



Local Government Performance Assessment

Lyantonde District

(Vote Code: 580)

Assessment	Scores
Accountability Requirements	83%
Crosscutting Performance Measures	70%
Educational Performance Measures	80%
Health Performance Measures	86%
Water Performance Measures	76%

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"> • 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"> o If LG submitted before or by due date, then state 'compliant' o If LG had not submitted or submitted later than the due date, state 'non-compliant' • From the Uganda budget website: www.budget.go.ug, check and compare recorded date therein with date of LG submission to confirm. 	<p>Lyantonde DLG submitted the Annual Performance Contract of the forthcoming year on Monday, 23 July, 2018 and Approved on Tuesday, 24 July, 2018. This is in line with clarification given by OPM that the submission deadline was extended to 01st August and not June 30th as provided by the PFMAA and LG Budget guidelines.</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"> • From MoFPED's inventory of LG budget submissions, check whether: <ul style="list-style-type: none"> 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. 	<p>Lyantonde DLG budget submission was accompanied by a Procurement Plan. This is in line with clarification given by OPM that the submission deadline was extended to 01st August and not June 30th as provided by the PFMAA and LG Budget guidelines.</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"> • If LG submitted report to MoFPED in time, then it is compliant • If LG submitted late or did not submit, then it is not compliant 	<p>The Annual Performance Report for the previous FY was submitted by Lyantonde DLG on Monday 23rd July 2018 and Approved on Tuesday 24th July 2018. This is within the required dates of submission i.e. 31st July as per the LG Budget Preparation Guidelines for coming FY; PFMA Act, 2015.</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"> • 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). • If LG submitted late or did not submit at all, then it is not compliant. 	<p>Lyantonde DLG submitted quarterly Budget Performance Report for all the four quarters of the previous FY as follows:</p> <p>4th Quarter Report was submitted on Thursday 23rd August 2018 and approved on Friday 24th August, 2018. This is beyond the required dates of submission i.e. 31st July.</p>	<p>No</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 line 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"> • If LG submitted a 'Response' (and provide details), then it is compliant • If LG did not submit a 'response', then it is non-compliant • If there is a response for all –LG is compliant • If there are partial or not all issues responded to – LG is not compliant. 	<p>Responses to implementation of recommendations by OAG for the FY 2016/17 were submitted to the PS/ST and copied to the Auditor General and Internal Auditor General on 23rd April 2018 ref: IA50/260/01 (<i>Copy obtained</i>).</p> <p>This was within the deadline of 30th April 2018.</p> <p>Issues for follow up included: -</p> <ol style="list-style-type: none"> 1. Excess Expenditure 2. Unaccounted for Funds and doubtful expenditure 3. Under-collection of Local Revenue 4. Under-staffing 5. Lack of Land Titles 	<p>Yes</p>
<p>The audit opinion of LG Financial Statement (issued in January) is not adverse or disclaimer.</p>		<p>Lyantonde DLG got a Qualified "Except for" 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"> • A functional Physical Planning Committee in place that considers new investments on time: score 1. 	<p>There was evidence that Lyantonde DLG has a functional Physical Planning Committee from the Minutes of the following Meetings:</p> <p>a) PPC Meeting that took place on 30th January 2018 at the District Headquarters in the Council Boardroom;</p> <p>b) PPC Meeting on 27th April 2018 at the District Headquarters in the Council Boardroom, and</p> <p>c) PPC Meeting held on 18th May 2018 at the District Headquarters in the Council Boardroom.</p> <p>There is Plan Register in place that commenced on 19th November 2017 to 20th August 2018.</p> <p>Members of the Physical Planning Committee were appointed as evidenced by a letter dated 27th January 2014, Ref. No. CR/214/15 from the CAO Lyantonde DLG. However, the PPC lacks a Physical Planner in Private Practice due to lack of funds to remunerate members accordingly.</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"> • Evidence that district/ MLG has submitted at least 4 sets of minutes of Physical Planning Committee to the MoLHUD score 1. 	<p>There was evidence in form of letters addressed to the Permanent Secretary Ministry of Lands, Housing and Urban Development (MoLHUD) submitting Minutes of the Physical Planning Committee Meetings as follows:</p> <p>a) Letter dated 23rd August 2018, Ref. No. CR/103/3, submitting 3 sets of PPC Minutes for meetings that sat on 28th March 2014; 22nd May 2015 and 03rd May 2017, at Lyantonde District Headquarters; and</p> <p>b) Letter dated 31st July 2018, Ref. No. 214/15, submitting 3 sets of PPC Minutes for meetings that sat on 30th January 2018; 27th April 2018 and 18th May 218, at District Headquarters.</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"> • All infrastructure investments are consistent with the approved Physical Development Plan: score 1 or else 0 	<p>Lyantonde District Local Government has no Approved District Physical Development Plan.</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"> • Action area plan prepared for the previous FY: score 1 or else 0 	<p>There was evidence that Lyantonde District Local Government has a detailed plan prepared for the District Headquarters land covering 32 Acres, dated January 2018.</p> <p>The Detailed Plan was presented to Lyantonde District Council on 02nd March 2018 under Minute No. LDC 42/2017/2018: Presentation of the District Headquarter Physical Plan, for approval.</p>	<p>1</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 priority projects contained in the AWP for the current FY were based on the outcomes of budget conference that took place on 31st October 2017 in the District Council Hall. The following projects are contained in the AWP and the Budget Conference Report dated 03rd November 2017:

Education Sector

- a) Construction of 6 No. 5 classroom blocks and offices at Rwamabara Moslem, Kinuuka, Kiteesa, Rwamawungu, Kitazigolokwa COU and Lyakajura Primary Schools;
- b) Rehabilitation of classroom block and offices at Nakisajja Primary School;
- c) Construction of staff houses at Kyewanula Primary School; and
- d) Construction of 3 No. 5 stance pit latrine at Kabatemere, Kyenshama and Kabatema Primary Schools.

Water and Sanitation Sector

- a) Construction of borehole in Kaliiro ward; and
- b) Construction of valley dams in Kaliiro ward.

Health Sector

- a) Rehabilitation of Mpumudde HC III; and
- b) Extension, Rehabilitation and Upgrading of Lyakajura HC II to HC III.

Roads

- a) Routine maintenance of 320 km of district roads;
- b) Periodic maintenance of 12 km of district urban roads (Kikasa – Kabatema – Kyabasita – Deziranta road);
- c) Routine mechanized maintenance of Nakinombe – Kyewanula – Buyanja road;
- d) Routine mechanized maintenance of Kisaluwoko – Lwoma – Kyemamba road (8 km);
- e) Routine mechanized maintenance of Nakinombe – Kabasegwa – Buyanja road (11 km); and
- f) Routine mechanized maintenance of Kiyinda – Twafadda – Kakondo road (11 km).

<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"> • Evidence that the capital investments in the approved Annual work plan for the current FY are derived from the approved five-year development plan. If differences appear, a justification has to be provided and evidence provided that it was approved by the Council. Score 1. 	<p>There was evidence that the following capital investments contained in the AWP for the current FY were also reflected in the 5 Year Development Plan (215/16 – 2019/20) for Lyantonde DLG as follows:</p> <p>Education Sector</p> <ol style="list-style-type: none"> Construction of classroom blocks and offices at selected Primary Schools in Lyantonde DLG; Construction of staff houses at selected primary schools in Lyantonde DLG; and Construction of 5 stance pit latrines at selected primary schools. <p>Water and Sanitation Sector</p> <ol style="list-style-type: none"> Construction and rehabilitation of boreholes; and Construction of valley dams. <p>Health Sector</p> <ol style="list-style-type: none"> Rehabilitation of Mpumudde HC III; and Rehabilitation of Lyakajura HC II to HC III. <p>Roads</p> <ol style="list-style-type: none"> Routine maintenance of 320 km of district roads; Periodic maintenance of 12 km of district urban roads (Kikasa – Kabatema – Kyabasita – Deziranta road); Routine mechanized maintenance of Nakinombe – Kyewanula – Buyanja road (10 km); Routine mechanized maintenance of Kisaluwoko – Lwoma – Kyemamba road (8 km); Routine mechanized maintenance of Nakinombe – Kabasegwa – Buyanja road (11 km); and Routine mechanized maintenance of Kiyinda – Twafadda – Kakondo road (11 km).
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<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"> • Project profiles have been developed and discussed by TPC for all investments in the AWP as per LG Planning guideline: score 2. 	<p>Project profiles were developed for all investments in the AWP as per LG Planning guideline and discussed by TPC that sat in the District Council Hall on 02nd May 2018 under Minute No. TPC/84/4/2018: Presentation and Discussion of Budget Estimates and Project Profiles for 2018/19.</p>	2
<p>Annual statistical abstract developed and applied</p> <p>Maximum 1 point on this performance measure</p>	<ul style="list-style-type: none"> • Annual statistical abstract, with gender-disaggregated data has been compiled and presented to the TPC to support budget allocation and decision-making- maximum score 1. 	<p>Lyantonde DLG Annual statistical abstract for FY 218/18 dated July 218, with gender- disaggregated data was compiled and presented to the TPC to support budget allocation and decision-making on 11th July 2018 under Minute No. TPC 5/2018/2019: Presentation of Statistical Abstract for Lyantonde DLG.</p>	1
<p>Investment activities in the previous FY were implemented as per AWP.</p> <p>Maximum 6 points on this performance</p>	<ul style="list-style-type: none"> • Evidence that all infrastructure projects implemented by the LG in the previous FY were derived from the annual work plan and budget approved by the LG Council: 	<p>There was evidence that following infrastructure projects implemented by Lyantonde DLG were derived from the Budget Conference for FY 2017/18 that took place on 08th November 2016 at Salaama Shield Conference Centre. The same projects were also reflected in Lyantonde DLG Annual Work Plan and approved budget by the LG Council:</p> <p>Education Sector</p>	2

measure.

score 2

- a) Construction of 1 No. lined 4 Stance pit latrine at Kaliiro Primary School;
- b) Procurement of 80 desks for Buyanja Primary School in Kasagama sub county;
- c) Construction of 3 No. Classroom Blocks of 2 classrooms; and
- d) Construction of 5 No. Schools at Bubangizi Primary School, Bikokora Primary School, Kibisi – Lusozi Primary School, Kiyinda Primary School, and Lwentondo Primary School.

