



## Local Government Performance Assessment

Lugazi Municipal Council

(Vote Code: 788)

Assessment	Scores
Accountability Requirements	83%
Crosscutting Performance Measures	70%
Educational Performance Measures	70%
Health Performance Measures	66%
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>Lugazi Municipal Local Government submitted the annual performance contract on 1/08/2018. This is within the adjusted deadline of 1st August 2018. Therefore the LG is Compliant.</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>From MoFPED's inventory, the Municipal LG submitted the budget together with the Procurement Plan on 1/08/2018. This is within the adjusted deadline of 1st August 2018. Therefore the LG is Compliant.</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>From MoFPED's official record/inventory the LG submitted annual performance report on 31/07/2018. Therefore the LG is Compliant.</p>	<p>Yes</p>
<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>Lugazi LG submitted to MoFPED annual and quarterly reports of the previous FY on the following dates: Quarter 1 on 11/01/2018; Quarter 2 on 13/03/2018; Quarter 3 on 13/6/2018 and Quarter 4 on 30/07/2018. The LG submitted the annual performance before the July 31st deadline, therefore the LG is compliant.</p>	<p>Yes</p>
<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 and the Auditor General recommended the Accounting Officer to take action in lines with applicable laws.</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 'Response' (and provide details), then it is compliant</li> <li>• If LG did not submit a 'response', then it is non-compliant</li> <li>• If there is a response for all –LG is compliant</li> <li>• If there are partial or not all issues responded to – LG is not compliant.</li> </ul>	<p>The LG Submitted audit responses to PS/ST on May 13,2018, which was later than the deadline of April 30, hence the LG not compliant. This evidence was from the Directorate of Internal Audit, Ministry of Finance, Planning and Economic Development.</p>	<p>No</p>
<p>The audit opinion of LG Financial Statement (issued in January) is not adverse or disclaimer.</p>		<p>Lugazi MC got a clean (unqualified) audit opinion from the Auditor General for the financial year 2017/18.</p>	<p>Yes</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>Lugazi Municipal LG has a fully constituted Physical Planning Committee that considers new investments on time. The evidence provided was appointment letters for members of physical planning committee dated 1st December 2017 for all other members and 1st June 2018 for the Environmental officer.</p> <p>Minutes of the physical planning committee confirmed that the MPPC is functional, for example - min 4/LMC/PPC/2017/18: Consideration of requests for permission dated 1/02/2018 and Min LMC/PPC/03/2017-2018: Consideration of pending plan applications, dated 4/05/2018.</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>• Evidence that district/ MLG has submitted at least 4 sets of minutes of Physical Planning Committee to the MoLHUD score 1.</li> </ul>	<p>Lugazi LG submitted 4 sets of minutes of Physical Planning Committee to MoLHUD - Regional Ministry Zonal Office at Mukono. The minutes dated; 1/02/2018, 4/05/2018, 2/07/2018 were submitted on 30th August 2018, and acknowledgement of receipt from the MoLHUD zonal office was dated 04/08/2018.</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>The LG does NOT have a physical development plan to guide the implementation of Capital Investments.</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>The LG does NOT have an approved action area Plan in place.</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.

There was evidence that the Priorities in AWP are based on outcomes of the budget conference report dated 23/11/2017. The priorities in the AWP for the current FY include:

- Extension of solar street lights to Kinyoro;
- Renovation and repair of buildings in health centre;
- Procurement of double cabin pick up;
- Construction of a 2 classroom block at Kiyagi Mubango Quran Primary school at Najjembe division; and
- Completion of staff houses at Lugazi Model primary school among others.

The priorities were discussed in TPC Meeting held on 30/5/2018 under min54/LMC/5/2018: Approving the budget.

<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>• 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.</li> </ul> <p>Score 1.</p>	<p>The LG does not have a five year development plan. The plan is currently under preparation. Therefore the capital investments in the approved Annual work plan for the current FY are NOT derived from the five-year development plan.</p>	<p>0</p>
--	--	---	----------

<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>The LG did not avail any evidence of Project profiles. The evidence availed was a compiled list of projects per sector to be implemented in the Financial year 2017/2018 as derived from the budget conference report and the annual work plan. There was also no evidence to show that the profiles, if at all available were discussed by TPC.</p>	<p>0</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>There was evidence that the Statistical abstract with gender dis-aggregated data dated 10/05/2018 was compiled and approved by TPC under min 03/MTPC/2017-18: Presentation and discussion of Statistical abstract.</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>There was evidence that all investment projects implemented in FY 2017/18 were derived from the AWP and approved budget. These include:</p> <ul style="list-style-type: none"> <li>Rehabilitation of Classroom Block at Najjembe C/U Primary School;</li> <li>Construction of 2 classroom block at Nseenya Muslim School and</li> <li>Phased construction of 2 unit staff quarters at Lugazi Model P/S among others.</li> </ul>	2
<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. <ul style="list-style-type: none"> <li>100%: score 4</li> <li>80-99%: score 2</li> <li>Below 80%: 0</li> </ul> </li> </ul>	<p>There was evidence that all investment projects implemented in the previous FY were completed as per work plan by end for FY. This accounts for 100% completion rate. The source of evidence was the annual performance report.</p> <p>Sampled investments projects include:</p> <ul style="list-style-type: none"> <li>Education department - (LUG788/WRKS/17-18/00008</li> <li>Rehabilitation of class room block at Najjembe CoU;</li> <li>Education department - (LUG788/WRKS/17-18/00002</li> <li>Construction of 2 classroom block at Nseenya Muslim P/Sch (budget: UGX70,000,000, Actual: UGX70,059,000);</li> <li>Supply and Installation of 20 solar street lights;</li> <li>Construction of 5 stance VIP latrine at Najjembe Division Head quarters;</li> <li>Construction of staff houses at Lugazi Model School UGX21,403,230; and</li> <li>Repair of classrooms &amp; office at Najjembe P/S, at UGX18,354,462.</li> </ul>	4

