



## Local Government Performance Assessment

Apac Municipal Council

(Vote Code: 793)

Assessment	Scores
Accountability Requirements	67%
Crosscutting Performance Measures	73%
Educational Performance Measures	80%
Health Performance Measures	86%
Water Performance Measures	0%

Summary of requirements	Definition of compliance	Compliance justification	Compliant?
Annual performance contract			
<p>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.</p>	<ul style="list-style-type: none"> <li>• From MoFPED's inventory/schedule of LG submissions of performance contracts, check dates of submission and issuance of receipts and:               <ul style="list-style-type: none"> <li>o If LG submitted before or by due date, then state 'compliant'</li> <li>o If LG had not submitted or submitted later than the due date, state 'non-compliant'</li> </ul> </li> <li>• From the Uganda budget website: <a href="http://www.budget.go.ug">www.budget.go.ug</a>, check and compare recorded date therein with date of LG submission to confirm.</li> </ul>	<p>Apac Municipal Council submitted the Annual Performance Contract for FY 2018/19 on 18th July, 2018 as per the submission schedule obtained from MoFPED. This date of submission was before the deadline of 1st August 2018 set by the MoFPED. For that reason, the Municipality was compliant with the submission requirement.</p> <p>Note: The PFMA Act, 2015, LG Budget guidelines require the submission by 30th June. However, this date was revised to 1st August 2018 as amended in the LGPA Manual June, 2018.</p>	Yes
Supporting Documents for the Budget required as per the PFMA are submitted and available			
<p>LG has submitted a Budget that includes a Procurement Plan for the forthcoming FY by 30th June (LG PPDA Regulations, 2006).</p>	<ul style="list-style-type: none"> <li>• From MoFPED's inventory of LG budget submissions, check whether:               <ul style="list-style-type: none"> <li>o The LG budget is accompanied by a Procurement Plan or not. If a LG submission includes a Procurement Plan, the LG is compliant; otherwise it is not compliant.</li> </ul> </li> </ul>	<p>The MC submitted the approved Budget Estimates that included a Procurement Plan for the FY 2018/19 on 18th July, 2018. This date of submission was before the last official date of 1st August set by the MoFPED. The Municipality was therefore compliant.</p> <p>Note: The PFMAA LG Budget guidelines require the submission to be by 30th June. However, this date was revised to 1st August 2018 as amended by the LGPA Manual June, 2018.</p>	Yes

Reporting: submission of annual and quarterly budget performance reports

<p>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)</p>	<p>From MoFPED's official record/inventory of LG submission of annual performance report submitted to MoFPED, check the date MoFPED received the annual performance report:</p> <ul style="list-style-type: none"><li>• If LG submitted report to MoFPED in time, then it is compliant</li><li>• If LG submitted late or did not submit, then it is not compliant</li></ul>	<p>Apac MC LG submitted the Annual Performance Report for FY ended 30th June, 2018 on 18th July, 2018. This date of submission was in line with the LG Budget Preparation Guidelines for the FY; PFFMA Act, 2015 that requires this submission to be made on or before 31st July.</p> <p>PAT noted that there was an anomaly in the dates of submission of the 4th quarterly report compared to the date of submission of the annual report of 18th July,2018.Ideally all the 4 quarterly reports are supposed to be prepared and submitted before the annual report but in this case the evidence reviewed by the PAT indicated that the 4th quarter report was submitted in August while the annual in July. In this case the PAT restricted itself to the evidence provided and scored accordingly</p>	<p>Yes</p>
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<p>LG has submitted the quarterly budget performance report for all the four quarters of the previous FY by end of the FY; PFMA Act, 2015).</p>	<p>From MoFPED's official record/ inventory of LG submission of quarterly reports submitted to MoFPED, check the date MoFPED received the quarterly performance reports:</p> <ul style="list-style-type: none"> <li>If LG submitted all four reports to MoFPED of the previous FY by July 31, then it is compliant (timely submission of each quarterly report, is not an accountability requirement, but by end of the FY, all quarterly reports should be available).</li> <li>If LG submitted late or did not submit at all, then it is not compliant.</li> </ul>	<p>Submission of the quarterly budget performance reports during FY 2017/2018 as follows,</p> <table border="1"> <thead> <tr> <th>Quarter</th> <th>Date of submission</th> </tr> </thead> <tbody> <tr> <td>1st Quarter</td> <td>15th December, 2017</td> </tr> <tr> <td>2nd Quarter</td> <td>17th March, 2018</td> </tr> <tr> <td>3rd Quarter</td> <td>26th April, 2018</td> </tr> <tr> <td>4th Quarter</td> <td>6th August, 2018</td> </tr> </tbody> </table> <p>The reports for the first three quarters were submitted by the end of FY2017/18 as required by the assessment manual. The 4th quarter report however was submitted late in August.</p> <p>PAT noted that there was an anomaly in the dates of submission of the 4th quarterly report compared to the date of submission of the annual report of 18th July, 2018. Ideally all the 4 quarterly reports are supposed to be prepared and submitted before the annual report but in this case the evidence reviewed by the PAT indicated that the 4th quarter report was submitted in August while the annual in July. In this case the PAT restricted itself to the evidence provided and scored accordingly.</p>	Quarter	Date of submission	1st Quarter	15th December, 2017	2nd Quarter	17th March, 2018	3rd Quarter	26th April, 2018	4th Quarter	6th August, 2018	<p>No</p>
Quarter	Date of submission												
1st Quarter	15th December, 2017												
2nd Quarter	17th March, 2018												
3rd Quarter	26th April, 2018												
4th Quarter	6th August, 2018												

<p>Audit</p>			
<p>The LG has provided information to the PS/ST on the status of implementation of Internal Auditor General and the Auditor General's findings for the previous financial year by end of February (PFMA s. 11 2g). This statement includes actions against all findings where the Internal Auditor</p>	<p>From MoFPED's Inventory/record of LG submissions of statements entitled "Actions to Address Internal Auditor General's findings",</p> <p>Check:</p> <ul style="list-style-type: none"> <li>If LG submitted a</li> </ul>	<p>The Town Clerk of the Municipality provided information to the PS/ST on the status of implementation of Internal Auditor General or Auditor General's findings for the previous financial year 2016/2017 as follows:</p> <p>(A) Internal Auditor General FY 2016/2017</p>	<p>No</p>



Summary of requirements	Definition of compliance	Compliance justification	Score
Planning, budgeting and execution			
<p>All new infrastructure projects in: (i) a municipality / (ii) 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 district/ municipality has:</p> <ul style="list-style-type: none"> <li>• A functional Physical Planning Committee in place that considers new investments on time: score 1.</li> </ul>	<p>The Municipal Local Government had a functional Physical planning Committee. The Town Clerk vide circular letter ref. AMC/16/30 of 15th May, 2017 made the following appointments to membership of the Municipal Physical Planning Committee:</p> <ol style="list-style-type: none"> <li>1. Town Clerk's Office-Chair</li> <li>2. Ms Ayugi Joan, Physical Planner- Secretary</li> <li>3. Mr Odongo Francis, D/Engineer-member</li> <li>4. Mr Otim Samuel, D/Environ. Officer-member</li> <li>5. Mr Ngura Moses, Senior Environ. HO-member</li> <li>6. Mr Odero Bob, D/Staff Surveyor-member</li> <li>7. Mr Ocerro Jackson, Land Supervisor-member</li> </ol>	1
<p>All new infrastructure projects in: (i) a municipality / (ii) 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>	<ul style="list-style-type: none"> <li>• Evidence that district/ MLG has submitted at least 4 sets of minutes of Physical Planning Committee to the MoLHUD score 1.</li> </ul>	<p>Sets of minutes of the Physical Planning Committee were submitted to MoLHUD as follows:</p> <p>Minutes for a meeting held on 7th November, 2017 submitted on 18th June, 2018.</p> <p>Minutes for a meeting held on 4th January, 2018 submitted on 18th January, 2018</p> <p>Minutes for a meeting held on 12th April, 2018 submitted on 18th June, 2018</p> <p>Minutes for a meeting held on 20th June, 2018 submitted on 11th October, 2018.</p>	1

<p>All new infrastructure projects in: (i) a municipality / (ii) 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>	<ul style="list-style-type: none"> <li>• All infrastructure investments are consistent with the approved Physical Development Plan: score 1 or else 0</li> </ul>	<p>Apac MC had just engaged M/S Latitude Consulting Group Ltd to review and upgrade Physical Development Plan of Apac MC and the agreement was signed on 28th September 2018 by Batemyetto Jacob the TC of the MC and DR Omoro Fredrick for the Consultant. Otherwise by the assessment date, the Municipality did not have in place an approved physical development plan for that reason consistency of investments with the approved physical development plan could not be established.</p>	<p>0</p>
<p>All new infrastructure projects in: (i) a municipality / (ii) 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>	<ul style="list-style-type: none"> <li>• Action area plan prepared for the previous FY: score 1 or else 0</li> </ul>	<p>For previous FY 2017/18, the Municipality did not prepare any Action Area Plan.</p>	<p>0</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

Maximum 5 points on this performance measure.

• Evidence that priorities in AWP for the current FY are based on the outcomes of budget conferences: score 2.

A budget conference for FY 2018/19 was held on 1st November, 2017 at Scout Hall, Apac. A report was produced on 10th November, 2017 and was forwarded to the TC who received it on 14th November, 2017 as stamped.

The following were examples to show that priorities in the approved AWP for current FY 2018/19 were derived from the conference outcomes:

1. Procurement of 1 motorcycle for the Health Department on page 42 of the AWP as per priorities in the report on page 4.
2. Rehabilitation of 2 classroom block at Odokomac and Atopi P/Schools on page 44 of the AWP and page 4 of the report.
3. Gravelling of the taxi-park, dairy market and greening the streets on page 5 of the AWP and on page 6 of the report.



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

Maximum 5 points on this performance measure.

• 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 differences appear, a justification has to be provided and evidence provided that it was approved by the Council. Score 1.

There was evidence that the capital investments in the approved Annual Work Plan for the current FY 2018/2019 were derived from the approved Five-Year Development Plan as per the pages in the table below:

Project	Pg. in AWP	Pg. in 5 YR DDP
Construction of laboratory at Maruzi Seed Sec. Sch.	44	164
Rehabilitation of classroom block at Odokomac and Atopi P/Ss	44	163
Engineering design for capital works	61	155
Gavelling taxi-park and dairy market and greening streets	55	177

<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>Maximum 5 points on this performance measure.</p>	<ul style="list-style-type: none"> <li>• Project profiles have been developed and discussed by TPC for all investments in the AWP as per LG Planning guideline: score 2.</li> </ul>	<p>During TPC meeting held on 3rd October 2017 under Min. 06/MTPC/10/2017 (Item 7 of the Agenda) discussed project profiles for all investments in the AWP as per LG Planning guidelines. These profiles were developed and appear on pages 205-260 of the 5 Year DDP.</p>	<p>2</p>
<p>Annual statistical abstract developed and applied</p> <p>Maximum 1 point on this performance measure</p>	<ul style="list-style-type: none"> <li>• Annual statistical abstract, with gender-disaggregated data has been compiled and presented to the TPC to support budget allocation and decision-making-maximum score 1.</li> </ul>	<p>The Municipal Statistical Abstract was compiled and endorsed by Hon. Ongom Patrick Eyul, Mayor and Mr Batemyetto Jacob, Town Clerk on 22nd August 2018. It was presented to the TPC on 16th August 2018 and discussed under Min. 07/MTPC/08/2018 to support budget allocations and making informed decisions.</p>	<p>1</p>

<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"> <li>• 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</li> </ul>	<p>Infrastructure projects implemented by the LG in the previous FY 2017/2018 were derived from the Annual Work Plan and Budget approved by the LG Council as per reference pages below:</p> <ul style="list-style-type: none"> <li>• Construction of Administration Office block (1st phase) on page 59 of the approved AWP and on page 6 of the budget.</li> <li>• Construction of a pit latrine at Arocha Primary School on page 72 of the approved AWP and on page 17 of the budget.</li> </ul> <p>Note:</p> <p>This entity opened it' doors on 1st July 2016. During its 2nd financial year of operation, they planned and executed only two (one in a phased manner) projects.</p>	<p>2</p>
<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"> <li>• Evidence that the investment projects implemented in the previous FY were completed as per work plan by end for FY.</li> </ul> <ul style="list-style-type: none"> <li>o 100%: score 4</li> <li>o 80-99%: score 2</li> <li>o Below 80%: 0</li> </ul>	<p>the two investment projects under taken by the MLG in FY 2017/18 were completed as per the approved AWP and the Certificate of Works issued dated 14th and 18th June 2018 respectively.</p>	<p>4</p>

<p>The LG has executed the budget for construction of investment projects and O&amp;M for all major infrastructure projects during the previous FY</p> <p>Maximum 4 points on this Performance Measure.</p>	<ul style="list-style-type: none"> <li>• Evidence that all investment projects in the previous FY were completed within approved budget – Max. 15% plus or minus of original budget: score 2</li> </ul>	<p>Contract sum for both projects shs.62,071,000 while the actual cost was Shs. 54,303,689. The various had been put at shs. 7,767,311 i.e. 12.5% below the original budget.</p>	<p>2</p>
<p>The LG has executed the budget for construction of investment projects and O&amp;M for all major infrastructure projects during the previous FY</p> <p>Maximum 4 points on this Performance Measure.</p>	<ul style="list-style-type: none"> <li>• Evidence that the LG has budgeted and spent at least 80% of the O&amp;M budget for infrastructure in the previous FY: score 2</li> </ul>	<p>O&amp;M for infrastructure was not provided for against OSR in FY 2017/18</p>	<p>0</p>
<p>Human Resource Management</p>			
<p>LG has substantively recruited and appraised all Heads of Departments</p> <p>Maximum 5 points on this Performance Measure.</p>	<ul style="list-style-type: none"> <li>• Evidence that the LG has filled all HoDs positions substantively: score 3</li> </ul>	<p>The Council Staff Establishment was adopted by Council on 21st October, 2016 under minute MIN. No. 05/02/AMC/MC/10-2016.</p> <p>The Staff Structure was submitted to MoPS, MoFPED and MoLG on 11th November, 2016. The MoPS on 23rd December, 2016 through letter ARC/35/306/01 approved the implementation of Apac Municipal Council.</p>	<p>0</p>

The Town Clerk noted some errors in the approved structure and on 21st May, 2018 through letter CR/AMC/45/78 re-submitted the approved Staff Structure with corrections including 15 staff for Education department, 9 for Health centre II and 84 Municipal Divisions staff.

