <li>Committee meeting of 8<sup>th</sup> August 2017 discussed unclaimed dead bodies, status of TB in K/M/C, and completion of structures for maternity and pediatric ward at Kamukira HC,</li> <li>Meeting of 1<sup>st</sup> November 2017, discussed completion of structures for Kamukira HC and the buying of an ambulance, construction of staff houses for health workers, and renovation of labor suite at Kamukira HC, and</li> <li>Meeting of 13<sup>th</sup> Feb 2018 discussed sanitation issues in K/M/C.</li> </ul>
			Evidence that the committee responsible for health met and discussed service delivery issues including supervision reports, performance assessment results, LG PAC reports etc. during the previous FY (2017/18) - <b>score 2 points</b>	<ul style="list-style-type: none"> <li>Check whether the lists of health facilities submitted are consistent/ similar</li> </ul>	<ul style="list-style-type: none"> <li>From the Clerk to Council obtain and review:</li> <li>Health sector standing committee meeting minutes – check if the Council has approved the sector implementation plan and discussions by the committee</li> <li>Review the MHO's reports to the committee</li> </ul>	
		receiving PHC funding as per formats provided by MoH  <b>(Maximum 10 points)</b>				<p>MLG Council minutes for FY 2017/18 obtained and reviewed indicated that issues were considered from the health sector committee;</p> <ul style="list-style-type: none"> <li>Council Plenary of 16<sup>th</sup> August 2017 no health report was presented;</li> <li>Council meeting of 7<sup>th</sup> November 2017 discussed completion of unfinished structures at Kamukira HC and buying of the ambulance and recruitment of a medical officer;</li> <li>Meeting of 20<sup>th</sup> December 2017 no health issues</li> </ul>

Performance Area	No.	Performance Measures	Scoring guide	Assessment Procedures	Score	Detailed assessment findings
	10.	The Health Unit Management Committees and Hospital Board are operational/ functioning <b>(Maximum 6 points)</b>	Evidence that health facilities and Hospitals have functional HUMCs/Boards (established, meetings held and discussions of budget and resource issues): <ul style="list-style-type: none"> <li>▪ If 100% of randomly sampled facilities: <b>score 6 points</b></li> <li>▪ If 80-99 %: <b>score 4 points</b></li> <li>▪ If 70-79: %: <b>score 2 point</b></li> <li>▪ If less than 70%: <b>score 0</b></li> </ul>	<ul style="list-style-type: none"> <li>▪ Check files of HUMCs and minutes of HUMCs (Check list for all and sample 5 to review)</li> <li>▪ Study files from 5 randomly sampled health facilities to confirm whether they have HUMCs and review whether they have held 4 mandatory meetings</li> </ul>	4	<p>MLG health facilities have functional HUMCs established, held meetings and discussed budget and resource issues;</p> <ul style="list-style-type: none"> <li>▪ <b>Kamukira:</b> the Committee is place and is composed of 9 members, meeting 30% women representation. The committee met on: 26<sup>th</sup> April 2018 and discussed recruitment, staff discipline, security of the facility, staffing etc; on 30<sup>th</sup> January 2018, 31<sup>st</sup> October 2017, 20<sup>th</sup> June 2017 and discussed purchase of uniforms, electricity, &amp; report from the in charge;</li> <li>▪ <b>Rutooma HC:</b> the HUMC is composed of 5 members meeting 30% women representation. Committee met on; 25<sup>th</sup> July 20017, 9<sup>th</sup> November 2017, 15<sup>th</sup> March 2018 and 25<sup>th</sup> May 20018. The issues discussed were late coming of staff, sanitation and hygiene drug supply, staff discipline, immunization, water supply and furniture.</li> <li>▪ <b>Kabale Police HC:</b> the committee is constituted by 7 members of which 2 were women. It met 3 times on 29<sup>th</sup> September 20017, 16<sup>th</sup> January 2018, and 24<sup>th</sup> May 2018. The issues discussed included Quarterly reports, sanitation, and staffing.</li> <li>▪ <b>Ndorwa Prison HC III:</b> the committee is constituted by 7 members of which 2 are women. Met on 19<sup>th</sup> July 2017, 23<sup>rd</sup> November 2017, 9<sup>th</sup> February 2018, and 22<sup>nd</sup> June 20018. The committee discussed PHC funds, wiring of the health facility, furniture etc.</li> <li>▪ <b>Mwanjari HC II:</b> the committee has 7 members of</li> </ul>



Performance Area	No.	Performance Measures	Scoring guide	Assessment Procedures	Score	Detailed assessment findings
(D) <b>Procurement and contract management</b> <i>(Maximum 8 points)</i>	11.	The LG has publicised all health facilities receiving PHC non-wage recurrent grants <i>(Maximum 4 points)</i>	<ul style="list-style-type: none"> <li>Evidence that the LG has publicised all health facilities receiving PHC non-wage recurrent grants e.g. through posting on public notice boards - <b>score 4 points</b></li> </ul>	<ul style="list-style-type: none"> <li>Check the LG Notice Boards and LG budget website to establish if the Health department publicised all health facilities receiving non-wage recurrent grants</li> <li>Check a sample of health facilities</li> </ul>	0	<ul style="list-style-type: none"> <li>For the three facilities visited (Kankira, Rutooma and KMC, there was no evidence of PHC funds being publicised. Even the notice board of Kabale Municipality Office did not have publicity for the PHC funding.</li> </ul>
	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 <i>(Maximum 4 points)</i>	<ul style="list-style-type: none"> <li>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) - <b>score 2 points</b></li> <li>Evidence that LG Health department submitted procurement request form (Form PP5) to the PDU by 1<sup>st</sup> Quarter of the</li> </ul>	<ul style="list-style-type: none"> <li>From the Municipal Health Officer (MHO) obtain and review submissions to DPU;</li> <li>From PDU crosscheck submission from DHO</li> </ul>	0	<ul style="list-style-type: none"> <li>Kabale LG Health Department Procurement Plan was prepared on 23<sup>rd</sup> July 2018 by Health Officer, approved by Head of Department and submitted to Pamela Katushabe Head of Department, Procurement &amp; Disposal Unit after 30<sup>th</sup> April 2018, on 23<sup>rd</sup> July 2018. The investment item - Completion of theatre building (ground floor) was embedded within the budget line item 5 in the approved health sector annual work plan with an allocation of USHS. 24,052,000.</li> <li>There was no procurement requisition raised by Kabale LG Health department for the FY 2018/2019 as there was no confirmed project funding at the time of assessment.</li> </ul>

