



Soroti District Local Government

Local Government Targeted Performance Improvement Plan 2018/19

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Signatory Page

- I confirm that this plan has been developed jointly in accordance with process described in chapter 1,

Team Leader of the National Resource Pool / official GoU title

Place /date

- I commit to support the implementation of agreed actions

Chief Administrative Officer/Town Clerk

Place /date

District Chairperson Place /date

1. Introduction

1.1 Background

Since 2015 Government has been implementing reforms aimed at improving the adequacy and equity of fiscal transfers and improve fiscal management of resources by Local Governments for improved service delivery. In order to ensure that public resources for service delivery are efficiently used and properly accounted for, Government has designed a system for assessing the performance of Local Governments.

The Office of the Prime Minister coordinated a country wide Local Government Performance Assessment exercise during January and February 2018 focusing on: i) compliance with the accountability requirements and ii) functional processes and systems of importance to LGs for efficiency in service delivery addressing cross-cutting, Education, Health and Water processes. Local Government Specific Reports as well as Synthesis Report detailing the key assessment findings and recommendations for addressing the weak areas at both LG and MDA levels have been compiled and shared with local governments and all the reports are available at www.budget.go.ug/budget/LGPAs.

Whereas our local government have initiated activities to address some of the gaps identified during the Local Government Performance Assessment, it is realized that additional efforts and support are required in order to address all performance gaps.

The Ministry of Local Government (MoLG) has constituted the Local Government Performance Improvement Task Force (LGPITF) composed of representatives from the relevant Ministries, Departments and Agencies (MDAs). The LGPITF has reviewed the Local Government Performance Assessment (LGPA) Synthesis report and identified a list of LGs that have scored below average selected for targeted performance improvement support.

Support teams composed of National Resource Pool (NRP) members with representatives from the crosscutting specialized Ministries that have the professional capacity to offer support to core functions of the LG as well representatives from the Ministries of Health and Ministry of Education and Sports have subsequently been deployed by MOLG to assist identified LGs.

1.2 Process for development of the PIP

This Performance Improvement plan was developed over the period from 13-16 August 2018 as a collaborative effort between the local Government and the following members of the NRP

1. Mr. Paul Okot Okello – Commissioner District Administration, MOLG/Team leader
2. Mr. Alfred Kyaka – Commissioner Secondary Education, Ministry of Education & Sports
3. Ms. Doreen Kyazze – Monitoring & Evaluation, Public Procurement & Disposal Authority
4. Ms. Khasifa Nantaba – Consultant, Overseas Development Institute-Budget Strengthening Initiative

The development of this Performance Improvement Plan is based in the following:

- Analysis of the final and complete version of the Local Government Performance Assessment Report,
- Discussions with staff and political leadership of the local government for identification of underlying causes of underperformance in the local government,
- Joint development proposals of actions to undertaken by: the LG; with support from the NRP team; and by other agencies.
- Review by the TPC and executive of draft proposals
- Subsequent amendments and signing of the agreed Performance Improvement Plan.

The PIP is based on recognition of the following specific actions already completed by the LG following the previous LG assessment:

#	AREA OF CONCERN	STATUS/REMARKS
1	Submission of the final performance Contracts for 2018/2019	Submitted on 30th July 2018 after the mandatory deadline of 30th June 2018. However the delay was caused by the constant changes in the IPFs. We are committed to submit within the required time frame.
2	Submission of annual performance reports including the 4 quarterly reports for 2017/2018 FY	Annual Performance report was submitted on 20th July 2018 and the three quarterly reports for 2017/2018 FY were submitted as indicated below; Quarter one in October Quarter two in January Quarter three in April Quarter four not yet submitted
3	The vacant HODs positions are prioritized during recruitment.	The following vacant positions were submitted for filling to DSC; Chief Finance Officer, District production Officer and the District Planner. The requirements for the post of the District Engineer are too high for the District to attract staff. The District has prioritized the recruitment of the Senior Engineer.
4	The prioritized positions with wage bill provisions included in the recruitment plan and submitted together with the final performance contract	Prioritized positions with wage bill provision have been submitted to DSC for replacement. Other positions prioritized have been submitted to MOPS for consideration. (See status of prioritized Recruitment attached)
5	All HODs are appraised as provided for by the guidelines issued by MOPS	All HODs were appraised by the CAO as per the guidelines issued by MOPS and had performance reports namely; DNRO, DCDO, DEO, DHO, CFO, Ag. Engineer and Ag. Production officer.
6	All Bid documents for investments for 2018/2019 are prepared by 30th August 2018 to ensure timely contracting and execution of projects.	About 40% prepared and are ready for issuing out and 60% awaits BOQs. We are fast tracking to ensure that everything is concluded by 30th August 2018.
7	All infrastructure projects	For 2017/2018 FY, all the infrastructure projects are labeled;

