



LGPA 2017/18

Accountability Requirements

Agago District

(Vote Code: 611)

Assessment	Compliant	%
Yes	3	50%
No	3	50%

Summary of requirements	Definition of compliance	Compliance justification	Compliant?
Assessment area: Annual performance contract			
LG has submitted an annual performance contract of the forthcoming year by June 30 on the basis of the PFMAA and LG Budget guidelines for the coming financial year.	xxx	Submitted to MOFPED on 17/07 /2017.	No
Assessment area: Supporting Documents for the Budget required as per the PFMA are submitted and available			
LG has submitted a Budget that includes a Procurement Plan for the forthcoming FY (LG PPDA Regulations, 2006).	xxxxx	Submitted to MOFPED on 17/07/2017 as per receipt No. 4045 inclusive of the Procurement Plan.	Yes
Assessment area: Reporting: submission of annual and quarterly budget performance reports			
LG has submitted the annual performance report for the previous FY on or before 31st July (as per LG Budget Preparation Guidelines for coming FY; PFMA Act, 2015)	xxxxx	APR was submitted to MOFPED on 03/08/2017 as found in the submission letter of 01/08/2017 from the CAO which was also received by OPM on the same date.	No
LG has submitted the quarterly budget performance report for all the four quarters of the previous FY; PFMA Act, 2015)	xxxxxxx	Q1 - Q4 budget performance reports submitted on 10/11/2016; 22/02/2017; 24/05/2017; 03/08/2017 respectively. Acknowledgement receipts are: 0036; 0387; 0760; 0895 respectively. Submission date for Q4 was after 30 July 2017.	No
Assessment area: Audit			

<p>The LG has provided information to the PS/ST on the status of implementation of Internal Auditor General or Auditor General findings for the previous financial year by April 30 (PFMA s. 11 2g). This statement includes actions against all findings where the Auditor General recommended the Accounting Officer to take action (PFMA Act 2015; Local Governments Financial and Accounting Regulations 2007; The Local Governments Act, Cap 243).</p>	<p>xxxxx</p>	<p>According to records obtained from the ministry of finance registry Agago submitted the internal audit reports on 23/March/2017 and provide information to the PS/ST on the status of implementation of internal Auditor general auditor findings of the financial year 2016/2017 with 28 queries all responded to</p>	<p>Yes</p>
<p>The audit opinion of LG Financial Statement (issued in January) is not adverse or disclaimer</p>	<p>xxxxx</p>	<p>According to the Annual Auditor general Report of 2016/2017 obtained from the office of the auditor general, Agago LG obtained unqualified opinion for the financial year 2016/2017</p>	<p>Yes</p>



LGPA 2017/18

Crosscutting Performance Measures

Agago District

(Vote Code: 611)

Score 64/100 (64%)

No.	Performance Measure	Scoring Guide	Score	Justification
Assessment area: Planning, budgeting and execution				
1	<p>All new infrastructure projects in: (i) a municipality; and (ii) all Town Councils in a District are approved by the respective Physical Planning Committees and are consistent with the approved Physical Plans</p> <p>Maximum 4 points for this performance measure.</p>	<p>Evidence that a municipality/district has: • A functional Physical Planning Committee in place that considers new investments on time: score 2.</p> <p>• All new infrastructure investments have approved plans which are consistent with the Physical Plans: score 2.</p>	<p>2</p> <p>0</p>	<p>PPC was found to be functional as demonstrated by presence of Committee Member appointment letter of 30/06/2016 and PPC minutes of the 5th, 6th, 7th, 8th and 9th meetings where among others Physical Development plans, processing of land titles were considered and approved.</p> <p>No evidence of all infrastructure investments having approved plans was provided e.g. in the annual work plan for FY 2017/18 staff houses construction was provided for but no evidence of the approval of the plans was found.</p>
2	<p>The prioritized investment activities in the approved AWP for the current FY are derived from the approved five-year development plan, are based on discussions in annual reviews and budget conferences and have project profiles</p>	<p>• Evidence that priorities in AWP for the current FY are based on the outcomes of budget conferences: score 2.</p> <p>• Evidence that the capital investments in the approved Annual work plan for the current FY are derived from the approved five-year development plan. If different, justification has to be provided and evidence that it was approved by Council. Score 2.</p>	<p>0</p> <p>2</p>	<p>No evidence by way of budget conference report or minutes showing that priorities for the AWP FY 2017/18 were outcomes of budget conferences was provided.</p> <p>Only attendance list of the BFP consultative meeting of 13/11/2016 and a non-authenticated invitation letter for the District BFP meeting was provided.</p> <p>Capital investments in the AWP FY 2017/18 are derived from the 5year development plan as shown by the sampled projects e.g. classroom block construction documents and construction of OPD at Opyello HCIII.</p>

		<ul style="list-style-type: none"> • Project profiles have been developed and discussed by TPC for all investments in the AWP as per LG Planning guideline: score 1. 	0	No evidence found. Only an agenda for the DTPC held on 31/11/2016 where among others discussion of proposed departmental investments for FY 2017/18 was seen. No recording of discussion is seen other than the attendance list.
3	<p>Annual statistical abstract developed and applied</p> <p>Maximum 1 point on this performance measure</p>	<ul style="list-style-type: none"> • Annual statistical abstract, with gender disaggregated data has been compiled and presented to the TPC to support budget allocation and decision-making- maximum 1 point. 	0	Statistical abstract of 2014/15 of August 2016 with gender dis-aggregated data provided. No record of its presentation to TPC to support budget allocation and decision making was found. Only an agenda for September DPC meeting where it was to be considered was seen though no record of discussion is documented.
4	<p>Investment activities in the previous FY were implemented as per AWP.</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> • Evidence that all infrastructure projects implemented by the LG in the previous FY were derived from the annual work plan and budget approved by the LG Council: score 2 	2	Infrastructure projects during FY 2016/17, were derived from the AWP as found in the plan and budget which was approved by council at its meeting held on 10/05/2016 under Min. 7/5/ADLC/2016/17 e.g. construction of staff house at Wol Kico PS and Geregere PS; and Planning Unit Office Block were some of the sampled projects during the assessment.
		<ul style="list-style-type: none"> • Evidence that the investment projects implemented in the previous FY were completed as per work plan by end for FY. o 100%: score 4 o 80-99%: score 2 o Below 80%: 0 	4	100% of the 80 investment projects were completed in FY 2016/17 as per the procurement performance report of FY 2016/17

5	The LG has executed the budget for construction of investment projects and O&M for all major infrastructure projects and assets during the previous FY	<ul style="list-style-type: none"> Evidence that all investment projects in the previous FY were completed within approved budget – Max. 15% plus or minus of original budget: score 2 	2	All projects were completed within approved budget. Projects were concluded within the provided margins of the approved budget. The performance reported was - 8% variation from the approved budget.
	Maximum 4 points on this Performance Measure.	<ul style="list-style-type: none"> Evidence that the LG has budgeted and spent at least 80% of O&M budget for infrastructure in the previous FY: score 2 	0	LG budgeted and spent only 2.8 % (UGX. 49,265,338/=) of its total budget on O& M for infrastructure.

Assessment area: Human Resource Management

6	LG has substantively recruited and appraised all Heads of Departments	<ul style="list-style-type: none"> Evidence that HoDs have been appraised as per guidelines issued by MoPS during the previous FY: score 2 	0	There was no evidence for appraisal of all heads of departments as per the personnel files reviewed at the time of the assessment.
	Maximum 5 points on this Performance Measure.	<ul style="list-style-type: none"> Evidence that the LG has filled all HoDs positions substantively: score 3 	0	The district had substantively filled one post of DHO as per the staff list and district structure.
7	The LG DSC has considered all staff that have been submitted for recruitment, confirmation and disciplinary actions during the previous FY.	<ul style="list-style-type: none"> Evidence that 100 percent of staff submitted for recruitment have been considered: score 2 	2	The DSC considered all the submission for recruitment (Replacement) as per the CAOs letter dated 15th/03/2017 on the 26th Meeting of DSC held 19th -28th June 2017.
	Maximum 4 points on this Performance Measure	<ul style="list-style-type: none"> Evidence that 100 percent of staff submitted for confirmation have been considered: score 1 	1	All submissions by CAO to DSC for confirmation of staff dated 16th /05/2017 (Education Assistants, Agricultural Officer) 9th/05/2017 (Bio-statistician) were all considered under 26th Meeting of DSC held 19th -28th June 2017.