Performance Area	No.	Performance Measures	Scoring guide	Assessment Procedures	Score	Detailed assessment findings
(E) Financial management and reporting <i>(Maximum 8 points)</i>	13	The LG Health department has certified and initiated payment for supplies on time <i>(Maximum 4 points)</i>	<ul style="list-style-type: none"> <li>current FY (2018/19) - <b>score 2 points</b></li> <li>Evidence that the MHO (as per contract) certified and recommended suppliers timely for payment- <b>score 4 points</b></li> </ul>	<ul style="list-style-type: none"> <li>From the CFO obtain a sample of contracts, review and determine whether payment requests were certified and recommended on time</li> </ul>	4	<ul style="list-style-type: none"> <li>We reviewed the certification and payments in respect of works on maintenance of maternity ward at Kamukira Health Centre IV by Boom Age Uganda Limited to verify whether completed works were certified within 28 days and recommendation for payment was made to the contractor within 30 days of issuance of the certificate.</li> <li>Payment to Boom Age Uganda Limited was within 30 days limit after issuance of the completion certificate.</li> <li>Works were completed on 23 January 2018 and the payment request of sum USHS. 8,003,519 was submitted to Kabale Municipal Local Government on the same date. The payment certificate was certified and issued on 31<sup>st</sup> January 2018 and the invoice was recommended for payment by the Town Clerk on 1<sup>st</sup> February 2018.</li> </ul>
	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"> <li>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 - <b>score 4 points</b></li> </ul>	<ul style="list-style-type: none"> <li>From the Planning Unit, obtain and review performance report files</li> <li>From the MHO check annual and quarterly reports for the previous FY (2017/18)</li> </ul>	4	<ul style="list-style-type: none"> <li>For the FY 2017/18, the Planning unit was using PBS. The departmental head for health had access to PBS and input their departmental figures after which the Planner would receive an email notification from the PBS system though there was no evidence of submission.</li> <li>However, we noted that all the quarterly performance reports included input from the health department and Kabale MLG annual performance report for the FY 2017/18 was submitted to MoFPED on 23<sup>rd</sup> August 2018 before the deadline of 30th August 2018.</li> </ul>
	15	LG Health department has	Evidence that the sector has provided information to	<ul style="list-style-type: none"> <li>From the Internal Auditor obtain</li> </ul>	0	We reviewed the quarterly internal audit reports for the FY 2017/18 and noted that the department had not yet

Performance Area	No.	Performance Measures	Scoring guide	Assessment Procedures	Score	Detailed assessment findings		
<b>(F) Social and environment safeguards</b>  <i>(Maximum 12)</i>	16	Compliance with gender composition of Health Unit Management Committee	<ul style="list-style-type: none"> <li>▪ the internal audit on the status of implementation of all audit findings for the previous financial year</li> <li>▪ If sector has no audit query - <b>score 4 points</b></li> <li>▪ 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) - <b>score 2 points</b></li> <li>▪ If all queries are not responded to - <b>score 0</b></li> </ul>	copies of sector audit reports from the Internal audit and Management responses for the previous FY (2017/18)	<b>2</b>	responded to the queries raised by the internal audit as at the time of assessment; as shown in the table below:		
						<b>Quarter</b>	<b>Issues</b>	<b>Responses</b>
						<b>Quarter 1</b>	No issues raised	N/A
						<b>Quarter 2</b>	No issues raised	N/A
						<p><b>Quarter 3</b></p> <p>Unaccounted for funds worth USHS. 12,229,790</p> <p>No action taken</p> <p>Low absorption capacity for PHC funds USHS. 8,663,453 remained unspent at the end of the 3rd quarter</p> <p>Un ratified micro procurements that were not submitted to the contracts committee for ratification as per PPDA guidelines</p> <p>Incomplete building structure at Kamukira HC IV</p> <p>Report not yet prepared by the Senior Internal Auditor</p> <p>N/A</p>		
			<ul style="list-style-type: none"> <li>▪ Evidence that HUMC meet the gender composition as per guidelines (i.e. minimum 30% women) - <b>score 2 points</b></li> </ul>	<ul style="list-style-type: none"> <li>• From the sampled health facilities, find out whether the number and gender of committee members is as per</li> </ul>		<p>Committees for selected health facilities met the gender composition as per guidelines (i.e. minimum 30% women).</p> <ul style="list-style-type: none"> <li>• <b>Kamukira HC IV</b> – Committee is in place composed of 9 members; 3 women and 6 men meeting required minimum 30% women Composition.</li> <li>• <b>Rutoma HC II</b> – Committee was composed of 6</li> </ul>		