<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>There was evidence that NOT all investment projects in the previous FY were completed within Max. 15% plus or minus the original budget.</p> <p>Five projects sampled include:</p> <ul style="list-style-type: none"> <li>- Establishment of 2 fish ponds at UGX25,000,000 (budget- UGX25,000,000) thus 100%;</li> <li>- Construction of 5 stance VIP latrine at Kawoto at UGX20,084,300 (budget- UGX21,000,000) thus 96%;</li> <li>- Upgrading of dumping site at Kakumbansiri at UGX5,700,000 (budget- UGX7,000,000) thus 81%;</li> <li>- Supply and Installation of Street lights at UGX149,742,000 (budget- UGX100,000,000) thus 149.7%; and</li> <li>- Construction of 2 classroom block at Nseenya Muslim School at UGX70,059,000 (budget- UGX70,000,000) thus 100%.</li> </ul> <p>Noted: The expenditure on upgrading of a dumping site at Kakumbansiri was 19% below original budget, whereas the expenditure on Supply and Installation of Street lights was 49.7% above the original budget. Thus the two investment projects in the previous FY were completed outside the Max. 15% plus or minus the original budget.</p>	<p>0</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>There was evidence that the LG had budgeted and spent at least 80% of the O&amp;M budget.</p> <ul style="list-style-type: none"> <li>- There was evidence of a register of assets in need of maintenance.</li> <li>- The assets in need of maintenance were costed and budgeted for.</li> <li>- The O&amp;M budget for FY 2017/2018 was UGX10,669,681.</li> <li>- The assets maintained included; pit latrine at taxi park, dump site, cleaning items and painting of council hall.</li> </ul> <p>The evidence availed showed that the total expenditure on O&amp;M was UGX10,669,681= hence 100% expenditure.</p>	<p>2</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 Municipality had substantively filled only three posts of Principal Treasurer, Senior Veterinary Office and Principal Education officer.</p>	<p>0</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 HoDs have been appraised as per guidelines issued by MoPS during the previous FY: score 2</li> </ul>	<p>The LG had appraised 7 out of the 9 sector heads (78%). Those that had not been appraised at the time of the assessment included; Principal Finance officer and Principal Commercial officer.</p>	<p>0</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>The DSC considered all the submissions for recruitment from the Town Clerk office dated; 3/07/2017, 18/12/2017 and 8/1/ /2018 on the Meetings of DSC held on 5th – 8th September 2017 (Min No BDSC68/2017), 23rd-24th/01/2018, 19th-20th /02/2018, 1st /03/2018, 24-27/04/2018, 2/05/2018 (BDSC 78/2018) and Addendum Minute Extract Min BDSC 24/2018.</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>The submission by Town Clerk to DSC for confirmation of 3 staff dated 3rd July 2007 ( Nduru Med, Ssemakula and Isabirye) were all considered under Meeting of DSC held 5th- 8th September 2017.</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>The Town Clerk did not submit any staff to DSC for disciplinary action in the financial year 2017/18 as there was no need required. The assessor was informed that the few cases were either handled administratively by the Reward and Sanction Committee of Lugazi Municipal Council and office of the Town Clerk.</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>All the 20 newly recruited staff accessed the Local Government payroll within the stipulated 2 month period in the financial year 2017/2018 for example; Nanyombi Dorothy (CDO)appointed on 16th / May/2018 and accessed June 2018, Lwanga Charles ( Environment Officer) appointed 16th/May 2018 and accessed payroll June 2018, Kyeswa Stephen appointed 16th /May 2018 and accessed payroll June 2018 and Olope Denish appointed on 16th/May/ 2018 and accessed payroll in June 2018.</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>The 2 retired staff; Kalema Ruth (Nursing Officer retired 1st September 2017) and Mukaluba Geoffrey (retired 11th November 2017) were not able to access the pensioner payroll within the 2 month as stipulated in the financial year 2017/2018).</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>Own source revenue was UGX 1,405,018,126 for the year 2017/18 , compared to UGX 711,019,097 for the year 2016/17</p> <p>A Performance increment of 97.6%.</p> <p>Reason:</p> <p>More property rate assessments were done in 2017/18. These were from new places (Najjembe division and Industrial properties) added to the new municipality during the year from Buikwe District. Lugazi Municipality was new having been created in the year 2016/17.</p> <p>Source: 2017/18 and 2016/17 Financial Statements.</p>	<p>4</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>The Budgeted Local Revenue for 2017/18 was UGX 1,805,808,522 but collected local revenue was UGX 1,405,018,126 . This was an under Performance of - 22%.</p> <p>Reasons include:</p> <ul style="list-style-type: none"> <li>-New municipality was still sensitizing taxpayers on new taxes; and</li> <li>-Taxi park resisted paying when the president hinted on waiving the taxi levy.</li> </ul> <p>Source: 2017/18 Original budget and 2017/18 Financial Statements.</p>	<p>0</p>
<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>The Municipality remitted the mandatory LLG share of local revenues. A total of UGX 71,541,642 was transferred to Divisions: Najjembe Division (UGX 22million); Central Division(UGX 24million); and Kawolo Division(UGX 25million).</p> <p>Source: 2017/18 Cash book.</p>	<p>2</p>
<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 LG Council expenditures on allowances and emoluments paid to LG Council was 206,454,346 from all sources, this compared to Own Source Revenue of 1,405,018,126 for the year 2017/18 was 14.7% which was within the acceptable range of below 20%.</p> <p>Source: 2017/18 Financial Statements.</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>Municipal Staffing List indicated that the position of Procurement Officer is filled but there was no Assistant Procurement Officer. This prevailing situation was confirmed by HR.</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>There was evidence that the TEC produced and submitted reports to the Contracts Committee for the previous FY. Technical Evaluation Committee Reports were seen that sat on the following dates:</p> <ol style="list-style-type: none"> <li>25th January 2018 where Procurement Reference No: LUG788/Wrks/17-18/00008 &amp; LUG788/Wrks/17-18/00009 were considered;</li> <li>23rd February 2018 where Procurement Reference No: LUG788/Supls/17-18/000014 were considered, and</li> <li>28th February 2018 where Procurement Reference No: LUG788/ Supls/17-18/000023 were considered.</li> </ol>	<p>1</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>There was evidence that the Contracts Committee considered recommendations of the TEC and provided justifications for any deviations from those recommendations. Contracts Committee considerations of TEC recommendations were seen for the following meetings:</p> <ol style="list-style-type: none"> <li>Meeting held on 21st December 2018, reference No. 04/MCC/2017-2017;</li> <li>Meeting held on 30th January 2018, reference No. 06/MCC/2017-2018;</li> <li>Meeting held on 16th January 2018, reference No. 05/MCC/2017-2018;</li> <li>Meeting held on 12th March 2018, reference No. 07/MCC/2017-2018 and</li> <li>Meeting held on 15th May 2018, reference No. 08/MCC/2017-2018.</li> </ol>	<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

a) Procurement and Disposal Plan for current FY covered all infrastructural projects. Samples drawn from Municipal Workplan and cross-checked in the Procurement Plan included:

- 1) Construction of an abattoir at Kakubansiri village, Butinindi Ward in Kawolo Division;
- 2) Maintenance and repair of Najjembe Health Centre III, Nsakya Ward;
- 3) Completion of Staff House at Lugazi Model Primary School, Namengo parish, Lugazi central Division, and
- 4) Construction Services – Energy Installations within Lugazi Municipality.

b) LG made procurements in previous FY by strictly adhering to the procurement plan. Contract agreements sampled from the procurement plan and seen to be implemented were as follows:

- 1) Contract Agreement No: LUG788/Wrks/1718/00010 seen where contract was signed between Lugazi Municipality and M/S Rinack Holdings Ltd for the construction of 2 classroom blocks at Nseenya Muslim Primary School. This was item No. 44 in the procurement Plan for 2017/2018;
- 2) Contract No: LUG/788/SUPLS/1718/00014 seen for supply and installation of twenty (20) Street Lights in Lugazi municipality. This was item No. 23 in the procurement plan for 2017/2018;
- 3) Contract No: LUG/788/Wrks/1718/00008 seen for rehabilitation of 4 classroom blocks at Najjembe Church of Uganda Primary School in Najjembe Division. This was item No. 42 in the procurement Plan for 2017/2018 and
- 4) Contract No: LUG/788/Wrks/1718/00009 for construction of a 5-stance lined VIP Latrine at Kawotto LC1. This was item No. 19 in the procurement Plan for 2017/2018.

<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>A copy of an advert that was placed in the <i>Daily Monitor</i> Newspaper of 07 August 2018 was seen. The advert solicited bids for Open, Selective, and Framework Contracts. The advert covered 28 out of the 34 (82%) of planned projects.</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>A 23-page electronic Contracts Register was maintained by the Procurement Officer. It had clearly labelled columns of Contract Reference No., Subject of Procurement, Date of Award, Contract Start date, Contract Initial End date, Extension Period, Current Expiry Date, Type of Contract, Supplier and Estimated Value over Term. But because the Register was kept in electronic form, it was not possible for the CAO to sign it regularly when it was updated.</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.

Municipal Council has adhered to Procurement Thresholds as indicated in the randomly selected bids below:

Open Bidding:

1) Contract No. LUG/SUPLS/17-18/00014 for supply and installation of 20 solar street lights in Lugazi Municipality. Contractor: Jack Manufacturers and distributors. Amount: UGX149,742,000. Contract signed on 20th April 2018;

2) Contract No: LUG788/Wrks/17-18/00010 for construction of a 2 Classroom Block at Nseenya Muslim Primary school. Contractor: Rinack Holdings Limited., Amount: UGX70,059,000. Contract Signed on 17th Jan 2018.

Selective bidding:

1) Contract No: LUG788/Wrks/17-18/0005 for Construction of a 5-stance VIP latrine at Najjembe Division Headquarters. Contractor: M/S Trefoil Group Ltd. Amount: UGX20,198,200. Contract signed on 19th Feb. 2018;

2) Contract No: LUG788/Wrks/17-18/00008 for rehabilitation of a 4 Classroom Block at Najjembe Church of Uganda Primary School. Contractor: Luwalira Besiguka Construction Company Limited. Amount: UGX18,354,462. Contract Signed on 13th Feb. 2018.

Direct procurement:

1) Contract No: LUG788/SUPLS/17-18/00034 for procurement of land on Plot 122A, Block 316 in Lugazi Central Division. Sales agreement seen signed between the Town Clerk and a one Iddi Ramadhan on 13th June 2018. The purchase was payment for location of new Central Market for Lugazi Municipality *after clearance from the Solicitor General.*(documents seen attached to prove this).

<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</li> </ul> <p>for all projects based on technical supervision: score 2</p>	<p>Certification was done and Certificates seen were as follows:</p> <ol style="list-style-type: none"> <li>Interim Certificate issued on 09th April 2018 to Luwalira Basigika Construction Company Limited on 9th April 2018 upon completion of rehabilitation of a 4 Classroom Block at Najjembe CU Primary School;</li> <li>Interim Certificate No.1 and a Final Payment Certificates issued on 23rd April 2018 and on 16th June 2018 respectively, to Rinack Holdings Ltd for construction of Classroom block at Nseenya Moslem Primary school;</li> <li>Payment Certificate issued to M/S Jack Manufacturers and Distributors Limited on 12 June 2018 for Supply and installation of 20 Solar street Lights.</li> </ol>	<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>No site boards seen that indicated the contract value. Municipal Works Department mentioned that instructions they got from Works Ministry Headquarters and UNRA about site boards did not stipulate inclusion of Contract Value on the site boards, on addition to the practice being risky in exposing them to harassment from workers and thieves. It was also pointed out that as an example, even the Lugazi Central Market construction project that is being supervised by Ministry of Local Government Headquarters does not have a project Contract Value advertised on the site board (see picture of site board in Drop Box).</p>	<p>0</p>
<p>Financial management</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 LG made bank reconciliation statements late way above the one month requirement, and at the time of the assessment they were not up to date.</p> <p>Most sampled months had over one month delay in preparing bank reconciliation statements. Bank reconciliation system for the month of October 2017 was done on 12/1/2018, for Jan 2018 was done on 26/3/2018 and so on. The reason given was that the IFMS system is always on and off</p>	<p>0</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>The LG Payments were made on time for example:-</p> <p>A procurement of construction of 2 class rooms at Nseemya Moslem school, request , certificate and invoice worth UGX 70,059,000 submitted on 18/6/2018 was paid on 19/6/2018 (1 day).</p> <p>The other one for construction of toilets at Kawoho Lc1 submitted on 9/4/2018 was paid on 13/4/2018 (4 days).</p>	<p>2</p>
<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 LG had no substantive Senior Internal Auditor (SIA). The one who was there was still acting SIA.</p>	<p>0</p>
<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>All 4 Internal Auditor reports for the year 2017/18 were available, these include:-</p> <ul style="list-style-type: none"> <li>-Quarter 4 report was dated 20/7/2018;</li> <li>-Quarter 3 report was dated 1/6/2018;</li> <li>-Quarter 2 report was dated 17/4/2018; and</li> <li>-Quarter 1 was dated 17/4/2018.</li> </ul>	<p>2</p>