Water and Sanitation Sector

- a) Construction of 9 No. Ferro cement tanks of 10 cubic meters in Lyantonde Rural sub county, Mpumudde sub county, Lyakajura sub county, Kinuuka sub county, Kaliiro sub county and Kasagama sub county;
- b) Construction of 31 No. Ferro cement tanks of 6 cubic meters in Kasagama sub county, Lyantonde Rural sub county, Mpumudde sub county, Lyakajura sub county, Kinuuka sub county, and Kaliiro sub county;
- c) Repair of 6 No. boreholes at Kalagala in Lyantonde Rural sub county, Nsiika in Mpumudde sub county; Lyakajura sub county; Byonge in Kinuuka sub county; Twafadda and Kabazungu in Kaliiro sub county and Namutamba in Kasagama sub county;
- d) Construction of Valley Tanks in Lyantonde DLG; and
- e) Drilling and rehabilitation of boreholes.

Health Sector

1. Rehabilitation of Lyantonde District Hospital at UGX 500,000,000 including the following:

- a) Construction of a placenta pit;
- b) Rehabilitation and Expansion of Hospital Administration Block;
- c) Rehabilitation and Expansion of Male Ward, Rehabilitation and Expansion of Hospital Theater, Construction of 1 No. Lined 5 Stance Pit Latrine and Rehabilitation of OPD Block; and
- d) Renovation of the Operating Theatre at Lyantonde Hospital.

Roads

		<p>a) Routine maintenance of 315 km of district roads;</p> <p>b) Routine mechanized maintenance of Kinuuka – Kankubebe road of 9.7 km;</p> <p>c) Routine mechanized maintenance of Kinuuka – Bwamiraira – Kankubebe road of 9.7 km;</p> <p>d) Routine mechanized maintenance of Bwiha – Kiteredde – Kakinga road of 5.3 km;</p> <p>e) Routine mechanized maintenance of Kalambikirizo – Kichwamba – Kabundabunda – Kakinga road of 9.0 km;</p> <p>f) Routine mechanized maintenance of Kasambya – Kitazigolokwa – Kinuuka road;</p> <p>g) Periodic maintenance of Kyemamba – Kibingo road of 8 km;</p> <p>h) Culvert installation at sub counties (CARs); and</p> <p>i) Rehabilitation of Kayunga – Byonge road (3 km).</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"> • Evidence that the investment projects implemented in the previous FY were completed as per work plan by end for FY. o 100%: score 4 o 80-99%: score 2 o Below 80%: 0 	<p>There was evidence in form of completion certificates that all investment projects implemented in the previous FY were completed as per work plan as detailed below:</p> <p>Education Sector</p> <p>a) Construction of 5 stance lined pit latrine at Kaliiro Primary School by M/s Nkwatirako Construction Company Limited. Start date: 19th April 2018, Completion Date: 30th June 2018; and</p> <p>b) Supply of 80 No. desks for Buyanja Primary School in Kasagama Sub County under DDEG. Completion Date: 30th June 2018.</p> <p>Water and Sanitation Sector</p> <p>a) Construction of 2 No. 3,000 M3 Valley Tanks at Nakasozi in Kinuuka Sub County and Lwomubu in Kasagama sub county by M/s Nkwatirako Construction Company Limited. Duration: 3 Months. Start date: 02nd November 2017, Completion Date: 30th June 2018;</p> <p>b) Construction of 12 No. Ferro Cement Tanks of 10 M3 at Kyakuterekerera, Lwontondo, Kiyinda, Bwamiramira, Kiteesa Primary School, Nakisajja, Mpumudde Trading Centre, Ndigitto, Buyanja and Nyamiwunda by M/s Gertrude Multi Solutions Limited. Duration: 8 Months. Start Date: 20th October 2016, Completion Date: 30th June 2018;</p>	<p>2</p>

c) Rehabilitation of 16 No. Borehole in Kulambikirizo, Lwamabara D, Kabayanda Parish, Kasambya, Nkoote, Gayaza, Kusaluwoko, Kalagala, Kyabasita, Makukulu, Kyakakala, Bikokolo, Kanala, Bwiha, Lugalama, Kirindimura in Lyakajura, Mpumudde, Lyantonde, Kinuuka, Kasagama and Kaliro sub county; and

d) Construction of 25 No. 6 M3 Ferro Cement Tanks at Kabisi, Lusozi, Kalambi, Kiteesa, Kabatema trading centre, Kinoni, Kajonje, Kyensama, Kyengeza, Kabundabunda, LweerA, Kenshango, Mpumudde trading centre, Mpumudde B, Kanyeganyege, Kakiri (Kalyamenvu), Kanala A, 2 No. in Kusaluwoko, Mityekula, Muzeire, Kanyogoga, Kinvunikidde, Kalagala, Lwensinga and Kyakakala, by M/s Gertrude Multi Solutions Limited. Duration: 8 Months. Start date: 12th December 2017, Completion Date: 21st June 2018.

Health Sector

a) Construction of Male Ward, Administration Block, Toilet, Extension of the Theatre and Renovation of OPD at Lyantonde Hospital by M/s Bakaruma Contractors. Duration: 4 Months. Start date: 31st October 2017, Completion Date: 30th June 2018.