		<ul style="list-style-type: none"> • Evidence that 100 percent of staff submitted for disciplinary actions have been considered: score 1 	1	All submissions by office of the CAO dated 21st/05/2017 (Senior Education Officer, Education Assistant), 19th/04/2017 (Assistant Records Officer) to DSC for disciplinary action in the 2016/17 were considered in the DSC 27th meeting held on 8th to 10th / 11/ 2017.
8	<p>Staff recruited and retiring access the salary and pension payroll respectively within two months</p> <p>Maximum 5 points on this Performance Measure.</p>	<ul style="list-style-type: none"> • Evidence that 100% of the staff recruited during the previous FY have accessed the salary payroll not later than two months after appointment: score 3 	0	<p>All the newly recruited staff failed to access the payroll within the stipulated 2 month period as required.</p> <p>The reasons given were that Agago district is not yet on IFMS and IPPS which delays the newly recruited staff to access payroll on time.</p>
		<ul style="list-style-type: none"> • Evidence that 100% of the staff that retired during the previous FY have accessed the pension payroll not later than two months after retirement: score 2 	0	No pensioner was able to access the pensioner pay roll within the 2 month stipulated time-frame in the financial year 2016/17.
Assessment area: Revenue Mobilization				
9	<p>The LG has increased LG own source revenues in the last financial year compared to the one before the previous financial year (last FY year but one)</p> <p>Maximum 4 points on this Performance Measure.</p>	<ul style="list-style-type: none"> • If increase in OSR from previous FY but one to previous FY is more than 10% : score 4 points • If the increase is from 5 -10% : score 2 point • If the increase is less than 5% : score 0 points. 	0	<p>According to the financial statement prepared as at 30th June 2016 for the financial year 2015/2016 the revenue budgeted was 450,400,000 and actual realized was 167,553,000 and for the financial year 2016/2017 , budgeted was 279,500,000 and actual was 135,084,494 This represents a shortfall of -19%</p>

10	<p>LG has collected local revenues as per budget (collection ratio)</p> <p>Maximum 2 points on this performance measure</p>	<ul style="list-style-type: none"> • If revenue collection ratio (the percentage of local revenue collected against planned for the previous FY (budget realisation) is within +/- 10% : then 2 points. If more than +/- 10% : zero points. 	0	<p>The budgeted for the financial year 2016/2017 as per the financial statement prepared as at 30th June 2017 was 279,500,000 and the actual realized was 135,084,494 representing shortfall of 52%</p>
11	<p>Local revenue administration, allocation and transparency</p> <p>Maximum 4 points on this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the District/Municipality has remitted the mandatory LLG share of local revenues: score 2 	0	<p>There is no evidence in the financial statement prepared as at 30th June 2017 that shows that HLG remit to the LLG share of local revenues raised</p>
	<p>Maximum 4 points on this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG is not using more than 20% of OSR on council activities: score 2 	2	<p>According to the financial statement prepared as at 30th June 2017, LG spent 93,063,000 that is below the approved amount of 105,180,000</p>

Assessment area: Procurement and contract management

12	<p>The LG has in place the capacity to manage the procurement function</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> • Evidence that the District has the position of a Senior Procurement Officer and Procurement Officer (if Municipal: Procurement Officer and Assistant Procurement Officer) substantively filled: score 2 	2	<ul style="list-style-type: none"> • The District has both positions for Senior Procurement Officer and Procurement Officer filled. Two documents were presented to prove this, namely: <ul style="list-style-type: none"> - 1) A document titled "Submission of Staffing level for Agago District Local Government as at January 2018 – VOTE 611" signed by Mulondo Robert, Chief Administrative Officer, indicated that the procurement Unit is 100% with 2 staff. - 2) Another document dated 03 January 2018 from the Human Resource Unit of Agago District on "Staffing Levels for Heads of departments as at January 2018" indicated that the Procurement Unit has a senior Procurement Officer as its Head of Department. • The Procurement staff were physically present during the assessment.
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• Evidence that the TEC produced and submitted reports to the Contracts Committee for the previous FY: score 1

1

Minutes available that showed TEC sat at different times indicated below. After the TEC meetings, the Senior Procurement officer wrote to the Contracts Committee inviting them for meetings to consider Tec submissions.

Dates seen of Tec meeting minutes were as follow:

- TEC meeting on 22 – 23rd August 2016 at Agago District Headquarters. An attendance record was attached to this meeting minutes.

- TEC meeting on 17 – 19 October 2016 at Agago District Headquarters. An attendance record was attached to this meeting minutes.

- TEC meeting on 01 – 02 November 2016 at Agago District Headquarters. An attendance record was attached to this meeting minutes.

- TEC meeting on 14th March 2017 at Agago District Headquarters

- TEC meeting on 25th Jan to 09 Feb 2017 at Agago District Headquarters. An attendance record was attached to this meeting minutes.

Invitation letters from the Senior Procurement Officer to CC members were seen dated as follows:

- 24 March 2017

- 24 April 2017

- 05 May 2017

- 12 June 2017

- 19 June 2017

		<ul style="list-style-type: none"> • Committee considered recommendations of the TEC and provide justifications for any deviations from those recommendations: score 1 	1	<p>CC minutes seen for different meetings where TEC submissions were considered as part of the meeting agenda. Those seen include:</p> <ul style="list-style-type: none"> - CC meetings minutes of meeting held on 22nd June 2017 at Agago District Headquarters - CC meetings minutes of meeting held on 09 – 17 May 2017 at Agago District Headquarters - CC meetings minutes of meeting held on 16th June 2017 at Agago District Headquarters - CC meetings minutes of meeting held on 28th April 2017 at Agago District Headquarters - CC meetings minutes of meeting held on 30th March 2017 at Agago District Headquarters
13	<p>The LG has a comprehensive Procurement and Disposal Plan covering infrastructure activities in the approved AWP and is followed.</p> <p>Maximum 2 points on this performance measure.</p>	<ul style="list-style-type: none"> • a) Evidence that the procurement and Disposal Plan for the current year covers all infrastructure projects in the approved annual work plan and budget and b) evidence that the LG has made procurements in previous FY as per plan (adherence to the procurement plan) for the previous FY: score 2 	2	<ul style="list-style-type: none"> • Agago District Procurement Plan for 2016/2017 seen covering infrastructural projects in the District AWP • A yearly comprehensive Procurement Record seen indicated that procurements for 2016/17 FY were done adhering to the Plan drawn for 2016/17. The record was not dated but it was drawn on Form 27.

14	<p>The LG has prepared bid documents, maintained contract registers and procurement activities files and adheres with established thresholds.</p>	<ul style="list-style-type: none"> • For current FY, evidence that the LG has prepared 80% of the bid documents for all investment/infrastructure by August 30: score 2 	2	<p>Pre-qualification and Framework bidding advert appeared in the New Vision Newspaper of 15 may 2017 whereas the advert for Open and selective bidding appeared in the New Vision newspaper of 17th August 2017. So all bid documents were prepared before the deadline of 30th August 2017.</p>
	<p>Maximum 6 points on this performance measure</p>	<ul style="list-style-type: none"> • For Previous FY, evidence that the LG has an updated contract register and has complete procurement activity files for all procurements: score 2 	2	<p>An updated Contracts Register was seen in the Procurement Office. The Register terminated for the FY2015/16, and then started for FY2016/17. At the end of 2016/17, this register was closed and a new one in another book opened.</p>
		<ul style="list-style-type: none"> • For previous FY, evidence that the LG has adhered with procurement thresholds (sample 5 projects): score 2. 	2	<ul style="list-style-type: none"> • LG used three methods of bidding according to the amount of money involved as follows: Open bidding: Documents sampled and seen were as follows: - Contract: Drilling of 7 Deep Boreholes in Agago District. Amount:UGX112,002,503. Procurement Ref NO: 611/WRKS/2016/2017/00003. Contractor: Icon Projects Ltd. Date: 9th Nov 2016 - Contract: Construction of Staff House in Wol P/S. Amount: UGX71,083.495. Procurement Ref No: 611/WRKS/2016/2017/00008. Contractor: Apuru and family Company Ltd. Date: 28th Nov 2016. Selective Bidding: - Contract: Completion of 3 Classroom Block at Opyelo Primary school. Amount: UGX38,226,300. Procurement Ref No: 611/WRKS/2016/2017/00061. Contractor: Ogong United Company Ltd. - Contract: Construction of 5-stance VIP Latrine at Arum sub-county. Amount: UGX12,789,339. Procurement Ref No: 611/WRKS/2016/2017/00096. Contractor: Stoop to Conquer Enterprises (U) Ltd. Date: 10th March 2016.