#	AREA OF CONCERN	STATUS/REMARKS
	constructed are clearly labeled	construction of 2 classroom block in Takaramiam p/s and Olio p/s, Drilling of 9 deep B/holes, Construction of Omugeny-Odela road, Soroti-Lalle road among others. However what's missing is the contract value which we are going to address this year.
8	All LG projects are constructed on land on which there is proof of ownership/MOU with land owners.	All constructions take place on Government pieces of land where consent agreements are made with land owners. For example B/hole drilling.
9	Communication officer designated to ensure transparency and accountability	The Senior Assistant Secretary Administration Mr. Obaale Herbert has been assigned as communications' officer with effect from 31st October 2017.

1.3 Agreed Next Step

Our local government commits to implementation of the agreed action points outlined in section 2.

Ministry of Local Government commits to development of a detailed action plan for follow up on agreed actions as outlined in section 3 and communicate this in writing to the local government latest by xx.

The Ministry of Local Government commits to table the local government request for additional external support (section 3) to the Local Government Performance Improvement Task Force and communicate the agreed action to the local government in writing by xxxxx

2. Actions to be undertaken by the LG with Support from NRP

Issue	Proposed Activity (What)	Modality (How)	Responsible (Who)	When	Output
A. ADMINISTRATION AND HUMAN RESOURCE MANAGEMENT					
Understaffing	<ul style="list-style-type: none"> Expedite the recruitment of HoDs (including the following CFO, District Production Officer and District Planner) & the following key staff Senior Planner, Senior Procurement Officer, Forestry Officer, Senior Civil Engineer and Senior Assistant Engineering Officer (Roads), Assistant Engineering Officer(Water) and Borehole Technician 	<ul style="list-style-type: none"> Re-designate the Population Officer whose post does not exist to Senior Planner Advertise positions that are within the wage bill provision 	CAO/PHR/Admin Secretary DSC	By 30 th Sept 2018	<ul style="list-style-type: none"> Population Officer whose post does not exist designated to Senior Planner Positions for which there is a wage bill provision advertised and officers recruited
	<ul style="list-style-type: none"> Education - Expedite the recruitment of 30 primary school teachers, 54 Deputy Head Teachers and 16 Head Teachers 	<ul style="list-style-type: none"> Posts already advertised, DSC to conduct interviews for primary school teachers Post already advertised, DSC to conduct interviews for Senior Education Officer Issuance of instruments, appointment letters and deployment 	CAODEO, Secretary DSC CAO PHRO(Admin)	By 15 th Sept, 2018	<ul style="list-style-type: none"> 30 Primary School teachers, 54 Deputy Head Teachers and 16 Head Teachers recruited and deployed Senior Education Office recruited Instruments, appointment letters and deployment

Issue	Proposed Activity (What)	Modality (How)	Responsible (Who)	When	Output
		instructions <ul style="list-style-type: none"> Consider the eligible officers on a case by case basis as they attain the requirements for appointments as H/Ts 			instructions issued <ul style="list-style-type: none"> Health Staff for accelerated promotion submitted
	<ul style="list-style-type: none"> Health department: <ul style="list-style-type: none"> Obtain clearance from MoPS to recruit health personnel for vacancies that can be accommodated within the budget provision Submit all positions of Health Workers for vacancies that can be supported within the budget provision Filling of vacancies positions as they arise Expedite the filling of the positions of ADHO/MCH and Biostatisticians 	<ul style="list-style-type: none"> Write Letter to MOPS Submit health staff to the DSC for accelerated promotion after analysis of the wage provision 	PHRO DHO Secretary DSC	October 2018	<ul style="list-style-type: none"> Health personnel recruited where there is a wage bill provision Positions of ADHO/MCH and Biostatisticians filled after analysis of the wage provision
Inequitable deployment of staff	<ul style="list-style-type: none"> Re-distribute staff equitably to the 2 Primary Schools with less than the minimum 7 teachers. 	<ul style="list-style-type: none"> Deploy in 2 schools that have 6 teachers after the recruitment exercise is completed Recruit primary teachers on replacement basis in case of retirement, death, etc. 	DEO	30th Sept 2018	<ul style="list-style-type: none"> Teachers deployed to Ejago P/S and Amirokot P/S that currently have only 6 teachers