Performance Area	No.	Performance Measures	Scoring guide	Assessment Procedures	Score	Detailed assessment findings
<b>points)</b>	17	(HUMC) and promotion of gender sensitive sanitation in health facilities. <b>(Maximum 4 points)</b>	<ul style="list-style-type: none"> <li>Evidence that the LG has issued guidelines on how to manage sanitation in health facilities including separating facilities for men and women - <b>score 2 points</b></li> </ul>	<ul style="list-style-type: none"> <li>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</li> </ul>	<b>0</b>	<ul style="list-style-type: none"> <li>From the sampled health facilities (Rutooma Health Center II, Kamukira HC IV and Kabale Municipal HC II), there was no evidence that the LG issued guidelines on how to manage sanitation in health facilities.</li> <li>There were no guidelines on sanitation displayed at the sampled health facilities sampled and at the municipal health department offices.</li> </ul>
			<ul style="list-style-type: none"> <li>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: <b>score 2 points</b></li> <li>The environmental officer and community development officer have visited the sites to check whether the mitigation plans are</li> </ul>	<ul style="list-style-type: none"> <li>From the Environmental officer obtain and review filled screening forms to ascertain whether screening was done and whether risks mitigation plans were developed.</li> <li>From the Environmental officer and CDO obtain and review Site visit reports to establish whether they checked</li> </ul>	<b>2</b>	<p>There was no capital development fund for health for 2017/18 hence there were no health projects in the screening forms.</p> <p>No site visits were made because there were no health projects implemented.</p>
		LG Health department has ensured that guidelines on environmental management are disseminated and complied with. <b>(Maximum 4 points)</b>				

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 <b>(Maximum 4 points)</b>	<ul style="list-style-type: none"> <li>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 - <b>score 4 points.</b></li> </ul>	<ul style="list-style-type: none"> <li>From the sampled health facilities, find out whether the LG has issued guidelines on medical waste management</li> </ul>	<b>4</b>	At the sampled health facilities, there were medical waste management guidelines including sanitation charts and posters displayed at various locations around the facility.
<b>Total</b>					<b>45</b>	

## 8.2 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"> <li>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) - <b>score 4 points</b></li> </ul>	<ul style="list-style-type: none"> <li>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"> <li>The Municipal LG has budgeted for at least a Head Teacher and a minimum of 7 teachers per school.</li> </ul> </li> </ul>	4	<p>We reviewed the performance contract and the accompanying budgets for the FY 2018/19, and noted that all the 22 schools had more than 7 teachers and one head teacher budgeted for. A total of 319 staff had been budgeted for.</p>																		
			<ul style="list-style-type: none"> <li>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) - <b>score 4 points</b></li> </ul>	<ul style="list-style-type: none"> <li>From the MEO obtain and review <ul style="list-style-type: none"> <li>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).</li> <li>From the sampled schools (urban and rural), verify whether the teachers as</li> </ul> </li> </ul>																				
					4	<p>Teacher's list for 2018 indicates that each of the 22 public schools have more than the minimum number of teachers. From the sampled schools, teachers deployed at the schools are shown in the table below;</p> <table border="1"> <thead> <tr> <th>Name of school</th> <th>No. of teachers deployed</th> <th>Teacher's lists</th> </tr> </thead> <tbody> <tr> <td>Nyabikoni P/S</td> <td>17</td> <td>17</td> </tr> <tr> <td>St. Maria Goretti P/S</td> <td>28</td> <td>15</td> </tr> <tr> <td>Kijuguta P/S</td> <td>12</td> <td>12</td> </tr> <tr> <td>Hornby</td> <td>16</td> <td>17</td> </tr> <tr> <td>Kabale P/S</td> <td>40</td> <td>43</td> </tr> </tbody> </table> <p>Since each school has more than 8 teachers, there was evidence that the Municipal LG deployed a Head Teacher</p>	Name of school	No. of teachers deployed	Teacher's lists	Nyabikoni P/S	17	17	St. Maria Goretti P/S	28	15	Kijuguta P/S	12	12	Hornby	16	17	Kabale P/S	40	43
Name of school	No. of teachers deployed	Teacher's lists																						
Nyabikoni P/S	17	17																						
St. Maria Goretti P/S	28	15																						
Kijuguta P/S	12	12																						
Hornby	16	17																						
Kabale P/S	40	43																						