Framework Bidding:

- Contractor: Revenue collection for Alwa market, Omot sub-county.
Amount:UGX1,600,000 per month.
Procurement Ref No:
611/SRVC/2016/2017/00055.

Contractor: Killibil United Construction and Supply Ltd. Date: 16th Nov 2016.

- Contract: Supply for Petro, Diesel, Lubricant and gas. Amount: as per LPO issued and at current market pump price. Procurement Ref No:

611/SUPLS/2016/2017/00020A.

Contractor: Omega Petroleum Ltd.

Date: 19 October 2016

15	<p>The LG has certified and provided detailed project information on all investments</p> <p>Maximum 4 points on this performance measure</p>	<ul style="list-style-type: none"> Evidence that all works projects implemented in the previous FY were appropriately certified – interim and completion certificates for all projects based on technical supervision: score 2 	2	<p>Many Certificates of Completion were seen issued to Companies and organisations that had completed work in the District. Among those seen included those issued to:</p> <ul style="list-style-type: none"> - Gwok Dogi Company Ltd on 8th January 2018 after completion of monitored water System in Agago District - Awinyo Maoru Company Ltd on 10th January 2018 after completion of construction of 4 stance lined latrine at Omot Market - Icon projects Ltd on 15 January 2018 after completion of drilling, pump testing and water quality of deep boreholes Lot 1 - AK Estates Ltd on 17th January 2018 after completion of construction of Low Cost Sealing of road at Patongo Town Council - Bedamol United Ltd on 29th August 2017 after completion of construction of a Cattle Crush in Adilang sub-county - Ogong United Company Ltd on 29th August 2017 after completion of construction of 4 Unit Staff House at Odokomit Primary School in Kotomor sub-county - Omakowiye and Family Ltd on 29th August 2017 after completion of construction of Market Stall at Oliga Market in Patongo Town Council.
		<ul style="list-style-type: none"> Evidence that all works projects for the current FY are clearly labelled (site boards) indicating: the name of the project, contract value, the contractor; source of funding and expected duration: score 2 	0	<p>Works projects have been labelled but none of them indicated the Contract Value.</p>
Assessment area: Financial management				

16	<p>The LG makes monthly and up to-date bank reconciliations</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> Evidence that the LG makes monthly bank reconciliations and are up to-date at the time of the assessment: score 4 	4	<p>Bank reconciliation is updated as per the cash book showing reconciliation of December 2017 was prepared on 3rd January 2018</p>
17	<p>The LG made timely payment of suppliers during the previous FY</p> <p>Maximum 2 points on this performance measure</p>	<ul style="list-style-type: none"> If the LG makes timely payment of suppliers during the previous FY – no overdue bills (e.g. procurement bills) of over 2 months: score 2. 	2	<p>The LG makes timely payment to its suppliers as seen from the construction of staff house in Wol primary school by Apuru and Family Co Ltd. Requisition for payment was made on 26th May 2017, it was certified by District Engineer, CFO AND approved by CAO on 26th May/2017 and payment was done on 30th /May/2017 on Voucher no 8/5/17</p>
18	<p>The LG executes the Internal Audit function in accordance with the LGA section 90 and LG procurement regulations</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> Evidence that the LG has a substantive Senior Internal Auditor and produced all quarterly internal audit reports for the previous FY: score 3. 	3	<p>There is principle Internal auditor who prepared all the 4 internal auditor reports as follows</p> <p>1st report was submitted on 25/10/2016</p> <p>2nd report was submitted on 25/Jan/2017</p> <p>3rd report was submitted on 28th /April/2017</p> <p>4th Report was submitted on 26th July 2017</p>
		<ul style="list-style-type: none"> Evidence that the LG has provided information to the Council and LG PAC on the status of implementation of internal audit findings for the previous financial year i.e. follow up on audit queries: score 2. 	2	<p>The LG provided information of the Internal auditor to the council and LGPAC of the all the 4 quarterly reports prepared 1st report was submitted on 25/10/2016, 2nd report was submitted on 25/Jan/2017, 3rd report was submitted on 28th /April/2017, 4th Report was submitted on 26th July 2017 as evidenced by letter of submission and the LPAC meeting that was held on 31/03/2017</p>

		<ul style="list-style-type: none"> Evidence that internal audit reports for the previous FY were submitted to LG Accounting Officer, LG PAC and LG PAC has reviewed them and followed-up: score 1 	1	<p>The internal audit reports were submitted as per the following submission date seen</p> <p>1st report was submitted on 25/10/2016</p> <p>2nd report was submitted on 25/Jan/2017</p> <p>3rd report was submitted on 28th /April/2017 4th Report was submitted on 26th July 2017 to the Accounting officer , LGPAC and reviews were done</p>
19	<p>The LG maintains a detailed and updated assets register</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> Evidence that the LG maintains an up-dated assets register covering details on buildings, vehicle, etc. as per format in the accounting manual: score 4 	4	<p>Agago LG maintains a detailed assets register, with an up to date information of assets that are procured by the LG. As per their assets register. Those that are donated to them by NGOs and or other agencies were valued</p>
20	<p>The LG has obtained an unqualified or qualified Audit opinion</p> <p>Maximum 4 points on this performance measure</p>	<p>Quality of Annual financial statement from previous FY:</p> <ul style="list-style-type: none"> unqualified audit opinion: score 4 Qualified: score 2 Adverse/disclaimer: score 0 	4	<p>According to the Annual Auditor general Report of 2016/2017 obtained from the office of the auditor general, Agago LG obtained unqualified opinion for the financial year 2016/2017</p>
Assessment area: Governance, oversight, transparency and accountability				
21	<p>The LG Council meets and discusses service delivery related issues</p> <p>Maximum 2 points on this performance measure</p>	<p>Evidence that the Council meets and discusses service delivery related issues including TPC reports, monitoring reports, performance assessment results and LG PAC reports for last FY: score 2</p>	2	<p>At the meeting of Agago District Council held on the 20th and 28th March 2017 under Min.8/5/AD/2016/17, Council considered Standing Committee Reports. At the same meeting under Min 5/4/ADLC/2016/17, Council considered the LG PAC report for FY 2015/16.</p>