Issue	Proposed Activity (What)	Modality (How)	Responsible (Who)	When	Output
Limited appreciation of the rationale and purpose of staff performance appraisal	<ul style="list-style-type: none"> Continuously sensitize staff on the importance of completing performance appraisal forms Provide hands-on support on how to set individual staff performance targets Provide training on setting performance targets and administering the appraisal tool. 	<ul style="list-style-type: none"> Sensitization and training sessions at the district/departmental at the district and facility levels Hands-on support 	PHRO Heads of Departments, Sections & Units	3 rd Quarter FY 2018/19	<ul style="list-style-type: none"> All staff sensitized and appraised
Failure to take disciplinary action against staff absconding from work	<ul style="list-style-type: none"> Conduct training of the Rewards & Sanctions Committee on the process of handling staff indiscipline Follow the due process of handling cases of staff indiscipline 	<ul style="list-style-type: none"> Re-orient members of the Rewards & Sanctions Committee on the process of handling cases of staff indiscipline is followed 	CAO PHRO /Administration	By 31 st August 2018	<ul style="list-style-type: none"> Members of the Rewards & Sanctions Committee re-oriented Process of handling cases of staff indiscipline is followed
Delays in ensuring that staff that retire access pension pay roll	<ul style="list-style-type: none"> Guide staff that are due to retire to fill accurately all the requisite information on retirement forms Initiate the process of retirement six months in advance Crosscheck the files of staff that are due for retirement to ensure that all the requisite documentation is included in the files 	<ul style="list-style-type: none"> Conduct pre-retiring training for staff due for retirement Notify in writing officers who are to retire six months before the due date 	PHRO /Administration	By 24 th for staff that are due to retire by January 2019 Every six months	<ul style="list-style-type: none"> All staff that retire access the pension pay roll within 2 months of retiring
B. PLANNING, BUDETING & EXECUTION					

Issue	Proposed Activity (What)	Modality (How)	Responsible (Who)	When	Output
Physical Planning Committee not fully functional	<ul style="list-style-type: none"> • Include a column for entry of date of approval of investments • Allocate budget to facilitate the Physical Planning Committee meetings 	<ul style="list-style-type: none"> • Review the registration book • Council meeting 	CAO Council DEC	By 1 st Week of September 2018	<ul style="list-style-type: none"> • Physical Planning Committee functional • Budget to facilitate activities of the Physical Planning Committee provided
Late submission of performance contract to MoFPED	<ul style="list-style-type: none"> • Adhere to the stipulated timeframes of 30th June for submission of performance contracts • 	<ul style="list-style-type: none"> • User departments to provide budget inputs to the Planner timely to allow consolidation 	District Planner	Annually	<ul style="list-style-type: none"> • Timely submission of performance contract to MoFPED
Failure to implement budgeted infrastructure projects within the stipulated timeframes e.g. water	<ul style="list-style-type: none"> • Initiate procurement process early to ensure timely completion of projects 	<ul style="list-style-type: none"> • Submission of procurement plans to PDU in time • Preparation of bid documents early by user departments 	PDU DEO DHO DWO CAO	Annually	<ul style="list-style-type: none"> • All budgeted infrastructure projects implemented within the stipulated timeframes
C. PROCUREMENT & CONTRACT MANAGEMENT					
Delayed submissions of departmental procurement	<ul style="list-style-type: none"> • Adhere to the deadlines for submission of departmental procurement workplans • Institute a mechanism for acknowledgement of submissions of departmental procurement 	<ul style="list-style-type: none"> • Departments to submit the departmental procurement work plans Develop 	Procurement Officer Heads of	By 30 th April of every year	<ul style="list-style-type: none"> • Timely submission of departmental procurement work plans to PDU