<p>The LG has executed the budget for construction of investment projects and O&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"> Evidence that all investment projects in the previous FY were completed within approved budget – Max. 15% plus or minus of original budget: score 2 	<p>There was evidence from completion certificates that not all the investment projects implemented in the previous FY were completed within approved budget as below:</p> <p>Education Sector</p> <p>7 projects were implemented under the Education Sector during the FY 2017/18 and only one project was completed within budget as below:</p> <p>a) Construction of 5 stance lined pit latrine at Kaliiro Primary School by M/s Nkwatirako Construction Company Limited. Budget was UGX 22,066,000 while the actual payment was UGX 13,000,000, thus 58.91%;</p> <p>b) Supply of 80 No. desks for Buyanja Primary School in Kasagama Sub County under DDEG. Budget was UGX 7,000,000 while the actual payment was UGX 7,000,000, thus 100%; and</p> <p>c) Construction of 5 No. Schools under Global Partnerships for Education (GAPE) namely Lwentondo Primary School, Kibisi Primary School, Kiyinda Primary School, Bikokora Primary School and Bubangizi Primary School at UGX 1,285,203,017 is still on going.</p> <p>Health Sector</p> <p>1 project was implemented under the Health Sector during the FY 2017/18 and was completed within budget as below:</p> <p>a) Construction of Male Ward, Administration Block, Toilet, Extension of the Theatre and Renovation of OPD at Lyantonde Hospital by M/s Bakaruma Contractors. Budget was UGX 384,665,417 while the actual payment was UGX 440,649,345, thus 114.55%.</p>	<p>0</p>
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<p>The LG has executed the budget for construction of investment projects and O&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"> Evidence that the LG has budgeted and spent at least 80% of the O&M budget for infrastructure in the previous FY: score 2 	<p>There was evidence that Lyantonde DLG had an Asset Register indicating Assets in need of maintenance dated 30th June 2018 with estimated costs. The following assets and their budget estimates of UGX 764,665,417 were identified from the register:</p> <ol style="list-style-type: none"> 1. Rehabilitation and expansion of Lyantonde Hospital Administration Block, at UGX 100,000,000; 2. Extension of Lyantonde Hospital Theater at UGX 100,000,000; 3. Rehabilitation of OPD Block at UGX 64,665,417; and 4. Rehabilitation of Maternity Ward at UGX 500,000,000. <p>The above amounts were paid for maintenance of the same facilities, thus more than 80%.</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"> Evidence that the LG has filled all HoDs positions substantively: score 3 	<p>Most HoDs were in acting positions. These included;</p> <p>Ag District Community Development Officer, Ag District Engineer, Ag District Production and Marketing Officer, Senior Lands Management Officer (Ag District Natural Resources Officer), Ag CFO and Ag DEO.</p> <p>However, only the DHO was substantively appointed at the time of this assessment.</p> <p>Source of information: Personnel files and the approved and adopted staff structure 2017 from MoPS dated 30/08/2017</p> <p>Ref: ARC/135/306/01.</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"> Evidence that HoDs have been appraised as per guidelines issued by MoPS during the previous FY: score 2 	<p>All the HoDs that were substantively appointed and those in acting capacity were all appraised by CAO during the previous FY 2017/2018 as per the standard guidelines.</p> <p>Copies of dully signed performance Agreements 2018/2019 and Annual Performance Assessment reports by CAO were available in individual files.</p> <p>Dates of signing Performance Agreement 2018/2019 and Annual performance Reports 2017/2018 were as follows:</p> <p>Ag District Community Development Officer on 16/07/201 and 9/07/2018;</p> <p>Ag District Engineer on 3/09/2018 and 30/08/2018;</p> <p>Ag District Production and Marketing Officer on 31/08/2018 and 29/08/2018;</p> <p>Senior Lands Management Officer (Ag District Natural Resources Officer) on 30/08/2018 and 30/08/2018;</p> <p>Ag CFO on 30/08/2018 and 30/08/2018;</p> <p>Ag DEO on 27/08/2018 and 27/08/2018</p> <p>and DHO on 30/08/2018 and 23/08/2018 respectively.</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"> Evidence that 100 % of staff submitted for recruitment have been considered: score 2 	<p>DSC considered all CAO's submissions for recruitment.</p> <p>Some of CAO's submissions dated 16/10/2017, 30/10/2017, 8/12/2017 and 21/02/2018 were considered in DSC Minute 25/2/2017 of the 7th sitting dated 12th, 15th-19th to 21st/2/2018.</p> <p>Others were considered under DSC Minute 21/12//2017, 4th sitting held on 14th and 15th/12/2017.</p> <p>CAO's submissions were also considered under DSC Minute 23/12/2017 of the 6th sitting of meetings held on 24th, 25th and 29th January 2018.</p> <p>Minute 24/2/2018 handled appointment of Parish chiefs, Drivers, Stenographers, Porters, Office Attendants, and Assistant Inventory Management officer among others.</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"> • Evidence that 100 % of positions submitted for confirmation have been considered: score 1 	<p>All staff submitted for confirmation were considered as follows:</p> <p>CAO's submissions dated 24/08/2017 and 25/08/2018 for confirmation of the various staff were considered by DSC as per the DSC minute extract, Minute 12/8/2017 of the 2nd sitting held on 29th – 31st August 2017.</p> <p>All cases were addressed.</p> <p>Source of information: DSC file and submission file.</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"> • Evidence that 100 % of positions submitted for disciplinary actions have been considered: score 1 	<p>From the information provided, there was no evidence of CAO's submissions to DSC for disciplinary actions.</p> <p>The Human Resource officer confirmed that CAO didn't submit any cases for Disciplinary action.</p> <p>He explained that all disciplinary cases were handled by the reward and sanctions committee.</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"> • 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 	<p>From the appointment letters, some staff appointed on 1/02/2018 accessed payroll on 28/03/2018 and others accessed on 28/04/2018.</p> <p>While those appointed on 23/2/2018 accessed payroll on 28/03/2018 and 28/04/2018.</p> <p>However, staff appointed on 9/01/2018 accessed payroll on 28/03/2018 and 28/04/2018. This was after two months.</p> <p>Also staff appointed on 1/2/2018 accessed payroll on 28/05/2018 i.e. after two months.</p>	<p>0</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"> • 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 	<p>There was no evidence of a list of staff who retired during FY 2017/2018.</p> <p>According to the Human Resource Officer, only one staff retired in June 2018 and had not yet accessed payroll.</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"> •• 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. • If the increase is from 5% -10 %: score 2. • If the increase is less than 5 %: score 0. 	<p>Actual Local Revenue collections for FY 2016/17 (as per audited final accounts) were – Shs. 69,984,249</p> <p>Actual Local Revenue collections for FY 2017/18 (as per unaudited final accounts) were – Shs. 126,375,025</p> <p>This represented an increase in collection of local revenue of Shs. 56,390,776 or 77%.</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"> If revenue collection ratio (the percentage of local revenue collected against planned for the previous FY (budget realisation) is within <p>+/- 10 %: then score 2. If more than +/- 10 %: Score 0.</p>	<p>Total Local Revenue Planned/Budgeted for FY 2017/2018 was Shs. 164,727,000.</p> <p>Actual Local Revenue collections during FY 2017/2018 Shs. 126,375,025.</p> <p>Performance represents 77% revenue collection ratio or 23% deviation from budget which is above the 10% limit.</p> <p>Reasons for the shortfall include:-</p> <p>a) Cattle Quarantine for foot and mouth disease for 2 years including current one, 2018/19</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"> Evidence that the District/Municipality has remitted the mandatory LLG share of local revenues: score 2 	<p>Actual Local Revenue collections for FY 2016/17 - Shs. 65,984,249 excluding Proceeds from Disposal of Fixed Assets</p> <p>Total transfers to the 5 Sub-Counties and 1 Town Council for FY 2017/18 was Shs. 17,440,000 as evidenced from sharing statement ref: FIN/103/1 d.d 17-Jan-2018 signed by the CAO. Details as below:-</p> <p>Kinuuka S/C - Shs.1,500,000</p> <p>Kasagama S/C–Shs.1,940,000</p> <p>Kaliiro S/C - Shs.1,000,000</p> <p>Lyantonde S/C - Shs.3,000,000</p> <p>Mpumudde S/C –Shs.3,000,000</p> <p>Lyantonde T/C - Shs.7,000,000</p> <p>Total Shs.17,440,000</p> <p>LG had obtained acknowledgement receipts from the LLGs for these remittances. However, this represented 26.4% of the previous year revenues hence below the mandatory 65%.</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"> 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 	<p>Local revenue collected for FY 2016/17 of Shs. 69,984,249 less Shs. 4,000,000 (Disposal of Assets) = Shs. 65,984,249.</p> <p>Council Allowances for the FY17/18- Shs. 11,732,000 analyzed as below: -</p> <ul style="list-style-type: none"> - 1 Council Sitting - Shs. 6,164,000 - 2 Standing committee sittings - Shs. 5,568,000 <p>This represented 17.8% which was below the 20% limit.</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"> 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 	<p>The LG has substantive Senior procurement and procurement officers with appointment letters. Senior Procurement Officer was appointed on 24/12/2007, Ref: CR/156/2; Minute No. 7/2007. The procurement officer was appointed on 23/02/2018, Min. No. 24/02/2018 (U).</p>	<p>2</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"> Evidence that the TEC produced and submitted reports to the Contracts Committee for the previous FY: score 1 	<p>Evidence was from an Evaluation Report under technical compliance evaluation method, dated 13/8/17 on Project Ref. LYAN 580/spls/17-18/00002: Supply of a double cabin pick up to the education department. On page 3 of 8 the report the meeting recommended the supply of the pickup. The report was endorsed by 3 members of the technical evaluation committee.</p>	<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"> • Evidence that the Contracts Committee considered recommendations of the TEC and provide justifications for any deviations from those recommendations: score 1 	<p>The Contracts Committee considered recommendations of the TEC and provided justifications for no deviations made from those the recommendations of TEC. The contracts committee decision submission of 14/9/17 and signed by 5 members was for the Project Ref. LYAN 580/spls/17-18/00002: Supply of a double cabin pickup to the education department.</p>	<p>1</p>
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<p>The LG has a comprehensive Procurement and Disposal Plan covering infrastructure activities in the approved AWP and is followed.</p> <p>Maximum 2 points on this performance measure.</p>	<p>• 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</p>	<p>a) All infrastructure projects in PDP FY 2018/19 (stamped and signed by CAO on 16/5/2018) were captured from district AWP (endorsed by CAO and district Chairman) and budget (approved by MoFPED on 31/7/18). For example:</p> <ol style="list-style-type: none"> 1. Construction of teachers houses at Kyewanula P/S III was covered In the AWP, Page 40 estimated at UGX 100,000,000/=. In the budget the project was covered under the same output 078182, function 312101: Non-residential buildings. In the Procurement plan the project was covered on page 1 of 6 no. 3; 2. Construction of 32 Ferro cement tanks of 6m³ and 12 Ferro cement tanks of 12m³ of water was covered in the AWP, Page 45, estimated at UGX 111,925,000/=. In the budget the project was covered on page 40 under output 098184, function 312101: Non-residential buildings. In the Procurement plan the project was covered on page 2 of 6, S/n 24 and 25 and 3. Extension of piped water system was covered in the AWP, Page 45 estimated at UGX 93,500,000/=. In the budget the project was covered under section B1; output 098172; function 312104: Administrative capital. In the Procurement plan the project was covered on page 2 of 6, S/no 34 . <p>b) A sample of actual procurements made in 2017/2018 showed that the LG made procurements as per plan. For example:</p> <ol style="list-style-type: none"> 1. Project file no. LYAN 580/wrks/17-18/00001: Construction of valley tanks of 3000 litres was covered in the procurement plan, page 1 of 7, item no. 21: Construction of V/tanks; 2. Project file no. LYAN 580/wrks/17-18/00002: Construction of Ferro cement tanks of 6m³ and 10m³ was covered in the procurement plan, page 1 of 7, item no. 20: Construction of domestic rain water harvesting Ferro cement tanks and 3. Project file no. LYAN 580/wrks/17-18/00003: Construction of health facilities at Lyantonde hospital was covered in the procurement plan, page 1 of 7, item no. 4, 5, 6 and 15: Rehabilitation and expansion of health facilities.
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<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">• For current FY, evidence that the LG has prepared 80% of the bid documents for all investment/ infrastructure by August 30: score 2	<p>From the approved procurement plan of FY 18/19, 14 (87.5%) out of 16 investment/infrastructure projects had their bid documents prepared by August 30. A contract register had not been compiled at the time of this assessment as no contracts had been awarded.</p>	<p>2</p>
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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 an updated contract register and has complete procurement activity files for all procurements: score 2

Evidence obtained from the procurement office showed that the LG had an updated contracts register and that all (except one donor funded project whose completion date is expected on 31/10/2018) procurements had complete procurement files for FY 2017/2018. For example, a sample of procurement requisitions (LG PP Forms) of different user departments and approved by the CAO as listed below:

1. LYAN 580/wrks/17-18/00001: Rehabilitation of 16 boreholes at different locations. The project commenced 10/11/17 and was completed 31/12/17;
2. LYAN 580/wrks/17-18/00003: Construction of health facilities at Lyantonde hospital. The project commenced 14/9/17 and was completed 31/3/17;
3. LYAN 580/wrks/17-18/00005: Construction of a 3-stance VIP latrine at Kaliiro P/S. The project commenced 28/3/18 and was completed 31/10/18;
4. LYAN 580/wrks/17-18/00007: Extension of electricity to Kasaka village in Lyantonde T/Council. The project commenced 28/3/18 and was completed 31/5/18 and
5. LYAN 580/spls/17-18/00003: Supply and installation of 5 HDPE tanks of 10,000 litres. The project commenced 31/5/18 and was completed 30/6/18.

All procurement activity files comprised of key elements including signed contracts, bid documents, newspaper advert for open and selective bids, tender award and acceptance of tender award letters, approvals by the contracts committee etc.