The MoPS on 9th August, 2018 through letter ARC135/306/1 approved the Staff structure with corrections.

The Staff Structure had ten departments excluding that of Administration. The departments were; Finance, Planning, Internal Audit, Works, Environment and Natural Resources, Education, Community Based Services, Production and Marketing, Public Health and Trade, Industry and Local Economic Development.

The substantively filled Departments were;

- Finance; filled by Principal treasurer Ogwal Denis Calvin appointed on transfer of service from Lira MC on 1st May, 2017 as directed by DSC minute No. 08/2017(a),
- Education; filled by Principal Education Officer Opila Faustine appointed on transfer of service from Apac District on 30th September, 2016 as directed by DSC minute No. 08/2016(b),
- Internal audit; filled by Senior Internal Auditor appointed on transfer of service from the MoGLSD on 1st May, 2017 as directed by DSC minute No. 08/2017(a),
- The Senior Environmental Officer; Ngura Moses the head of Public health department appointed on promotion on 5th May, 2013 as directed by DSC Min. No. 47/2013(a),
- Community Based Services headed by Koli Beatrice Ruth, the Principal Municipal CDO appointed on 30th September, 2016 as directed by DSC minute No. 108/2016(a),
- The assessment noted that the Head of Administration at the Municipal Council was the Deputy Town Clerk, Ogwang Tonny the Senior Assistant Town Clerk for Agullu Division appointed on 1st June, 2018 as directed by DSC minute No. 66/2018(c).

The Departments with Officers in acting capacities following the assignment of duty by the CAO in accordance with the Standing Orders (E-C) 8 (b) were;

		<ul style="list-style-type: none"> <li>• Acting Municipal Planner; filled by Ogweng Emmy a Statistician appointed on promotion as a Planner on 30th September, 2016 as directed by DSC minute No. 108/2016(a),</li> <li>• Acting Head of Production and Marketing, Akite Anna Grace the Municipal Agricultural Officer appointed on transfer of service from Apac District on 30th September, 2016 as directed by DSC minute No. 108/2016(b). The assignment of duty by the Town Clerk was on 22nd March, 2018 and renewed on 4th July, 2018</li> <li>• The acting Municipal Engineer, Odongo Francis, a Senior appointed on transfer of service from Apac District to Municipal as Superintendent of works for Roads and Buildings on 30th September, 2016 as directed by Min. No. 108/2016(a)</li> <li>• The acting Municipal Commercial Officer was appointed on probation on 1st May, 2017 as directed by DSC minute No. 08/2017(a). He was assigned duties as Ag. Commercial Officer on 4th July, 2018. The assessment observed that the office of the Municipal Commercial Officer was not operation during FY 2017/18.</li> </ul>	
<p>LG has substantively recruited and appraised all Heads of Departments</p> <p>Maximum 5 points on this Performance Measure.</p>	<ul style="list-style-type: none"> <li>• Evidence that HoDs have been appraised as per guidelines issued by MoPS during the previous FY: score 2</li> </ul>	<p>The HoDs were appraised by the CAO through filling of Performance Agreement at the start of FY 2017/18.</p> <p>The reviewed HoDs files all had Performance Agreements with clear targets signed by the CAO and individual HoDs.</p> <p>The Performance reports arising out the agreements at the end of FY 2017/2018 were on files showing actual scores based on the set targets for instance the Municipal Principal treasurer and head of finance scored 2 out of 5. The Town Clerk noted that the quarterly submissions lacked support documents hence that score.</p> <p>The Principal Municipal CDO, scored 3.4 out of 5 and this was because she presented only three monitoring reports instead of the 4 set in the targets contained in the Performance Agreement.</p>	<p>2</p>

<p>The LG DSC has considered all staff that have been submitted for recruitment, confirmation and disciplinary actions during the previous FY.</p> <p>Maximum 4 points on this Performance Measure.</p>	<ul style="list-style-type: none"> <li>• Evidence that 100 % of staff submitted for recruitment have been considered: score 2</li> </ul>	<p>During the FY 2017/18, twenty three positions were presented to the DSC for recruitment through confirmation and probation.</p> <p>The submission to the DSC was on 1st March, 2018 for instance for Nengo Tonny the Assistant Enforcement Officer, Acar Joel the Procurement Officer and Jamara Seth the senior office supervisor</p> <p>The DSC in Accordance with the authority under the provisions of article 200(1) of the Constitution of the Republic of Uganda 1995 and section 55 (1) of the Local Government Act, Cap 243 (as amended), held a meeting between 28th – 31st May, 2018 and vide minute No. 66/2018(a) considered the other twenty three positions.</p>	<p>2</p>
<p>The LG DSC has considered all staff that have been submitted for recruitment, confirmation and disciplinary actions during the previous FY.</p> <p>Maximum 4 points on this Performance Measure.</p>	<ul style="list-style-type: none"> <li>• Evidence that 100 % of positions submitted for confirmation have been considered: score 1</li> </ul>	<p>Twenty eight staff were presented to the DSC for confirmation in FY 2017/18.</p> <p>Submission had been made on 19th March, 2018. Among the submitted staff were; Akite Immaculate Stella the Human Resource Officer, Ocerro Jackson the Land supervisor and Ekwero Emmanuel the Health Assistant.</p> <p>The DSC in Accordance with the authority under the provisions of article 200(1) of the Constitution of the Republic of Uganda 1995 and section 55 (1) of the Local Government Act, Cap 243 (as amended), held a meeting between 28th – 31st May, 2018 and vide minute No. 66/2018(b) confirmed the twenty eight staff.</p>	<p>1</p>

<p>The LG DSC has considered all staff that have been submitted for recruitment, confirmation and disciplinary actions during the previous FY.</p> <p>Maximum 4 points on this Performance Measure.</p>	<ul style="list-style-type: none"> <li>• Evidence that 100 % of positions submitted for disciplinary actions have been considered: score 1</li> </ul>	<p>During the FY 2017/18, the Municipal Council did not present any disciplinary case to the DSC.</p>	<p>1</p>
<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"> <li>• 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</li> </ul>	<p>The Municipal Council recruited twenty three staff on probation during the FY 2017/18. The recruitment was directed by the DSC minute No. 66/2018(a) of a meeting held on 28th to 31st May, 2018.</p> <p>The LG was using the IPPS which was updated following the effective date of appointment, posting and reporting to the duty station.</p> <p>All the recruited staff during the FY under review accessed the salary Payroll within two months depending on the effective date of appointment, posting and reporting to duty station date for instance;</p> <p>Elem Jimmy was recruited effective 1st June, 2018 as an askari and through IPPS No. 1026959 received UGX 187,660 (non taxable) on the July, 2018 salary payroll.</p> <p>Amuge Christine Bonna was recruited effective 1ST June, 2018 as Office attendant and through IPPS No. 1026937 received UGX 209,859 (non taxable) on the July, 2018 salary payroll.</p>	<p>3</p>



<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"> <li>• 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</li> </ul>	<p>During the Financial under review, three staff retired.</p> <p>The LG submitted files for the retired staff six months before their retirement to allow processing of their gratuity. The files for; Odur Martin a former Assistant Education officer, Otim Godfrey Walter former Education Assistant II and Atore Chris former Education Assistant II were submitted to MoPS for processing of their gratuity but none of them had been cleared by MoPS at the assessment time.</p> <p>The delay in accessing the payroll was attributed to the failure to fully decentralise the pension management which has caused procedural delays at MoPS during the auditing of the submitted files submitted by the LG.</p>	<p>0</p>
<p>Revenue Mobilization</p>			
<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"> <li>• If increase in OSR (excluding one/off, e.g. sale of assets) from previous FY but one to previous FY is more than 10 %: score 4.</li> <li>• If the increase is from 5% -10 %: score 2.</li> <li>• If the increase is less than 5 %: score 0.</li> </ul>	<p>Total of OSR for FY 2016/2017 Shs 113,630,928</p> <p>Total of OSR for FY 2017/2018 Shs 116,343,654</p> <p>Increase Shs. 2,712,726</p> <p>Percentage 3%</p> <p>Reasons for Increase in Local Revenue included but not limited to;</p> <ul style="list-style-type: none"> <li>• The Municipal Local Government instituted Internal Control Systems by directing Tax payers pay directly to the Municipal General Fund bank Account</li> <li>• The Local Government intensified Tax Education which was appreciated and yielded dividends.</li> <li>• Delivery of services was linked to collection of Taxes. For instance collection of Garbage motivated the Tax Payers.</li> </ul>	<p>0</p>

<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"> <li>If revenue collection ratio (the percentage of local revenue collected against planned for the previous FY (budget realisation) is within +/- 10 %: then score 2. If more than +/- 10 %: Score 0.</li> </ul>	<p>Total Local Revenue Planned/Budgeted (Original not Revised budget) for FY 2017/2018 Shs 185,200,000 Page 3 of Approved Budget FY2017/2018 )</p> <p>Total Local Revenue collected during FY 2017/2018 Shs 116,343,654.</p> <p>Performance 63. % resulting into deficit of 37% = (100%-63% )</p> <p>Scenario</p> <p>The Municipality Claimed to have excluded Divisions Budgets Shs 124,147,250 Page 33 of Draft Final Accounts FY 2017/2018</p> <p>%= Shs 116,343,654x 100</p> <p style="padding-left: 40px;">Shs 124,147,250</p> <p style="padding-left: 40px;">= 94% resulting into a deficit of 6% = (100-94%)</p> <p>PAT adhered to the Original Budget of Shs 185,200,000 (Page 3 of Approved Budget)</p>	<p>0</p>
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<p>Local revenue administration, allocation and transparency</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> <li>Evidence that the District/Municipality has remitted the mandatory LLG share of local revenues: score 2</li> </ul>	<p>Local Revenue collections subjected to sharing with LLGs Shs. 4,000,000 as per Municipal Treasurer's un-referenced letter dated 12th October, 2018 confirming that the figure of Shs 4,000,000 was extracted from the payroll.</p> <p>Amount of local revenue remitted to LLGs Shs 2,000,000 as per the following payment vouchers</p> <table border="1"> <thead> <tr> <th>Vr NO</th> <th>Date</th> <th>Payee</th> <th>Amount Shs</th> </tr> </thead> <tbody> <tr> <td>243</td> <td>12th Oct,,2017</td> <td>Atik Division</td> <td>5000,000</td> </tr> <tr> <td>245</td> <td>13th Oct,2017</td> <td>Arpcha Division</td> <td>5000,000</td> </tr> <tr> <td>244</td> <td>13th Oct,2017</td> <td>Akere Division</td> <td>5000,000</td> </tr> <tr> <td>242</td> <td>13th Oct,2017</td> <td>Agulu Division</td> <td>5000,000</td> </tr> <tr> <td>Total</td> <td></td> <td></td> <td>2,000,000</td> </tr> </tbody> </table>	Vr NO	Date	Payee	Amount Shs	243	12th Oct,,2017	Atik Division	5000,000	245	13th Oct,2017	Arpcha Division	5000,000	244	13th Oct,2017	Akere Division	5000,000	242	13th Oct,2017	Agulu Division	5000,000	Total			2,000,000	<p>2</p>
Vr NO	Date	Payee	Amount Shs																								
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242	13th Oct,2017	Agulu Division	5000,000																								
Total			2,000,000																								
<p>Local revenue administration, allocation and transparency</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> <li>Evidence that the total Council expenditures on allowances and emoluments- (including from all sources) is not higher than 20% of the OSR collected in the previous FY: score 2</li> </ul>	<p>Total expenditure on council allowances during FY 2017/2018 Shs 7,587,000 (as per 21 payment vouchers verified by PAT, Payment Schedule extracted from the Payment Vouchers endorsed by the Municipal Treasurer and Town Clerk).</p> <p>Percentage</p> $7\% = \frac{\text{Shs } 7,567,000}{\text{Shs } 113,630,928} \times 100 = 7\%$ <p>Shs113,630,928 (OSR FY2016/2017)</p> <p>= 7%</p> <p>Total Council expenditures on allowances stood at 20% which was within the confines of 20% of the previous FY 2016/2017 Local Revenue Collected.</p>	<p>2</p>																								
<p>Procurement and contract management</p>																											