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 <b>(Maximum 6 points)</b>	<ul style="list-style-type: none"> <li>Evidence that the Municipal LG has filled the structure for primary teachers with a wage bill provision <ul style="list-style-type: none"> <li>If 100% - <b>score 6 points</b></li> <li>If 80 - 99% - <b>score 3 points</b></li> <li>If below 80% - <b>score 0</b></li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>From the Municipal LG Performance Contract: <ul style="list-style-type: none"> <li>Check the Municipal LG approved structure</li> <li>Check wage bill provision</li> <li>Positions filled.</li> </ul> </li> </ul> <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>	<b>3</b>	<p>and a 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), therefore the score is 4.</p> <p>The performance contract was reviewed.</p> <p>The approved structure has 350 teachers. Only 319 positions were filled. Since 91% of the positions are filled, the score is 3.</p> <p><b>Note:</b> The approved structure for teachers was never submitted with the performance contract.</p> <p>So we used the structure from the Establishment hierarchy report given by the MEO.</p>
	3.	Municipal LG has substantively recruited all positions of school inspectors as per staff structure, where there is a wage bill provision. <b>(Maximum 6 points)</b>	<ul style="list-style-type: none"> <li>Evidence that the Municipal LG has substantively filled all positions of school inspectors as per staff structure, where there is a wage bill provision - <b>score 6 points</b></li> </ul>	<ul style="list-style-type: none"> <li>From the Municipal LG Performance Contract: <ul style="list-style-type: none"> <li>Check the Municipal LG approved structure</li> <li>Positions filled.</li> </ul> </li> </ul>	<b>0</b>	<p>Municipal LG has not filled all positions of school inspectors as per staff structure, where there is a wage bill provision. There was no assistant inspector of schools as at end of June 2018. Mr. Mwesigye Charles retired in April 2017, while Mr. Mutahunga Elia retired in June 2016.</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	<ul style="list-style-type: none"> <li>From the Municipal LG Performance Contract: <ul style="list-style-type: none"> <li>Review the recruitment plan to</li> </ul> </li> </ul>	<b>4</b>	<p>There was evidence that the Education department submitted a recruitment plan and was consolidated in the LG plan. The LG recruitment plan for 2018/19 included 6 head teachers, 6 deputy head teachers and 5 primary</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). <b>(Maximum 4 points)</b>	for the current FY (2018/19) to fill positions of: <ul style="list-style-type: none"> <li>Primary Teachers - <b>score 2 points</b></li> <li>School Inspectors - <b>score 2 points</b></li> </ul>	determine whether the vacant positions of teachers and inspectors have been included.		teachers. The recruitment plan also included the vacancy of the Assistant Inspector of schools.																		
	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). <b>(Maximum 6 points)</b>	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"> <li>100% school inspectors - <b>score 3 points</b></li> <li>Primary school head teachers <b>score 3 points</b></li> <li>90 - 100% - <b>score 3 points</b></li> <li>70% and 89% - <b>score 2 points</b></li> <li>Below 70% - <b>score 0</b></li> </ul>	From the Municipal HR department obtain and review: <ul style="list-style-type: none"> <li>Personnel files for school inspectors and a sample of head teachers to determine whether they were appraised during the previous FY (2017/18).</li> </ul>	<b>0</b>	<ul style="list-style-type: none"> <li>The personnel file for Senior Inspector of schools Mr. Munyambabazi Grace was reviewed. We noted that he had not been appraised for the year 2017/18.</li> <li>The review of the Personnel files for head teachers of the 5 sampled schools indicated that only Ms Kate Tumuhairwe, the head teacher of Nyabikoni P/S (20%) had been assessed for the calendar year 2017.</li> </ul> <table border="1"> <thead> <tr> <th>Name of school</th> <th>Name of head teacher</th> <th>Appraised in 2016</th> </tr> </thead> <tbody> <tr> <td>St. Maria Goretti</td> <td>Martina Lobur</td> <td>No</td> </tr> <tr> <td>Kabale P/S</td> <td>Jotham Tusime</td> <td>No</td> </tr> <tr> <td>Nyabikoni P/S</td> <td>Kate Tumuhairwe</td> <td>Yes</td> </tr> <tr> <td>Kijuguta P/S</td> <td>Godfrey Mwetegye</td> <td>No</td> </tr> <tr> <td>Hornby H.S Junior</td> <td>Geoffrey Beinomugisha</td> <td>No</td> </tr> </tbody> </table>	Name of school	Name of head teacher	Appraised in 2016	St. Maria Goretti	Martina Lobur	No	Kabale P/S	Jotham Tusime	No	Nyabikoni P/S	Kate Tumuhairwe	Yes	Kijuguta P/S	Godfrey Mwetegye	No	Hornby H.S Junior	Geoffrey Beinomugisha	No
Name of school	Name of head teacher	Appraised in 2016																						
St. Maria Goretti	Martina Lobur	No																						
Kabale P/S	Jotham Tusime	No																						
Nyabikoni P/S	Kate Tumuhairwe	Yes																						
Kijuguta P/S	Godfrey Mwetegye	No																						
Hornby H.S Junior	Geoffrey Beinomugisha	No																						
<b>(B) Monitoring and inspection</b>	6.	The Municipal LG Education Department has effectively communicated and explained	<ul style="list-style-type: none"> <li>Evidence that the Municipal LG Education department has communicated all guidelines, policies, circulars issued by the</li> </ul>	<ul style="list-style-type: none"> <li>From MoES obtain guidelines, policies, circulars issued by the national level in the previous FY (2017/18) to schools</li> </ul>	<b>0</b>	There was no 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																		



Performance Area	No	Performance Measures	Scoring guide	Assessment Procedure	Score	Detailed assessment findings
<b>(Maximum 35 points)</b>		guidelines, policies, circulars issued by the national level in the previous FY (2017/18) to schools <b>(Maximum 3 points)</b>	national level in the previous FY (2017/18) to schools - <b>score 1 point</b>	<ul style="list-style-type: none"> <li>From the MEO obtain evidence that s/he communicated guidelines, policies, circulars to schools.</li> <li>From the sampled schools, check whether the guidelines, policies, circulars were received.</li> </ul>	<b>0</b>	<p>We obtained and reviewed minutes of the one meeting with head teachers which was held on 19<sup>th</sup> June 2018. There was no evidence of sensitisation and explanation of guidelines, policies and circulars issued at national level in the meeting.</p> <p>No other minutes were availed for review.</p> <p>Based on the above, there was no 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, and therefore the score is zero.</p>
	7.					