<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"> • For previous FY, evidence that the LG has adhered with procurement thresholds (sample 5 projects): <p>score 2.</p>	<p>Evidence that the LG adhered with procurement thresholds was obtained from sample of 5 projects listed in the Procurement Plan FY 2017/2018. The estimated project cost, procurement method, dates of contract signing and completion and the source of funding were all included, and letters of bid acceptance signed by the CAO. For example:</p> <ol style="list-style-type: none"> 1. LYAN 580/wrks/17-18/00001: Construction of 2 V/tanks at Kasagama and Kinuka; Open bidding; estimated at UGX 122,950,000/= and awarded on 14/9/17; 2. LYAN 580/wrks/17-18/00002: Construction of Ferro cement tanks; Open bidding; estimated at UGX 95,750,606/= and awarded on 14/9/17; 3. LYAN 580/spls/17-18/00002: Supply of double cabin pickup to education department; Open bidding; estimated at UGX 152,000,000/= and awarded on 14/9/17; 4. LYAN 580/spls/17-18/00010: Supply of furniture to Lyantonde Hospital; Selective bidding; estimated at UGX 20,000,000/= and the contract was awarded by the contracts committee on 31/5/18 and 5. LYAN 580/wrks/17-18/00003: Construction of health facilities at Lyantonde hospital; Open bidding; estimated at UGX 384,665,417/= and awarded on 14/9/17. 	<p>2</p>
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<p>The LG has certified and provided detailed project information on all investments</p> <p>Maximum 4 points on this performance measure</p>	<ul style="list-style-type: none"> Evidence that all works projects implemented in the previous FY were appropriately certified – interim and completion certificates <p>for all projects based on technical supervision: score 2</p>	<p>All the works projects implemented in FY 2017/208 were certified with the certificate of practical completion. The certificates were endorsed by district engineer, the user department officer (and/or the environment officer) and the CAO. For example:</p> <ol style="list-style-type: none"> Certificate no. 2 Penultimate, dated 21/6/18 for project ref. LYAN 580/wrks/17-18/00001: Construction of 2/tanks; Certificate no. 3 Penultimate, dated 21/6/18 for project ref. LYAN/wrks/17-18/00002: Construction of 12 Ferro cement tanks of 10m3 at different locations; Certificate, dated 3/5/18 for project ref. LYAN 580/wrks/17-18/00003: Extra works at the operating theatre at Lyantonde Hospital; Certificate 2 Interim, dated 14/12/17 for project ref. LYAN 580/wrks/17-18/00003: Extra works at the operating theatre at Lyantonde Hospital and Certificate 4 Interim, dated 9/3/18 for project ref. LYAN 580/wrks/17-18/00003: Extra works at the operating theatre at Lyantonde Hospital. 	<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"> 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 	<p>No site boards were installed at the time of this assessment. Bid evaluation had been completed. Contracts award was pending.</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"> • Evidence that the LG makes monthly bank reconciliations and are up to-date at the time of the assessment: score 4 	<p>The LG had reconciled all bank accounts as at 30th June 2018 as evidenced from the final accounts for the FY 2017/18.</p> <p>ALL the manual accounts had been reconciled to August 2018. These accounts included the following: -</p> <ul style="list-style-type: none"> - UWEP Revolving Fund - Lyantonde Hospital - YLP Revolving Fund <p>However, for FY 2018/19 the LG was migrating from Navision (<i>Tier 2</i>) to the Oracle-based (<i>Tier 1</i>) IFMS hence reconciliations for the electronic statements were NOT complete since these statements had to be uploaded by MoFPED. The accounts included the following: -</p> <ul style="list-style-type: none"> - LG TSA - LG General Fund 	<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"> • If the LG makes timely payment of suppliers during the previous FY – no overdue bills (e.g. procurement bills) of over 2 months: score 2. 	<p>LG effected payments to suppliers on time and sampled invoices indicated none exceeded 2 months delay.</p> <p>(1) Supply of fuel for the period Feb to Mar 2018 – Supplier invoice dated 05-Mar-2018, Approved by CAO on 04-Mar-2018; Paid on 14-Mar-2018 Vr. No. PV-AD00049 Shs. 1,000,000 i.f.o Shell Lyantonde</p> <p>(2) Supply of Tyres – LPO-00122 issued on 01-Nov-2017, GRN-001923 of 01-Feb-2018 paid on 05-Feb-2018 Shs. 2,218,000 i.f.o Tyre Express (U) Ltd.</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"> • Evidence that the LG has a substantive Senior Internal Auditor: 1 point. • LG has produced all quarterly internal audit reports for the previous FY: score 2. 	<p>Mr. Maurice Ssebbowa was appointed on promotion as Principal Internal Auditor as per DSC Min. No. DSC/MIN 59/SEPTEMBER/2011 evidenced from a letter ref: CR/156/2 dated 23rd November 2011 signed by the CAO, Ms. Nakyanzi Olive Hope.</p>	<p>1</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"> • LG has produced all quarterly internal audit reports for the previous FY: score 2. 	<p>The LG had issued the 4 quarterly Internal Audit reports on the following dates as per copies obtained:</p> <p>1st Quarter (Sep-2017) was issued on 31-Oct-2017;</p> <p>2nd Quarter (Dec-2017) was issued on 29-Jan-2018;</p> <p>3rd Quarter (Mar-2018) report was limited in scope because it covered only 1 Kasagama Secondary School;</p> <p>4th Quarter report was issued on 04-Oct-2018</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>	<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>The Internal Audit department provided to Council and LGPAC only 2 of the 4 quarterly reports on the dates indicated:-</p> <ul style="list-style-type: none"> - 1st Quarter on 31st Oct 2017; - 2nd Quarter on 31st Jan 2018. 	<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"> • 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. 	<p>The LG-PAC discussed only the 1st Quarter Internal Audit report on the 24th April 2018. The 5-member LGPAC was approved by Council vide Min. No. LDC30/2017/18 in a meeting held on the 21st December 2017 and priority was on clearing earlier reports.</p>	<p>0</p>

<p>The LG maintains a detailed and updated assets register Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> • Evidence that the LG maintains an updated assets register covering details on buildings, vehicle, etc. as per format in the accounting manual: score 4 	<p>The LG maintained a comprehensive Fixed Assets register in the format prescribed in the Local Government Finance and Accounting Manual. An electronic version was also obtained.</p> <p>The register included the following types of assets:- Transport Equipment, Plant & Machinery, ICT Equipment, Furniture and Fittings, Land and Office Buildings .</p>	<p>4</p>
<p>The LG has obtained an unqualified or qualified Audit opinion Maximum 4 points on this performance measure</p>	<p>Quality of Annual financial statement from previous FY:</p> <ul style="list-style-type: none"> • Unqualified audit opinion: score 4 • Qualified: score 2 • Adverse/disclaimer: score 0 	<p>Lyantonde DLG got a qualified audit opinion from the Auditor General for the financial year 2017/18.</p>	<p>2</p>
<p>Governance, oversight, transparency and accountability</p>			

The LG Council meets and discusses service delivery related issues

Maximum 2 points on this performance measure

• 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

There was evidence that Lyantonde DLG Council met and discussed service delivery related issues during the following Council Meetings held at the District Headquarters in the Council Hall:

- a) Meeting held on 02nd March 2018, under Minute No. LDC 41/2017/2018: Presentation and Discussion of Committee Report; (i). Social Services Sector Report and (ii). Finance, Planning, Administration, Production and Natural Resources Sectoral Committee Reports;
- b) Under Minute No. LDC 43/2017/2018: Presentation of Work Plans for FY 2018/2019;
- c) Under Minute No. LDC 44/2017/2018: Laying of Budget for FY 2018/2019;
- d) Meeting held on 21st December 2017 under Minute No. LDC 32/2017/2018: Presentation and Discussion of Council Standing Committee Reports; (a). Social Services Sector Report and (b). Finance, Planning, Administration, Production and Natural Resources Sectoral Committee Reports;
- e) Under Minute No. LDC 30/2017/2018: Presentation of District Executive Committee Report; (i). Administration and Finance, (ii). Education (Construction of 5 primary schools at Lwentondo, Kibisi, Lusozi, Kiyinda, Bikokora and Bubangizi under Global partnership for Education (GAPE) and SFG/MoESTS, (iii). Health (Construction of Lyantonde Hospital and Maternity Ward at Kaliiro HC III) and (iv). Production and Natural Resources;
- f) Under Minute No. LDC 33/2017/2018: Presentation and Discussion of the Supplementary Budget for FY 2017/2018;
- g) Meeting held on 10th November 2017, under Minute No. LDC 21/2017/2018: Presentation of District Executive Report;
- h) Under Minute No. LDC 24/2017/2018: Presentation and Discussion of the Supplementary Budget for FY 2017/2018 as per Circular No. ADM/48/315/01 from Permanent Secretary Ministry of Education, Science, Technology and Sports for Global Partnerships for Education (GPE)/SFG funding of UGX 3,856,344,340 for the construction of 5 primary schools namely Lwentondo, Kibisi, Lusozi, Kiyinda, Bikokora and Bubangizi; and
- i) Meeting held on 30th August 2017, under Minute No. LDC 06/2017/2018: Presentation and Discussion of Council Standing Committee Reports, (a). Social Services Sector Report and (b). Finance, Planning, Administration, Production and Natural Resources Sectoral Committee Reports.