<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>	<p>Evidence that the LG has provided information to the Council and LG PAC on the status of implementation of internal audit findings for the previous financial year i.e. follow up on audit queries from all quarterly audit reports: score 2.</p>	<p>Submission of internal auditor reports with status of implementation of the findings was made as below:</p> <ul style="list-style-type: none"> <li>-Quarter 4 report was submitted on 20/7/2018;</li> <li>-Quarter 3 report was submitted on 1/6/2018;</li> <li>-Quarter 2 report was submitted on 17/4/2018; and</li> <li>-Quarter 1 was submitted on 17/4/2018.</li> </ul>	<p>2</p>
<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 internal audit reports for the previous FY were submitted to LG Accounting Officer, LG PAC and LG PAC has reviewed them and followed-up: score 1.</li> </ul>	<p>The LG submitted all the 4 internal auditor reports but were not reviewed by the time of the assessment.</p>	<p>0</p>
<p>The LG maintains a detailed and updated assets register</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> <li>• Evidence that the LG maintains an up- dated assets register covering details on buildings, vehicle, etc. as per format in the accounting manual: score 4</li> </ul>	<p>The LG Asset register is in place, updated and in the format required by the accounting manual.</p>	<p>4</p>

<p>The LG has obtained an unqualified or qualified Audit opinion</p> <p>Maximum 4 points on this performance measure</p>	<p>Quality of Annual financial statement from previous FY:</p> <ul style="list-style-type: none"> <li>• Unqualified audit opinion: score 4</li> <li>• Qualified: score 2</li> <li>• Adverse/disclaimer: score 0</li> </ul>	<p>Lugazi MC got a clean (unqualified) audit opinion from the Auditor General for the financial year 2017/18.</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 Council meets and discusses service delivery related issues. This was evidenced by the following minutes:</p> <ol style="list-style-type: none"> <li>1) Min 36/LMC/3/2018, dated 28/3/2018: Approval of minutes of previous Council meetings, and Min 39/LM/3/2018: Motion seeking approval of 2018/2019 Annual Work Plan and</li> <li>2) Min 43/EX/02/2018 dated 6/2/2018: Discussion of TPC and monitoring reports.</li> </ol>	<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>There was evidence that the LG designated person (Ms. Luwaga Milly) to handle and coordinate response to feed-back (grievance/complaints). The appointment letter is dated 24th January 2018.</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>The LG has specified a system for recording, investigating and responding to grievances. There was evidence of the Grievance procedure on the LG notice board: titled “Public Service Grievance Procedure”, dated 7th May 2018.</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>The LG Payroll (August payroll register 2018) and Pensioner Schedule were pinned on public notice boards at the Municipal headquarters, dated 23/5/2018.</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>The procurement plan and awarded contracts and amounts were published on the notice board, dated August 2018.</p>	<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>The LG published the LG performance assessment results and implications dated 10/07/2018.</p>	<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 LG communicated and explained guidelines, circulars and policies issued by the national level to LLGs during previous FY. This was evidenced by Minute 6/MTPC/2017/18: Presentation of assessments results &amp; implications; and Min 07/JEX/03/2018 dated 15/03/2018.</p>	<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>The LG during the previous FY conducted discussions with the public to provide feed-back on status of activity implementation. The evidence is Min.04/LMD/07/18: Minutes of meetings with LLGs and with the public and Min.03/LMD/07/18: Grievance &amp; feedback meeting between the Municipal Engineer and affected parties, dated 12/7/2018.</p>	<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>The LG gender focal person and CDO provided guidance and support to sector departments to mainstream gender, vulnerability and inclusion into their activities as seen from the following:</p> <ol style="list-style-type: none"> <li>1) Annual Workplan for both 2017/2018 and 2018/2019 have got a Gender mainstreaming section where issues on gender, vulnerability and inclusion were planned for;</li> <li>2) A report seen dated 04th January 2018 on Training Women Entrepreneurship Programme (UWEP) Groups;</li> <li>3) A report seen dated 10th June 2018 (mis-typed as '2016') seen on a Workshop on Gender mainstreaming;</li> <li>4) A report seen dated 22nd June 2018 on Monitoring of Youth Livelihood Beneficiary Groups (YLP) and Uganda Women Entrepreneurship Programme (UWEP);</li> <li>5) A report dated 25th June 2018 seen on Monitoring of UWEP Beneficiary Groups 2017/2018.</li> </ol>	<p>2</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 gender focal point and CDO have planned for minimum 2 activities for current FY to strengthen women's roles and address vulnerability 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.</li> </ul>	<p>Evidence that gender focal point and CDO had planned for minimum 2 activities for the current FY to strengthen women's roles and address vulnerability and social inclusions were seen from the following documentation:</p> <ol style="list-style-type: none"> <li>1) A report dated 12th August 2018 on Youth Day celebrations at Kampiringisa National Youth Rehabilitation Centre;</li> <li>2) An undated report on Disability Council meeting held at Lugazi Town Council;</li> <li>3) An electronic verification report on identified beneficiary groups for UWEP and YLP 2018/2019 was also seen. It was not yet on hard copy.</li> </ol> <ul style="list-style-type: none"> <li>Out of the planned UGX399,063,204, the gender sector used UGX311,000,000 (77.9%) in implementing activities.</li> </ul>	<p>2</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 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>There was evidence that environmental screening was done, seen from five reports for the following sites:</p> <ol style="list-style-type: none"> <li>1) Construction of a 5-stance Lined Pit latrine at Najjembe Division Office;</li> <li>2) Construction of a 2 in 1 staff quarter at Lugazi Model Primary School;</li> <li>3) Construction of a 2 Classroom Block at Nseenya Muslim Primary school, Kawolo Division;</li> <li>4) Renovation of a 4 Classroom Block at Najjembe C/U primary School and</li> <li>5) Grading and gravelling of 7 kms of Kiteza-Kasubi Road.</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 the LG integrates environmental and social management and health and safety plans in the contract bid documents: score 1</li> </ul>	<p>Bid documents sampled had a section on Environmental and Social Management Plans, especially for the rehabilitation of degraded areas after construction activities. The Municipal Environmental Officer also produced tabulated evidence of environmental situations before and Contractors remedial activities after project conclusion.</p>	<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 projects are implemented on land where the LG has proof of ownership (e.g. a land title, agreement etc.): score 1</li> </ul>	<p>Land tenure issues in Lugazi Municipal Council varied greatly, and prevailing configurations were as follows:</p> <ol style="list-style-type: none"> <li>1) The Municipal Offices are seated on land with a Title;</li> <li>2) All schools, except one, in the Municipal have been established under different mainly faith-based organisations like Church of Uganda, the Catholic Church, the Muslim Faith and Sugar Cooperation. Only one School – Lugazi Model School – is built on government land.</li> </ol> <p>There are three Health Centres in the municipal. One H/Centre III has a Land Title. The other two (one H/Centre III and one H/Centre II) do not have but the Titles are being processing.</p>	<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 all completed projects have Environmental and Social Mitigation Certification Form completed and signed by Environmental Officer and CDO: score 1</li> </ul>	<p>Reports existed about completed projects but Environmental and Social Mitigation Certification Forms supposed to have been signed by Environmental Officer and CDO had not been completed.</p> <p>Reason given is that there has been no Environmental Officer in place for a long time, the one in place having been recently appointed and is only about three months in office.</p>	<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 the contract payment certificated includes prior environmental and social clearance (new one): Score 1</li> </ul>	<p>Since there were no contract payments certificated, hence no evidence of prior environment and social clearances.</p>	<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>There was no evidence of completed checklists, deviations with pictures, or any documented corrective action.</p> <p>Requirement that documentation was supposed to be signed by Environmental Officer AND CDO appeared new to the District officials. They said if this is a new requirement, then it should be channelled through the CAO so they can start working that way. The CAO agreed that this sounds a new requirement and that the modus operandi hasn't been requiring so.</p>	<p>0</p>