<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"> <li>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</li> </ul>	<p>Apac Municipal Council had only one position of the Procurement Officer substantively filled at the assessment time.</p> <p>The Procurement Officer; Acar Joel was appointed on probation on 1st June, 2018 as directed by DSC minute No. 66/2018(a).</p> <p>The position of the Assistant Procurement Officer was vacant and the LG was planning to recruit one next FY.</p>	<p>0</p>
<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"> <li>Evidence that the TEC produced and submitted reports to the Contracts Committee for the previous FY: score 1</li> </ul>	<p>The LG during the FY 2017/18 instituted various EC to handle different procurements. The committees technically discharged their mandates and in their reports made technical and clear recommendations to the Contracts Committee for instance;</p> <p>Procurement Subject: The Supply of 3 desktop computers to the departments; Education Administration, and Atik Division, 04 laptop computers to Engineering department, Production department, Aposta and Agulu Division and 2 printers to Education and Production departments under DDEG.</p> <p>Invitation for bids dated 19th February, 2018 was sent out to;</p> <ul style="list-style-type: none"> <li>M/s Muhumuza Contractors and Stationeries Limited,</li> <li>M/s Onapa J. S Enterprises Limited, and</li> <li>M/s Planet Computers Systems and Services Limited.</li> </ul> <p>The bids were received on 5th March, 2018. The EC whose membership was; the Superintendent of works, Procurement Officer, Assistant Town Clerk, Atik Division, the Municipal Education Officer and the IT officer produced a report dated 10th March, 2018 and recommended that CC awards the contract to M/s Onapa J. S Enterprises Limited the most responsive and evaluated bidder at UGX 21,253,826 with no preferred negotiations.</p> <p>The CC on 12th March, 2018 under minute No. CC/10/03/2017-18 upheld the recommendations of the EC</p>	<p>1</p>

and awarded the Contract to M/s Onapa J. S Enterprises Limited at no negotiations.

The Contract was signed on 6th April, 2018.

The construction of a 5-stance drainable pit latrine under SFG at Arocha Primary School in Arocha Division.

Invitation for bids was on 18th December, 2017 and three bidders expressed interest;

- M/s Agwai Supply and Construction Co. Ltd,
- M/s Mid North Builder and Civil Engineering Works Ltd, and
- M/sNgwen and Sons Co. Ltd

The bids were opened on 4th January, 2018 and the EC whose membership was; the Superintendent of works, Procurement Officer, Assistant Town Clerk, Atik Division, the Municipal Education Officer and the IT was instituted.

The EC report of 10th January, 2018 recommended that CC awards the contracts to M/s Agwai Supply and Construction Company Limited as the best evaluated bidder at UGX 21,253,806 at no negotiations.

The CC on 8th February, 2018 through minute CC/08/02/2017-18 upheld the EC recommendations and awarded the contract to M/s Agwai Supply and Construction Company Limited at UGX 21,253,806 and the contract was signed on 15th February, 2018.

The Supply of 09 motorcycles to Apac Municipal Council (3 to Education department, one to each of the Administration, Planning unit, Atik, Arocha and Agulu Divisions) under DDEG.

The EC membership; Procurement Officer, IT Officer and the Municipal Education Officer technically evaluated and observed that M/s Simba Automotives Limited was the most responsive and best evaluated bidder.

The EC report dated 22nd January, 2018 recommended

		<p>that the CC awards the contract to M/s Simba Automotives Ltd at UGX 58,410,000 with no negotiations.</p> <p>The CC on 22nd February, 2018 under minute No. CC/09/02/2017-18 section 41/02/2017-18(a) upheld the recommendation of the EC and awarded the contract to M/s Simba Automotives Limited and the contract was signed on 23rd February, 23rd February, 2018.</p>	
<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"> <li>• Evidence that the Contracts Committee considered recommendations of the TEC and provide justifications for any deviations from those recommendations: score 1</li> </ul>	<p>The Contracts Committee considered the recommendations of the EC and in all the awarded contracts as follows:</p> <p>The EC report dated 22nd January, 2018 recommended that M/s Simba Automotives Ltd the best evaluated be awarded the contract for the Supply of 09 motorcycles to Apac Municipal Council (3 to Education department, one to each of the Administration, Planning unit, Atik, Arocha and Agulu Divisions) under DDEG at UGX 58,410,000 at no negotiations.</p> <p>The CC on 22nd February, 2018 under minute No. CC/09/02/2017-18 section 41/02/2017-18(a) upheld the recommendation of the EC and awarded the contract to M/s Simba Automotives Limited.</p> <p>Under selective bidding;</p> <p>The EC report of 8th January, 2018 for the construction of a 5-stance drainable pit latrine under SFG at Arocha Primary School in Arocha Division recommended the best evaluated bidder M/s Agwai Supply and Construction Company Limited be awarded the contract at UGX 21,253,806.</p> <p>The CC on 8th February, 2018 through minute CC/08/02/2017-18 upheld the EC recommendations and awarded the contract to M/s Agwai Supply and Construction Company Limited.</p>	<p>1</p>

The LG has a comprehensive Procurement and Disposal Plan covering infrastructure activities in the approved AWP and is followed.

Maximum 2 points on this performance measure.

• 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

The Procurement and Disposal Plan (PDP) for FY 2018/19 covered all infrastructure projects in the FY 2018/19 AWP, for instance;

The completion of a Science Laboratory at Maruzi Seed Secondary School was on page 26 of the AWP under Education workplan at a planned fee of UGX 80M and in the FY 2018/19 Procurement and Disposal Plan the project was captured on page 2 under education.

The supply of Transport equipment, furniture, ICT equipment was on page 7 under Administration and page 17 for production at UGX 42M and on page 1 for all departments in the Procurement and Disposal Plan

In FY 2017/18, the AWP and Procurement and Disposal Plan were matching as evidenced below;

The Construction of a 5-stance latrine at Arocha Primary at panned cost of UGX 20,897,065 was on page 17 of the FY 2017/18 Annual approved Budget under Education department work plan and in the annual Procurement and Disposal Plan, the project was captured on page page 2 under education sector.

The Supply of 09 motorcycles to Apac Municipal Council (3 to Education department, one to each of the Administration, Planning unit, Atik, Arocha and Agulu Divisions) was on page 6 of the AWP and on page 1 of the Procurement and Disposal Plan at a planned cost UGX 61,137,555.

<p>The LG has prepared bid documents, maintained contract registers and procurement activities files and adheres with established thresholds.</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> <li>• For current FY, evidence that the LG has prepared 80% of the bid documents for all investment/ infrastructure by August 30: score 2</li> </ul>	<p>By 30th August, 2018, the PDU had prepared all the bid for the open domestic bidding projects under Bid Notice No. 1 FY 2018-2019 published in the New Vision of Tuesday, July 17, 2018 on page 37 for instance;</p> <p>Bid for project; APACMC/SRVCS/18-19/00001 was prepared and given to suppliers;</p> <ul style="list-style-type: none"> <li>• M/s Latitude Consulting Group Limited,</li> <li>• M/s Patmos Investments Limited,</li> <li>• M/s Eco-Shelters and Environment Consultants Limited, and</li> <li>• M/s Praid Consultants Limited</li> </ul> <p>On 6th August, 2018.</p>	<p>2</p>
<p>The LG has prepared bid documents, maintained contract registers and procurement activities files and adheres with established thresholds.</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> <li>• For Previous FY, evidence that the LG has an updated contract register and has complete procurement activity files for all procurements: score 2</li> </ul>	<p>The Counter Book DLG Contract's Register was in place and up to date capturing the four contracts for FY 2017/18.</p> <p>The register was up to date as it captured all the completed contracts for instance;</p> <p>The Construction of 5-stance drainable pit latrine under DDEG at Arocha Primary School completed on 14th June, 2018.</p>	<p>2</p>



The LG has prepared bid documents, maintained contract registers and procurement activities files and adheres with established thresholds.

Maximum 6 points on this performance measure.

- For previous FY, evidence that the LG has adhered with procurement thresholds (sample 5 projects):  
score 2.

All the procurements undertaken during the FY under review complied with Regulation 33(3) of the LGs (Public Procurement and Disposal of Public Assets) Regulations 2006 Thresholds for procurement of Works (1a and 1b), thresholds for procurement of supplies and services (2a and 2b), micro procurement (3) and community purchase (4). The LG used two procurement methods; Open Domestic and Restrictive/Selective bidding.

The Municipal Council in FY 2017/18 had only on project advertised under Bid Notice under Open National Bidding, ITB NO. 002/2017/18 in the New Vision of Thursday 18th January, 2018;

- Procurement Ref. No. APACMC793/SUPLS/2017-18/00002 for the Supply of 09 Motorcycles; 03 to Education department, 01 each to Administration, Health departments, Planning unit, Atik, Arocha and Agulu Divisions at Bid security UGX 1M.

Restrictive/Selective Bidding was applied to;

- Procurement Ref. No. APACMC793/WRKS/2017-18/00001; Construction of a 5-stance drainable Pit latrine under SFG planned Cost of UGX 21,253,806
- Procurement Ref. No. APACMC793/SUPLS/2017-18/00003; Supply of 134 three seater classroom desks to Amir and Awiri Primary Schools and 01 Sofa set chair to Education department under SFG planned at a cost of UGX 17,932,547.

<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"> <li>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</li> </ul>	<p>There was evidence that the LG certified and provided detailed project information on all investments example;</p> <p>Construction of Office Block AMC under DDEG fund by M/s. Mid North Builder and Civil Engineering Company Limited Ref. No. APAC MC793/wrks/2016-17/00005 at a contract sum of UGX. 779,292,000, But phase price was UGX 168,292,426</p> <ul style="list-style-type: none"> <li>Progress inspection report and measurement sheet No.1 dated 30th June, 2017</li> <li>Interim Certificate No.1 issued on 30th June, 2018 amounting to UGX 66,838,740</li> <li>Progress inspection report and measurement sheet No.2 dated 18th June, 2018</li> <li>Interim Certificate No.2 issued on 18th June, 2018 amounting to UGX 31,066,890 was paid on voucher No.DD06/6/2018,2249</li> </ul> <p>Construction of a 5-stance drainable Latrine under SFG at Arocha Primary School by M/s. Agwai supply and Construction Co. Ltd Ref. No. APACMC793/wrks/2017-18/00001 at a contract sum of Ugx.21,253,806</p> <ul style="list-style-type: none"> <li>Progress inspection report and measurement sheet indicating 100% completed works for that phase was dated 14th June, 2018</li> <li>Interim Certificate of works was issued on 14th June, 2018</li> </ul> <p>Was paid on voucher EDO1/6/2018 on 14th June, 2018.</p>	<p>2</p>
<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"> <li>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</li> </ul>	<p>There was no civil works for on projects for the current FY:2018/19 and no rolled over projects from the FY:2017/18</p>	<p>0</p>

<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"> <li>Evidence that the LG makes monthly bank reconciliations and are up to-date at the time of the assessment: score 4</li> </ul>	<p>The MC carried out monthly bank reconciliations up to closure of FY 2017/2018 as on 30th June 2018. Additionally, monthly bank</p> <p>Reconciliations were made up to date for the months of July2018, August 2018, September, 2018 at the time of Performance Assessment on 11th October, 2018. This was evidenced by verifying the following mandatory cashbook.</p> <ol style="list-style-type: none"> <li>Operations A/C 9030012400315 at Stanbic Bank Apac branch Reconciled up to end of FY 2017/2018 as on 30th June, 2018 and Reconciled up to date for the months of July2018, August, 2018, September, 2018 at the time of Performance Assessment.</li> <li>DDEG A/C 9030012400224 at Stanbic Bank Apac Branch Reconciled up to end of FY 2017/2018 as on 30th June, 2018 and Reconciled up to date for the months of July2018, August2018, September, 2018 at the time of Performance Assessment.</li> <li>General Fund A/C 9030012339223 at Stanbic Bank Apac Branch reconciled up to end of FY 2017/2018 as on 30th June, 2018 and Reconciled up to date for the months of July2018, August 2018, Sept ember, 2018 at the time of Performance Assessment.</li> <li>Community Based Services Operations A/C 90300129540990 at Stanbic Bank Apac branch reconciled up to end of FY 2017/2018 as on 30th June, 2018 and Reconciled up to date for the months of July 2018, August2018, Sept ember, 2018 at the time of Performance Assessment</li> <li>Production and Marketing A/C 903001240051 at Stanbic Bank, Apac Branch.</li> <li>Reconciled up to end of FY 2017/2018 as on 30th June, 2018 and Reconciled up to date for the months of July 2018, August 2018, September, 2018 at the time of Performance Assessment</li> <li>Road Fund A/C 9030012400151 at Stanbic Bank Apac Branch. Reconciled up to end of FY 2017/2018 as on 30th June, 2018 and Reconciled up to date for the months of July2018, August2018, Sept ember, 2018 at the time of Performance Assessment</li> <li>Education A/C 9030012400 at Stanbic Bank, Apac Branch</li> </ol>	4
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Reconciled up to end of FY 2017/2018 as on 30th June, 2018 and Reconciled up to date for the months of July 2018, August 2018, September, 2018 at the time of Performance Assessment

5 Health A/C 9 030012400429 at Stanbic Bank, Apac Branch,

Reconciled up to end of FY 2017/2018 as on 30th June, 2018 and Reconciled up to date for the months of July 2018, August 2018, September, 2018 at the time of Performance Assessment

6 UWEP A/C 9030012954017 at Stanbic Bank Apac Branch

Reconciled up to end of FY 2017/2018 as on 30th June, 2018 and Reconciled up to date for the months of July 2018, August 2018, September, 2018 at the time of Performance Assessment

7 Youth livelihood Fund Recovery A/C 90300129549. Reconciled up to end of FY 2017/2018 as on 30th June, 2018 and Reconciled up to date for the months of July 2018, August 2018, September, 2018 at the time of Performance Assessment.