Issue	Proposed Activity (What)	Modality (How)	Responsible (Who)	When	Output
workplans to feed into the District Master Procurement Plan	<p>workplans</p> <ul style="list-style-type: none"> Proactively monitor the procurement plan and ensure timely submission of departmental procurement work plans 	<p>template/manual register for acknowledgement of departmental submissions</p>	<p>Departments</p>	<p>As and when submissions made</p>	
Activities in the procurement plan do not tally with those in the AWP	<ul style="list-style-type: none"> Update procurement plan on a quarterly basis and ensure that it is approved by the Contracts Committee 	<ul style="list-style-type: none"> Monitor the implementation of the procurement plan and update accordingly 	<p>PDU</p>	<p>Quarterly</p>	<ul style="list-style-type: none"> Activities in the procurement plan tally with the AWP
Poor contract management and documentation	<ul style="list-style-type: none"> Fully constitute the Contracts Committee Appoint Vote Controllers as Contract Managers Commence the procurement process in particular preparation of bid documents much earlier as funds are availed Prepare a Contract Management Plan which should include site visits to different projects Regularly update contract registers and 	<ul style="list-style-type: none"> Appoint members to the Contracts Committee Contracts Committee members attend scheduled meetings Issue appointment letters to the identified Contract Managers Engage user departments to submit requisitions earlier Follow up on the big works projects for inputs of the technical 	<p>CAO/Head PDU</p> <p>CAO</p> <p>Head PDU/HoDs</p> <p>Contract Manager</p> <p>Contract</p>	<p>By 31st August</p> <p>Annually</p>	<ul style="list-style-type: none"> Contracts Committee functional Improved contract management and documentation

Issue	Proposed Activity (What)	Modality (How)	Responsible (Who)	When	Output
	<ul style="list-style-type: none"> procurement activity files Keep copies of procurement activity files right from requisitions to completions certificates for works projects and evidence contract completion for other procurements 	<ul style="list-style-type: none"> departments Prepare contract management reports Conduct review meetings 	<ul style="list-style-type: none"> Manager Head PDU Contract Managers 		
Certification of completed projects	<ul style="list-style-type: none"> User departments should be involved in contract management to ease payment of contractors after valuation of works 	<ul style="list-style-type: none"> Issuance of interim completion certificates at the different stages of construction Issuance of final completion certificate after defects liability period 	Project Managers		<ul style="list-style-type: none"> All completed infrastructure Projects certified
Lack/ incomplete labelling of infrastructure projects	<ul style="list-style-type: none"> Clearly label all ongoing infrastructure projects 	<ul style="list-style-type: none"> Indicate the name of the project, the contractor, contract value, source of funding & expected project duration Project Managers to ensure that site boards are installed for all works project 	<ul style="list-style-type: none"> PDU DEO, DHO DWO 	During construction	<ul style="list-style-type: none"> All ongoing infrastructure projects labelled
D. FINANCIAL MANAGEMENT & REPORTING					

Issue	Proposed Activity (What)	Modality (How)	Responsible (Who)	When	Output
Lack of detailed and updated assets register	<ul style="list-style-type: none"> Complete updating the assets register 	<ul style="list-style-type: none"> Cover all the details e.g. on buildings, vehicles, computers, furniture, etc. as per the format provided in the provided under the LG Finance & Accounting Manual format 	CFO	By 31 st August 2018	<ul style="list-style-type: none"> Assets register updated
Late submission of annual & quarterly budget performance reports	<ul style="list-style-type: none"> Adhere to the timeframe for submission of annual & quarterly budget performance reports Recruit Senior Planner to address the current staffing gap 	<ul style="list-style-type: none"> Departments to submit budget performance reports to the planner by mid-July for consolidation Planner to submit annual budget performance report by 31st July Submit Population Officer whose post does not exist in the current structure for consideration of appointment as Senior Planner Openly advertise for 	CAO All Departments District Planner CAO PHRO/Admin.	Annually by 31 st July Quarterly	<ul style="list-style-type: none"> Timely submission of annual & quarterly budget performance reports Senior Planner appointed Position of District Planner filled

Issue	Proposed Activity (What)	Modality (How)	Responsible (Who)	When	Output
		position of District Planner			
Failure to provide information to the Council and LGPAC on the status of implementation of internal audit findings	<ul style="list-style-type: none"> Adhere to the requirements of providing information to the Council and LGPAC as per Regulation 9(4) of the LGFAR 2007 	<ul style="list-style-type: none"> Provide reports to the Council and LGPAC 	CFO/CAO DIA & Clerk to council	Annually	<ul style="list-style-type: none"> LGPAC and Council updated on the status of implementation of internal audit findings
Failure to attain an increase of 10% Own Source Revenue collection	<ul style="list-style-type: none"> Update the revenue enhancement plan to consider alternative sources of revenue 	<ul style="list-style-type: none"> Use the revenue database which was developed with support from LGFC Ensure that all Local Service Tax is collected from Universities and private schools Establish the value of all properties in RGCs in order to ascertain the possible property tax they are supposed to pay tax Continue with the various initiatives for 	CFO	Annually	<ul style="list-style-type: none"> 10% increase in OSR revenue collection