Summary of requirements	Definition of compliance	Compliance justification	Score
Human resource planning and management			
<p>The LG education department has budgeted and deployed teachers as per guidelines (a Head Teacher and minimum of 7 teachers per school)</p> <p>Maximum 8 for this performance measure</p>	<p>• 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</p>	<p>Lugazi Municipal Council has budgeted for a Head Teacher and 7 teachers per school as evidenced by the Municipal budget 2018/19 and staff lists from the following sampled schools;</p> <ol style="list-style-type: none"> <li>1. Lugazi East Primary school 1 Head Teacher, 16 Teachers</li> <li>2. Najjembe Primary School 1 Head Teacher 8 Teachers</li> <li>3. Sagazi COU Primary School 1 Head teacher 7 Teachers</li> <li>4. Yunus memorial Kasoga Primary/School 1 Head Teacher 8 Teachers</li> <li>5. St. Bruno Dangala Primary School , 1 Head Teacher , 7 Teachers</li> </ol>	4
<p>The LG education department has budgeted and deployed teachers as per guidelines (a Head Teacher and minimum of 7 teachers per school)</p> <p>Maximum 8 for this performance measure</p>	<p>• 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</p>	<p>Lugazi Municipal Council has not made the required deployments of a Head Teacher and minimum of 7 teachers per school for the current FY as evidenced by the staff status letter by the Lugazi Municipal Council Education Officer to the Town Clerk on 2/07/18.</p>	0

<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 <ul style="list-style-type: none"> <li>o If 100%: score 6</li> <li>o If 80 - 99%: score 3</li> <li>o If below 80%: score 0</li> </ul> </li> </ul>	<p>Lugazi Municipal Council has filled only 312 (86%) of the 363 positions in structure for primary schools. Verified the evidence from the letter of 18th June 2018 by the Lugazi Municipal Council Education Office to the Town Clerk seeking clearance for replacement of the thirty seven (37) teachers.</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>Lugazi Municipal Council has substantively filled the 1 position of school inspector provided for in the wage bill as evidenced by the 2017/18 performance contract signed by the Municipal Education officer.</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>Verified the evidence by the letter of 18th June 2018 by the Lugazi Municipal Council Education Officer to the Town Clerk seeking clearance for replacement of the thirty seven (37) 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>There is no recruitment plan needed for the school inspectors since the one position of inspector has already substantively been filled.</p>	<p>2</p>
<p>Monitoring and Inspection</p>			

<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 Municipal council has just appointed a School Inspector Mr Manana Choudhry (Appointed 29/03/2018- Min No BDSC 37/2018), accepted 9th April 2018. Therefore, there was no School Inspectors for the 10 months under review.</p>	3
<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>There was evidence in the sampled schools that that 70% ( 7 out of 10) had been fully appraised at the time of the assessment. The sampled 10 Schools were; Kikube PS, Kinoni RC, Kiyagi PS, St Kizito ( Najjembe Division); Bibbo, Sagazi PS, Muteesa Memorial PS ( Kawolo Division) and Lugazi UMEA, Lusozi and Kawoto PS (Central Division). The 3 appraisal reports for head teachers of Lusozi, Kawoto and Muteesa Memorial were incomplete.</p>	2

<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 Lugazi MC received and passed on to the schools circulars and guidelines which include the following that were availed at all the government aided schools visited (Lugazi East Primary School, Najjembe Primary School; Lugazi Uganda Muslim Education Association (UMEA) Primary School; and Kiyagi Primary School):</p> <p>i. Establishment of Uganda National Student Association (UNSA) comments and remittance of subscription 21/0218 by the National Secretary of Uganda National Student Association (UNSA) on 21//02/18;</p> <p>ii. Early identification and assessment of disability of 25/06/18 by the Permanent Secretary Ministry of Education and Sports (MOES);and</p> <p>iii. School feeding program in Education Institutions by he Permanent Secretary Ministry of Education and Sports (MOES) on 22/06/18.</p>	<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>Lugazi Municipal Council Education Office held sensitization meetings as evidenced by minutes of the beginning of term two meeting of 02/05/18.</p>	<p>2</p>

<p>The LG Education De- partment has effectively inspected all registered primary schools2</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>Lugazi Municipal Council Education office has made the requisite inspection for all (100% ) private and public schools by end second school term during 2017/18 .</p> <p>Verified the evidence from the following inspection reports:</p> <ul style="list-style-type: none"> <li>i. Quarter 1 report of 1/10/17;</li> <li>ii. Quarter 2 Primary Leaving Examination (PLE) Report of 08/11/17;</li> <li>iii. Quarter 3 report of 02/04//18; and</li> <li>iv Quarter 4 report of 10/07/18.</li> </ul>	<p>12</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>The Lugazi Municipal Council Education department met and discussed inspection reports as evidenced in the minutes of the bi-annual (mid-year assessment) meeting of 11/07/18.</p>	<p>4</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 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>Evidenced by the email message on 16/04/18 from the Lugazi Municipal Council Senior Inspector of schools to Mr. Muwanguzi Edward, the Senior Inspector Directorate of Education Standards (DES) and his follow up to the Lugazi Municipal Education Office on 23/08/18.</p>	<p>2</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 inspection recommendations are followed- up: score 4.</li> </ul>	<p>Evidenced in the minutes of the bi-annual (mid-year assessment meeting ) of 11/07/18. Among others the meeting discussed:</p> <ol style="list-style-type: none"> <li>School Management Committee (SMC) operations;</li> <li>Outcome of Parents Teachers Association (PTA) meetings; and</li> <li>Scheme of work and lesson plans per teacher and Finance committee meetings.</li> </ol>	4
<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>The data submitted by the Lugazi Municipal Council Education Department on number of government aided schools for 2017/18 is not consistent in the PBS and EMIS as verified from the two sources:</p> <ul style="list-style-type: none"> <li>• EMIS {Set obtained from Ministry of Education and Sports (MOES)}- 84 schools; and</li> <li>• PBS (Obtained from Lugazi Municipal Council Education Office) -44 schools.</li> </ul>	0
<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>Data on Number of pupils enrolled in UPE schools in the two reports EMIS and PBS is not consistent as verified from data from the two sources below:</p> <p>EMIS- {Set obtained from the Ministry of Education and Sports (MOES)}.- 20626 pupils; and</p> <p>PBS (From the Lugazi Municipal Education Office) -19115 pupils.</p>	0
Governance, oversight, transparency and accountability			