<p>The LG has responded to the feedback/complaints provided by citizens</p> <p>Maximum 2 points on this Performance Measure</p>	<ul style="list-style-type: none"> Evidence that LG has designated a person to coordinate response to feedback (grievance /complaints) and responded to feedback and complaints: score 1. 	<p>There was evidence in form of a letter from CAO Lyantonde DLG dated 09th July 2017, Ref. No. CR/157/1, designating Mr. Yiga Martin Paul – the District Principal Assistant Secretary to handle all grievances and complaints from the public.</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"> 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 	<p>Lyantonde DLG’s system for recording, investigating and responding to grievances includes the following:</p> <p>a) Complaints Register from 10th July 2017 up to 17th September 2018, where all complaints are registered. The register captures details such as Names of Complainant, Address, Telephone Numbers, Date of Complaint, and details of the complaint, Action taken, Responsible Officer and Remarks.</p> <p>b) Lyantonde DLG has a complaints office which receives and handles all complaints received; and</p> <p>c) Referring cases beyond their mandate as and when need arises to the responsible offices such as Uganda Police, IGG for further action.</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"> The LG Payroll and Pensioner Schedule on public notice boards and other means: score 2 	<p>There was evidence that Lyantonde DLG maintained and published a Payroll dated August 2018 and Pensioner Schedule dated 27th September 2018, on public notice board.</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"> • Evidence that the procurement plan and awarded contracts and amounts are published: score 1. 	<p>There was evidence that Lyantonde DLG published the procurement plan, awarded contracts and amounts on public notice board dated 07th 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"> • 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. 	<p>LG performance assessment results and implications were not pinned on Notice Board since Lyantonde DLG never received these results from the respective ministry.</p>	<p>0</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"> • Evidence that the HLG have communicated and explained guidelines, circulars and policies issued by the national level to LLGs during previous FY: score 1 	<p>There was evidence in from of letters from Lyantonde DLG CAO to All Heads of Departments, Senior Assistant Secretaries (Sub County Chiefs), and Town Clerks communicating guidelines as follows:</p> <p>a) Letter dated 24th April 2018 to All Head Teachers of Schools under Rakai Health Science Project: Accountability and Value for Money disbursed to the School Account FY 2017/18;</p> <p>b) Letter dated 03rd July 2018, Ref. No. CR.214/1 addressed to All Senior Assistant Secretaries, Heads of Departments, Sections, Units, Members of TPC: Presentation of Departmental Performance FY 2017/18 and Revenue Performance by Sub County and Town Councils;</p> <p>c) Letter dated 20th June 2018, Ref. No. CR/212/2 addressed to All TPC Members for 1 Day Training by the Local Government Finance Commission on the Application of Government Grants Formulae that took place on 22nd June 2018;</p> <p>d) Letter dated 21st June 2018 addressed to All TPC Members for a Presentation of the Annual Performance/Achievements and Challenges in FY 2017/18 by Heads of Deaprtments/Sections/Units that was scheduled for 27th June 2018 in Lyantonde District Council Hall; and</p> <p>e) Letter dated 17th October 2017 addressed to All TPC Members for the Presentation of the Indicative Planning Figures FY 2018/19.</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"> • 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. 	<p>There was evidence that Lyantonde DLG during the previous FY conducted discussions with the public to provide feed-back on status of activity implementation as detailed below:</p> <p>a) Office of the RDC for Lyantonde DLG mobilized for 1 hour airtime on Karo FM weekly to provide feedback to the electorate where technical staff from the district are invited for a discussion with the masses;</p> <p>b) Lyantonde DLG Probation and Welfare Office distributed free Lyantonde District Women Magazines dated April 2018 titled: "Empowerment of Rural Women and Girls Opportunities and Challenges".</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"> • 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. 	<p>Evidence that the district GFP and CDO provided guidance and support to water sector was from two sources. First, minutes of TPC meeting held on 23/4/2018 in the district council hall. Agenda 8; Min. no. TPC: Min79/4/2018 on page 8 a recommendation was made that the district comes up with a policy to guide process of mainstreaming gender issues across departments.</p> <p>Second source of evidence was from minutes of TPC dated 26/3/18 Agenda 8; Min. no. TPC: Min70/3/2018 on page 5 on midterm review on gender gaps implemented from departments.</p>	<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"> • 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 implemented: score 2. 	<p>From the Local Government approved budget and work plan for F/Y 18/19, the GFP and CDO had planned for minimum 2 activities for current year. For example, Item D: Facilitating women council activities (meetings, women celebrations and monitoring women's projects; Item M: Gender activities in departments to come up with district gender policies and Item P: Support to women groups and operational costs.</p> <p>Basing on the approved budget estimates of FY 2017/2018, Out of the total approved budget estimates which totalled UGX 326,477,354/= had been budgeted for 7 major gender activities/vulnerability and social inclusion. However UGX 459,239,800/= was utilised to implement all (100%) activities</p>	<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"> 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 	<p>Evidence was from environmental screening report FY 2017/18 endorsed by the Environment Officer. From the report environment and social inputs were identified, mitigation measures were suggested and responsible persons were proposed. For example:</p> <ol style="list-style-type: none"> Construction of St. Anthony Kiyindi P/S, Kaliiro S/County was dated 3/1/18; Construction of Bubangizi P/S, Mpumudde S/County was dated 3/1/18; Kalagala-Lwamayengo-Katagengera-Kamukamu road under rehabilitation (13 km) was dated 3/1/18; Construction of Phelex Star P/S, Mpumudde S/County was dated 30/5/17 and Construction of Lwentondo P/S, Kaliiro S/county was dated 2/1/2018. 	<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"> Evidence that the LG integrates environmental and social management and health and safety plans in the contract bid documents: score 1 	<p>Basing on a sample of procurement files the LG integrates environmental and social management and monitoring plans in contract bid documents. For example:</p> <ol style="list-style-type: none"> LYAN 580/wrks/17-18/00002; BOQs for the 6m3 Ferro cement tank. Bill no. 5, Item 14 provides for environmental restoration; MOES/wrks/16-17/LYANTONDE/00001; BOQs for the construction of facilities at selected P/schools under the support for Global Partnership for Education (GPE) programme. Bill No 1: Preliminaries, Item no. A provides for environmental and social safeguards compliance; LYAN 580/wrks/17-18/00005; BOQs for construction of 3-stance pit latrine at Kaliiro P/S. Element 6, Item F provides for environmental restoration and screening and LYAN 580/wrks/17-18/00001; BOQs for construction of V/tanks of 30000m3 at Kashagama and Kanuka. Bill No. 1 Preliminaries and general, Item 7.5 provides for environmental restoration. 	<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"> • Evidence that all projects are implemented on land where the LG has proof of ownership (e.g. a land title, agreement etc.): score 1 	<p>Proof of ownership of land where all projects were implemented was evidenced by a sample of land titles (listed 1 to 4) and proof of process of land title (listed 5) below:</p> <ol style="list-style-type: none"> 1. Freehold volume 1089; Folio 17 for plot 24 and 25, Block 47 at Makukulu, owned by Lyantonde district LG and endorsed by registrar of titles on 9/11/2011; 2. Freehold volume 582; Folio 7 for plot 56, Block 60 at Nsiika, owned by Mpumudde S/county Local Council and endorsed by principal registrar of titles on 1/9/2008; 3. Freehold volume 575;Folio 23 for plot B, Block 47 at Makukulu Kyakuterera, owned by Kaliiro S/county Local Council and endorsed by principal registrar of titles on 18/8/2008; 4. Freehold volume 582; Folio 8 for plot 56, Block 60 at Kasagama, Kabula County, owned by Kasagama S/county LG and endorsed by principal registrar of titles 1/9/2008 and 5. Land tittle process documents for Plot 7, Block 72; Lyantonde Hospital Land, dated 7/5/2018, endorsed by the Lyantonde District LG 7/5/2010. 	<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"> • Evidence that all completed projects have Environmental and Social Mitigation Certification Form completed and signed by Environmental Officer and CDO: score 1 	<p>No evidence to show that all completed projects have ESM certification Form completed was seen at the time of this assessment.</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"> • Evidence that the contract payment certificated includes prior environmental and social clearance (new one): Score 1 	<p>Evidence that the contract payment certified included prior environmental and social clearance was from receipts where the contractor (Bakaruma Contractors for all sampled projects) acknowledged receipt of payment of funds and from certificates of interim or final completions. For example:</p> <ol style="list-style-type: none"> 1. Extra works on hospital theatre was dated 20/6/18 and certified 8/6/18; 2. Construction of 12 Ferro cement tanks of 10m3 at different locations was certified on 21/6/18; 3. Construction of health facilities at Lyantonde hospital was dated 20/6/18 and certified on 11/6/10; 4. Extra works on hospital theatre was dated 20/6/18 and certified 9/3/18 and 5. Construction of male ward at Lyantonde hospital was dated 30/6/18 and certified 3/6/18. 	<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"> • Evidence that environmental officer and CDO monthly report, includes a) completed checklists, b) deviations observed with pictures, c) corrective actions taken. Score: 1 	<p>Evidence was based on a 2 quarterly monitoring reports for 4 schools and the rehabilitation of the District hospital administration block. The reports on environmental safeguard training meeting under the Global Partnership for Education (GPE) Programmes were dated 9/5/18 and 3/1/18. The schools monitored were Bubangizi, Bikokora, Kibisi-Lusozi and St. Anthony-Kiyinda P/Schools. One of the objectives of monitoring schools was to find out whether trees were planted as advised by the Senior environment Officer. The compliance monitoring report for reconstruction and refurbishment of district hospital administration block and theatre was dated 25/5/2018. All the reports included observed deviations and corrective actions to be taken, and were signed by the Senior District Environment Officer and the Principal CDO.</p>	<p>1</p>

Summary of requirements	Definition of compliance	Compliance justification	Score
Human resource planning and management			
<p>The LG education de- partment has budgeted and deployed teachers as per guidelines (a Head Teacher and minimum of 7 teachers per school)</p> <p>Maximum 8 for this performance measure</p>	<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>There was evidence that the LG 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.</p> <p>Source of Evidence:</p> <ul style="list-style-type: none"> - School list. - Staff list in the office of the DEO. - Performance Contract. 	4
<p>The LG education de- partment has budgeted and deployed teachers as per guidelines (a Head Teacher and minimum of 7 teachers per school)</p> <p>Maximum 8 for this performance measure</p>	<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>There was evidence that the LG 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.</p> <p>Source of evidence:</p> <ul style="list-style-type: none"> - A copy of the list of schools and - Staff list seen at the DEOs office <p>Confirmation was made in the sample schools visited:</p> <ul style="list-style-type: none"> - Kabetemere P.S.- 1 Head teacher and 7 teachers. - St Paul Bikokola P. S. Mpumudde Sub County Kabula- 1 Head teacher and 7 teachers. - Kibisi Lusozi P. S. - 1 head teacher and 7 teachers. - St Anthony Kiyinda P. S. - 1 head teacher and 4 teachers. - Lwentondo P. S. Kaliiro Sub County Kabula 1 head teacher and 5 teachers. - Kinuuka P. S. 1 Head teacher and 9 teachers. - Kaliiro P. S. 1 Head teacher and 10 teachers. 	4

<p>LG has substantively recruited all primary school teachers where there is a wage bill provision</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG has filled the structure for primary teachers with a wage bill provision <p>o If 100%: score 6</p> <p>o If 80 - 99%: score 3</p> <p>o If below 80%: score 0</p>	<p>The LG Education Department has filled a teaching staff structure for 406 Primary teachers within a wage bill provision of Ug Shs 2,421,103,000- out of 424 teachers required in the district making a representation of 96%'</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"> • 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 	<p>There was evidence that the LG substantively filled all positions of School Inspectors as per staff structure and within a wage provision of Ug Shs 101,115,048/- for the department.</p> <p>Source of evidence:</p> <p>Communication from PS/MoPS to CAO and copied to Secretary Lyantonde District Service Commission Ref ARC/135/306/01 of 30/08/2017 titled:</p> <p>'Submission of Approved Staff Establishment for Lyantonde District LG and Lyantonde TC.'</p> <p>This was a confirmation of approval and adoption of the staff establishment for Lyantonde District LG and TC .</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"> • Primary Teachers: score 2 	<p>There was evidence that the LG Education Department submitted a recruitment plan to the CAO for the current FY to fill positions of 26 Senior Education Assistants and 16 Education Assistants II. The recruitment plan was submitted to the CAO on 19/08/2018 and received on the same date.</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"> • School Inspectors: score 2 	<p>There was no need for recruitment of Inspectors of schools as both positions in the structure had been duly filled.</p>	<p>2</p>
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Monitoring and Inspection