Issue	Proposed Activity (What)	Modality (How)	Responsible (Who)	When	Output
		revenue mobilisation (e.g. registration of NGOs loan forms, etc.)			
Non remittance of the 35% mandatory Lower Local Government share of local revenues as per the LG Act Cap 243	<ul style="list-style-type: none"> The data compilation exercise for all sources of revenue has been finalized at the LLG level.. The District should comply with remittance of the mandatory Lower Local Government Share of Own Source Revenue 	<ul style="list-style-type: none"> Remit the share of OSR to Lower Local Government on a quarterly basis 	CFO	Quarterly	<ul style="list-style-type: none"> Mandatory Lower Local Government share of local revenues remitted
Council expenditures on allowances and emoluments exceeded 20% of OSR collected	<ul style="list-style-type: none"> Adhere to the LG Act Cap 243 regarding expenditure on Council activities 	<ul style="list-style-type: none"> Seek authority from MOLG to allow Council expenditures that are above the 20% of OSR collected Council meetings should be for 1 day 	CFO Clerk to Council District Speaker CAO	Annually	Council expenditures on allowances and emoluments to be as per the LG Act Cap 243
E. MONITORING & SUPERVISION					
Weaknesses in dissemination of guidelines, policies and circulars from the national level	<ul style="list-style-type: none"> Improve dissemination of guidelines, policies and circulars 	<ul style="list-style-type: none"> Health Committee meetings, DHT meetings, meeting with in-charges, Meeting with H/Ts, inspection visits 	DEO, DHO, DWO and other Heads of Departments	As and when guidelines, policies and circulars are sent from the national level	<ul style="list-style-type: none"> Guidelines, policies and circulars effectively disseminated

Issue	Proposed Activity (What)	Modality (How)	Responsible (Who)	When	Output
to the schools and health facilities					
Inadequate inspection and supervision of activities/programmes	<ul style="list-style-type: none"> • Document discussions of school inspection results/recommendations and; supervision visits to health facilities • Repair vehicles in the Production department • Consider procuring vehicles if funds are available • Board off unserviceable vehicles and use proceeds to procure vehicles and motorcycles 	<ul style="list-style-type: none"> • Prepare minutes of meetings between the department and H/Ts and Health in-charges • Explore other channels e.g. Health Committees, DHT meetings • Design a simple template for reporting field supervision activities • Increase OSR allocation to all technical departments to facilitate supervision. • Compile a repair needs analysis for all vehicles to establish the magnitude of the repairs to be done • Identify sources of funding • Procure service 	<p>DEO/DHO</p> <p>Works Department</p> <p>CAO</p>	<p>Monthly & Quarterly</p> <p>By 30th September 2018</p> <p>By December 2018</p>	<ul style="list-style-type: none"> • Programmes/activities effectively implemented

Issue	Proposed Activity (What)	Modality (How)	Responsible (Who)	When	Output
	<ul style="list-style-type: none"> Harmonise inspection activities between DES and district 	<ul style="list-style-type: none"> providers Issue circular to harmonise activities between DES and LGs 	CAO PDU DES	By December 2018	
F. GOVERNANCE TRANSPARENCY AND ACCOUNTABILITY					
Failure to publicise information on the funds received, annual work plans, contract awards at the district and facility notice boards	<ul style="list-style-type: none"> Publicize the information on notice boards at district, departments and facility level Continue to share information on different government programmes Provide feedback to the public on various implementation concerns 	<ul style="list-style-type: none"> Encourage health and schools to publicize grant information Use various fora e.g. barazas, radio talk shows & meetings at district and community levels Take advantage of the radios that offer free airing of government programmes e.g. Etop, Radio Teso, to disseminate information 	DEO, DHO, DWO & other Heads of Departments Senior Assistant Secretary/Communication Officer (designate)	Annually & Quarterly	Information on funds received from government, annual work plans & contract awards publicised Information on different government programmes Feedback provided on various implementation concerns
G. SOCIAL & ENVIRONMENTAL SAFE GUARDS					
Lack of guidelines on how Senior Women/men teachers should provide	<ul style="list-style-type: none"> Disseminate gender guidelines to all staff at the district, departments and school level Assign a focal person to handle gender aspects in technical departments Enhance the skills of the departmental staff in 	<ul style="list-style-type: none"> Obtain the gender guidelines and internalize them Issue letters appointing focal persons to handle gender aspects in 	DEO DEO/DHO /DWO Other	By end of October 2018	<ul style="list-style-type: none"> Focal persons in technical departments handling gender issues. Appointed and