Performance Area	No	Performance Measures	Scoring guide	Assessment Procedure	Score	Detailed assessment findings
			<ul style="list-style-type: none"> <li>✓ 80 to 89% - <b>score 8</b></li> <li>✓ 70 to 79% - <b>score 6</b></li> <li>✓ 60 to 69% - <b>score 3</b></li> <li>✓ 50 to 59 % - <b>score 1</b></li> <li>✓ Below 50% - <b>score 0</b></li> </ul>	<ul style="list-style-type: none"> <li>▪ From sampled school verify the number of times they were inspected during the previous FY (2017/18)</li> </ul>		<p>2017 term 2 report for each school inspected.</p> <p>Based on the above, there was no evidence that all licenced or registered schools had been inspected</p>
	8.	Municipal LG Education department has discussed the results/reports of school inspections, used them to make recommendations for corrective actions and followed recommendations (Maximum 10 points)	<ul style="list-style-type: none"> <li>▪ 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) - <b>score 4 points</b></li> </ul>	<ul style="list-style-type: none"> <li>▪ From the 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).</li> </ul>	<b>0</b>	<ul style="list-style-type: none"> <li>▪ Minutes of departmental meetings held in the FY 2017/18 were not availed for review. Therefore there was no evidence that the Education department has discussed school inspection reports and used reports to make recommendations for corrective actions during the previous FY (2017/18).</li> </ul>
			<ul style="list-style-type: none"> <li>▪ Evidence that the Municipal LG Education department has submitted school inspection reports to the DES in the Ministry of Education and Sports (MoES) - <b>score 2 points</b></li> </ul>	<ul style="list-style-type: none"> <li>▪ From the DES obtain and review a list of LGs that have submitted school inspection reports</li> <li>▪ From the MEO check whether the MEO has letter of acknowledgement from DES</li> </ul>	<b>0</b>	<ul style="list-style-type: none"> <li>▪ From the DES, we obtained and reviewed a list of LGs that had submitted school inspection reports. It was noted that Kabale MLG had not submitted inspection reports. At the MLG, there was no letter from the DES acknowledging receipt of inspection reports.</li> <li>Based on the above, we could not find evidence that the Municipal LG Education department submitted school inspection reports to the DES in the Ministry of Education and Sports (MoES).</li> </ul>

Performance Area	No	Performance Measures	Scoring guide	Assessment Procedure	Score	Detailed assessment findings
			<ul style="list-style-type: none"> <li>Evidence that the inspection recommendations are followed-up - <b>score 4 points</b></li> </ul>	<ul style="list-style-type: none"> <li>From the sampled schools, determine whether the education department provided recommendations from the inspection reports and followed-up.</li> </ul>	<b>0</b>	<p>No recommendations were made in the one departmental meeting with head teachers that was held on 19<sup>th</sup> June 2018.</p> <p>The sampled school did not have a copy of the inspection report/ feedback report.</p> <p>Based on the above, there was no evidence that the inspection recommendations were 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 <b>(Maximum 10 points)</b>	<ul style="list-style-type: none"> <li>Evidence that the Municipal LG has submitted accurate/ consistent data: <ul style="list-style-type: none"> <li>✓ List of schools which are consistent with both EMIS reports and Programme Budgeting System (PBS) - <b>score 5 points</b></li> </ul> </li> <li>Evidence that the Municipal LG has submitted accurate/consistent data: <ul style="list-style-type: none"> <li>✓ Enrolment data for all schools which is consistent with EMIS report and PBS - <b>score 5 points</b></li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>From MoES obtain and review EMIS reports for the current FY (2018/19)</li> <li>Obtain and review the performance contract for the current FY (2018/19)</li> <li>Check whether the list of schools submitted are consistent/similar.</li> </ul>	<b>0</b>	<ul style="list-style-type: none"> <li>From the MoES, the EMIS reports were not availed for review.</li> <li>We obtained and reviewed the performance contract for FY 2018/19. The list of schools had 22 schools.</li> </ul> <p>Based on the above we were unable to ascertain the level of consistency of information submitted in PBS and the EMIS reports.</p>
			<ul style="list-style-type: none"> <li>Evidence that the Municipal LG has submitted accurate/consistent data: <ul style="list-style-type: none"> <li>✓ Enrolment data for all schools which is consistent with EMIS report and PBS - <b>score 5 points</b></li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>From MoES obtain and review EMIS reports for the current FY (2018/19)</li> <li>Obtain and review the performance contract for the current FY (2018/19)</li> <li>Check whether the enrolment levels are consistent/similar.</li> </ul>	<b>0</b>	<p>We obtained and reviewed the enrolment data in the performance contract for 2018/19. The number of pupils enrolled in UPE schools was 7,641.</p> <p>From the MoES, the EMIS reports were not availed for review.</p> <p>Based on the above we were unable to ascertain the level of consistency of information submitted in PBS and the EMIS reports.</p>

Performance Area	No	Performance Measures	Scoring guide	Assessment Procedure	Score	Detailed assessment findings								
<b>(C) Governance, oversight, transparency and accountability (Maximum 12 points)</b>	10.	The Municipal LG committee responsible for education met, discussed service delivery issues and presented issues that require approval to Council <b>(Maximum 4 points)</b>	<ul style="list-style-type: none"> <li>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) - <b>score 2 points</b></li> </ul>	<ul style="list-style-type: none"> <li>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</li> <li>MEO's reports to the committee</li> </ul>	<b>2</b>	<p>We reviewed the minutes for the education, health, sports and sanitation committee meetings held on the dates below; and noted that the committee discussed some service delivery issues.</p> <table border="1"> <thead> <tr> <th>Meeting date</th> <th>Key highlights</th> </tr> </thead> <tbody> <tr> <td>13/02/2018</td> <td>-submission of 5 teachers for retirement on medical reasons PLE performance concerns of teachers who were riding bodabodas issue of posting an unqualified head teacher to Butobere P/S was discussed</td> </tr> <tr> <td>01/11/2017</td> <td>need for government to increase funding for the administration of schools MEO asked to follow up issue of retiring sick teachers</td> </tr> <tr> <td>08/08/2017</td> <td>absenteeism by both teacher and pupils need to train SMCs on their roles</td> </tr> </tbody> </table>	Meeting date	Key highlights	13/02/2018	-submission of 5 teachers for retirement on medical reasons PLE performance concerns of teachers who were riding bodabodas issue of posting an unqualified head teacher to Butobere P/S was discussed	01/11/2017	need for government to increase funding for the administration of schools MEO asked to follow up issue of retiring sick teachers	08/08/2017	absenteeism by both teacher and pupils need to train SMCs on their roles
						Meeting date	Key highlights							
13/02/2018	-submission of 5 teachers for retirement on medical reasons PLE performance concerns of teachers who were riding bodabodas issue of posting an unqualified head teacher to Butobere P/S was discussed													
01/11/2017	need for government to increase funding for the administration of schools MEO asked to follow up issue of retiring sick teachers													
08/08/2017	absenteeism by both teacher and pupils need to train SMCs on their roles													
<ul style="list-style-type: none"> <li>Evidence that the education sector committee has presented issues that requires approval to Council - <b>score 2 points</b></li> </ul>	<ul style="list-style-type: none"> <li>From the Clerk to Council obtain and review minutes to check if education issues have been presented to the</li> </ul>	<b>2</b>	<p>We reviewed minutes of the council meetings held in 2017/18 to check if education issues have been presented to the Council. There was evidence that the education sector committee presented issues that requires approval to Council, as shown in the table below:</p>											