8 UWEP Recovery/C 9030012954084 at Stanbic Bank Apac Branch. Reconciled up to end of FY2017/2018 as on 30th June, 2018 and Reconciled up to date for the months of July 2018, August 2018, September, 2018 at the time of Performance Assessment Youth Livelihood Fund A/C 903001295433 at Stanbic Bank Apac Branch

Reconciled up to end of FY 2017/2018 as on 30th June, 2018 and Reconciled up to date for the months of July 2018, August 2018, September, 2018 at the time of Performance Assessment

9 Biashara Health Centre 11A/C903006285006 at Stanbic Bank Apac Branch

Reconciled up to end of FY 2017/2018 as on 30th June, 2018 and Reconciled up to date for the months of July 2018, August 2018, September, 2018 at the time of Performance Assessment

10. Property Rates A/C 9030012400542 reconciled up to end of FY 2017/2018 as on 30th June, 2018 and Reconciled up to date for the months of July 2018, August 2018, September, 2018 at the time of Performance Assessment

11. MARUZI Seed School A/C

		<p>Reconciled up to end of FY 2017/2018 as on 30th June,2018 and Reconciled up to date for the months of July2018, August 2018, September,2018 at the time of Performance Assessment.</p> <p>The Reconciliations were authenticated by the Municipal Treasurer.</p>	
<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"> <li>• If the LG makes timely payment of suppliers during the previous FY</li> <li>– no overdue bills (e.g. procurement bills) of over 2 months: score 2.</li> </ul>	<p>LG made timely payment of suppliers during the previous FY – no overdue bills (e.g. procurement bills) of over 2 months: This was verified by Sampling the following payment Vouchers, Voucher No EDD4/5/2018 Date 18th May, 2018, amounting Shs 17,932,547, paid to Robling Enterprises Plot 41 Chegere Road BOX108 Apac for Supply of 134 Three Seater Desks to Awir and Awiri Primary Schools and one sofa set for Municipal Education Officer's Office.</p> <p>Details</p> <ul style="list-style-type: none"> <li>• Contract Agreement dated 15th February, 2017 in place.</li> <li>• Contract Sum Shs 21,497,240</li> </ul> <p>Contract Scope.</p> <ul style="list-style-type: none"> <li>• Date of Commencement in the LPO. Date of Delivery in the LPO. Expected Completion date: 16th May, 2018. Request for Payment made on 2nd May, 2018. Certificate of work done issued on 4th May, 2018. MEO, endorsed the certificate on 4th May 2018 . Payment effected on 18th May,2018</li> </ul> <p>Payment effected promptly within a period of 16 days</p> <p>Another Payment Voucher NoDD14/3.2018, Dated 22nd March 2018, Amount Shs 6,490,000 paid to Simba Automobiles Ltd Plot 84 Kira Road Kampala Box 24281 0758,492,011, Purpose: Supply of Motorcycle UGBOSS 125 Reg No LG 00006-134 to Apac MC Health Department.</p> <p>Details</p> <ul style="list-style-type: none"> <li>• Contract Agreement dated 23rd February,2018-</li> </ul>	<p>2</p>

		<p>Contract Scope</p> <ul style="list-style-type: none"> <li>Date of Commencement 23rd February, 2018. Expected date of Completion 24th May, 2018. Request for Payment made on 21st March, 2018. Municipal Health Officer endorsed the Request for Payment on 21st March, 2018</li> <li>Certificate issued on 21st March 2018. Payment effected on 22nd March, 2018. Payment effected promptly within a period of 1 day.</li> </ul>																
<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"> <li>Evidence that the LG has a substantive Senior Internal Auditor: 1 point.</li> <li>LG has produced all quarterly internal audit reports for the previous FY: score 2.</li> </ul>	<p>The Municipal Local Government had a Senior Internal Auditor in the names of Thomas Oming Mob 75,3917,031/</p> <p>0782917031 as per Appointment of transfer in service letter dated 1st May, 2017 RefCR/AMC/156/Under District Service Commission MinNo.98/2017</p>	1															
<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"> <li>LG has produced all quarterly internal audit reports for the previous FY: score 2.</li> </ul>	<p>The MC produced Quarterly Internal Audit Reports for FY 2017/2018 as follows:</p> <table border="1"> <thead> <tr> <th>Quarter</th> <th>Date of report</th> <th>Reference</th> </tr> </thead> <tbody> <tr> <td>Quarter 1</td> <td>31st Oct,2017</td> <td>AUD/251/2</td> </tr> <tr> <td>Quarter 2</td> <td>31ST Jan,2018</td> <td>AUD/251/2</td> </tr> <tr> <td>Quarter 3</td> <td>30TH April</td> <td>AUD/251/2</td> </tr> <tr> <td>Quarter 4</td> <td>31st July,2018</td> <td>AUD/251/2</td> </tr> </tbody> </table>	Quarter	Date of report	Reference	Quarter 1	31st Oct,2017	AUD/251/2	Quarter 2	31ST Jan,2018	AUD/251/2	Quarter 3	30TH April	AUD/251/2	Quarter 4	31st July,2018	AUD/251/2	2
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Quarter 1	31st Oct,2017	AUD/251/2																
Quarter 2	31ST Jan,2018	AUD/251/2																
Quarter 3	30TH April	AUD/251/2																
Quarter 4	31st July,2018	AUD/251/2																



<p>The LG maintains a detailed and updated assets register Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> <li>Evidence that the LG maintains an updated assets register covering details on buildings, vehicle, etc. as per format in the accounting manual: score 4</li> </ul>	<p>The Municipal Local Government was maintaining one Assets Register as opposed to the requirement of 3 categories of Assets Register s outlined on pages 167-168 of Local Governments Financial and Accounting Manual 2007</p> <ul style="list-style-type: none"> <li>The Assets that were recorded in the register included Tipper Lorry Jeifang Reg NO,00266003 chasis NO 10567268</li> <li>This Asset was indicated to have been boarded off.</li> <li>Another Asset that was recorded was Tipper Lorry Dump Reg. No. 51982689 There were several Computers that had been recorded together with Heavy which should not have been the case.</li> <li>The Municipal Treasurer was taken through the dynamics of Compiling the Assets Register by referring to the required Formats in Local Governments Financial and Accounting Manual 2007</li> <li>The Municipal Local Government was operating a Manual System and had not been connected to IFMS</li> </ul>	<p>0</p>
<p>The LG has obtained an unqualified or qualified Audit opinion Maximum 4 points on this performance measure</p>	<p>Quality of Annual financial statement from previous FY:</p> <ul style="list-style-type: none"> <li>Unqualified audit opinion: score 4</li> <li>Qualified: score 2</li> <li>Adverse/disclaimer: score 0</li> </ul>	<p>Apac Municipal Council obtained Unqualified Audit Opinion for FY 2017/2018</p>	<p>4</p>
<p>Governance, oversight, transparency and accountability</p>			



<p>The LG Council meets and discusses service delivery related issues</p> <p>Maximum 2 points on this performance measure</p>	<ul style="list-style-type: none"> <li>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</li> </ul>	<p>The LG Council met and discussed service delivery related issues as provided in the minutes below:</p> <p>? In a meeting held on 20th December 2017 under Min 05/02/AMC/MC/2017 Executive business.</p> <p>? In a meeting held on 15th February 2018 under Min. 07/04/AMC/MC/02/2017 Laying of committee reports: Production, Marketing, Health, Education and Community Based Services.</p> <p>? In a meeting held on 4th March, 2018 under Min. 08/04/AMC/MC/20/2018 Laying of committee reports: Production, Finance, Administration and Technical Services.</p> <p>? In a meeting held on 24th May, 2018 under Min. 06/05/AMC/MC/05/2018: Approval of Budget Estimates and plans for FY 2018/19.</p>	<p>2</p>
<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"> <li>Evidence that LG has designated a person to coordinate response to feed-back (grievance /complaints) and responded to feedback and complaints: score 1.</li> </ul>	<p>Through a letter dated 4th July 2017, issued by Town Clerk, Mr Ogwang Tonny was designated as Apac Municipal Communication Officer/focal point person complaint desk.</p>	<p>1</p>
<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"> <li>The LG has specified a system for recording, investigating and responding to grievances, which should be displayed at LG offices and made publically available: score 1</li> </ul>	<p>Though still at its initial stage, there was an attempt to put in place a system of recording complaints in a register. For 2017/18 there were 7 entries on the register and non for current FY 2018/19. The Municipal Physical Planning Committee handled the complaints and provided solutions. For example, one Otim Patrick a business man raised a complaint for delayed approval of his building plan which case was handled by the Physical planning committee. In their meeting held on 28th June 2017 under Min. PPC/6/04/2017 Oti's plan was rejected on grounds that it was not compliant with land usage in that area. The Town Clerk through his latter. ref. CR/AMC/16/3 of 23rd August 2017 he communicated to Otim the decision of the committee</p>	<p>1</p>

<p>The LG shares information with citizens (Transparency)</p> <p>Total maximum 4 points on this Performance Measure</p>	<p>Evidence that the LG has published:</p> <ul style="list-style-type: none"> <li>• The LG Payroll and Pensioner Schedule on public notice boards and other means: score 2</li> </ul>	<p>Up on the notice board found at the Human Resource offices were the payroll and pensioner schedules for September 2018. Though schedules for previous months like June, July and August 2018 had been removed from the board, the documents were reviewed by PAT on unreferenced box file. It was noted that the schedules had been posted on 10th June, 16th July and 14th August 2018 respectively.</p>	<p>2</p>
<p>The LG shares information with citizens (Transparency)</p> <p>Total maximum 4 points on this Performance Measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the procurement plan and awarded contracts and amounts are published: score 1.</li> </ul>	<p>Procurement Plan and awarded contracts were publicised on the public notice board at the Main Office Block. The following were examples of micro and macro procurement awarded contracts displayed:</p> <ul style="list-style-type: none"> <li>• Rehabilitation of 4 classroom block at Atopi P/S awarded to M/S Bamuni Services Ltd at shs.66,936,975</li> <li>• Supply of culverts for road works awarded to Ogur Millers Ltd for shs.170,000 for 600mm per unit.</li> <li>• Purchase of office table and chairs to Ikoba New Home Furniture Centre at shs.1,040,000.</li> </ul>	<p>1</p>
<p>The LG shares information with citizens (Transparency)</p> <p>Total maximum 4 points on this Performance Measure</p>	<ul style="list-style-type: none"> <li>• 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.</li> </ul>	<p>Mock performance assessment results displayed on 15th August 2018 indicating the following results</p> <ul style="list-style-type: none"> <li>• Accountability requirements 40%</li> <li>• Cross-cutting performance measures 45%</li> <li>• Education 82%</li> <li>• Health 95%</li> <li>• Total 65.5%</li> </ul>	<p>1</p>

<p>The LGs communicates guidelines, circulars and policies to LLGs to provide feedback to the citizens</p> <p>Maximum 2 points on this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the HLG have communicated and explained guidelines, circulars and policies issued by the national level to LLGs during previous FY: score 1</li> </ul>	<p>The Municipality communicated and explained guidelines, circulars and policies issued by the national level to LLGs during previous FY basically through a Municipal Whatsapp platform group called Apac Municipal Council accessed by HoDs, SATCs (Senior Assistant Town Clerks of the Divisions), Division Treasurers and Heads of Sections. Examples included:</p> <ul style="list-style-type: none"> <li>• On 14th June 2018 TC posted a circular the National Budget Speech for FY 2018/19 issued by MoFPED.</li> <li>• On 22nd June a circular issued by Uganda Women Entrepreneur Programme on Distribution of motor-cycles and computers under Youth livelihood programmes.</li> <li>• On 3rd October 2018 DDEG Implementation Guidelines issued by MoFPED was posted.</li> </ul>	<p>1</p>
<p>The LGs communicates guidelines, circulars and policies to LLGs to provide feedback to the citizens</p> <p>Maximum 2 points on this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that LG during the previous FY conducted discussions (e.g. municipal urban fora, barazas, radio programmes etc.) with the public to provide feed-back on status of activity implementation: score 1.</li> </ul>	<p>During the previous FY 2017/18, the Municipality conducted baraza/public gathering discussions as follows:</p> <ul style="list-style-type: none"> <li>• The talkshow which attracted Mr Jacob Batemyetto, the Town Clerk, Ms Akitte Anna Grace, the Agricultural Officer and Odongo Ebuu a farmer to provide a feedback on issues like Education, Health and Production. The Municipality paid shs.1,600,000 to the Radio Station Radio Divine 90.6 FM against Invoice No. 199 dated 6th June 2018 and Receipt No 2513 was issued for that show.</li> <li>• Public gatherings in all the 4 Divisions facilitated by RDC, DISO and Technical Officers such as Production Officer, Senior Assistant Town Clerks. A report was compiled by Ms Akitte Ann Grace dated 5th March 2018 and addressed to the Municipal Town Clerk. The theme was Government Programmes to address poverty eradication, preserving the wetlands, e.t.c.</li> </ul>	<p>1</p>
<p>Social and environmental safeguards</p>			