<p>The LG Education department has conducted performance appraisal for school inspectors and ensured that performance appraisal for all primary school head teachers is conducted during the previous FY.</p> <p>Maximum 6 for this performance measure</p>	<p>Evidence that the LG Education department has ensured that all head teachers are appraised and has appraised all school inspectors during the previous FY</p> <ul style="list-style-type: none"> • 100% school inspectors: score 3 	<p>The Education department has a senior inspector of schools appointment on promotion dated 23/02/2018, minute No. 25/02/2018 (xxvii) and appraised on 5/07/2018.</p> <p>It also has the inspector of schools appointment on transfer dated 23/11/2011, DSC Minute No. DSC/MIN 43/MARCH/2011 and appraised on 3/07/2018.</p>	<p>3</p>
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<p>The LG Education department has conducted performance appraisal for school inspectors and ensured that performance appraisal for all primary school head teachers is conducted during the previous FY.</p> <p>Maximum 6 for this performance measure</p>	<p>Evidence that the LG Education department has ensured that all head teachers are appraised and has appraised all school inspectors during the previous FY</p> <ul style="list-style-type: none"> • Primary school head teachers o 90 - 100%: score 3 o 70% and 89%: score 2 o Below 70%: score 0 	<p>All the 10 Head teachers' files sampled had Performance Agreements 2018 and Performance Reports 2017 signed as follows:</p> <p>Head teachers of Kisaluwoko P/S, Buyanja P/S, Biwolobo P/S, Kyemamba P/S, Buyaga P/S and Bamunanika P/S were appraised on 8/12/2017. (That was the date on the Performance Reports).</p> <p>While the Head teacher of Kyabbuza P/S was appraised on 14/11/2017, Head teacher of Namutamba P/S was appraised on 18/12/2017 and Head teacher of Kasagama P/S was appraised on 17/12/2018.</p> <p>However, the Performance Report for the Head teacher of Lyantonde P/S was not available at the time of this assessment.</p> <p>This contributed to 90% of Head teachers who were appraised.</p> <p>The signed Performance agreements and reports were available in the Appraisal files inserted in the personnel files.</p>	<p>3</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"> • 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 	<p>There was some evidence that the LG Education Department communicated all guidelines, policies, circulars issued by the national level in the previous FY to schools. Meetings with head teachers provided forum for communication of guidelines, circulars and policies by DEOs.</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"> • 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 	<p>The LG Education department held meetings with primary school head teachers and among others explained and sensitized them on some of the guidelines, policies, circulars issued by the national level at Head teachers' meetings with the DEO and his staff. These happen to be the most appropriate fora for dissemination and sensitization of staff on the guidelines, circulars and policies. E.g. meeting at St Martin Lyantonde on 22/03/2018 Min 05/03/2018 Communication from the DEO as he talked about the guidelines, policies and circulars, the DEO referred to the following policies, circulars and guidelines:</p> <ul style="list-style-type: none"> -Book Policy . -UPE Policy . -Alternatives to corporal punishment. -School Feeding Policy . - Safe School Environment guidelines - Gender Equality Policy <p>These policy documents were distributed to schools:</p> <p>School Feeding</p> <ul style="list-style-type: none"> - Teacher support supervision in Schools (Circular) - DEOs circular to schools for term I 2018 <p>71 Htrs attended this meeting.</p>	
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The LG Education De- partment has effectively inspected all registered primary schools2

Maximum 12 for this performance measure

• Evidence that all licenced or registered schools have been inspected at least once per term and reports produced:

o 100% - score 12

o 90 to 99% - score 10

o 80 to 89% - score 8

o 70 to 79% - score 6

o 60 to 69% - score 3

o 50 to 59 % score 1

o Below 50% score 0.

There was evidence that all planned inspections to public and licenced/ registered schools were inspected at least once per term and reports produced. The mandatory inspections to public schools in the year, were 150 and all were done. Then 27 inspections were to private schools and to a community school. This gave a total inspection of 178 schools which was way above 100%.

LG Education department has discussed the results/ reports of school inspections, used them to make recommendations for corrective actions and followed recommendations

Maximum 10 for this performance measure

• 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

There was evidence that the Education Department discussed school inspection reports and used reports to make recommendations for corrective actions during the previous FY as noted in the following sampled schools:

-The report for Kabetemere P.S. as a follow up inspection by Bakenga Herbert on 29/03/2018 stated a warning on the use of canning as punishment to pupils. he also advised on the use of water gutters for water harvesting to curb the water shortage at school.

-Inspection report for Kabetemere P. S. for Term 2 06/06/2018 indicated that sticks were no longer used to cane pupils and other approaches of reprimand had been adopted with the advice of DREAMS and JOURNEYS. The school had also acquired gutters for water harvesting.

-Request for furniture in following schools after inspection report for Term III of 03/09/2018 after observation of inadequate seating facilities at inspection of these schools: Bubangizi P. S., Biwolobo P. S., Rwamabara P. S., Kisakuwo P. S., Lwentondo P. S., Kabatemere P. S.. The schools were included in the procurement plan for furniture consideration.

-Improvement in teacher supervision at school level in Kabasengwa P. S., Nakaseeta P. S., Mpumudde P. S., Bagaya P. S., Kasagama P. S. This observation followed an inspection report filed by the IS to the DEO of 03/09/2018.

-Subsequent departmental discussions of issues were in a meeting held on 11/09/2018 where 4 members attended and Min 04/09/2018 gave a report on workshops attended and a report on the workshop in Mbarara 30-31/08/2018 about Fight against Violence in Schools where the inspection report was discussed. Members present were 4 for the LG Department of Education.

<p>LG Education department has discussed the results/ reports of school inspections, used them to make recommendations for corrective actions and followed recommendations</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the 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 	<p>There was evidence for the LG Education Department submission of inspection reports to DES as follows:</p> <ul style="list-style-type: none"> -On 08/09/2017 Report for 3rd Qtr was received and signed by DES but not stamped. -On 19/03/2018 the Inspection work plan for 2018-2019 and inspection report for Term III 2017 for FY 2017/2018 was submitted to DES, received and signed for without a stamp. -On 31/05/2018 an inspection report for 1st Term 2018 was received and stamped and not dated -On 26/09/2018 the report for Term II 2018 was submitted and received but not stamped by DES. 	<p>2</p>
<p>LG Education department has discussed the results/ reports of school inspections, used them to make recommendations for corrective actions and followed recommendations</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the inspection recommendations are followed- up: score 4. 	<p>There was evidence that the inspection recommendations are followed- up in Min 04/12/2017 of a meeting held on 14/12/2018. This was a discussion of Term III closure of schools that had been found in dilapidated situations. The discussion followed inspection findings and recommendations for closure of the schools at the close of the academic year. The schools to be closed which were all primary schools were: Bubangizi P. S., Bokokola P. S., Lwentondo P. S., Kibisi-Lusozi P.S., Kiyinda R.C.P.S.</p>	<p>4</p>

<p>The LG Education department has submitted accurate/consistent reports/date for school lists and enrolment as per formats provided by MoES</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG has submitted accurate/consistent data: <ul style="list-style-type: none"> o List of schools which are consistent with both EMIS reports and PBS: score 5 	<p>There was evidence that data submitted by LG was accurate and consistent. EMIS had 47 government schools with 2 private schools. PBS had 47 government schools.</p> <p>Source of Evidence:</p> <ul style="list-style-type: none"> - Lists in office of the DEO. - EMIS information from MoES. 	<p>5</p>
<p>The LG Education department has submitted accurate/consistent reports/date for school lists and enrolment as per formats provided by MoES</p> <p>Maximum 10 for this performance measure</p>	<p>Evidence that the LG has submitted accurate/consistent data:</p> <ul style="list-style-type: none"> • Enrolment data for all schools which is consistent with EMIS report and PBS: score 5 	<p>There was no evidence of LG submission of accurate and consistent data for school enrollments to EMIS and PBS. The total enrollment to PBS was 19,021 and for EMIS it was 18,846.</p> <p>Evidence from visited schools indicated similar variance:</p> <ul style="list-style-type: none"> - Kaliiro P.S. -PBS 707 pupils; EMIS 469 pupils - St Anthony Kiyinda R.C. P.S.- PBS 174 pupils; EMIS 342 pupils. - Kabatemere P. S. -PBS 517 pupils; EMIS 389 pupils. - Kinuuka P.S. -PBS 372 pupils; EMIS 423 pupils. 	<p>0</p>
<p>Governance, oversight, transparency and accountability</p>			

<p>The LG committee re- sponsible for education met, discussed service delivery issues and pre- sented issues that require approval to Council</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> • 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 	<p>There was evidence that the Social Services Standing Committee responsible for Education met and discussed service delivery issues during the following meetings:</p> <p>a) Meeting dated 26th February 2018, under Minute No. SCC/15/02/2018: Presentation and Discussion of Departmental Reports;</p> <p>b) Meeting dated 19th December 2017, under Minute No. SCC/12/12/2017: Activity Reports for Community Based Services Department, Health Department, Education Department, and Technical Services;</p> <p>c) Meeting dated 27th October 2017, under Minute No. SCC/06/10/2017: Activity Reports for Community Based Services Department, Health Department, Education Department, and Technical Services;</p> <p>d) Meeting dated 23rd August 2017, under Minute No. SCC/03/2017: Presentation and Discussion of Departmental Reports for Community Based Services Department, Health Department, Education Department, and Technical Services; and</p> <p>e) Meeting dated 28th June 2017, under Minute No. SCC/29/6/2017: Presentation and Discussion of Departmental Reports for Community Based Services Department, Health Department, Education Department, and Technical Services.</p>	<p>2</p>
<p>The LG committee re- sponsible for education met, discussed service delivery issues and pre- sented issues that require approval to Council</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the education sector committee has presented issues that require approval to Council: score 2 	<p>There was evidence that the Social Services Standing Committee responsible for Education presented issues that required Council's approval during the following Council Meetings held at the District Headquarters in the Council Hall:</p> <p>1. Meeting held on 02nd March 2018:</p> <p>a) Under Minute No. LDC 41/2017/2018: Presentation and Discussion of Committee Report; (i). Social Services Sector Report and (ii). Finance, Planning, Administration, Production and Natural Resources Sectoral Committee Reports;</p> <p>b) Under Minute No. LDC 43/2017/2018: Presentation of Work Plans for FY 2018/2019; and</p> <p>c) Under Minute No. LDC 44/2017/2018: Laying of Budget for FY 2018/2019.</p> <p>2. Meeting held on 21st December 2017:</p> <p>a) Under Minute No. LDC 32/2017/2018: Presentation and Discussion of Council Standing Committee Reports; (a). Social Services Sector Report and (b). Finance, Planning, Administration, Production and Natural</p>	<p>2</p>

Resources Sectoral Committee Reports;

b) Under Minute No. LDC 30/2017/2018: Presentation of District Executive Committee Report; (i). Administration and Finance, (ii). Education (Construction of 5 primary schools at Lwentondo, Kibisi, Lusozi, Kiyinda, Bikokora and Bubangizi under Global partnership for Education (GAPE) and SFG/MoESTS, (iii). Health (Construction of Lyantonde Hospital and Maternity Ward at Kaliiro HC III) and (iv). Production and Natural Resources; and

c) Under Minute No. LDC 33/2017/2018: Presentation and Discussion of the Supplementary Budget for FY 2017/2018.