Performance Area	No	Performance Measures	Scoring guide	Assessment Procedure	Score	Detailed assessment findings																			
	11.	Primary schools in a Municipal LG have functional SMCs <b>(Maximum 5 points)</b>	Evidence that all primary schools have functional SMCs (established, meetings held, discussions of budget and resource reports to MEO) <ul style="list-style-type: none"> <li>▪ 100% schools: <b>score 5</b></li> <li>▪ 80 to 99% schools: <b>score 3</b></li> <li>▪ Below 80 % schools: <b>score 0</b></li> </ul>	Council.  <ul style="list-style-type: none"> <li>▪ Check files from MEO if head teachers have submitted reports to SMCs and minutes of SMCs (check the entire list and sample 5 reports)</li> <li>▪ Study files from 5 randomly sampled primary schools to confirm whether they have SMCs and</li> </ul>	<b>0</b>	<table border="1"> <thead> <tr> <th>Meeting date</th> <th>Key highlights</th> </tr> </thead> <tbody> <tr> <td>27/02/2018</td> <td>sensitization of parents on their role in education Submission of culpable teachers to the sanctions and rewards committee. Need for a workshop of stakeholders to discuss mid-day meals, tackle absenteeism of both teachers</td> </tr> <tr> <td>20/12/2017</td> <td>Need to benchmark on the best performing schools in the municipality. no presentation of sector reports to the council</td> </tr> <tr> <td>07/11/2018</td> <td>Abolition of use of wooden structures as classrooms or dormitories in schools Follow up of school drop-outs</td> </tr> <tr> <td>16/08/2017</td> <td>need to staff every school with a teacher for special needs</td> </tr> </tbody> </table> <ul style="list-style-type: none"> <li>• The following schools were sampled: St. Maria Goretti Primary School, Kabale primary school, Nyabikoni primary School, Kijuguta Primary school, and Hornby High School Junior school)</li> <li>• Out of the sample of 5 schools, only two schools (St. Maria Goretti Primary School and Nyabikoni P/S) had held 3 mandatory meetings in 2017/18 (at least one meeting per term). Specific details are included in the table below:</li> </ul> <table border="1"> <thead> <tr> <th>Name</th> <th>Date of SMC meeting</th> <th>Period</th> </tr> </thead> <tbody> <tr> <td>Nyabikoni P/S</td> <td>20/02/2018</td> <td>2018 Term 1</td> </tr> <tr> <td></td> <td>01/12/2017</td> <td>2017 Term 3</td> </tr> </tbody> </table>	Meeting date	Key highlights	27/02/2018	sensitization of parents on their role in education Submission of culpable teachers to the sanctions and rewards committee. Need for a workshop of stakeholders to discuss mid-day meals, tackle absenteeism of both teachers	20/12/2017	Need to benchmark on the best performing schools in the municipality. no presentation of sector reports to the council	07/11/2018	Abolition of use of wooden structures as classrooms or dormitories in schools Follow up of school drop-outs	16/08/2017	need to staff every school with a teacher for special needs	Name	Date of SMC meeting	Period	Nyabikoni P/S	20/02/2018	2018 Term 1		01/12/2017	2017 Term 3
Meeting date	Key highlights																								
27/02/2018	sensitization of parents on their role in education Submission of culpable teachers to the sanctions and rewards committee. Need for a workshop of stakeholders to discuss mid-day meals, tackle absenteeism of both teachers																								
20/12/2017	Need to benchmark on the best performing schools in the municipality. no presentation of sector reports to the council																								
07/11/2018	Abolition of use of wooden structures as classrooms or dormitories in schools Follow up of school drop-outs																								
16/08/2017	need to staff every school with a teacher for special needs																								
Name	Date of SMC meeting	Period																							
Nyabikoni P/S	20/02/2018	2018 Term 1																							
	01/12/2017	2017 Term 3																							