<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"> <li>• Evidence that the LG gender focal person and CDO have provided guidance and support to sector departments to mainstream gender, vulnerability and inclusion into their activities score 2.</li> </ul>	<p>Gender focal point officer provided guidance and support to sector departments as seen in the following minutes of meetings organised by the Community departmental Head at the divisional level as follows:-</p> <ul style="list-style-type: none"> <li>• Minutes of the consultative meeting on Uganda Women Entrepreneurs dated 14th.05.2018</li> <li>• Minutes of the Municipal level divisions of 1st.02.2018 to staff and leaders of youth and women groups.</li> <li>• Training schedule on mentoring and mainstreaming gender and HIV &amp; AIDS to the Health department seen.</li> <li>• Mentoring notes dated 20th. Feb. 2018 on gender and budgeting seen.</li> <li>• Gender Action Plan 2017/18 dated 9th. July, 2017</li> </ul>	
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<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"> <li>• Evidence that the gender focal point and CDO have planned for minimum 2 activities for current FY to strengthen women's roles and address vulnerability</li> </ul> <p>and social inclusions and that more than 90 % of previous year's budget for gender activities/ vulnerability/ social inclusion has been implement-ted: score 2.</p>	<p>Planned activities to strengthen women's roles and address vulnerability as seen in the following examples: -</p> <ul style="list-style-type: none"> <li>• Train women and in project/financial management, 3,870,000/-</li> <li>• Mentor local government staff in gender and development, 940,000/-</li> <li>• Support disabled groups with funds to boost their projects, 3,000,000/-</li> <li>• Purchase chalk boards for the literacy classes at Shs. 990,000/-</li> </ul> <p>Evidence that 90% of financial year 2017/18 budget was spent on addressing vulnerability and social inclusion:-</p> <p>Examples;</p> <ul style="list-style-type: none"> <li>• Trained women group leaders in project and financial management, a total of 91 women trained, voucher no CB02/6/2/2018</li> <li>• Trained Functional Adult Learning instructors (FAL), 1, 700,000/-, voucher No. CB 02/9/2017.</li> <li>• Equipped youth leaders with soft skills, 2,177,000/- voucher No.CB 09/6/2018.</li> </ul> <p>Expected:- 352,855,000/-</p> <p>Actual as at 30th June, 2018</p> <p>236,389,609</p>
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<p>LG has established and maintains a functional system and staff for environmental and social impact assessment and land acquisition</p> <p>Maximum 6 points on this performance measure</p>	<ul style="list-style-type: none"> <li>• 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 1</li> </ul>	<p>From PDU, the following projects were sampled and found with mitigation measures planned budgeted for and environmental screening carried out:-</p> <ul style="list-style-type: none"> <li>? Construction of a 5 stance drainable pit latrine at Arocha Primary School, Shs.300,000/- planned and budgeted for and implemented.</li> <li>? Gravelling of Yokoyadi Ecil Road, Akal Cell, Shs. 60,000/- planned and budgeted for and implemented.</li> <li>? Periodic maintenance of Biasara (Southern Ring Road), Shs. 150,000/-, planned and budgeted for and implemented.</li> <li>? Gravelling of Odoko- odap road 2017/2018.</li> </ul>	<p>1</p>
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LG has established and maintains a functional system and staff for environmental and social impact assessment and land acquisition

Maximum 6 points on this performance measure

• Evidence that the LG integrates environmental and social management and health and safety plans in the contract bid documents: score 1

The MC had integrated environmental and social management and safety plans in the contract bid documents as evidenced in the sampled bid documents;

1. Construction of 5 stance drainable pit latrine at Arocha Prim. School

- ESMP Review dated 18thAug, 2017
- Screening file dated 18th.Aug. 2017
- Monitoring report dated 17th, May,2018
- Sitting/drilling of and installation of 18 deep wells in Apac district

- Environmental Certificate dated 18th. May.2018 seen
- Financial Certification of 14th. June.2018.

2. Gravelling for Yokoyadi Ecil Road in Akal cell (1.0km)

- ESMP Review seen
- Screening file seen
- Monitoring report seen

3. Periodic maintenance of Biashara Southern Ring road.

- ESMP seen
- Environment screening file seen
- Monitoring report seen

4. Odoko- Odap road maintenance 2017/2018

- ESMP seen
- Environment Screening had been done on 18th August, 2017
- Monitoring report dated 7th November, 2017 was also on file.

<p>LG has established and maintains a functional system and staff for environmental and social impact assessment and land acquisition</p> <p>Maximum 6 points on this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that all projects are implemented on land where the LG has proof of ownership (e.g. a land title, agreement etc.): score 1</li> </ul>	<p>The following institutions in Apac Municipality had land surveyed, some had deed plans in place while others were yet to be surveyed: -</p> <p>Examples:</p> <ol style="list-style-type: none"> <li>Apac SSS, status – survey done, deed plan in place and area land committee reports presented to Physical Planning Committee meeting on 12th04, 2018</li> <li>Apac Municipal Administration Block, status – survey done, deed plan in place, as well as Land Committee reports presented to Physical Planning Committee on 12th 4, 2018</li> <li>Police Land in Agulu Division, status – survey done, deed plan i place and area land Committee reports presented to the Physical Planning Committee on 12th 4, 2018</li> <li>Arocha Primary School, Awiri Primary School, Apac Technical School, Arocha Market, Alyec Market and others in the Municipality were yet to be surveyed.</li> <li>Copies of consent forms signed by affected communities for road opening were seen dated 27th10, 2017.</li> </ol>	<p>1</p>
<p>LG has established and maintains a functional system and staff for environmental and social impact assessment and land acquisition</p> <p>Maximum 6 points on this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that all completed projects have Environmental and Social Mitigation Certification Form completed and signed by Environmental Officer and CDO: score 1</li> </ul>	<p>Projects had Environmental and social mitigation certification forms completed and signed by the Environmental Officer and CDO. For instance;</p> <ul style="list-style-type: none"> <li>? Periodic maintenance of Oyam-Police link road (0.1km) Chegere Oyam link Road. Form signed on 25th September, 2017</li> <li>? Periodic maintenance of Biasara Road (Southern Ring Rd.), certification dated 7th November, 2017</li> <li>? Construction of 5 stance drainable pit latrine at Arocha Primary School monitoring report 17th May, 2018</li> </ul>	<p>1</p>



<p>LG has established and maintains a functional system and staff for environmental and social impact assessment and land acquisition</p> <p>Maximum 6 points on this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the contract payment certificated includes prior environmental and social clearance (new one): Score 1</li> </ul>	<p>There was no documentary evidence that the contract payment certificates included prior environmental and social clearance. For instance;</p> <ul style="list-style-type: none"> <li>? Odoko- Odap road 2017/18</li> <li>? Gravelling for Yokoyadi Ecil Road, Akal Cell</li> <li>? Periodic maintenance of Biasara southern Ring road.</li> </ul>	<p>0</p>
<p>LG has established and maintains a functional system and staff for environmental and social impact assessment and land acquisition</p> <p>Maximum 6 points on this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that environmental officer and CDO monthly report, includes a) completed checklists, b) deviations observed with pictures, c) corrective actions taken. Score: 1</li> </ul>	<p>Completed checklists from the Environmental Officer with deviations with pictures and corrective measures seen. For instance, the construction of drainable pit latrine at Arocha P/S had completed checklists, deviations dated 17th May, 2018.</p>	<p>1</p>

Summary of requirements	Definition of compliance	Compliance justification	Score
Human resource planning and management			
<p>The LG education de- partment 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"> <li>• Evidence that the LG has budgeted for a Head Teacher and minimum of 7 teachers per school (or minimum a teacher per class for schools with less than P.7) for the current FY: score 4</li> </ul>	<p>The department had budgeted for 12 head teachers and minimum of 7 teachers per school for FY 2018/19. Total budget was shs.1,610,619,708 to cater for 12 head teachers and 195 teachers.</p>	<p>4</p>

<p>The LG education de- partment 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"> <li>• Evidence that the LG has deployed a Head Teacher and minimum of 7 teachers per school (or minimum of a teacher per class for schools with less than P.7) for the current FY: score 4</li> </ul>	<p>The LG MC had deployed a Head Teacher and teachers in each of the 12 government aided per school as follows;</p> <ol style="list-style-type: none"> <li>1. Eya Godfrey File no.EDU-PF-0064 had been deployed as head teacher to Odomac with 13 teachers</li> <li>2. Ogwang Bernard file no. EDU-PF-0062 had been deployed as head teacher to Atopi P/S together with 26 teachers. There was an Annex to Atopi call Atopi.</li> <li>3. Omara Ben file no.EDU-PF-1884 had been deployed as head teacher to Apac Model P/S together with 11 teachers</li> <li>4. Aciiro Evaline Richard had been deployed to Awing P/S as head teacher with 16 teachers</li> <li>5. Edule Denis file no.EDU-PF-00041 had been deployed as Ag.Head teacher to Alerwang P/S together with 10 teachers</li> <li>6. Okema Moses file no.EDU-PF-01298 had been deployed to Atudu P/S as head teacher together with 19 teachers</li> <li>7. Odong David Newton file no.EDU-PF-01312 had been deployed as head teacher to Awiri P/S together with 12 teachers</li> <li>8. Okone Yuventino file no.EDU-PF-0181 had been deployed to Olili P/S as head teacher together with 23 teachers. There was an Annex called Olili Annex.</li> <li>9. Audu Geoffrey EDU-PF-0090 had been deployed to Awir P/S as head teacher together with 17 teachers</li> <li>10. Okabo Dickson file no.EDU-PF-0008 had been deployed to Apac P/S as head teacher together with 18 teachers</li> <li>11. Oyeng Sam file no. EDU-PF-578 had been deployed to Arocha P/S together with 33 teachers. There was an annex called Agulu P/S</li> <li>12. Ongulu John Bosco file no.EDU-PF-00063 had been deployed as head teacher to Angayiki P/S together with 10 teachers.</li> </ol>	
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<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"> <li>• Evidence that the LG has filled the structure for primary teachers with a wage bill provision</li> <li>o If 100%: score 6</li> <li>o If 80 - 99%: score 3</li> <li>o If below 80%: score 0</li> </ul>	<p>Teachers on payroll were 218. The budget as per IPFS for FY 2018/19 was shs. 1,610,618,707. Actual consumption of budget according to wage bill analysis was at sh. 3,293,475,196. Estimated consumption of payroll was as follows;</p> <p>1,429,547,244x100= 88.7%</p> <p>1,610,618,708</p> <p>The MC had a surplus of shs.181,071,464</p>	<p>3</p>
<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"> <li>• 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</li> </ul>	<p>The MC had an Inspector of Schools by the name of Oneke Phillips CR/AMC/10043 appointed vide letter ref.CR/AMC/HRD/120 dated 30th September, 2016 under the direction of Apac DSC Min.No.108/2016(b).</p> <p>The position of Senior Inspector of Schools had not been filled because there was no wage bill provision. The total wage bill provided for FY 2018/19 was shs.42,741,194. Estimated wage bill consumption was shs.33,716,280 leaving a balance of shs.9,024,914. This was not enough to recruit a Senior Inspector of Schools. Besides, the new structure providing for the Senior Inspector of Schools for the MC had only been approved by Ministry of Public Service on letter vide ref.ARC135/306/01 dated 9th August, 2018 and received 17th September, 2018.</p>	<p>6</p>
<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</p> <ul style="list-style-type: none"> <li>• Primary Teachers: score 2</li> </ul>	<p>The MC had prepared and submitted a recruitment plan for FY 2018/19 to HRM on letter dated 3rd August, 2018 covering 21 primary teachers</p>	<p>2</p>

<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</p> <ul style="list-style-type: none"> <li>• School Inspectors: score 2</li> </ul>	<p>The MC had prepared and submitted a recruitment plan for FY 2018/19 to HRM on letter dated 3rd August, 2018 covering Senior Inspector of schools</p>	<p>2</p>
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Monitoring and Inspection