3. Meeting held on 10th November 2017:

a) Under Minute No. LDC 21/2017/2018: Presentation of District Executive Report; and

b) Under Minute No. LDC 24/2017/2018: Presentation and Discussion of the Supplementary Budget for FY 2017/2018 as per Circular No. ADM/48/315/01 from Permanent Secretary Ministry of Education, Science, Technology and Sports for Global Partnerships for Education (GPE)/SFG funding of UGX 3,856,344,340 for the construction of 5 primary schools namely Lwentondo, Kibisi, Lusozi, Kiyinda, Bikokora and Bubangizi, and

4. Meeting held on 30th August 2017, under Minute No. LDC 06/2017/2018: Presentation and Discussion of Council Standing Committee Reports, (a). Social Services Sector Report and (b). Finance, Planning, Administration, Production and Natural Resources Sectoral Committee Reports.

<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"> • 100% schools: score 5 • 80 to 99% schools: score 3 • Below 80 % schools: score 0 	<p>There was evidence that all 50 Primary Schools have functional SMCs from the Inspection Reports submitted and records availed from the DEO's office. Minutes of SMC Meetings were available from the sampled schools including Kaliiro Primary School, Buyanja Primary School, Lwentondo Primary School and Kibisi Primary School.</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"> • Evidence that the LG has publicised all schools receiving non-wage recurrent grants <p>e.g. through posting on public notice boards: score 3</p>	<p>There was evidence of the LG publicity of all schools that received non-wage recurrent grants on a public notice board at the LG Education Department Offices.</p> <p>The same display was evidenced in the schools visited.</p> <p>- Kinuuka P.S. : Term III 2017 Ug Shs 1,433,666/-; Term I 2018 Ug Shs 1,453,666/-; Term II 2018 Ug Shs 1,453,666/- and Term III 2018 Ug Shs 1,687,000/-.</p> <p>- St Anthony Kiyinda: Term I Ug Shs 963,625/-; Term II Ug Shs 963,625/-; Term III Ug Shs 1,164,158/-.</p> <p>- Kaliiro P. S.: Term III 2017 Ug Shs 1,554,317/-; Term I 2018 Ug Shs 1,555,935/-; Term II 2018 Ug Shs 1,555,935/- and Term III 2018 Ug Shs 1, 895,355/-.</p> <p>All were displayed in Head teacher's offices.</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"> 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 	<p>There was no evidence that the sector submitted procurement input to Procurement Unit that covered all investment items in the approved Sector Annual Work Plan and budget on time by April 30. The LG Education Department had a procurement requisition and no procurement input to PDU was seen at time of assessment.</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"> Evidence that the LG Education departments timely (as per contract) certified and recommended suppliers for payment: score 3. 	<p>LG had certified and initiated payment for supplies on time. 2 sampled contracts and payment requests indicated that the DEO had certified and recommended suppliers before payment. Details are as below:-</p> <p>(1) Purchase of Vehicle – LPO-00084 dated 11-Aug-2017, GRN-00158 dated 08-Nov-2017, Invoice issued on 03-Nov-2017; approved by the CAO on 07-Nov-2017; paid on 08-Nov-2017 vide Voucher PV-ED001788 Shs. 145,900,590 i.f.o Make East Africa Ltd</p> <p>(2) Supply of Fuel to DEO – Request for payment submitted on 02-May-2018, Approved by the DEO on 02-May-2018; Paid on 07-May-2018 vide Vr.No. PV-ED00232 Shs. 1,001,000 i.f.o Shell Lyantonde Ltd</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"> 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 	<p>There was no documentation in form of letters and copy of e-mails provided by the Education Department and the District Planner to prove that the Quarterly Departmental Reports were submitted by Head of Education Department and received by the District Planner. Response was that they use online PBS system of submission for incorporation.</p>	<p>0</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"> • Evidence that the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year o If sector has no audit query score 4 o If the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year: score 2 o If all queries are not responded to score 0 	<p>Queries had been raised in the 1st quarter audit report. The issues related to under-payment of salary for science teachers.</p> <p>The DEO had provided responses to the LGPAC as per Minute DPAC 38/2017/18 of a meeting held on the 7th March 2018.</p>	<p>2</p>
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Social and environmental safeguards

<p>LG Education Department has disseminated and promoted adherence to gender guidelines</p> <p>Maximum 5 points for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG Education department in consultation with the gender focal person has disseminated guidelines on how senior women/men teachers should provide guidance to girls and boys to handle hygiene, reproductive health, life skills, etc.: Score 2 	<p>Information from the DEO revealed that some but not all guidelines and booklets were distributed to schools when received. However there was a dilemma regarding the meetings for Senior Men and Women teachers to discuss issues of guiding young people on how they should handle hygiene, reproductive health and life skills. The meetings have not been convened due to logistical constraints in the LG. The Education Department does not have adequate resources to cater for the transport, meals and hosting of the senior women/men considering the distances they have to cover within the district.</p>	<p>0</p>
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<p>LG Education Department has disseminated and promoted adherence to gender guidelines</p> <p>Maximum 5 points for this performance measure</p>	<ul style="list-style-type: none"> Evidence that 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 	<p>The LG has made effort to ensure that with each construction project there are iron bars in latrines for PWDs and rumps are included in all entrances to various places. They have also endeavored to have inclusion of PWDs learners in all education activities.</p> <p>Sanitation for girls has been facilitated with bathrooms attached to pit latrines for the girl's sections in the newly constructed pit latrine facilities. Facilities (buckets) are provided for sanitary wear disposal for girls in their latrines.</p>	<p>2</p>
<p>LG Education Department has disseminated and promoted adherence to gender guidelines</p> <p>Maximum 5 points for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the School Management Committee meets the guideline on gender composition: score 1 	<p>There was evidence to confirm that the School Management Committees met the guideline on gender composition in the visited schools and sampled files in the DEOs office.</p> <p>Compliance to gender composition was evident in all of the sampled schools that had the following female memberships on their committees:</p> <p>Baamunaanika P. S.: there was Kabalungi Jackline and Ssanyu Resty</p> <p>Buyaga P.S.: Namatovu Gertrude and Nakatanza Margaret</p> <p>Katovu P. S.: Arinaitwe Annet and Tumuhimbise Resty</p> <p>Kitazigolokwa P. S.: there was Kyabitama Sepiranza and Kamukama Medius.</p>	<p>1</p>
<p>LG Education department has ensured that guide- lines on environmental management are disseminated and complied with</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG Education department in collaboration with Environment department has issued guidelines on environmental management (tree planting, waste management, formation of environmental clubs and environment education etc.): score 1: 	<p>There was evidence to show that the LG Education Department in collaboration with Environment Department issued guidelines on environmental management (tree planting, waste management, formation of environmental clubs and environment education etc.) The two officers mobilised and sensitised communities on environmental issues, there was environmental screening for the development projects in the department and tree planting in the schools. Private schools licensed by the district and registered by MoES were obliged to get environmental checking prior to licensing.</p>	<p>1</p>

<p>LG Education department has ensured that guide- lines on environmental management are dissemi- nated and complied with</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> • 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 	<p>There was evidence that all school infrastructure projects were screened before approval for construction using the checklist for screening of projects in the budget guidelines. The risks were identified, and the forms included mitigation actions.</p> <p>Source of evidence:</p> <p>-The DEO made an Environmental Social Impact visit to these schools: Lwentondo P. S, St Anthony Kiyinda P. S., Bubangizi P. S. and Kibisi P. S. and subsequent reports were made on 03/01/2018 addressed to the CAO.</p> <p>The forms with the reports indicated the Environmental Social Impacts and the Mitigation Measures and the Responsible Person.</p>	<p>1</p>
<p>LG Education department has ensured that guide- lines on environmental management are dissemi- nated and complied with</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> • The environmental officer and community development officer have visited the sites to checked whether the mitigation plans are complied with: Score 1 	<p>The Environmental Officer and Community Development Officer visited the sites to check on compliance to mitigation plans and evidence indicated that there was regular supervision of construction sites and impressive reports on compliance to risk mitigation plans. E.g. The June Monthly Report of 29/06/2018 included information about trees that were planted in the 5 Primary Schools that were constructed by Fergusone Construction Company. There were fruit trees (5 different fruits) and other environmental protection trees. The Compliance Monitoring Report of 04/05/2018 for Construction of Kibisi P. S. and St Paul Bokokolo P. S. indicated the implementation of environmental mitigation measures that were made.</p> <p>- There were monthly monitoring reports for planted trees in 5 primary schools that were planted and supervised by Furgersone Contractors Company who had the construction contract.</p>	<p>1</p>

Summary of requirements	Definition of compliance	Compliance justification	Score
Human resource planning and management			
<p>LG has substantively recruited primary health care workers with a wage bill provision from PHC wage</p> <p>Maximum 8 points for this performance measure</p>	<p>Evidence that LG has filled the structure for primary health care with a wage bill provision from PHC wage for the current FY</p> <ul style="list-style-type: none"> • More than 80% filled: score 8 • 60 – 80% - score 4 • Less than 60% filled: score 0 	<p>The LG had an approved health workers structure of 389 workers. The current wage bill supported 320 workers making a staffing level of 82% where all the wage bill was fully utilised.</p> <p>Also a copy of Lyantonde District Health staffs recruitment plan generated by the DHO Dr. Nkanika Moses and received by the CAO on 19th September 2018 was availed at DHOs office.</p>	8
<p>The LG Health department has submitted a comprehensive recruitment plan for primary health care workers to the HRM department</p> <p>Maximum 6 points for this performance measure</p>	<p>Evidence that Health department has submitted a comprehensive recruitment plan/re- quest to HRM for the current FY, covering the vacant positions of primary health care workers: score 6</p>	<p>A copy of a comprehensive Health Recruitment plan for Lyantonde District Health Department for FY 2018/2019 dated 19th September 2018 generated by DHO to the CAO was availed at DHOs office. Vacancies included Key positions like; ADHO- MCH, Medical Officer, Senior Health Educator, Dispenser, Nursing Officers, Mid wives and other support staffs.</p>	6

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

Maximum 8 points for this performance measure

Evidence that the all health facilities in-charges have been appraised during the previous FY:

- o 100%: score 8
- o 70 – 99%: score 4
- o Below 70%: score 0

All the sampled 10 Healthy Facility In-charges were appraised.