Issue	Proposed Activity (What)	Modality (How)	Responsible (Who)	When	Output
guidance to girls/boys to handle hygiene, reproductive health, life skills, etc.	mainstreaming gender	<p>technical departments.</p> <ul style="list-style-type: none"> Conduct orientation/training for the focal persons appointed in the technical departments to mainstream gender. 	<p>technical departments</p> <p>NRP</p>		oriented gender focal persons.
Poor coordination between departments & Community Based Services & Natural Resources and Environment	<ul style="list-style-type: none"> Improve coordination and collaboration between departments of Environment & Natural Resource and Community-Based Services; and other technical departments 	<ul style="list-style-type: none"> Appointing gender focal persons in the technical departments Gender Focal Points in the technical departments to work hand in hand with SCDO i/c Gender to enforce compliance to gender mainstreaming. Planning and implementation of joint activities on gender mainstreaming. 	<p>Technical departments</p> <p>SCDO i/c Gender</p>	By 1 st Week of September	<ul style="list-style-type: none"> Gender and environmental aspects adequately mainstreamed in all workplans, budgets and activities
WSC Composition does not meet the sector critical	<ul style="list-style-type: none"> Adhere to the sector critical requirements of WSC composition Document the WSC composition 	<ul style="list-style-type: none"> Ensure that the at 50% of the WSC members are women during formation and training of WSCs 	DWO	Quarterly	<ul style="list-style-type: none"> Gender equity promoted in WSS composition

Issue	Proposed Activity (What)	Modality (How)	Responsible (Who)	When	Output
requirements		<ul style="list-style-type: none"> • Improve documentation on formation and training of WSCs 			
Lack of clarity on the roles of Council for PWDs and counselors representing the Elderly	<ul style="list-style-type: none"> • Clarify the roles of Councilors and Councils(for PWDs, Youth, Women and the Elderly) 	<ul style="list-style-type: none"> • Sensitization on the roles and responsibilities of the Council for PWDs and Counsellors representing the Elderly. 	DCDO, Council	xxxx	<ul style="list-style-type: none"> • Clarity of roles of Councilors and Councils(for PWDs, Youth, Women and the Elderly Harmonized working relationship between Councilors and Councils(for PWDs, Youth, Women and the Elderly)
Projects implemented on land where there is no proof of ownership	<ul style="list-style-type: none"> • Accelerate the process for surveying land for the remaining 199 pieces of district land 	<ul style="list-style-type: none"> • Process and obtain land titles for the 33 pieces of land already surveyed • The survey should be completed in a phased manner • Use the services of the Regional Office when in place • Allocate funds from the DDEG to survey sub- 	Senior Lands Officer Council CAO Senior Assistant Secretaries	Annually	<ul style="list-style-type: none"> • MOUs and titles secured for all government infrastructure projects

Issue	Proposed Activity (What)	Modality (How)	Responsible (Who)	When	Output
		county land <ul style="list-style-type: none"> Explore possibilities for securing support from DPs for surveying land 			
Sanitation facilities at health centers and schools do not labelled to indicate stances for men/women, boys/girls/teachers	<ul style="list-style-type: none"> Label all sanitary facilities at health and school facilities 	<ul style="list-style-type: none"> Write letters to all health facilities and primary schools to label all sanitary facilities indicating stances for men and women 	DHO DEO	By end August 2018	All sanitation facilities labeled indicating stances for men/women and boys/girls/teachers
Guidelines on waste management at health facilities not disseminated	<ul style="list-style-type: none"> Disseminate the guidelines to all health facilities 	<ul style="list-style-type: none"> Meetings with Health staff Posters Notice Boards 	DHO	By end September 2018	Guidelines disseminated to all health facilities Waste management at health facilities improved
There were no mitigation measures undertaken in cases of unacceptable	<ul style="list-style-type: none"> Prepare mitigation plans to ensure follow up of unacceptable environmental concerns Revive site meetings for sensitization of contractors on the social and environmental safeguards 	<ul style="list-style-type: none"> Prepare reports on follow up activities to address unacceptable environmental concerns Conduct joint monitoring/supervision 	DWO Natural Resources Officer DCDO	Quarterly Quarterly	Mitigation measures undertaken