22	<p>The LG has responded to the feedback/complaints provided by citizens</p> <p>Maximum 2 points on this Performance Measure</p>	<ul style="list-style-type: none"> Evidence that LG has designated a person to coordinate response to feedback (grievance /complaints) and responded to feedback and complaints: score 2. 	2	<p>LG has a designated officer to coordinate response to feedback as found in the assignment of duty letter to Mr. Jurua Charles, Ag. Town Clerk Agago Town Council of even reference CR/153/4 dated 03/07/2017.</p>
23	<p>The LG shares information with citizens (Transparency)</p>	<p>Evidence that the LG has published:</p> <ul style="list-style-type: none"> The LG Payroll and Pensioner Schedule on public notice boards and other means: score 2 	0	<p>LG Payroll for December 2017 was found on display at the District Administration Notice Board. Pensioner Schedule was not found displayed at the District HQ or nearby notice boards.</p>
	<p>Total maximum 4 points on this Performance Measure</p>	<ul style="list-style-type: none"> Evidence that the procurement plan and awarded contracts and amounts are published: score 1 	0	<p>Procurement plan was not found displayed at the District Administration noticeboard. Only a list of awarded contracts with values for FY 2016/17 was found on display.</p>
		<ul style="list-style-type: none"> Evidence that the LG performance assessment results and implications, are published e.g. on the budget website for the previous year (from budget requirements): score 1. 	0	<p>"N/A. The Central Government did not conduct the Annual Performance Assessment for LGs in 2016/17".</p>
24	<p>The LGs communicates guidelines, circulars and policies to LLGs to provide feedback to the citizens</p>	<ul style="list-style-type: none"> Evidence that the HLG have communicated and explained guidelines, circulars and policies issued by the national level to LLGs during previous FY: score 1 	1	<p>Evidence of HLG communicating to LLG was found as shown in a notice dated 25/10/2016 inviting sub county chiefs on dissemination of discretionary development equalisation grant (DDEG) guidelines.</p>
	<p>Maximum 2 points on this performance measure</p>	<ul style="list-style-type: none"> Evidence that LG during previous FY has conducted discussions (e.g. municipal urban fora, barazas, radio programmes etc..) with the public to provide feedback on status of activity implementation: score 1. 	1	<p>Evidence that LG conducts discussions with the public was demonstrated through an authenticated Radio Piwa schedule for the LG indicating slots every Tuesday, Wednesday, Thursday and Saturday.</p>
Assessment area: Social and environmental safeguards				

25	<p>The LG has mainstreamed gender into their activities and planned activities to strengthen women's roles</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> • Evidence that the LG gender focal person has provided guidance and support to sector departments to mainstream gender into their activities score 2. 	2	<p>There are 3 Workplans that cater for gender activities in the District, namely</p> <ol style="list-style-type: none"> 1) The Gender and Women Council Workplan, 2) The Functional Adult Literacy Programme (FAL), funded under 3) Uganda Women Entrepreneurship Programme (WEP) <p>Reports seen for activities done under these Workplans include:</p> <ul style="list-style-type: none"> • Dissemination of Gender mainstreaming Policy – Agago. It was prepared on 13 March 2017 • Minutes for Women Council Executive meeting held on 07th Dec 2016 • Women Council meeting held on 17th Oct 2016 • Programme line-up for the celebration of the 16 Day's Activism against gender-based violence, Lapono sub-county • Women Council meeting held on 3rd May 2017
		<ul style="list-style-type: none"> • Evidence that gender focal point has planned activities for current FY to strengthen women's roles and that more than 90% of previous year's budget for gender activities has been implemented: score 2. 	2	<ul style="list-style-type: none"> • On addition to the 3 Workplans mentioned above, there is an additional Workplan this current FY – Gender Mainstreaming in the Health Department. • Out of a total of UGX43,213,661 collected under the 3 Workplans, UGX42,752,157 (98.93%) has been used in implementing project activities.

<p>LG has established and maintains a functional system and staff for environmental and social impact assessment and land acquisition</p>	<ul style="list-style-type: none"> • Evidence that environmental screening or EIA where appropriate, are carried out for activities, projects and plans and mitigation measures are planned and budgeted for: score 2 	0	<p>An Environmental Screening Report for 19 Boreholes and one water scheme in Agago District was seen. But the District Natural Resources Officer confirmed that no Screening was done for construction projects.</p>
<p>Maximum 6 points on this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG integrates environmental and social management plans in the contract bid documents: score 1 	0	<p>Social and Environmental Management Plans are included in some contract bid documents in Part 3, Section 7 of the bid documents. This is the Section on General Conditions of the Contract. This section, with the Title “Environmental Guidelines and Code of Conduct” spells out Environmental and Social responsibilities of the Contractor.</p> <p>Prevailing conditions in Agago are that some bid documents include this section whereas others do not. For example, the bid document for rehabilitation of ten (10) Boreholes under Concern Worldwide Fund (Procurement Ref No: AGAG 611/WRKS/2016-2017/00136) has this section included whereas the bid document construction of construction of a Cattle Crush in Adilang sub-county (Procurement Ref No: AGAG 611/WRKS/2016-2017/00133) does not include this section.</p>

• Evidence that all projects are implemented on land where the LG has proof of ownership (e.g. a land title, agreement etc.): score 1

0

Six government establishments are in process of securing Land titles. They are:

1) District Headquarters at Agago Town council (7 Acres)

2) Patongo HCIII In Patongo Town Council (6.2 Acres)

3) Paimol HCIII in Paimol sub-county (8 Acres)

4) Acholpii HCIII in Arum sub-county (11 Acres)

5) Lokole HCIII in Agago Town Council (4 Acres)

6) Wol HCIII in Wol sub-county (18 Acres)

All Titles have not yet been secured.

All other government establishments have not yet started the Land Title acquisition process i.e, sub-county Headquarters, Health Centres not mentioned above, etc.

• Evidence that all completed projects have Environmental and Social Mitigation Certification Form completed and signed by Environmental Officer: score 2

2

8 Certificates of Environmental Compliance duly signed by the District Natural Resources Officer were seen. They were issued to:

- Apuru and family Company after successfully completing construction of staff house at Wol Primary School. Issued on 19th June 2017
- Yeman Company Ltd after rehabilitation of ten boreholes in the district. Issued on 21st June 2017
- Icon project Ltd for drilling of 8 boreholes in the District. Issued on 2nd June 2017.
- Nile Drilling Company for drilling five boreholes in the district. Issued on 22nd June 2017
- LikwaiLunga Enterprises for construction of 5 stance latrines at Otumpili HCIII. Issued on 22nd June 2017
- Delax Female Investment for construction of 5 stance latrine at Winumupecek Primary School. . Issued on 23rd June 2017
- Kal Bros Company Ltd for rehabilitation of 13 boreholes in the district. . Issued on 29th June 2017.
- Weris and Brothers Construction and Supplies Ltd for construction of a Laboratory at Lira Palwo Secondary School. Issued on 29th June 2017.



LGPA 2017/18

Educational Performance Measures

Agago District

(Vote Code: 611)

Score 76/100 (76%)

No.	Performance Measure	Scoring Guide	Score	Justification
Assessment area: Human Resource Management				
1	<p>The LG education department has budgeted and deployed teachers as per guidelines (a Head Teacher and minimum of 7 teachers per school)</p> <p>Maximum 8 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG has budgeted for a Head Teacher and minimum of 7 teachers per school (or minimum a teacher per class for schools with less than P.7) for the current FY: score 4 Evidence that the LG has deployed a Head Teacher and minimum of 7 teachers per school for the current FY: score 4 	4	<p>The LG has budgeted for at least one head teacher and seven teachers for the 111 primary schools. Performance contracts for head teachers prepared signed and stamped by the head teacher, Sub county chief and DEO on 17/03/2017 and as per the performance contract for the LG</p> <p>There are four schools (3.6%) which have only six teachers each and yet these are P 7 schools namely; Odom, Kazikazi, Ayika Ogala Primary Schools.</p>
2	<p>LG has substantively recruited all primary school teachers where there is a wage bill provision</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG has filled the structure for primary teachers with a wage bill provision o If 100% score 6 o If 80 - 99% score 3 o If below 80% score 0 	6	<p>The structure has been filled 100% as evidenced by the approved staff structure as evidenced by circular from PS MoES to CAO dated 04/04/17</p>
3	<p>LG has substantively recruited all positions of school inspectors as per staff structure, where there is a wage bill provision.</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG has substantively filled all positions of school inspectors as per staff structure, where there is a wage bill provision: score 6 	6	<p>Two inspector positions have been filled as evidenced by appointment letter for Grace Ogaba dated 01/07/2010 and appointment letter for Kitara Coldwell dated 01/07/2009.</p>