<p>The LG committee responsible 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 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>The LG committee responsible for education met and discussed service delivery issues including supervision reports. This is evidenced by the sector committee meeting dated 01/02/2018 under min20/SVC/02/2018: Executive Summary of Committee deliberations.</p>	<p>2</p>
<p>The LG committee responsible 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>The education sector committee presented issues that required approval to Council. The evidence provided was minute of Council meeting dated 22/11/2017; min 22/LMC/11/2017: Reports from Committee Chairpersons; and minute of Council meeting dated 28/03/2018, min 39/LMC/3/2018 and min 40/LMC/3/2018: Approval of budgets.</p>	<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>All 44 primary schools in the municipality have SMCs. Six schools sampled from the records of the Municipal Education Office had minutes verified, these included the following: Ntenga P/S; St. Bruno Dangala P/S; Dr. Savita Didi Mehta; Geregere P/S; St. Luke Kitoola P/S and Sagazi CoU P/S.</p>	<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>Dates for Quarterly releases pinned on notice boards (Quarter 1 received on 21/7/2018; Quarter 3- 13/01/2018 and Quarter 4- 11/5/2018).</p> <p>Notice board contains list of schools (primary and secondary) per division as generated 1/08/2018.</p> <p>Schools in Kawolo Division were allocated UGX 52,933,000 and Najjembe Division UGX65,986,000.</p> <p>Sampled schools on notice boards and amounts: Kawolo Div (Kasokoso P/S - UGX2,968,000; Nanseenya P/S - UGX2,831,000; Sagazi CoU P/S- UGX3,178,000); Najjembe Div. (Kidusu Umea P/S -UGX4,401,000; Buwoola CoU P/S - UGX3,089,000; Kasoga P/S - UGX3,178,000). Secondary schools; Queensway College Lugazi -UGX33,808,000; Equator College - UGX108,393,000; and Mabira Standard Academy - UGX66,373,000).</p>	<p>3</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>No procurement requests were availed.</p>	<p>0</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>The LG Education department timely certified and recommended suppliers for payment, for example, a Contractor Certificate and requisition for the construction of Nsenya primary school submitted on 17/5/2018 was recommended for payment by the Education Officer on 18/06/2018 and payment was done the following day 19/06/2018.</p>	<p>3</p>
<p>The LG Education department has submitted annual reports (including all quarterly reports) in time to the Planning Unit</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the department submitted the annual performance report for the previous FY (with availability of all four quarterly reports) to the Planner by 15th of July for consolidation: score 4</li> </ul>	<p>Education department submitted the annual and quarterly performance reports to the planning office as follows: Quarter 1 on 13/10/2017; Quarter 2 on 16/01/2018; Quarter 3 on 09/04/2018; and Quarter 4 on 14/7/2018. Hence the LG was compliant.</p>	<p>4</p>
<p>LG Education has acted on Internal Audit recommendation (if any)</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> <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>o If sector has no audit query score 4</li> <li>o If the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year: score 2</li> <li>o If all queries are not responded to score 0</li> </ul> </li> </ul>	<p>The LG Education Sector provided information to the internal audit on the status of implementation of the audit findings.</p> <p>There was one audit issue specifying lack of enough school desks in some schools. Response was made to the Internal Audit and more desks were bought.</p>	<p>2</p>
<p>Social and environmental safeguards</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 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>There was no evidence availed</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 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>No evidence was availed to show the dissemination of guidelines on sanitation.</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>Lugazi Municipal Council School Management Committees (SMCs) duly meet the guidelines on gender composition of SMC as evidenced from the sample of the five schools visited:</p> <ul style="list-style-type: none"> <li>i. Kawolo Church of Uganda (COU) Primary School 7/13 ( 54%) are women;</li> <li>ii. Najjembe Primary School 5/13 (38 %) members are women;</li> <li>iii. Kiyagi Primary School 4/9 (44%) are women;</li> <li>iv. Fellowship Primary School 2/5 (40%) are women; and</li> <li>v. Lugazi East Primary School 3/8 ( 37%) are women.</li> </ul>	<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>Evidenced by the circular “Issues of Environment Protection, sanitation and cleanliness” by the Lugazi Municipal Council Environment Officer on 07/01/18 that was available in all schools visited:</p> <ul style="list-style-type: none"> <li>i. Kawolo Church of Uganda (COU) Primary School;</li> <li>ii. Najjembe Primary School;</li> <li>iii. Kiyagi Primary School;</li> <li>iv. Fellowship Primary School; and</li> <li>v. Lugazi East Primary School.</li> </ul>	<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>No evidence availed.</p>	<p>0</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>No evidence availed.</p>	<p>0</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>There was evidence that the municipal council filled the structure for primary health care workers with a wage bill provision from PHC wage for the current FY, as it was noted that lugazi municipal council had an approved structure of 33 primary health care workers, and the indicative planning figures i.e. wage bill of UGX 367,918,600 for the current financial year supported 37 health care workers reflecting a staffing level of 112% ( i.e. 37/33 x 100 ). ( From the staff list, structure and PHC Wage bill i.e indicative planning figure 2018/2019 FY ).</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/request to HRM for the current FY, covering the vacant positions of primary health care workers: score 6</p>	<p>There was evidence that the health department submitted a comprehensive recruitment plan for filling in of vacant positions of primary health care workers in Lugazi municipal council as was evidenced in a memo titled;</p> <ul style="list-style-type: none"> <li>• STAFFING GAP FOR THE HEALTH DEPARTMENT FOR THE F/Y 2018/ 2019 Dated 30th July 2018 with 9 positions of primary health care workers and this was acknowledged by the office of the town clerk on 2nd/August /2018 and received by head of human resource on the same day.</li> </ul>	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>The Municipal Council has three Health units ( Najjembe HCIII, Busabaga HC III and Kizigo HC II) out of which two had been appraised at the time of assessment (67.7%). The two appraised were Kanyera Rehema, Busabaga HC III (11/7/2018) and Kizigo HCII, Mbabazi Yusuf (09/7/2018).</p>	<p>0</p>
<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>There was evidence that the LG Health department deployed health care workers in line with the lists submitted with the budget for the current FY. The deployment list had 33 positions of primary Health care workers, similar to what was reflected in the PBS. The cadres on both lists were also similar.</p>	<p>4</p>
<p>Monitoring and Supervision</p>			