<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 has ensured that all head teachers are appraised and has appraised all school inspectors during the previous FY</p> <ul style="list-style-type: none"> <li>• 100% school inspectors: score 3</li> </ul>	<p>The MC had appraised the Inspector of Schools- Mr Okene Phillips on 24th July, 2018. The comment of Supervisor was that he maintains areas of good performance and was to fine tune areas of weakness.</p> <p>The MC has not yet recruited a Senior Inspector of Schools.</p>	<p>3</p>
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<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 has ensured that all head teachers are appraised and has appraised all school inspectors during the previous FY</p> <ul style="list-style-type: none"> <li>• Primary school head teachers o 90 - 100%: score 3</li> <li>o 70% and 89%: score 2</li> <li>o Below 70%: score 0</li> </ul>	<p>The 12 head teachers in the MC had been appraised as follows;</p> <ol style="list-style-type: none"> <li>1. Oyeng Sam of Arach p.&amp; School had been appraised on 5th February, 2018 with a comment of good performance</li> <li>2. Omara of Agulu P/S had been appraised on 5th February, 2018 by the Senior Town Clerk of Agulu Division. Comment was that the head teacher was a committed and result oriented individual.</li> <li>3. Aciro Evaline Gloria of Owang P/S had been appraised 5th February, 2018 with a comment that should improve on weak areas.</li> <li>4. Adu Geofrey of Awir P/S had been appraised on the 7th February, 2018- comment to improve areas of weakness</li> <li>5. Ongulu JB of Angayiki P/S had been appraised on the 5th February, 2018</li> <li>6. Edule Denis of Alerwang P/S had been appraised on 8th February, 2018</li> <li>7. Odon David of Awiri P/S had been appraised on 12th February, 2018</li> <li>8. Okabo Dickson had been appraised on 22nd January, 2018- with a comment that we worked well with minimal supervision</li> <li>9. Ogwang Bernard of Atopi had been appraised on 13th February, 2018</li> <li>10. Eya Godfrey of Odokomac had been appraised on 6th February, 2018- improve pupils academic performance</li> <li>11. Okone Yuventino of Olili P/S had been appraised on 6th February, 2018</li> <li>12. Okema Moses of Atudu P/S had been appraised on 6th February, 2018</li> </ol>
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<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"> <li>• 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</li> </ul>	<p>The following circulars were on file and had been circulated to schools visited during assessment.</p> <ol style="list-style-type: none"> <li>1. School feeding program in education institutions issued 15th May, 2018</li> <li>2. Guidelines on school charges issued 24th October, 2017</li> <li>3. Circular on enforcing closure of illegal schools issued 26th March, 2018</li> </ol>	<p>1</p>
<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"> <li>• 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: score 2</li> </ul>	<p>The Municipal Education Officer had held meetings with primary school head teachers and among others explained and sensitized on the guidelines, polices and circulars issued by the nation level. For instance;</p> <ol style="list-style-type: none"> <li>1. Meeting held on 24th April, 2018 under Min.2/4/2018 discussed guidelines on participation of the MC in athletics competition in 2018</li> <li>2. Meeting with proprietors of private schools in the MC was held on 8th January, 208. Under Min 1/1/2018, the following government policies were disseminated; licensing and opening term 1, 2018, environment management, school feeding program, co-curricula activities, amongst others.</li> <li>3. Meeting on 23rd March, 2018 disseminated government policies as follows; affordability of school fees, ensuring quality of education, e.t.c all discussed under Min6/8</li> <li>4. Other meetings were held on 1st August, 2017</li> </ol>	<p>2</p>

<p>The LG Education De- partment has effectively inspected all registered primary schools<sup>2</sup></p> <p>Maximum 12 for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that all licenced or registered schools have been inspected at least once per term and reports produced:</li> <li>o 100% - score 12</li> <li>o 90 to 99% - score 10</li> <li>o 80 to 89% - score 8</li> <li>o 70 to 79% - score 6</li> <li>o 60 to 69% - score 3</li> <li>o 50 to 59 % score 1</li> <li>o Below 50% score 0.</li> </ul>	<p>Licensed or registered schools had been inspected during FY 2017/18 as follows;</p> <ol style="list-style-type: none"> <li>1. Odokomac, Awir, Apac model, Atudu Annex , Angayiki, Arach Annex, Atopi Primary schools had been inspected on 26th September, 2017</li> <li>2. Private schools that had been inspected included the following; Burma Community School, Eagle nest P/S, Atopi good parents were inspected on 27th September, 2017</li> <li>3. Owing P/S was inspected on 20th June, 2018, Apac P/S, Olili Annex, was inspected on 22nd June, 2018, Awir P/S, Angayiki, was inspected on 25th June, 2018, Atudu Annex and Agulu P/S were inspected 26th June, 2018</li> </ol> <p>Private schools had been inspected but not every term. There were 12 government aided and 15 private and licenced primary schools.</p> <p>To calibrate the score, <math>5/6 \times 100 = 83\%</math> inspection percentage</p>	<p>8</p>
<p>LG Education department has discussed the results/ reports of school inspec- tions, used them to make recommendations for corrective actions and fol- lowed recommendations</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the Education department has discussed school inspection reports and used reports to make recommendations for corrective actions during the previous FY: score 4</li> </ul>	<p>Municipal Education Department meetings discussed inspection reports on the following dates;</p> <ol style="list-style-type: none"> <li>1. On 19th July, 2017 the meeting discussed inspection reports including; routine supervision teachers by head teacher- that most head teachers had not supervised the teachers, that most schools had inadequate instructional materials for the learners. Recommendations made included ensuring that head teachers carry out regular support supervision to their teachers, that government to be lobbied to provide more teaching materials for the learners, e.t.c, discussed under Min3/2/2016</li> <li>2. Un dated minutes for FY 2017/18 discussed academic improvement in schools under Min2/2018</li> </ol>	<p>4</p>



<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"> <li>• 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</li> </ul>	<p>Inspection reports for FY 2017/18 had been submitted as follows;</p> <p>Inspection report for Q4 FY 2017/18 had been submitted 1st August, 2018</p> <p>Quarter 1 FY 2017/18 inspection report had been submitted 19th January, 2018</p> <p>Inspection report for Quarter 3 FY 2017/18 had been submitted 2nd May, 2018.</p>	<p>2</p>
<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"> <li>• Evidence that the inspection recommendations are followed- up: score 4.</li> </ul>	<p>During Inspections, Apac Model primary school was found not have a formal SMC. The MEO wrote a letter to the school foundation body requesting them to formally institute the committee. The letter written was vide ref.CR/AMC/EDN/018 dated 1st September, 2018.</p> <p>On absenteeism by teachers, a weekly roster was instituted which was submitted to MEO on termly basis</p>	<p>4</p>
<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"> <li>• Evidence that the LG has submitted accurate/consistent data: <ul style="list-style-type: none"> <li>o List of schools which are consistent with both EMIS reports and PBS: score 5</li> </ul> </li> </ul>	<p>Submitted 12 school lists consistent with EMIS report through the statistical data capture forms.</p>	<p>5</p>

<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>	<p>Evidence that the LG has submitted accurate/consistent data:</p> <ul style="list-style-type: none"> <li>• Enrolment data for all schools which is consistent with EMIS report and PBS: score 5</li> </ul>	<p>Submitted enrolment data of 13,758 consistent with EMIS report through the statistical data capture forms.</p>	<p>5</p>
<p>Governance, oversight, transparency and accountability</p>			
<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"> <li>• Evidence that the council committee responsible for education met and discussed service delivery issues including inspection, performance assessment results, LG PAC reports etc. during the previous FY: score 2</li> </ul>	<p>There was evidence that the Committee responsible for education met and discussed service delivery issues as follows;</p> <ol style="list-style-type: none"> <li>1. In quarter 1 of FY 2017/18 dated 11th August, 2017 under Min.no.03/01/AMC/PC/08/2017 (d) noted that some schools in the municipality still had sign posts with Apac LG. It was recommended that all schools were to change the sign posts to reflect Apac Municipal Council.</li> <li>2. In quarter 2 of FY 2017/18 on 19th December, 2017 under 03/19/AMC/12/2017 resolved to rigorously monitor all government education programs.</li> <li>3. For quarter 3 meeting that had been held on 9th February, 2018 and under Min no.04/09/AMC/2018 discussed poor performance by teachers in schools and that some SMC/PAT were not oriented well thus do not know their roles and responsibilities. They this proposed regular transfers of teachers in the municipality to promote fair performance as well as regular monitoring and supervision</li> <li>4. For quarter 4 meeting held 20th April, 2018 under Min.no04/10/AMC/PCM/14/2018(d) discussed the Sectoral budget for FY 2018/18 amounting to shs.3,683,262,000</li> </ol>	<p>2</p>

<p>The LG committee re- sponsible for education met, discussed service delivery issues and pre- sented issues that require approval to Council</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the education sector committee has presented issues that require approval to Council: score 2</li> </ul>	<p>There was evidence that the education sector committee had presented issues that required Council approval as follows;</p> <ol style="list-style-type: none"> <li>1. Meeting held 24th May, 2018 Sectoral budget totaling to Shs. 3,685,863,000 had been presented to full Council for approval under Min no.4/05/AMC/05/2018. It was approved with amendments at Shs.3,683,200,000</li> <li>2. Meeting on 14th March, 2018 under Min.no.08/04/AMC/MC/02/2018 laying of committee reports</li> <li>3. Quarter 2 of 2017/18 meeting had been held on 20th December, 2017. No recommendations of education sector were seen by PAT in the minutes reviewed.</li> <li>4. Council minutes for quarter 1 were not seen by Pat during assessment.</li> </ol>	<p>2</p>
<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/ MEO)</p> <ul style="list-style-type: none"> <li>• 100% schools: score 5</li> <li>• 80 to 99% schools: score 3</li> <li>• Below 80 % schools: score 0</li> </ul>	<p>SMCs had conducted meetings as follows;</p> <ol style="list-style-type: none"> <li>1. Arocha P/S. No SMC minutes seen by PAT for the year in review</li> <li>2. Apac Model P/S had held meetings on; 7th June, 2018 to approve UPE budget, 15th February, 2018 to approve budget.</li> <li>3. Odomac P/S had held meetings as follows; 26th September, 2017 for approval of budget of shs.2,650,000 under Min.No.04/02/2017</li> <li>4. Atopi P/S had held meetings on; 16th February, 2018, 3rd October, 2017 for budget approval under Min.No.4/10/2016</li> <li>5. Awir P/S had held meetings on;5th January, 2018 to discuss work plan for 2018 and financial report under Min5/1/2018, 23rd August, 2017 planning for Term III, 2017 under Min.6</li> </ol>	<p>5</p>

<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"> <li>Evidence that the LG has publicised all schools receiving non-wage recurrent grants</li> </ul> <p>e.g. through posting on public notice boards: score 3</p>	<p>The department had displayed all the 12 schools that were receiving non-wage recurrent grants on the notice board inside the office of the MEO. However, the display was neither signed but nor dated.</p>	<p>0</p>
<p>Procurement and contract management</p>			
<p>The LG Education department has submitted input into the LG procurement plan, complete with all technical requirements,</p> <p>to the Procurement Unit 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"> <li>Evidence that the sector has submitted procurement input to Procurement Unit that covers all investment items in the approved Sector annual work plan and budget on time by April 30: score 4</li> </ul>	<p>MC education sector prepared procurement input to the Procurement Unit on 4th April, 2018. It covered, amongst others the following investment items;</p> <ol style="list-style-type: none"> <li>Construction of Arocha Seed SS classroom block with a contract sum of shs.220m</li> <li>Completion of Maruzi Seeed SS science laboratory at contract sum of shs.80m</li> <li>Supply of 72 desks to Awir P/S at contract sum of shs120m</li> </ol>	<p>4</p>
<p>Financial management and reporting</p>			
<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"> <li>Evidence that the LG Education departments timely (as per contract) certified and recommended suppliers for payment: score 3.</li> </ul>	<p>LG Education departments timely (as per contract) certified and recommended suppliers for payment This was evidenced from the following Sampled Payment Vouchers.</p> <p>Voucher No EDD4/5/2018 Date 18th May, 2018, Amount Shs 17,932,547, paid to Robling Enterprises Plot 41 Chegere Road BOX108 Apac for Supply of 134 Three Seater Desks to Awir and Awiri Primary Schools and one sofa set for Municipal Education Officer's Office.</p> <p>Details</p> <ul style="list-style-type: none"> <li>Contract Agreement dated 15th February, 2017 in place.</li> <li>Contract Sum Shs 21,497,240</li> </ul>	<p>3</p>

#### Contract Scope

- Date of Commencement in the LPO
- Date of Delivery in the LPO.
- Expected Completion date: 16th May, 2018
- Request for Payment made on 2nd May,2018
- Certificate of work done issued on 4th May, 2018-
- Municipal Education Officer endorsed the certificate on 4th May 2018
- Payment effected on 18th May,2018
- Payment effected promptly within a period of 16 days

Another Payment Voucher N0DD02/5/018, Dated 17th May, 2018 Amount Shs. 3,562,600 paid to Onapa JS Enterprises Ltd,Box 160 Apac for Supply of One Desktop Computer and one Printer to Education Department.

#### Details

Contract Agreement dated 6th April, 2018 was in place.

#### Contract Scope

Date of Commencement was 5th April, 2018

Delivery as per LPO

- Expected Completion date 7th May.2018
- MEO initiated the Procurement Form (process) on 4th April, 2017. Request for Payment on 3rd May,2018
- MEO endorsed the request for payment on 3rd May, 2018. Payment effected on 17th May, 2018

Payment effected promptly within a period of 14 days.