4	<p>The LG Education department has submitted a recruitment plan covering primary teachers and school inspectors to HRM for the current FY.</p> <p>Maximum 4 for this performance measure</p>	<p>Evidence that the LG Education department has submitted a recruitment plan to HRM for the current FY to fill positions of Primary Teachers: score 2</p>	2	<p>Recruitment plan for 20 head teachers, 40 deputies and 200 teachers was submitted to the HRM and is stamped on 05/10/2017</p>
		<p>Evidence that the LG Education department has submitted a recruitment plan to HRM for the current FY to fill positions of School Inspectors: score 2</p>	2	<p>School inspector positions are already filled</p>
5	<p>The LG Education department has conducted performance appraisal for school inspectors and ensured that performance appraisal for all primary school head teachers is conducted during the previous FY.</p> <p>Maximum 6 for this performance measure</p>	<p>Evidence that the LG Education department appraised school inspectors during the previous FY • 100% school inspectors: score 3</p>	0	<p>The Education department had appraised only one Inspector (Kitara Coldwel- 28/06/2017) out of the two substantively appointed Inspectors at the time of the assessment (50% appraised).</p>
		<p>Evidence that the LG Education department appraised head teachers during the previous FY. • 90% - 100%: score 3 • 70% - 89%: score 2 • Below 70%: score 0</p>	0	<p>There was no evidence that Head teachers had been appraised at the time of the assessment. The Head teacher files were not in place for verification.</p>
<p>Assessment area: Monitoring and Inspection</p>				

6	<p>The LG Education Department has effectively communicated and explained guidelines, policies, circulars issued by the national level in the previous FY to schools</p> <p>Maximum 3 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG Education department has communicated all guidelines, policies, circulars issued by the national level in the previous FY to schools: score 1 	1	<p>The following guidelines were disseminated to schools;</p> <ol style="list-style-type: none"> Guidelines on school feeding program MoES 2013 Education Act 2008 Guidelines on policy, planning roles and responsibilities of stakeholders in the implementation of UPE MoES 2014 <p>Evidenced by a copy of the distribution list showing the name of head teacher school and signature when taking the guidelines. the following schools were visited Ajaliannyena, Olung, Kalongo, Patong Akwee and copies of the guidelines are in place.</p>
		<ul style="list-style-type: none"> Evidence that the LG Education department has held meetings with primary school head teachers and among others explained and sensitised on the guidelines, policies, circulars issued by the national level, including on school feeding: score 2 	2	<p>Minutes with headteachers are in place for meetings held on the following dates; 07/03/2017, 10/03/2017, 31/05/2017 and 27/09/2017. Among the issues discussed the DEO emphasised to head teachers to supervise the teaching and learning process (Min. 3/10/3/2017</p>
7	<p>The LG Education Department has effectively inspected all private and public primary schools</p> <p>Maximum 12 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that all private and public primary schools have been inspected at least once per term and reports produced: o 100% - score 12 o 90 to 99% - score 10 o 80 to 89% - score 8 o 70 to 79% - score 6 o 60 to 69% - score 3 o 50 to 59% score 1 o Below 50% score 0. 	12	<p>The inspectorate inspected both private and public primary schools as evidenced by inspection reports for the following private schools (100%) schools inspected ;</p> <ol style="list-style-type: none"> Kings way PS 17/03/2017 St James PS 30/03/2017 Lamiyo PS 20/12/2017 St Joseph PS 19/05/2017 <p>All 111 public primary schools were inspected and reports filled</p> <p>Alive PS 19/12/17</p>

8	<p>LG Education department has discussed the results/reports of school inspections, used them to make recommendations for corrective actions and followed recommendations</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the Education department has discussed school inspection reports and used reports to make recommendations for corrective actions during the previous FY: score 4 	0	<p>Departmental meetings discussed inspection reports as evidenced by minutes for meeting held on 27/03/2017 (Min. 03 of 2017) where the DIS the highlights of the inspection and minutes of 05/06/2017 (Mi. 04/2/2017) where the DIS presented inspection reports for discussion. However at the time of assessment, there was no evidence that these reports were used to make recommendations for corrective actions.</p>
		<ul style="list-style-type: none"> Evidence that the LG Education department has submitted school inspection reports to the Directorate of Education Standards (DES) in the Ministry of Education and Sports (MoES): Score 2 	2	<p>Acknowledgement notes stamped by DES dated 03/03/2017, 28/04/2017, 28/06/2017 and 09/09/2017 in place and filled</p>
		<ul style="list-style-type: none"> Evidence that the inspection recommendations are followed-up: score 4 	0	<p>There was no evidence that inspection recommendations were being followed up.</p>
9	<p>The LG Education department has submitted accurate/consistent reports/date for school lists and enrolment as per formats provided by MoES</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG has submitted accurate/consistent data: o List of schools which are consistent with both EMIS reports and OBT: score 5 	5	<p>List of 111 schools with their EMIS numbers for 2017/2018 signed by the DEO in place and consistent with EMIS data for MoES</p>
		<p>Evidence that the LG has submitted accurate/consistent data: • Enrolment data for all schools which is consistent with EMIS report and OBT: score 5</p>	5	<p>Enrollment of 79,124 pupils in 111 for public schools are consistent with EMIS data of MoES</p>
<p>Assessment area: Governance, oversight, transparency and accountability</p>				

10	<p>The LG committee responsible for education met, discussed service delivery issues and presented issues that require approval to Council</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the council committee responsible for education met and discussed service delivery issues including inspection, performance assessment results, LG PAC reports etc...during the previous FY: score 2 	2	<p>At the meeting of the Education Standing Committee held on 13/10/2016 under Min. 4/2016, the department report was considered. Some of the issues discussed included the resumption of construction of Lapono Seed secondary School and the need for sub-county chiefs' to ensure schools take up co-curricular activities.</p>
		<ul style="list-style-type: none"> • Evidence that the education sector committee has presented issues that requires approval to Council: score 2 	2	<p>At the meeting of Agago District Council held on the 20th and 28th March 2017 under Min.8/5/AD/2016/17, Council considered Standing Committee Reports.</p> <p>The Education Committee in its report to Council sought approvals in the following areas: need to improve early grade reading(EGR) by rewarding best performing infant teachers and their pupils; need to deploy female teachers in all schools; and employment of Centre Coordinating Tutors(CCTs) of Pader and Lamwo districts to help the only CCT in the district.</p>
11	<p>Primary schools in a LG have functional SMCs</p> <p>Maximum 5 for this performance measure</p>	<p>Evidence that all primary schools have functional SMCs (established, meetings held, discussions of budget and resource issues and submission of reports to DEO) • 100% schools: score 5 • 80 to 99% schools: score 3 • Below 80% schools: score 0</p>	5	<p>All 111 primary schools have updated SMCs and list of committee members filled with the education department. All the SMCs minutes sampled were meeting and discuss among others budgets and accountability for funds as evidenced by the minutes of meetings submitted to the department</p>

12	<p>The LG has publicised all schools receiving non-wage recurrent grants</p> <p>Maximum 3 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG has publicised all schools receiving non-wage recurrent grants e.g. through posting on public notice boards: score 3 	3	<p>The district notice board had posted the grants to schools and all the sampled schools had posted the grants on the head teachers notice boards.</p>
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Assessment area: Procurement and contract management

13	<p>The LG Education department has submitted procurement requests, complete with all technical requirements, to PDU that cover all items in the approved Sector annual work plan and budget</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the sector has submitted procurement requests to PDU that cover all investment items in the approved Sector annual work plan and budget on time by April 30: score 4 	4	<p>Submissions to PDU was done on 29/03/2017 for among other things;</p> <ol style="list-style-type: none"> 1. Supply of staff house for Wol PS 2. Supply of desks for Olung PS 3. Supply of desks to Kwonkic PS
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14	<p>The LG Education department has certified and initiated payment for supplies on time</p> <p>Maximum 3 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG Education departments timely (as per contract) certified and recommended suppliers for payment: score 3 points 	3	<p>The Education department certifies timely payment to their suppliers as evidenced by supply of 36 desks to Adilang Lalal Primary school by Alex and Family Ltd requisition was made on 26/May/2017 DEO certified on 28th /May/2017 CFO certified on 30th /May/2017 and CAO approved on on 1st /June /2017 and payment was made on 1st /June /2017 on voucher 18/5/2017</p>
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Assessment area: Financial management and reporting