<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>There was evidence that the MHO communicated guidelines, policies and circulars issued by the national level in the previous FY to health facilities as the clinical officer of Najjembe HLC III disseminated the new guide lines on the policy strategies for improving health service delivery 2016 / 2021 (MOH) guidelines for local government planning processes, guidelines for sector grant and budgeting (MOH ) and PHC non-wage recurrent grant as was noted in a minute 03/HEA/18 Of health staff meeting held on 22th/06/2018.</p> <ul style="list-style-type: none"> <li>Health unit in charges (5 Health units i.e Najjembe H/C III, Busabaga H/cl II, Lugazi moslems H/c II, Lugazi mission H/C II and kizigo H/c II) all acknowledged receipt of these guidelines on 22/06/2018</li> <li>The policy strategies for improving health service delivery, guidelines for local government planning and PHC Non-wage recurrent grant guidelines were available in all the 5 sampled health units,</li> </ul>	<p>3</p>
<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 evidence that the MHO held meetings with health facility in charges and among other things explained the guidelines ,policies. and circulars issued by the national level as noted under minute 03/HEA/18 of public Health Departmental meeting held on 22/06/2018 where new guidelines on the planning processes, policy strategies for health service delivery and PHC Non-wage recurrent grant guidelines among others were explained to health workers.</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 supervised 100% of HC IVs and district hospitals (including PNFPs receiving PHC grant) at least once in a quarter: score 3</p>	<p>The existing public Hospital i.e Kawolo Hospital was noted to be a District Hospital for Buikwe LG, receiving it's PHC non- wage allocations from Buikwe LG and serving as a HSD for Buikwe West constituency, one of the three HSD's in Buikwe LG and Buikwe District carried the obligatory function of support supervising the mentioned HSD periodically, However Lugazi MHT also took part in support supervising the same Hospital on a quarterly basis as reflected per the quarterly supervision reports dated: 20th/07/2017; 14th/10/2017; 8th/01/2018 and 14th/07/2018 respectively, where Kawolo Hospital was regularly support supervised quarterly by Lugazi MHT among other Health facilities in the Municipality.</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>There was evidence that MHT ensured that HSD supervised lower level health facilities with in the previous FY, as it was noted that, although, there was no HC IV in lugazi municipal council, support supervision was adequately conducted to the five lower level health units receiving PHC - non wage recurrent funds (ie Lugazi muslim H/C II, Najjembe health center iii, Kizigo health center ii, Lugazi mission health center ii and Busabaga health center iii), by the municipal health team as reflected below;</p> <p>Quarter 1, Support supervision report dated 20 July 2017 showed 100% coverage in terms of support supervision (5 health units out of 5) were supervised:</p> <p>Quarter 2, Support supervision report dated 14 October 2017, 100% (5 health units out of 5) were supervised:</p> <p>Quarter 3, Supervision report date 8 January 2017, 100% (5 health units out of 5) were supervised:</p> <p>And quarter 4, Support supervision report dated 14 July 2018, 100% (5 out of 5 health units) were supervised.</p>	<p>3</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>There was no evidence that the 4 quarterly support supervision reports for the last financial year were discussed and used to make recommendations ( in each quarter ) for corrective actions during the previous FY as there were ;</p> <ul style="list-style-type: none"> <li>No monitoring reports addressing corrective actions following support supervision visits:</li> <li>Neither were there minutes of quarterly nor monthly MHT meeting that addressed issues / recommendations of support supervision.</li> </ul>	<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 the recommendations are followed – up and specific activities undertaken for correction: score 6</li> </ul>	<p>There was no evidence from all the 5 health facilities visited, that the Municipal Health Department followed recommendations from the supervision visits, neither were there minutes of meetings monthly or quarterly showing specific activities under taken and corrected.</p>	<p>0</p>
<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>There was no evidenced that the municipal council health department submitted accurate and consistent data. Though a List of health units receiving PHC funding as reflected in PBS was available at the municipality but these health units were not reporting there HMIS to the municipal council.</p>	<p>0</p>

Governance, oversight, transparency and accountability

<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>The LG committee responsible for health met and discussed service delivery issues including supervision reports. This was evidenced by minutes of the sector committee meeting dated 25/10/2017 under min14/SVC/10/2017: Presentation and discussion of departmental work plans.</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>The health sector committee presented issues that require approval to Council. The evidence provided was a Minute of Council dated 28/03/2018, min 39/LMC/3/2018 and min 40/LMC/3/2018: Approval of budgets.</p>	<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>There was evidence that health facilities had functional HUMCs (established. held meetings and discussed budget and resource issues) where 80% (4 out of 5) sampled health units had active HUMC'S as reflected below;</p> <ul style="list-style-type: none"> <li>• Busabaga meet more than 4 times but significantly the 4 quarterly meetings were as: 1st quarter. on 19th/09/2017, 2nd quarter. On 21/12/2017, 3rd quarter on 22/3/2018 and lastly the 4th quarter on 25th /06/2018 ( I e 100% ):</li> <li>• Najjembe H/C III, 1st quarter meeting was held on 24/08/2107,2nd quarter on 20/10/2017. 3rd quarter on 28/02/2018 and lastly 4th quarter on 12th/05/2018 ( I e 100% ):</li> <li>• Kizigo, 1st quarter on 20th /09/2017, 2nd quarter on 10/12/2018, 3rd quarter, meeting not held and 4th quarter. was on unspecified date ( I e 75% ):</li> <li>• And Lugazi moslems, 1st quarter meeting was held on 1st/10/2017, 2nd quarter meeting on 4th 01/ 2018 ,3rd quarter meeting on 1st/04/2018, and lastly 4th quarter on 29th /07/2018 ( I e 100% ).</li> </ul>	<p>4</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>There was evidence that the municipality published all the facilities receiving PHC non wage recurrent grants through posting of the list of 4th quarter release on the MHO's Notice board and copies of the list of the previous 3 quarters of PHC releases were seen in MHO's file (not on the Notice board due to the limited space).</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>There was evidence that the health sector submitted input to procurement plan to PDU that covered all investment items in the approved sector annual work plan and budget as reflected in request submitted on 23/04/2018 and had the following items;</p> <p>Supply of stationery, clearing of Kekibasin and supply of fuel.</p>	<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>There was no evidence that the Municipal Council Health Department submitted procurement request form(Form PP1) to the DPU as there was no PP1 form available.</p>	<p>0</p>
<p>The LG Health department has certified and initiated payment for supplies on time</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that the DHO/ MHO (as per contract) certified and recommended suppliers timely for payment: score 4.</li> </ul>	<p>The Municipality Health Officer (MHO) certified and recommended suppliers timely for payment for example, a contract for construction of Kawolo hospital worth UGX 20,084,300 that was completed on 9/4/2018, the contractor raised the invoice on 9/4/2018 and the MHO certified and recommended payment immediately which was paid on 13/4/2018.</p>	<p>4</p>
<p>Financial management and reporting</p>			