<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"> <li>Evidence that the LG Education department in consultation with the gender focal person has disseminated guidelines on how senior women/men teachers should provide guidance to girls and boys to handle hygiene, reproductive health, life skills, etc.: Score 2</li> </ul>	<p>The MC education department in collaboration with the gender focal person had disseminated guidelines on how senior women teachers should provide guidance to girls and boys to handle hygiene, reproductive health, life skills amongst others. For instance;</p> <ol style="list-style-type: none"> <li>On 8th August, 2017, a dissemination workshop was conducted by the Center Coordinating Tutor to senior women and men teachers of 10 primary schools about policy of MoES on reproductive health and hygiene amongst boys and girls. Up to 14 out of 32 invited participants turned up. The dissemination workshop took place at Scouts Hall in Apac.</li> </ol>	<p>2</p>
<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"> <li>Evidence that LG Education department in collaboration with gender department have issued and explained guidelines on how to manage sanitation for girls and PWDs in primary schools: score 2</li> </ul>	<p>The guidelines on sanitation for girls and PWDs had been issued to SMCs and Head teachers. For Instance ;</p> <ol style="list-style-type: none"> <li>Guidelines for implementation of the tree star approach for water sanitation and hygiene in schools had been issued to Chairpersons of SMCs and head teachers on 26th October, 2017. Guidelines stipulate that latrines should be accessible to young children and children with disabilities. Girls and boys should have different stances, as well as hand washing points.</li> </ol> <p>However, although the guidelines were issued, there was no evidence that they had been explained the the SMCs and head teachers.</p>	<p>0</p>
<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"> <li>Evidence that the School Management Committee meets the guideline on gender composition: score 1</li> </ul>	<p>SMC met guidelines on gender as follows;</p> <ol style="list-style-type: none"> <li>Awiri P/S had 3 female Committee members, appointed 2nd May, 2017</li> <li>Apac P/S had 3 female Committee members on the team, appointed 1st October, 2018</li> <li>Arocha P/S had 3 female Committee members on the team, appointed 1st may, 2018</li> <li>Odokomac P/S had did not have an elected member, appointed 5th April, 2018</li> <li>Apac Model P/S had 3 female Committee members on the team appointed 9th March, 2018</li> </ol>	<p>1</p>

<p>LG Education department has ensured that guidelines on environmental management are disseminated and complied with</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> <li>• 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 1:</li> </ul>	<p>The MEO in collaboration with the environment officer had issued guidelines on environmental management through a meeting conducted 12th September, 2017 at Scout Hall, Apac. The guidelines included;</p> <ol style="list-style-type: none"> <li>1. Waste management in schools</li> <li>2. Tree planting i.e wood lots</li> <li>3. Formation of environment clubs in schools</li> </ol> <p>A report about the meeting was dated 15th September, 2017</p> <p>The meeting was attended by 15 participants</p>	<p>1</p>
<p>LG Education department has ensured that guidelines on environmental management are disseminated and complied with</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that all school infrastructure projects are screened before approval for construction using the checklist for screening of projects in the budget guidelines and where risks are identified, the forms include mitigation actions: Score 1</li> </ul>	<p>The construction of a 5 stance drainable pit latrine at Arocha P/S. There had been a screening checklist signed by the Environment Officer on 18th August, 2017. Completion Certificate No.ESMCC/AMC/002 had been issued on 18th June, 2018.</p>	<p>1</p>
<p>LG Education department has ensured that guidelines on environmental management are disseminated and complied with</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> <li>• The environmental officer and community development officer have visited the sites to checked whether the mitigation plans are complied with: Score 1</li> </ul>	<p>The monitoring report dated 17th May, 2018 had pointed out the mitigation plans that were complied with; that the pit had been concreted to avoid seepage of contaminated water into the aquifers, that the vegetation clearance had been minimized.</p>	<p>1</p>



Summary of requirements	Definition of compliance	Compliance justification	Score
Human resource planning and management			
<p>LG has substantively recruited primary health care workers with a wage bill provision from PHC wage</p> <p>Maximum 8 points for this performance measure</p>	<p>Evidence that LG has filled the structure for primary health care with a wage bill provision from PHC wage for the current FY</p> <ul style="list-style-type: none"> <li>• More than 80% filled: score 8</li> <li>• 60 – 80% - score 4</li> <li>• Less than 60% filled: score 0</li> </ul>	<p>The Apac MC PHC wage allocation for FY 2018/2019 was Shs. 188,247,120</p> <p>PHC wage for health workers in post for FY 2018/2019 was shs. 166,251,408 with a wage surplus of shs. 21,999,712</p> <p>% wage provision (posts filled for primary health care workers with a wage bill provision) = 88.3% resulting into a score of 8.</p>	8
<p>The LG Health department has submitted a comprehensive recruitment plan for primary health care workers to the HRM department</p> <p>Maximum 6 points for this performance measure</p>	<p>Evidence that Health department has submitted a comprehensive recruitment plan/re- quest to HRM for the current FY, covering the vacant positions of primary health care workers: score 6</p>	<p>The MC health department had submitted a recruitment plan for primary health care workers to HRM department on 5th April, 2018 to cater for one position of a porter. The remaining PHC wage balance had been earmarked for salary enhancement for health workers in post as per the revised PHC salary structure, 2018.</p>	6

<p>The LG Health department has conducted performance appraisal for Health Centre IVs and Hospital In-charge and ensured performance appraisals for HC III and II in-charges are conducted</p> <p>Maximum 8 points for this performance measure</p>	<p>Evidence that the all health facilities in-charges have been appraised during the previous FY:</p> <ul style="list-style-type: none"> <li>o 100%: score 8</li> <li>o 70 – 99%: score 4</li> <li>o Below 70%: score 0</li> </ul>	<p>Apac municipality had one public health facility.</p> <p>The department had conducted performance appraisal for the enrolled mid wife (in-charge) on 3rd July, 2018 with a comment of being committed and active at work place. The Nursing Assistant had been appraised on 9th July, 2018.</p> <p>Appraisal rate was 100%</p>	8
<p>The Local Government Health department has 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"> <li>• Evidence that the LG Health department has deployed health workers in line with the lists submitted with the budget for the current FY, and if not provided justification for deviations: score 4</li> </ul>	<p>The MC health department had allocated health workers in line with lists submitted with the budget for FY 2018/2019 in PBS system.</p> <p>The MC had 1 HCII with a staffing norm of 9 health workers. Out of these, 7 were in post and there was a staffing gap of 2 health workers. The MHO had submitted to HRM a recruitment plan to fill a position of a porter on 31st July 2018.</p>	4
Monitoring and Supervision			
<p>The DHO/MHO 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"> <li>• Evidence that the DHO/MHO has communicated all guidelines, policies, circulars issued by the national level in the previous FY to health facilities: score 3</li> </ul>	<p>Copies of the following guidelines was received by the department from Apac Municipal Health office;</p> <ol style="list-style-type: none"> <li>1. Approaches to healthcare Waste Management. Healthcare workers guide. 2nd Ed. 2013 was disseminated on 24th May, 2018</li> <li>2. Uganda Clinic Guidelines 2016 was received by the facility on 12th December, 2017</li> <li>3. Cancer information chart for community health worker- 2018</li> </ol> <p>Copies of the guidelines were available at the health facility.</p>	3

<p>The DHO/MHO 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"> <li>Evidence that the DHO/MHO has held meetings with health facility in-charges and among others explained the guidelines, policies, circulars issued by the national level: score 3</li> </ul>	<p>There was no documentary evidence that MHO had held meetings with the health facility in-charge and among others explained guidelines, policies and circulars issued by the national level.</p>	<p>0</p>
<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/MHT has supervised 100% of HC IVs and district hospitals (including PNFPs receiving PHC grant) at least once in a quarter: score 3</p>	<p>Not Applicable</p>	<p>3</p>
<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/MHT has ensured that HSD has supervised lower level health facilities within the previous FY:</p> <ul style="list-style-type: none"> <li>If 100% supervised: score 3</li> <li>80 - 99% of the health facilities: score 2</li> <li>60% - 79% of the health facilities: score 1</li> <li>Less than 60% of the health facilities: score 0</li> </ul>	<p>Biashara Health Center II received integrated support supervision visits on 17th January, 2018.</p> <p>Number of integrated support supervision visits during Financial Year 2017/18 was 1 out of the 4 expected visits translating into 25% compliance.</p>	<p>0</p>

<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"> <li>Evidence that all the 4 quarterly reports have been discussed and used to make recommendations (in each quarter) for corrective actions during the previous FY: score 4</li> </ul>	<p>The Municipal Health Team conducted an integrated support supervision on 17th January 2018 during which a staffing need for an Askari was noted. The team discussed the supervision report on 22nd January 2018 and among others resolved to recruit a porter for the facility. No minute number was recorded.</p> <p>Since only one out of the four mandatory integrated support supervision visits had been conducted, there was no evidence to justify a score for quarters that did not have supervision reports.</p>	0
<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"> <li>Evidence that the recommendations are followed – up and specific activities undertaken for correction: score 6</li> </ul>	<p>The Municipal Health Team on 22nd January 2018 resolved to recruit an Askari for the facility following a supervision recommendation made on 17th January 2018. Therefore, there was evidence that recommendations were followed up with specific activities undertaken since on the MHT submitted a recruitment plan to HRM department on 5th April, 2018 to cater for the position of an Askari.</p>	6
<p>The LG Health department has submitted accurate/consistent reports/data for health facility lists receiving PHC funding as per formats provided by MoH</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that the LG has submitted accurate/consistent data regarding: <ul style="list-style-type: none"> <li>List of health facilities receiving PHC funding, which are consistent with both HMIS reports and PBS: score 10</li> </ul> </li> </ul>	<p>Submission of 1 health facility receiving PHC funding by PBS.</p>	10
<p>Governance, oversight, transparency and accountability</p>			

<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"> <li>Evidence that the LG 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</li> </ul>	<p>There was evidence that Committee responsible for health met and discussed service delivery issues. Four Social Services committee reports were presented as follows during FY 2017/2018.</p> <ul style="list-style-type: none"> <li>During quarter 1, the committee sat on 11 August, 2017 and under minute 03/01/AMC/PC/08/2017(e) discussed absence of pit latrine at Biashara HCII but no recommendation was made.</li> <li>The second quarter meeting was held on 19th December, 2017 and discussed that weekly cleaning days be instituted as well as lobbying to increasing funding for the health center II. These had been discussed under Min.02/19/AMC/12/2017</li> </ul> <p>During quarter 3, the committee sat on 9th February, 2018 and under minute 04/09/AMC/2018 discussed procurement transport means for health staff at MHO, inspection of hotels and lodges as well as recommending to increase porter wage to Shs. 100,000/- from Shs. 70,000/-</p> <p>For the 4th quarter held on 24th May, 2018 and under Min.no04/10/AMC/PCM/14/2018(e), the committee passed the health budget of Shs. 483,759,000</p>	<p>2</p>
<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"> <li>Evidence that the health sector committee has presented issues that require approval to Council: score 2</li> </ul>	<p>There was evidence that the health sector committee had presented issues that required Council approval as follows;</p> <ol style="list-style-type: none"> <li>Meeting held 20th December, 2017 discussed land ownership of Biashara HCII.</li> <li>Meeting on 14th March, 2018 under Min.no.08/04/AMC/MC/02/2018 laying of committee reports.</li> <li>Meeting held 24th May, 2018 Sectoral budget totaling to shs. 266,249,000 had been presented to full Council for approval under Min no.4/05/AMC/05/2018. It was approved with amendments at shs. 266,249,000</li> </ol>	<p>2</p>

<p>The Health Unit Management Committees and Hospital Board are operational/functioning</p> <p>Maximum 6 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"> <li>• If 100% of randomly sampled facilities: score 6</li> <li>• If 80-99 %: score 4</li> <li>• If 70-79: %: score 2</li> <li>• If less than 70%: score 0</li> </ul>	<p>In quarter 4, the HUMC for Biashara HC II sat on 27th June, 2018 and under minute 7, discussed PHC funding tot the health facility.</p> <p>On 19th February, 2018 and under Min6, the in-charge of the facility decried the persistent loss of equipment for the facility.</p> <p>On 29th November, 2017 and under Min.3, there was an extra-ordinary meeting which had been held particularly to streamline the running of the health facility.</p> <p>Meetings on 16th October, 2017 as well as 27th November, 2017 under minute 3, the committee discussed missing TV as well as the facility motorcycle. In the same meeting on 27th November, 2017, an indiscipline case, by a one Egwang Felix was brought up.</p>	<p>6</p>
<p>The LG has publicised all health facilities receiving PHC non-wage recurrent grants</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the LG has publicised all health facilities receiving PHC non- wage recurrent grants e.g. through posting on public notice boards: score 4</li> </ul>	<p>The PHC recurrent non-wage beneficiary had been displayed at the municipal health notice-board. The same display had been displayed at the Biashara- the beneficiary with quarterly remittances of Shs. 2,710,000.</p>	<p>4</p>
<p>Procurement and contract management</p>			
<p>The LG Health department has submitted input to procurement plan and requests, complete with all technical requirements, to PDU that cover all items in the approved Sector annual work plan and budget</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the sector has submitted input to procurement plan to PDU that cover all investment items in the approved Sector annual work plan and budget on time by April 30 for the current FY: score 2</li> </ul>	<p>The department submitted procurement input to procurement plan to PDU for all investment items in the approved work plan and budget on 5th April, 2018 (On time). Some of the investment items were;</p> <ol style="list-style-type: none"> <li>1. Procurement of 2 Laptop Computer by micro procurement amounting to shs. 1,998,600</li> <li>2. Procurement 1 printer plus accessories amounting to shs. 2,071,800</li> <li>3. Fuel at shs. 580,000</li> </ol>	<p>2</p>

<p>The LG Health department has submitted input to procurement plan and requests, complete with all technical requirements, to PDU that cover all items in the approved Sector annual work plan and budget</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that LG Health department submitted procurement request form (Form PP5) to the PDU by 1st Quarter of the current FY: score 2.</li> </ul>	<p>Requisition Forms (PP1) for FY 2017/18 had been submitted as follows;</p> <ol style="list-style-type: none"> <li>Supply of 1 motorcycle to health department at shs. 5,000,000</li> </ol> <p>Motorcycle had been the only procurement item for the department in FY 2017/18. This submission had been made 3rd April, 2017.</p> <p>Forms PP1 for FY 2018/19 had been submitted as follows;</p> <ol style="list-style-type: none"> <li>Requisition for supply of printing paper Form PP1 had been submitted to PDU on 5th April, 2018</li> <li>Requisition for supply of 145 liters of fuel had been submitted 5th April, 2018</li> <li>Requisition for printing tonner had been submitted on 5th April, 2018</li> <li>Requisition for supply of printer had been submitted 5th April, 2018.</li> </ol>	<p>2</p>
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The LG Health department has certified and initiated payment for supplies on time

Maximum 4 for this performance measure

- Evidence that the DHO/MHO (as per contract) certified and recommended suppliers timely for payment: score 4.