15	<p>The LG Education department has submitted annual reports (including all quarterly reports) in time to the Planning Unit</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the department submitted the annual performance report for the previous FY (with availability of all four quarterly reports) to the Planner by mid-July for consolidation: score 4 	0	<p>No evidence of the department submitting reports to the planner by mid-July for consolidation was provided.</p>
16	<p>LG Education has acted on Internal Audit recommendation (if any)</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year o If sector has no audit query score 4 o If the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year: score 2 points o If all queries are not responded to score 0 	2	<p>The Department of education provided information to the internal audit findings as seen from their responses dated 22/01/2017</p>

Assessment area: Social and environmental safeguards

17	<p>LG Education Department has disseminated and promoted adherence to gender guidelines</p> <p>Maximum 5 points for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG Education department in consultation with the gender focal person has disseminated guidelines on how senior women/men teacher should provide guidance to girls and boys to handle hygiene, reproductive health, life skills etc....: Score 2 	2	<p>Guidelines disseminated to schools as evidenced by DEOs meeting with head teachers; Communication from the DEO (Minute 04/02/2017)</p>
		<ul style="list-style-type: none"> • Evidence that LG Education department in collaboration with gender department have issued and explained guidelines on how to manage sanitation for girls and PWDs in primary schools: score 2 	2	<p>Guidelines disseminated to schools as evidenced by DEOs meeting with head teachers Communication from the DEO (Minute 04/02/2017)(Minute 04/02/2017)</p>
		<ul style="list-style-type: none"> • Evidence that the School Management Committee meet the guideline on gender composition: score 1 	1	<p>All the copies for the 111 SMCs have complied with the a third of members being female</p>

18	<p>LG Education department has ensured that guidelines on environmental management are disseminated</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG Education department in collaboration with Environment department has issued guidelines on environmental management (tree planting, waste management, formation of environmental clubs and environment education etc.): score 3: 	3	<p>Guidelines have been disseminated as evidenced by Minutes of a meeting by the DEO to head teachers dated 10/03/2017 Min: 4/2017 during her communication from the chair.</p> <p>Ajalianyera PS, Olung PS, Kalongo PS Patong Akwee PS, Wipolo Soloti Ps were physically sampled and visited they were foud with wood lots</p>
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LGPA 2017/18

Health Performance Measures

Agago District

(Vote Code: 611)

Score 60/100 (60%)

No.	Performance Measure	Scoring Guide	Score	Justification
Assessment area: Human resource planning and management				
1	<p>LG has substantively recruited primary health workers with a wage bill provision from PHC wage</p> <p>Maximum 6 points for this performance measure</p>	<p>Evidence that LG has filled the structure for primary health workers with a wage bill provision from PHC wage for the current FY • More than 80% filled: score 6 points, • 60 – 80% - score 3 • Less than 60% filled: score 0</p>	3	<p>61.8% (273 out of 442) workers on the approved structure were supported.</p>
2	<p>The LG Health department has submitted a comprehensive recruitment plan to the HRM department</p> <p>Maximum 4 points for this performance measure</p>	<p>Evidence that Health department has submitted a comprehensive recruitment plan/request to HRM for the current FY, covering the vacant positions of health workers: score 4</p>	4	<p>A recruitment request dated 29th September 2017 and addressed to the Principle HRO, was received on the same day. It provided for 14 positions.</p>
3	<p>The LG Health department has ensured that performance appraisal for health facility in charge is conducted</p> <p>Maximum 8 points for this performance measure</p>	<p>Evidence that the health facility in-charge have been appraised during the previous FY: o 100%: score 8 o 70 – 99%: score 4 o Below 70%: score 0</p>	4	<p>The district had a total number of 38 In-charges out of which 28(73%) had been appraised at the time of assessment.</p>

4	<p>The Local Government Health department has equitably deployed health workers across health facilities and in accordance with the staff lists submitted together with the budget in the current FY.</p> <p>Maximum 4 points for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG Health department has deployed health workers equitably, in line with the lists submitted with the budget for the current FY: score 4 	0	<ul style="list-style-type: none"> • Staff deployment list differs from that submitted with the budget since staff were transferred from some facilities to cater for 6 newly established ones that were not receiving PHC funds.
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Assessment area: Monitoring and Supervision

5	<p>The DHO has effectively communicated and explained guidelines, policies, circulars issued by the national level in the previous FY to health facilities</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the DHO has communicated all guidelines, policies, circulars issued by the national level in the previous FY to health facilities: score 3 	3	<ul style="list-style-type: none"> • Evidence of dissemination was available, adduced from acknowledgement forms dated; 8th June 2017 by 28 In-Charges; 24th March 2017 by 14 In-charges; 29th May 2017 and received by 29 In-charges; and 14th June 2017 received by 23 in-charges on the same day. • A DHT meeting held on 6th February 2017 was focused on dissemination guidelines and IRS held on 6th February 2017. The meeting was attended by 15 In-Charges.
		<ul style="list-style-type: none"> • Evidence that the DHO has held meetings with health facility in-charges and among others explained the guidelines, policies, circulars issued by the national level: score 3 	3	<p>The DHO together with other DHT members, held a meeting with 15 facility In-Charges on 6th February 2017 and explained guidelines on Indoor Residual Spraying (IRS).</p>

6	<p>The LG Health Department has effectively provided support supervision to district health services</p> <p>Maximum 6 points for this performance measure</p>	<p>Evidence that DHT has supervised 100% of HC IVs and district hospitals: score 3</p>	0	<p>There was no HCIV and District Hospital in the district.</p> <ul style="list-style-type: none"> The district had been in existence for 7 years.
		<p>Evidence that DHT has supervised lower level health facilities within the previous FY: • If 100% supervised: score 3 points • 80 - 99% of the health facilities: score 2 • 60 - 79% of the health facilities: score 1 • Less than 60% of the health facilities: score 0</p>	3	<p>100% (38) lower level health facilities were supervised as reflected in the supervision report dated 30th August 2016.</p>
7	<p>The Health Sub-district(s) have effectively provided support supervision to lower level health units</p> <p>Maximum 6 points for this performance measure</p>	<p>Evidence that health facilities have been supervised by HSD and reports produced: • If 100% supervised score 6 points • 80 - 99% of the health facilities: score 4 • 60 - 79% of the health facilities: score 2 • Less than 60% of the health facilities: score 0</p>	6	<p>The HSD supervision report dated 30th August 2016 reflects coverage of all 38 facilities.</p>
8	<p>The LG Health department (including HSDs) have discussed the results/reports of the support supervision and monitoring visits, used them to make recommendations for corrective actions and followed up</p> <p>Maximum 10 points for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the reports have been discussed and used to make recommendations for corrective actions during the previous FY: score 4 	4	<p>Minute 5 of the DHT dated 1st November 2016 discussed the issue of limited information on existing existing clinics and drug shops that was highlighted in quarter one report.</p> <p>I was recommended that the DADI (District Assistant Drugs Inspector) should collect the information and later give an update on existing clinics and drug shops.</p>

		<ul style="list-style-type: none"> • Evidence that the recommendations are followed – up and specific activities undertaken for correction: score 6 	6	<ul style="list-style-type: none"> • Min 4/1/12/2016 of the DHT meeting held on 1st December 2016 reflects follow up on Min 5 of the DHT dated 1st November 2016 which tasked the DADI (District Assistant Drugs Inspector) to give an up update on existing clinics and drug shops. • A letter with a list of staff submitted to the rewards and sanctions committee dated 6th June 2017 based on an earlier recommendation seen.
9	<p>The LG Health department has submitted accurate/consistent reports/date for health facility lists as per formats provided by MoH</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG has submitted accurate/consistent data regarding: o List of health facilities which are consistent with both HMIS reports and OBT: score 10 	0	<ul style="list-style-type: none"> • Lists of health facilities in HMIS 105 and OBT were not consistent. • The HMIS reflects; Arum HC III, Jai HC II and Patongo Prison HC II which do not exist. It also has two private HCs also appear in HMIS
Assessment area: Governance, oversight, transparency and accountability				
10	<p>The LG committee responsible for health met, discussed service delivery issues and presented issues that require approval to Council</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the council committee responsible for health met and discussed service delivery issues including supervision reports, performance assessment results, LG PAC reports etc. during the previous FY: score 2 	2	<p>At the meeting of the Health Sector Standing Committee held on 14/08/2016 under Min4/2/2017, the department report was considered.</p> <p>Some of the issues discussed included the passing of the sanitation ordinance with a view to ensuring all households have latrines and upgrade of Patongo HCIII.</p>

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

2

At the meeting of Agago District Council held on the 20th and 28th March 2017 under Min.8/5/AD/2016/17, Council considered Standing Committee Reports.