Issue	Proposed Activity (What)	Modality (How)	Responsible (Who)	When	Output
environmental concerns.		visits with Project Managers to ascertain contractors' compliance to mitigation measures for addressing identified environmental concerns	Project Managers CAO		
Lack of guidelines on environmental management for schools.	<ul style="list-style-type: none"> Avail guidelines to the Education Department for comprehension and dissemination to schools 	<ul style="list-style-type: none"> Dissemination meetings and workshops 	Natural Resources Officer and other HoDs	By 24 th August 2018	Guidelines on environmental management disseminated to schools

3. Actions to be undertaken with Support from NRP

Issue	Proposed Activity (What)	Modality (How)	Responsible (Who)	When	Output
Late submission of performance contract to MoFPED	Train Officers in the District Planning department and Community Development Officers at sub-county level on the new planning tools e.g. PBS	Two day training workshop Provide hands on support /mentoring in using the new planning tools	NRP	Sept 2018	<ul style="list-style-type: none"> • Timely submission of performance contract to MoFPED • Staff in the Planning department and Community Development Officers trained
Inadequate skills for promoting environmental aspects into education activities	Enhance the skills of the departmental staff in mainstreaming environmental aspects	3 day training workshops on environmental mainstreaming	NRP	By December 2018	Environmental aspects promoted into education activities
Limited functionality of the Physical Planning Committee	Conduct induction/orientation of the Physical Planning Committee	Two day orientation training/mentoring for the Physical Planning Committee	NRP	October 2018	Roles/responsibilities of the Physical Planning Committee Physical Planning Committee functional

5. Requested Actions to be undertaken with support from other Agencies

Issue	Proposed Activity (What)	Responsible (Who)
Failure to attract key technical staff in key district departments/offices	<p>Review job requirements for the District Engineer and the Assistant Engineering Officer and Borehole Technician, among others</p> <p>Revise the structure and staffing norms for the health facilities (HC IV, HC III and HC IIs)</p>	<p>MOPS/MoWE/MOWT</p> <p>MOPS/MOH</p>
Understaffing in the Trade & Industry Department	<p>Review staffing structure for Trade and Commercial Services to provide for Cooperative Officers at sub-county level</p> <p>Provide wage provision for vacant positions in the departments of Health, Works, Trade, Industry & Local Economic Development and Community-Based Services, etc.</p>	MOPS
Delayed access to pension pay roll	Expedite the process of verification of pension files for staff that retiring from service. And provide feedback in case of delays	MOPS
Staff ceilings in School	Revise and issue new staff ceiling to take into account the new staffing formulae of one teacher per class and consideration of high enrollment in schools.	MOES
Lack of transport	<p>Consider Soroti DLG while allocating vehicles and motorcycles to facilitate extension services under Production department</p> <p>Consider providing vehicles to Soroti District to facilitate monitoring the several programmes such as UWEP and YLP, etc.</p> <p>Consider availing funds from the revolving fund to facilitate procurement of district vehicles</p>	<p>MAAIF</p> <p>MGLSD</p> <p>MOLG</p>

Issue	Proposed Activity (What)	Responsible (Who)
Inadequate funding for school inspection	Increase funding for inspection to cover inspection of private schools Harmonize inspection plans for DES with those of the Districts.	MOES DES
Constant changes in the IPFs affecting submission of performance contracts	Communicate the changes in the IPF in time to enable LGs them to complete and submit performance contracts by June 30 th . LGPA to assess based on the draft performance contract	MOFPED
No grant to Environment & Natural Resource Department	Consider allocating grant to the ENR department to facilitate implementation of Climate Change and other programmes	MoWE
The indicator in the assessment manual requires the submission of finalized Performance Contracts	LG PAM should be reviewed to accept submission of draft performance contracts by 30 th April	OPM

5. Monitoring and Reporting

The LG and NRP team shall jointly develop a quarterly report on progress of agreed activities using the format below.

Issue	Activity (What)	Modality (How)	Responsible (Who)	Expected output	Progress
Actions to be undertaken by the LG					
Actions to be undertaken with Support from NRP					
Actions undertaken by other agencies					