Performance Area	No	Performance Measures	Scoring guide	Assessment Procedure	Score	Detailed assessment findings
(D) Procurement and contract management (Maximum 7 points)	12.	The Municipal LG has publicised all schools receiving non-wage recurrent grants <b>(Maximum 3 points)</b>	<ul style="list-style-type: none"> <li>Evidence that the Municipal LG has publicised all schools receiving non-wage recurrent grants e.g. through posting on public notice boards - <b>score 3 points</b></li> </ul>	<ul style="list-style-type: none"> <li>Check the Municipal notice boards to establish if the Education department publicised all schools receiving non-wage recurrent grants for public viewing</li> <li>Check a sample of schools for postings of non-wage recurrent grants</li> </ul>	0	<p>Municipal LG had not publicised schools receiving non-wage recurrent grants. Inspection of the Municipal Noticeboard identified no evidence of display of information on schools that receive Non-wage recurrent grants. Out of the 5 sample schools, only one Kijuguta P/S did not have the UPE funds displayed at the school. The other four schools had the non-wage recurrent grants displayed in the staff room noticeboard or the head teacher's office.</p>
	13	The LG Education department has submitted input into the LG procurement plan, complete with all technical requirements, to	<ul style="list-style-type: none"> <li>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</li> </ul>	<ul style="list-style-type: none"> <li>From the Municipal Education Officer (MEO) obtain and review submission to Procurement Unit;</li> <li>From DPU crosscheck</li> </ul>	4	<ul style="list-style-type: none"> <li>Education Department Procurement Plan was prepared by Asilimwe Gloria Education Officer, approved by Principal Education Officer and submitted to Procurement and Disposal Unit (PDU) before 30<sup>th</sup> April 2018, on 13<sup>th</sup> April 2018.</li> </ul>

	14/07/2017	2017 Term 2
St. Maria	23/06/2018	2018 Term 2
Goretti P/S	08/03/2018	2018 Term 1
	21/12/2017	2017 Term 3
	21/07/2017	2017 Term 2
Kijuguta P/S	21/03/2018	2018 Term 1
Hornby	05/03/2018	2018 Term 1
Kabale P/S	10/05/2018	2018 Term 2

Therefore the score is zero.

Performance Area	No	Performance Measures	Scoring guide	Assessment Procedure	Score	Detailed assessment findings
		Procurement Unit that cover all items in the approved Sector annual work plan and budget <b>(Maximum 4 points)</b>	April 30, 2018 - <b>score 4 points</b>	submission from MEO		
	14	The LG Education department has certified and initiated payment for supplies on time <b>(Maximum 3 points)</b>	<ul style="list-style-type: none"> <li>Evidence that the LG Education departments timely (as per contract) certified and recommended suppliers for payment: <b>score 3 points</b></li> </ul>	<ul style="list-style-type: none"> <li>From the CFO obtain a sample of contracts, review and determine whether payment requests were certified and recommended on time</li> </ul>	<b>3</b>	<p>We reviewed the certification and payments in respect of works and supplies by the department to verify whether completed works/supplies were certified within 28 days and payment was made to the contractor/supplier within 30 days of issuance of the certificate;</p> <p><b>Certification and Payment in respect of works on Construction of 5 stance VIP Latrine at Bugongi Primary School by HenHopex Enterprises Limited;</b></p> <ul style="list-style-type: none"> <li>Payment to HenHopex Enterprises Limited was certified and payment made within or before the 30 days of issuance of the certificate.</li> <li>Works were completed on 28 May 2018 and the payment request for sum was issued on the same date. Works were certified on 28th May 2018 by District Engineer and confirmed by the Municipal Education Officer. The payment request was recommended for payment on 29 May 2018 by the Town Clerk. PV No. PV/ED00217 was raised on 9<sup>th</sup> June 2018 and funds transferred to HenHopex Enterprises processed on same date.</li> <li><b><u>Certification and payment in respect of Works on Construction of 5 stance VIP latrine at Nyabikoni Primary School by Boom Age Uganda Limited;</u></b></li> </ul>

Performance Area	No	Performance Measures	Scoring guide	Assessment Procedure	Score	Detailed assessment findings
(E) Financial management and Reporting <i>(Maximum 8</i>	15	The LG Education department has submitted annual reports (including all quarterly reports) in time to	<ul style="list-style-type: none"> <li>Evidence that the department submitted the annual performance report for the previous FY – 2017/18 (with availability of all four</li> </ul>	<ul style="list-style-type: none"> <li>From the Planning Unit, obtain and review performance report files</li> <li>From the MEO check annual and</li> </ul>	4	<ul style="list-style-type: none"> <li>Works by Boom Age Uganda Limited was certified and payment made on time.</li> <li>Works were completed on 5 April 2018 and payment request was issued on the same date. Completed works were certified by District Engineer on 5<sup>th</sup> April 2018.</li> <li>The payment request was recommended for payment by the Town Clerk on 18 April 2018. PV No. ADD00448 was raised and funds transferred to Boom Age Uganda Limited subsequently.</li> </ul> <p><b>Certification and payment in respect of Works on Construction of water tanks at Nyabikoni and Bugonggi Primary School by HenHopex Enterprises Limited</b></p> <ul style="list-style-type: none"> <li>Payment to HenHopex Enterprises Limited was certified and payment made within 30 days of issuance of the certificate.</li> <li>Works were completed on 13 June 2018 and the payment request for sum USHs. 11,522,202 was issued by Henhopex Enterprises on the same date.</li> <li>Works were certified on 14<sup>th</sup> June 2018 by the District Engineer and confirmed by the Municipal Education Officer. The recommendation for payment was made by the Town Clerk on 19<sup>th</sup> June 2018. PV No. PVED00217 was raised on 20<sup>th</sup> June 2018 and funds transferred to HenHopex Enterprises processed on same date.</li> <li>For the FY 2017/18, the Planning unit was using the Programme Based System (PBS). The departmental head for education had access to PBS and input their departmental figures after which the Planner would receive an email notification from the PBS system though there was no evidence of submission.</li> </ul>