Some of the issues requiring approval were: (i) the need to initiate a community dialogue on the dangers of vandalising of public property e.g. fence breakdown at Paimol HCIII; (ii) the need to provide for private rooms during the on-going Hepatitis B vaccination exercise to mitigate against stigmatisation.

11	<p>The Health Unit Management Committees and Hospital Board are operational/functioning</p> <p>Maximum 5 points</p>	<p>Evidence that health facilities and Hospitals have functional HUMCs/Boards (established, meetings held and discussions of budget and resource issues):</p> <ul style="list-style-type: none"> • If 100% of randomly sampled facilities: score 5 • If 80-99% : score 3 • If 70-79%: : score 1 • If less than 70%: score 0 	5	<ul style="list-style-type: none"> • 100% (all the 5) sampled HUMCs were active and discussed issues including staff welfare, budget and work plans, as reflected below: • Acholi PII HUMC met on; 14th December 2017; 30th October 2017; 20th March 2017; 21st February 2017). • Kotomor HCIII HUMC met on; 30th August 2017; 9th November 2017; 16th May 2017; 22nd March 2017); • Alop HCII HUMC met on; 20th December 2017; 30th August 2017; 30th June 2017; 4th March 2017; 2nd December 2016; 30TH September 2016) • Adilang HCIII HUMC; met on; 28th December 2016; 27th March 2017; 27th December 2017; 21st September 2017). • Lapirin HCII HUMC met on; 20th April 2017; 24th January 2017; 16th November 2016; and 23rd February 2017
12	<p>The LG has publicised all health facilities receiving PHC non-wage recurrent grants</p> <p>Maximum 3 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG has publicised all health facilities receiving PHC non-wage recurrent grants e.g. through posting on public notice boards: score 3 	3	<p>A list of health facilities with PHC non-wage figures for quarter two was pinned on the notice board outside the DHO's office.</p>

Assessment area: Procurement and contract management

13	<p>The LG Health department has submitted procurement requests, complete with all technical requirements, to PDU that cover all items in the approved Sector annual work plan and budget</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the sector has submitted procurement requests to PDU that cover all investment items in the approved Sector annual work plan and budget on time by April 30 for the current FY: score 2 <p>Evidence that LG Health department submitted procurement request form (Form PP5) to the PDU by 1st Quarter of the current FY: score 2</p>	2	<ul style="list-style-type: none"> • The procurement requests were submitted on 28th April 2017. • They covered Opyero HCIII – Construction of OPD and theater in Patongo HCIII as per work plan. <p>There was no evidence of submission of Form PP1.</p>
14	<p>The LG Health department has supported all health facilities to submit health supplies procurement plan to NMS</p> <p>Maximum 8 points for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG Health department has supported all health facilities to submit health supplies procurement plan to NMS on time: • 100% - score 8 • 70-99% – score 4 • Below 70% - score 0 	0	<ul style="list-style-type: none"> • Health supplies procurement plan covering all facilities was available. • There was no receipt for the drugs procurement plan, which made it difficult to ascertain date of submission to NMS.
15	<p>The LG Health department has certified and initiated payment for supplies on time</p> <p>Maximum 2 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the DHO (as per contract) certified and recommended suppliers timely for payment: score 2 points 	2	<p>The DHO certifies and recommends suppliers timely for payment as seen from the payment of supply of fuel by Omenga Petroleum co Ltd. Requisition for payment was made on 20th /6/2017 and DHO certified it the same day, the CFO certified on 26th /June/2017 and CAO approved on 30th /June and payment was made on the same day on voucher NO 7/6/17</p>
Assessment area: Financial management and reporting				

16	<p>The LG Health department has submitted annual reports (including all quarterly reports) in time to the Planning Unit</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the department submitted the annual performance report for the previous FY (including all four quarterly reports) to the Planner by mid-July for consolidation: score 4 	0	<p>No evidence of the department submitting reports to the planner by mid-July for consolidation was provided. Only an accounts OBT extract from the accountant was provided.</p>
17	<p>LG Health department has acted on Internal Audit recommendation (if any)</p> <p>Maximum 4 for this performance measure</p>	<p>Evidence that the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year</p> <ul style="list-style-type: none"> • If sector has no audit query score 4 • If the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year: score 2 points • If all queries are not responded to score 0 	2	<p>The Department of Health provided information to the internal audit findings as seen from their responses dated 27/07/2017 in response to the 4th quarter report and also Letter from the CAO dated 24/7/2017</p>

Assessment area: Social and environmental safeguards

18	<p>Compliance with gender composition of HUMC and promotion of gender sensitive sanitation in health facilities.</p>	<ul style="list-style-type: none"> • Evidence that Health Unit Management Committee (HUMC) meet the gender composition as per guidelines: score 2 	2	<p>.HUMCs of four out of five sampled facilities met the gender requirement of 33.3% females.</p>
	<p>Maximum 4 points</p>	<ul style="list-style-type: none"> • Evidence that the LG has issued guidelines on how to manage sanitation in health facilities including separating facilities for men and women: score 2 	2	<p>A list of PHASE (Participatory Hygiene and Sanitation Transformation) Implementation Guidelines was received on 16th June 2017</p>

19	<p>The LG Health department has issued guidelines on medical waste management</p> <p>Maximum 2 points</p>	<ul style="list-style-type: none"> • Evidence that the LGs has issued guidelines on medical waste management, including guidelines for construction of facilities for medical waste disposal : score 2 points. 	2	<ul style="list-style-type: none"> • An acknowledgement form filled by facility staff for the guideline titled “Approaches to Health Care Waste Management – Health Workers Guide, Second Edition – 2013” was seen in the DHO's office. . • The receipt date was not recorded.
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LGPA 2017/18

Water & Environment Performance Measures

Agago District

(Vote Code: 611)

Score 68/100 (68%)

No.	Performance Measure	Scoring Guide	Score	Justification
Assessment area: Planning, budgeting and execution				
1	<p>The DWO has targeted allocations to sub-counties with safe water coverage below the district average.</p> <p>Maximum score 10 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG Water department has targeted sub-counties with safe water coverage below the district average in the budget for the current FY: score 10 	10	<p>Seen evidence in AWP 2017/18 dated and received 13th July 2017. Planned drilling 9 boreholes and rehabilitating 15. The ones below average of 66.6% district average are Lokipo (60.5%), Pacabol(50%), Parabongo (56.7%), Dange (49.2%), Yaacoi East (74% most facilities were in IDP camp but Yachoi is at the extreme), Onwoo –B (57.1%), Lukuda (68.5%- above average), Ogul (49.2%), Otumpili Health centre 2(68.3%),</p>
2	<p>The LG Water department has implemented budgeted water projects in the targeted sub-counties (i.e. sub-counties with safe water coverage below the district average)</p> <p>Maximum 15 points for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG Water department has implemented budgeted water projects in the targeted sub-counties with safe water coverage below the district average in the previous FY: score 15 	15	<p>Seen evidence in report dated 30th June 2016.</p> <p>Drilled 7 boreholes, rehabilitation of 9</p> <p>District average was 59.8%</p> <p>Arua (53.5), Okwang B (62.9%), Toroma east (50.9%), Kadokta (49.6%), Kibira (67.5%), Olokleb (66.2%), Lajokena abilo nino(67.9%)</p>
Assessment area: Monitoring and Supervision				