There was documentary evidence that the MHO (as per contract) certified and recommended suppliers timely for payment:

This was verified from the payment Voucher No DD14/3/2018 dated 22nd March, 2018. A total of 6,490,000 was paid to Simba Automobiles LTD Plot84 Kira Road Kampala Box 24281 for Supply of One Motor Cycle UG BOSS 125 Reg. NoLG00006-134 to APAC Municipal Health Department.

#### Details

- Contract Agreement dated 23rd February 2018 was in place.
- Contract Scope
- Date of Commencement 23rd February, 2018. Expected Date of completion 24th May, 2018 at a contract sum shs 6,490,000. Request for Payment had been made on 21st March, 2018. The MHO endorsed the request for payment on 21st May, 2018. Certificate of work done issued on 21st March, 2018 and payment effected on 22nd March, 2018.

Payment effected within a period of one day.

NB

The Municipal Health Sector had one Procurement activity.



<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"> <li>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</li> </ul>	<p>The department submitted annual performance report for FY 2017/2018 on 14th September 2018 (Late submission-evidence from PBS to show date of submission to district planner).</p> <p>Submission of quarterly reports to Planner during FY 2017/2018 was as follows (Information source PBS system):</p> <ul style="list-style-type: none"> <li>1stQtr on 19th November, 2017. Deadline was end of October 2017 hence submitted outside timeline.</li> <li>2nd Qtr on 28th February, 2018, deadline was end of January 2018 hence submitted outside timeline</li> <li>3rd Qtr had been submitted on 24th April, 2018, deadline was end of April 2018 hence submitted within time line.</li> <li>4thQtr had been submitted 3rd August, 2018 and the deadline was end of July 2018 hence submitted Late.</li> <li>Some of the reasons for late submission of quarterly and annual performance reports were MC was still in middle of being constituted as a local government entity as well as occasional dysfunction of the PBS system.</li> </ul>	<p>0</p>
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<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"> <li>• If sector has no audit query: Score 4</li> <li>• If the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year: Score 2 points</li> <li>• If all queries are not responded to Score 0</li> </ul>	<p>There were no audit queries during FY 2016/2017 since the health municipal office was not in establishment at that time. The PAT could therefore not deny a score for this indicator.</p>	<p>4</p>
<p>Social and environmental safeguards</p>			
<p>Compliance with gender composition of HUMC and promotion of gender sensitive sanitation in health facilities.</p> <p>Maximum 4 points</p>	<ul style="list-style-type: none"> <li>• Evidence that Health Unit Management Committee (HUMC) meet the gender composition as per guidelines (i.e. minimum 30 % women: score 2</li> </ul>	<p>The mandate for the old HUMC had expired by the time of assessment due to the fact that there was no political wing to kick-start the process of putting in place a new one. However, the old HUMC was still conducting business. The HUMC met the gender composition as per the guidelines with 2 female members out of 6 Committee members. This represented 33% female representation per the guidelines.</p>	<p>2</p>
<p>Compliance with gender composition of HUMC and promotion of gender sensitive sanitation in health facilities.</p> <p>Maximum 4 points</p>	<ul style="list-style-type: none"> <li>• Evidence that the LG has issued guidelines on how to manage sanitation in health facilities including separating facilities for men and women: score 2.</li> </ul>	<p>At the Health Unit, there was evidence that MC had issued guidelines on how to manage sanitation at the facility. For instance;</p> <ol style="list-style-type: none"> <li>1. There were posters displayed that showed modern types of latrines and how they could be managed.</li> <li>2. There was also a displayed poster that emphasized and showered separation of latrine stances for females and males.</li> </ol>	<p>2</p>

<p>LG Health department has ensured that guidelines on environmental management are disseminated and complied with</p> <p>Maximum 4 points for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that all health facility infrastructure projects are screened before approval for construction using the checklist for screening of projects in the budget guidelines and where risks are identified, the forms include mitigation actions: Score 2</li> </ul>	<p>The MC had no infrastructure projects undertaken during the FY 2017/18.</p>	<p>2</p>
<p>LG Health department has ensured that guidelines on environmental management are disseminated and complied with</p> <p>Maximum 4 points for this performance measure</p>	<ul style="list-style-type: none"> <li>The environmental officer and community development officer have visited the sites to checked whether the mitigation plans are complied with: Score 2</li> </ul>	<p>Not applicable for FY 2017/18. See 17(i)</p>	<p>2</p>
<p>The LG Health department has issued guidelines on medical waste management</p> <p>Maximum 4 points</p>	<ul style="list-style-type: none"> <li>Evidence that the LG has issued guidelines on medical waste management, including guidelines (e.g. sanitation charts, posters, etc.) for construction of facilities for medical waste disposal: score 4.</li> </ul>	<p>A hand book titled; Approaches to health care waste management: Health workers guide.2nd Edition by MHO was available at the health facility.</p> <p>There was a poster illustrating segregation of medical waste guidelines. Particularly, it showed how toxic, infectious, sharp and well as non- infectious wastes could be disposed off.</p>	<p>4</p>

Summary of requirements	Definition of compliance	Compliance justification	Score
Planning, budgeting and execution			
<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"> <li>• Evidence that the district Water department has targeted sub- counties with safe water coverage below the district average in the budget for the current FY:               <ul style="list-style-type: none"> <li>o If 100 % of the budget allocation for the current FY is allocated to S/Cs below average coverage: score 10</li> <li>o If 80-99%: Score 7</li> <li>o If 60-79: Score 4</li> <li>o If below 60 %: Score 0</li> </ul> </li> </ul>	Not Applicable	0
<p>The district 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"> <li>• Evidence that the district Water department has implemented budgeted water projects in the targeted sub-counties with safe water coverage below the district average in the previous FY.               <ul style="list-style-type: none"> <li>o If 100 % of the water projects are implemented in the targeted S/Cs:                   <p>Score 15</p> </li> <li>o If 80-99%: Score 10</li> <li>o If 60-79: Score 5</li> <li>o If below 60 %: Score 0</li> </ul> </li> </ul>	Not Applicable	0
Monitoring and Supervision			

<p>The district Water department carries out monthly monitoring of project investments in the sector</p> <p>Maximum 15 points for this performance measure</p>	<p>Evidence that the district Water department has monitored each of WSS facilities at least annually.</p> <ul style="list-style-type: none"> <li>• If more than 95% of the WSS facilities monitored: score 15</li> <li>• 80% - 95% of the WSS facilities - monitored: score 10</li> <li>• 70 - 79%: score 7</li> <li>• 60% - 69% monitored: score 5</li> <li>• 50% - 59%: score 3</li> <li>• Less than 50% of WSS facilities monitored: score 0</li> </ul>	<p>Not Applicable</p>	<p>0</p>
<p>The district 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>	<ul style="list-style-type: none"> <li>• Evidence that the district has submitted accurate/consistent data for the current FY: Score 5</li> <li>• List of water facility which are consistent in both sector MIS reports and PBS: score 5</li> </ul>	<p>Not Applicable</p>	<p>0</p>
<p>The district 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>	<ul style="list-style-type: none"> <li>• List of water facility which are consistent in both sector MIS reports and PBS: score 5</li> </ul>	<p>Not Applicable</p>	<p>0</p>
<p>Procurement and contract management</p>			

<p>The district Water department has submitted input for district's procurement plan, 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 input for the district procurement plan to PDU that cover all investment items in the approved Sector annual work plan and budget on time (by April 30): score 4</p>	<p>Not Applicable</p>	<p>0</p>
<p>The district has appointed Contract Manager and has effectively managed the WSS contracts</p> <p>Maximum 8 points for this performance measure</p>	<ul style="list-style-type: none"> <li>• If the contract manager prepared a contract management plan and conducted monthly site visits for the different WSS infrastructure projects as per the contract management plan: score 2</li> </ul>	<p>Not Applicable</p>	<p>0</p>
<p>The district has appointed Contract Manager and has effectively managed the WSS contracts</p> <p>Maximum 8 points for this performance measure</p>	<ul style="list-style-type: none"> <li>• If water and sanitation facilities constructed as per design(s): score 2</li> </ul>	<p>Not Applicable</p>	<p>0</p>
<p>The district has appointed Contract Manager and has effectively managed the WSS contracts</p> <p>Maximum 8 points for this performance measure</p>	<ul style="list-style-type: none"> <li>• If contractor handed over all completed WSS facilities: score 2</li> </ul>	<p>Not Applicable</p>	<p>0</p>

<p>The district has appointed Contract Manager and has effectively managed the WSS contracts</p> <p>Maximum 8 points for this performance measure</p>	<ul style="list-style-type: none"> <li>If DWO appropriately certified all WSS projects and prepared and filed completion reports: score 2</li> </ul>	<p>Not Applicable</p>	<p>0</p>
<p>The district Water department has certified and initiated payment for works and supplies on time</p> <p>Maximum 3 for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that the DWOs timely (as per contract) certified and recommended suppliers for payment: score 3 points</li> </ul>	<p>Not Applicable</p>	<p>0</p>
<p>Financial management and reporting</p>			
<p>The district 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"> <li>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</li> </ul>	<p>Not Applicable</p>	<p>0</p>
<p>The District 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"> <li>Evidence that the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year <ul style="list-style-type: none"> <li>If sector has no audit query score 5</li> <li>If the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year: score 3</li> <li>If queries are not responded to score 0</li> </ul> </li> </ul>	<p>Not Applicable</p>	<p>0</p>
<p>Governance, oversight, transparency and accountability</p>			

<p>The district 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"> <li>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</li> </ul>	<p>Not Applicable</p>	<p>0</p>
<p>The district 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"> <li>Evidence that the water sector committee has presented issues that require approval to Council: score 3</li> </ul>	<p>Not Applicable</p>	<p>0</p>
<p>The district 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"> <li>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.</li> </ul>	<p>Not Applicable</p>	<p>0</p>
<p>The district 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"> <li>All WSS projects are clearly labelled indicating the name of the project, date of construction, the contractor and source of funding: score 2</li> </ul>	<p>Not Applicable</p>	<p>0</p>



<p>The district 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"> <li>Information on tenders and contract awards (indicating contractor name /contract and contract sum) displayed on the District notice boards: score 2</li> </ul>	<p>Not Applicable</p>	<p>0</p>
<p>Participation of communities in WSS programmes</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> <li>If communities apply for water/ public sanitation facilities as per the sector critical requirements (including community contributions) for the current FY: score 1</li> </ul>	<p>Not Applicable</p>	<p>0</p>
<p>Participation of communities in WSS programmes</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> <li>Water and Sanitation Committees that are functioning evidenced by either: i) collection of O&amp;M funds, ii( carrying out preventive maintenance and minor repairs, iii) facility fenced/protected, or iv) they an M&amp;E plan for the previous FY: score 2</li> </ul> <p>Note: One of parameters above is sufficient for the score.</p>	<p>Not Applicable</p>	<p>0</p>
<p>Social and environmental safeguards</p>			
<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"> <li>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</li> </ul>	<p>Not Applicable</p>	<p>0</p>

<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"> <li>Evidence that there has been follow up support provided in case of unacceptable environmental concerns in the past FY: score 1</li> </ul>	<p>Not Applicable</p>	<p>0</p>
<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"> <li>Evidence that construction and supervision contracts have clause on environmental protection: score 1</li> </ul>	<p>Not Applicable</p>	<p>0</p>
<p>The district 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"> <li>If at least 50% WSCs are women and at least one occupying a key position (chairperson, secretary or Treasurer) as per the sector critical requirements: score 3</li> </ul>	<p>Not Applicable</p>	<p>0</p>
<p>Gender and special needs-sensitive sanitation facilities in public places/ RGCs provided by the Water Department.</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> <li>If public sanitation facilities have adequate access and separate stances for men, women and PWDs: score 3</li> </ul>	<p>Not Applicable</p>	<p>0</p>