<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>There was evidence that the department submitted the annual performance report for the previous FY (including all four quarterly reports) to the Planner. These were submitted to planning office as follows: Quarter 1 on 13/10/2017; Quarter 2 on 16/01/2018; Quarter 3 on 09/04/2018 and Quarter 4 (annual) on 14/7/2018. The annual report was submitted before mid-July deadline, hence the LG is compliant.</p>	<p>4</p>
<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>The health sector provided information to the internal audit on the status of implementation on audit issues raised. The audit issue raised on poor book keeping in one of the health centers, Kizigo health was responded to.</p>	<p>2</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>There was evidence that Health Unit Management Committee ( HUMC ) met the gender composition as per guidelines as reflected below were five out of the five sampled health facilities met the gender requirement of one third as follows;</p> <ul style="list-style-type: none"> <li>Lugazi Moslem at 33% (4 females out of 12 members):</li> <li>Najjembe H/C III at 44%( 4 females out of 9 members):</li> <li>Busabaga H/C III at 57% (4 females out of 7 members):</li> <li>Kizigo H/CII at 60% (3 females out of 7 members):</li> <li>And Lugazi mission H/C II at 50% (3 females out of 6 members).</li> </ul>	<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>There was evidence that the municipality issued guidelines on how to manage sanitation in health facilities including separation of facilities for women and men. As all the 5 sampled health units ( i.e Najjembe HCIII, Busabaga HCIII, Kizigo HCII, Lugazi Moslem HCII &amp; Lugazi Mission HCII ) received and in charges acknowledged receipt of a document titled GUIDELINES ON MANAGING SANITATION AND MEDICAL WASTES at health facilities. And all the health units visited had their sanitary facilities labelled to separate men from women.</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>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>Evidence that all health facility infrastructure projects were screened before approval for construction was derived from the availability of a copy of screening form titled THE ENVIRONMENT AND A SOCIAL IMPACT ASSEMENT FORM seen in the office of the Environmental Officer, though there was no health infrastructure project in the last FY.</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 check whether the mitigation plans are complied with: Score 2</li> </ul>	<p>Assessment for evidence of environmental and community development officers having visited the Site and checked for compliance with mitigation plans was not applicable, as there were no healthy facility infrastructure projects in the last FY in Lugazi municipality.</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>There was evidence that the municipality issued guidelines on medical waste management as all the 5 sampled H/units received and in charges acknowledged receipt of a document titled <b>GUIDELINES ON MANAGING SANITATION AND MEDICAL WASTES</b> at health facilities, (The five units were Najjembe HC iii, Busabaga HC iii, Lugazi Mission HC ii, Lugazi muslim HC ii and Kizigo HC ii).</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>	<ul style="list-style-type: none"> <li>• Not Applicable, Municipal water is under NWSC".</li> </ul>	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>	<ul style="list-style-type: none"> <li>• Not Applicable, Municipal water is under NWSC".</li> </ul>	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>	<ul style="list-style-type: none"> <li>• Not Applicable, Municipal water is under NWSC".</li> </ul>	<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>	<ul style="list-style-type: none"> <li>• Not Applicable, Municipal water is under NWSC".</li> </ul>	<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>	<ul style="list-style-type: none"> <li>• Not Applicable, Municipal water is under NWSC".</li> </ul>	<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>	<ul style="list-style-type: none"> <li>• Not Applicable, Municipal water is under NWSC".</li> </ul>	<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>	<ul style="list-style-type: none"> <li>• Not Applicable, Municipal water is under NWSC".</li> </ul>	<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>	<ul style="list-style-type: none"> <li>• Not Applicable, Municipal water is under NWSC".</li> </ul>	<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>	<ul style="list-style-type: none"> <li>• Not Applicable, Municipal water is under NWSC".</li> </ul>	<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>	<ul style="list-style-type: none"> <li>Not Applicable, Municipal water is under NWSC".</li> </ul>	0
<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 to this LG, Municipal water was under National Water and Sewerage Corporation.</p>	0
<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>	<ul style="list-style-type: none"> <li>Not Applicable, Municipal water is under NWSC.</li> </ul>	0
<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> </ul> </li> <li>If queries are not responded to score 0</li> </ul>	<p>Not Applicable to this LG, Municipal water was under National Water and Sewerage Corporation.</p>	0
<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, Municipal water is under NWSC.</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, Municipal water is under NWSC.</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>	<ul style="list-style-type: none"> <li>Not Applicable, Municipal water is under NWSC".</li> </ul>	<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>	<ul style="list-style-type: none"> <li>Not Applicable, Municipal water is under NWSC".</li> </ul>	<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>	<ul style="list-style-type: none"> <li>Not Applicable, Municipal water is under NWSC".</li> </ul>	0
<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>	<ul style="list-style-type: none"> <li>Not Applicable, Municipal water is under NWSC".</li> </ul>	0
<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>	<ul style="list-style-type: none"> <li>Not Applicable, Municipal water is under NWSC".</li> </ul>	0
<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>	<ul style="list-style-type: none"> <li>Not Applicable, Municipal water is under NWSC".</li> </ul>	0

<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>	<ul style="list-style-type: none"> <li>Not Applicable, Municipal water is under NWSC".</li> </ul>	0
<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>	<ul style="list-style-type: none"> <li>Not Applicable, Municipal water is under NWSC".</li> </ul>	0
<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>	<ul style="list-style-type: none"> <li>Not Applicable, Municipal water is under NWSC".</li> </ul>	0
<p>Gender and special needs-sensitive sanitation facilities in public places/</p> <p>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>	<ul style="list-style-type: none"> <li>Not Applicable, Municipal water is under NWSC".</li> </ul>	0