3	<p>The LG Water department carries out monthly monitoring and supervision of project investments in the sector</p> <p>Maximum 15 points for this performance measure</p>	<p>Evidence that the LG Water department has monitored each of WSS facilities at least annually. • If more than 95% of the WSS facilities monitored: score 15 • 80 - 95% of the WSS facilities - monitored: score 10 • 70 - 79%: score 7 • 60 - 69% monitored: score 5 • 50 - 59%: score 3 • Less than 50% of WSS facilities monitored -score 0</p>	15	<p>100% Supervised by DWO & Technical staff done. .</p> <p>evidence of reports dated :</p> <p>29 nov 2016</p> <p>15th aug 2017</p> <p>28 july 2017</p>
4	<p>The LG Water department has submitted accurate/consistent reports/data lists of water facilities as per formats provided by MoWE</p> <p>Maximum 10 for this performance measure</p>	<p>• Evidence that the LG has submitted accurate/consistent data for the current FY: o List of water facility which are consistent in both sector MIS reports and OBT: score 10</p>	0	<p>• No evidence seen of consistency. OBT not consistent of MIS</p>
Assessment area: Procurement and contract management				
5	<p>The LG Water department has submitted procurement requests, complete with all technical requirements, to PDU that cover all items in the approved Sector annual work plan and budget</p> <p>Maximum 4 for this performance measure</p>	<p>Evidence that the sector has submitted procurement requests to PDU that cover all investment items in the approved Sector annual work plan and budget on time (by April 30): score 4</p>	4	<p>• Submission done of procurement plan for water activities of 18th April 2017 (which was earlier than April 30th 2017) signed by District Water Engineer, DE, head of procurement and request sent to DPU to consolidate and send to CAO</p>

6	The DWO has appointed Contract Manager and has effectively managed the WSS contracts	<ul style="list-style-type: none"> If the DWO prepared a contract management plan and conducted monthly site visits for the different WSS infrastructure projects as per the contract management plan: score 2 	2	DWO/District Water engineer is contract manager designated. He appoints supervisors for each as seen in contract management plan of the district of 12th Aug 2017. Carried out monthly site visit
	Maximum 8 points for this performance measure	<ul style="list-style-type: none"> If water and sanitation facilities constructed as per design(s): score 2 	2	Evidence seen designs of Nile Drilling Co of 14 Nov 2016
		<ul style="list-style-type: none"> If contractor handed over all completed WSS facilities: score 2 	0	Hand over reports not seen
		<ul style="list-style-type: none"> If DWO appropriately certified all WSS projects and prepared and filed completion reports: score 2 	0	no certificates seen
7	<ul style="list-style-type: none"> Evidence that the DWOs timely (as per contract) certified and recommended suppliers for payment: score 3 points 	<ul style="list-style-type: none"> Evidence that the DWOs timely (as per contract) certified and recommended suppliers for payment: score 3 points 	3	<p>The Water Department certifies and recommends their suppliers for payment on time as evidenced by payment for the construction of 4 stances drainageable latrine at Omot Market by Awinyoma Oruu Ltd.</p> <ul style="list-style-type: none"> Requisition for payment was made on 16/5/2017, DWO and CFO certified on 17th /5/2017 and the CAO approved it on 18th /5/2017 AND Payment was made on 22/5/2017 on voucher NO 28/5/2017
Assessment area: Financial management and reporting				

8	<p>The LG Water department has submitted annual reports (including all quarterly reports) in time to the Planning Unit</p> <p>Maximum 5 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the department submitted the annual performance report for the previous FY (including all four quarterly reports) to the Planner by mid-July for consolidation: score 5 	0	<p>No evidence of the department submitting reports to the planner by mid-July for consolidation was provided. Only an accounts OBT extract from the accountant was provided.</p>
9	<p>LG Water Department has acted on Internal Audit recommendation (if any)</p> <p>Maximum 5 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year If sector has no audit query score 5 If the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year: score 3 If queries are not responded to score 0 	0	<p>The Department of Water provided information to the internal audit findings, the department had query of unaccounted funds which the department had not resolved</p>

Assessment area: Governance, oversight, transparency and accountability

10	<p>The LG committee responsible for water met, discussed service delivery issues and presented issues that require approval to Council</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the council committee responsible for water met and discussed service delivery issues including supervision reports, performance assessment results, LG PAC reports and submissions from the District Water and Sanitation Coordination Committee (DWSCC) etc. during the previous FY: score 3 	3	<p>At the meeting of the Works and Technical Services Committee held on 16/08/2016 under Min 4: AGAGO-WTSSM 16/8/2017, the department report was considered.</p> <p>Some of the issues discussed included the need to investigate whether reducing boreholes from 10 to 9 was approved and submission of Quarter 4 reports.</p>
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		<ul style="list-style-type: none"> Evidence that the water sector committee has presented issues that require approval to Council: score 3 	3	<p>At the meeting of Agago District Council held on the 20th and 28th March 2017 under Min.8/5/AD/2016/17, Council considered Standing Committee Reports.</p> <p>Some of the issues requiring approval were the need to fast track repair of the Department's vehicle that was involved in an accident to facilitate monitoring and supervision of field based activities.</p>
11	<p>The LG Water department has shared information widely to the public to enhance transparency</p> <p>Maximum 6 points for this performance measure</p>	<ul style="list-style-type: none"> The AWP, budget and the Water Development grant releases and expenditures have been displayed on the district notice boards as per the PPDA Act and discussed at advocacy meetings: score 2 All WSS projects are clearly labelled indicating the name of the project, date of construction, the contractor and source of funding: score 2 Information on tenders and contract awards (indicating contractor name /contract and contract sum) displayed on the District notice boards: score 2 	2 2 0	<p>Displays are at the notice boards at district on each. Copies retained . Saw retained copy and displayed copy of 6th oct 2017 – quarterly release of q1 & 2. Quarterly releases and expenditure also displayed</p> <ul style="list-style-type: none"> Engravement done on pedestral or water tank. Information seen in report . Looked at a picture/sample looked at a sample at district notice board, no contract sum indicated
12	<p>Participation of communities in WSS programmes</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> If communities apply for water/public sanitation facilities as per the sector critical requirements (including community contributions) for the current FY: score 1 	1	<ul style="list-style-type: none"> Seen file with applications from the communities, eg letter of ajkimiro ward dated 11th sept 2016, another of Bombo central dated 4th dec 2017, lajoken dated 25th nov 2016 200,000 as capital cash community contribution per new borehole. The WUC is paid lowest 1,000 per household per month (can be 10,000 in towns)

		<ul style="list-style-type: none"> • Number of water supply facilities with WSCs that are functioning evidenced by collection of O&M funds and carrying out preventive maintenance and minor repairs, for the current FY: score 2 	0	<ul style="list-style-type: none"> •No Evidence seen of collections written in books
Assessment area: Social and environmental safeguards				
13	<p>The LG Water department has devised strategies for environmental conservation and management</p> <p>Maximum 4 points for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that environmental screening (as per templates) for all projects and EIAs (where required) conducted for all WSS projects and reports are in place: score 2 	2	.sample of environmental audit report of rehabilitated boreholes 2016/17 dated boreholes funded by concern world wide
		<ul style="list-style-type: none"> • Evidence that there has been follow up support provided in case of unacceptable environmental concerns in the past FY: score 1 	0	no followup evidence
		<ul style="list-style-type: none"> • Evidence that construction and supervision contracts have clause on environmental protection: score 1 	1	<ul style="list-style-type: none"> • The BoQ captures environment like planting trees, planting grass, soak pit as evidenced from Tech Specification contract BoQ of Yemen Company ltd , dated 10th Nov 2016 in BoQ, Bill no. 4- Environmental protection
14	<p>The LG Water department has promoted gender equity in WSC composition.</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> • If at least 50% WSCs are women as per the sector critical requirements: score 3 	0	<ul style="list-style-type: none"> •Not 50%, it was 44% in lajokena dated 17th march 2017 – 4 women out of nine (key position vice is woman, treasurer, and care taker)

15	<p>Gender- and special-needs sensitive sanitation facilities in public places/RGCs.</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> • If public sanitation facilities have adequate access and separate stances for men, women and PWDs: score 3 	3	<p>Separate stances for men and women. provided ramps.</p>
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