Performance Area	No	Performance Measures	Scoring guide	Assessment Procedure	Score	Detailed assessment findings															
<b>points)</b>	16	the Planning Unit <b>(Maximum 4 points)</b> LG Education has acted on Internal Audit recommendations (if any) <b>(Maximum 4 points)</b>	<ul style="list-style-type: none"> <li>▪ 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)</li> <li>✓ If sector has no audit query - <b>score 4 points</b></li> <li>✓ 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) - <b>score 2 points</b></li> <li>✓ If all queries are not responded to - <b>score 0 points</b></li> </ul>	<ul style="list-style-type: none"> <li>▪ From the Internal Auditor obtain copies of sector audit reports from the internal audit and Management responses for the previous FY (2017/18)</li> </ul>	<b>0</b>	<p>The Education department had not acted on Internal Audit recommendations.</p> <table border="1"> <thead> <tr> <th>Quarter</th> <th>Issues</th> <th>Responses</th> </tr> </thead> <tbody> <tr> <td><b>Quarter 1</b></td> <td>No issues raised</td> <td></td> </tr> <tr> <td><b>Quarter 2</b></td> <td>Head teachers working in acting capacity in primary schools</td> <td>No action taken</td> </tr> <tr> <td><b>Quarter 3</b></td> <td>Inaccuracies in the government Primary school payroll e.g: a teacher in Rutobere but included in the payroll of another worth USHS. 13,032,609.</td> <td>No action taken</td> </tr> <tr> <td><b>Quarter 4</b></td> <td>Report not yet prepared by the Senior Internal Auditor</td> <td></td> </tr> </tbody> </table> <p>However, we noted that all the quarterly performance reports included input from the education department and Kabale MLG annual performance report for the FY 2017/18 was submitted to MoFPED on 23<sup>rd</sup> August 2018 before the deadline of 30<sup>th</sup> August 2018.</p>	Quarter	Issues	Responses	<b>Quarter 1</b>	No issues raised		<b>Quarter 2</b>	Head teachers working in acting capacity in primary schools	No action taken	<b>Quarter 3</b>	Inaccuracies in the government Primary school payroll e.g: a teacher in Rutobere but included in the payroll of another worth USHS. 13,032,609.	No action taken	<b>Quarter 4</b>	Report not yet prepared by the Senior Internal Auditor	
Quarter	Issues	Responses																			
<b>Quarter 1</b>	No issues raised																				
<b>Quarter 2</b>	Head teachers working in acting capacity in primary schools	No action taken																			
<b>Quarter 3</b>	Inaccuracies in the government Primary school payroll e.g: a teacher in Rutobere but included in the payroll of another worth USHS. 13,032,609.	No action taken																			
<b>Quarter 4</b>	Report not yet prepared by the Senior Internal Auditor																				

Performance Area	No	Performance Measures	Scoring guide	Assessment Procedure	Score	Detailed assessment findings
<b>(F) Social and environment safeguards</b> <i>(Maximum 8 points)</i>	17	LG Education Department has disseminated and promoted adherence to gender guidelines <i>(Maximum 5 points)</i>	<ul style="list-style-type: none"> <li>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....: <b>score 2 points</b></li> </ul>	<ul style="list-style-type: none"> <li>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.</li> </ul>	<b>2</b>	At sampled schools (Hornby High School Junior and St. Maria Goretti Primary School) and the office of the MEO, a copy of the guidelines on how senior women/ men teachers should provide guidance to girls and boys to handle hygiene, reproductive health, life skills was seen on file. The guidelines were developed by the office of the Kabale MEO and circulated to the schools.
			<ul style="list-style-type: none"> <li>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 - <b>score 2 points</b></li> </ul>	<ul style="list-style-type: none"> <li>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</li> </ul>	<b>0</b>	There was no evidence to show that the MLG has issued guidelines on how to manage sanitation for girls and PWDs in primary schools. At the sampled schools, there were no guidelines seen on file or notice boards and at the office of the MEO. There were also no meeting minutes on file to show dissemination of these guidelines.
			<ul style="list-style-type: none"> <li>Evidence that the School Management Committee meet the guideline on gender composition - <b>score 1 point</b></li> </ul>	<ul style="list-style-type: none"> <li>From the sampled schools, check whether the SMC meets the guideline on gender composition</li> </ul>	<b>1</b>	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
	18	LG Education department has ensured that	<ul style="list-style-type: none"> <li>Evidence that the LG Education department in collaboration with</li> </ul>	<ul style="list-style-type: none"> <li>From MEO obtain and review: ✓ Circulars to</li> </ul>	<b>0</b>	There was no evidence that LG Education department has ensured that guidelines on environmental management are disseminated and complied with.

Performance Area	No	Performance Measures	Scoring guide	Assessment Procedure	Score	Detailed assessment findings
		guidelines on environmental management are disseminated and complied with <b>(Maximum 3 points)</b>	Environment department has issued guidelines on environmental management (tree planting, waste management, formation of environmental clubs and environmental education etc.); <b>score 3 points</b>	<ul style="list-style-type: none"> <li>✓ schools</li> <li>✓ Minutes of meetings with teachers</li> <li>✓ Sample of schools</li> <li>✓ Inspection reports to schools</li> <li>▪ From the Environmental officer obtain and review: Filled screening forms to ascertain whether screening was done and whether risks mitigation plans were developed.</li> <li>▪ From the Environmental officer and CDO obtain and review: Site visit reports to establish whether they checked compliance to the risk mitigation plans</li> </ul>	33	No meetings were held in which the guidelines were disseminated. There were no circulars on file at the environmental officer's office communicating environmental management activities to schools. From the 2 sampled schools (Hornby High School Junior and St. Maria Goretti Primary schools), it was established that the schools are not actively involved in environmental management activities.
<b>Total</b>					<b>33</b>	