This implies that (100%) Health In-charges were appraised in FY 2017/2018 as follows;

In-charge for Buyaga H/C was appraised on 6/07/2018;

In-charge for Lyakajjura H/C was appraised on 7/07/2018;

In-charge for Katovu H/C was appraised on 4/06/2018;

In-charge for Mpumude H/C was appraised on 27/06/2018;

In-charge for Kyakuterekera H/C was appraised on 12/08/2018;

In-charge for Kinuuka H/C was appraised on 5/07/2018;

In-charge for Kiyinda H/C was appraised on 20/06/2018;

In-charge for Kaliro H/C was appraised on 24/07/2018;

In-charge for Kabetemere H/C was appraised on 20/07/2018;

And In-charge for Kyemamba H/C was appraised on 5/08/2018.

Therefore all (100%) Health facility In-charges were appraised.

Source of information: personnel files and a list of In-charges.

<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"> 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 	<p>Health workers updated staff list on deployment to various facilities availed at DHOs office was accurate and consistent with the list in PBS FY 2018/2019.</p> <p>Also staff lists seen at sampled health facilities (Kinuuka HC III, Kaliiro HC III, and Lyantonde Hospital) were consistent with the PBS list despite a few transfers of some workers as seen at the DHOs office transfer files.</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"> 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 	<p>Only one of the three prioritised guidelines/circulars and policies from Ministry of Health ie. Sector Grant and Budget Guidelines on PHC was available and the other two were not received at the DHOs office. However, other non prioritised ones like Surge Guidelines, New guidelines on Tetanus Injection were disseminated as evidenced by the meeting minutes between DHO and In-charges dated 29th June 2018.</p>	<p>0</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"> 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 	<p>There were no minutes for meetings held for the prioritised policies/ circulars and guidelines at the DHOs office. However, DHMT meetings held on 23rd April 2018, 27th May 2018 and 29th June 2018 had among other items on agenda discussions on the guidelines of Surge Policy and Tetanus Injection policy though they were not among the prioritised policies.</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>Copies of quarterly support supervision reports (Quarter 1 dated 30th September 2017, Quarter 2 dated 24th October 2017, Quarter 3 dated 30th April 2018, and Quarter 4 dated 9th July 2018) seen at DHOs office showed that Lyantonde Hospital was supervised on quarterly basis as recommended. Lyantonde DLG doesn't have a HC IV. Also lower level facilities were also supervised on quarterly basis as evidenced through the available reports.</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"> • If 100% supervised: score 3 • 80 - 99% of the health facilities: score 2 • 60% - 79% of the health facilities: score 1 • Less than 60% of the health facilities: score 0 	<p>The HSD Support Supervision reports availed at DHOs office for Quarter I dated 30th November 2017, Quarter 2 dated 9th February, Quarter 3 no report ,& Quarter 4 dated 5th May 2018 showed that a total 11 health facilities out of 20 Health facilities were supervised making 55% coverage of support supervision.</p>	<p>0</p>

<p>The LG Health department (including HSDs) have discussed the results/reports of the support supervision and monitoring visits, used them to make recommendations for corrective actions and followed up</p> <p>Maximum 10 points for this performance measure</p>	<ul style="list-style-type: none"> 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 	<p>Copies of quarterly Support supervision reports (Quarter 1 dated 30th September 2017, Quarter 2 dated 24th October 2017, Quarter 3 dated 30th April 2018, & Quarter 4 dated 9th July 2018) availed at DHOs office had recommendations generated by the supervising team for each of the facilities that was supervised and these were also discussed during the DHMT meetings.</p> <p>These were also evidenced in supervision log books for the sampled health facilities under recommendations and action points.</p>	4
<p>The LG Health department (including HSDs) have discussed the results/reports of the support supervision and monitoring visits, used them to make recommendations for corrective actions and followed up</p> <p>Maximum 10 points for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the recommendations are followed – up and specific activities undertaken for correction: score 6 	<p>Quarter 3 FY 17/18 Support supervision report dated May 3rd 2018, among others came up with a recommendation to DHO to update job descriptions for some health workers. This was further discussed during the DHMT meeting held on 17th May 2018. In the Quarter 4 supervision report among the follow up on action points, it was shown that Job descriptions were developed and given to all in-charges and a copy of these job descriptions was also availed at the DHOs office</p>	6
<p>The LG Health department has submitted accurate/consistent reports/data for health facility lists receiving PHC funding as per formats provided by MoH</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG has submitted accurate/consistent data regarding: <ul style="list-style-type: none"> List of health facilities receiving PHC funding, which are consistent with both HMIS reports and PBS: score 10 	<p>A copy of the list of health facilities seen at the DHOs office that were receiving PHC (20) were the same as those in the PBS (20). These health facilities (20) were also reflected in the HMIS reports submitted to MOH.</p>	10

Governance, oversight, transparency and accountability

<p>The LG committee responsible for health met, discussed service delivery issues and presented is- sues that require approval to Council</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> 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 	<p>There was evidence that the Social Services Standing Committee responsible for Health met and discussed service delivery issues during the following meetings:</p> <p>a) Meeting dated 26th February 2018 in the Water Boardroom, under Minute No. SCC/15/02/2018: Presentation and Discussion of Health Department Reports;</p> <p>b) Meeting dated 19th December 2017 in the Water Boardroom, under Minute No. SCC/12/12/2017: Presentation and Discussion of Activity Reports for Health Department;</p> <p>c) Meeting dated 27th October 2017 in the District Boardroom, under Minute No. SCC/06/10/2017: Presentation and Discussion of Activity Reports for Health Department;</p> <p>d) Meeting dated 23rd August 2017 in the District Boardroom, under Minute No. SCC/03/2017: Presentation and Discussion of Health Department Reports; and</p> <p>e) Meeting dated 28th June 2017 in the District Boardroom, under Minute No. SCC/29/6/2017: Presentation and Discussion of Health Department Reports.</p>	<p>2</p>
<p>The LG committee responsible for health met, discussed service delivery issues and presented is- sues that require approval to Council</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the health sector committee has presented issues that require approval to Council: score 2 	<p>There was evidence that the Social Services Standing Committee responsible for Health presented issues that required Council's approval during the following Council Meetings held at the District Headquarters in the Council Hall:</p> <p>1. Meeting held on 02nd March 2018:</p> <p>a) Under Minute No. LDC 41/2017/2018: Presentation and Discussion of Committee Report; (i). Social Services Sector Report and (ii). Finance, Planning, Administration, Production and Natural Resources Sectoral Committee Reports;</p> <p>b) Under Minute No. LDC 43/2017/2018: Presentation of Work Plans for FY 2018/2019; and</p> <p>c) Under Minute No. LDC 44/2017/2018: Laying of Budget for FY 2018/2019.</p> <p>2. Meeting held on 21st December 2017:</p> <p>a) Under Minute No. LDC 32/2017/2018: Presentation and Discussion of Council Standing Committee Reports; (a). Social Services Sector Report and (b). Finance, Planning, Administration, Production and</p>	<p>2</p>

Natural Resources Sectoral Committee Reports;

b) Under Minute No. LDC 30/2017/2018: Presentation of District Executive Committee Report; (i). Administration and Finance, (ii). Education (Construction of 5 primary schools at Lwentondo, Kibisi, Lusozi, Kiyinda, Bikokora and Bubangizi under Global partnership for Education (GAPE) and SFG/MoESTS, (iii). Health (Construction of Lyantonde Hospital and Maternity Ward at Kaliro HC III) and (iv). Production and Natural Resources; and

c) Under Minute No. LDC 33/2017/2018: Presentation and Discussion of the Supplementary Budget for FY 2017/2018.

3. Meeting held on 10th November 2017:

a) Under Minute No. LDC 21/2017/2018: Presentation of District Executive Report; and

b) Under Minute No. LDC 24/2017/2018: Presentation and Discussion of the Supplementary Budget for FY 2017/2018 as per Circular No. ADM/48/315/01 from Permanent Secretary Ministry of Education, Science, Technology and Sports for Global Partnerships for Education (GPE)/SFG funding of UGX 3,856,344,340 for the construction of 5 primary schools namely Lwentondo, Kibisi, Lusozi, Kiyinda, Bikokora and Bubangizi, and

4. Meeting held on 30th August 2017, under Minute No. LDC 06/2017/2018: Presentation and Discussion of Council Standing Committee Reports, (a). Social Services Sector Report and (b). Finance, Planning, Administration, Production and Natural Resources Sectoral Committee Reports.

<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"> • If 100% of randomly sampled facilities: score 6 • If 80-99 %: score 4 • If 70-79 %: score 2 • If less than 70%: score 0 	<p>Copies of HUMC meeting minutes were availed in all the selected health facilities making 100 % HUMC functionality (Lyantonde Hospital dated 30th August 2017, 20th December 2017, 23rd February 2018, 12th June 2018 (100%), Kaliiro HC III dated 19th September 2017, 20th December 2017, 29th March 2018, 29th June 2018 (100%), Kinuuka HC III dated 12th September 2017, 19th December 2017, 8th March 2018, 29th June 2018(100%) . These meetings were an indication that all the facilities had an established HUMC board and health facilities were conducting regular quarterly meetings as shown by the available minutes in all the facilities. Also, PHC funds utilisation among other items on agenda was discussed during these meetings.</p>	<p>6</p>
<p>The LG has publicised all health facilities receiving PHC non-wage recurrent grants</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> • 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 	<p>A copy of PHC fund distribution list of health facilities and funds releases for FY 2017/18 were properly displayed on notice board of DHO.</p> <p>Also, Sampled facilities (Lyantonde Hospital, Kaliiro HC III, Kinuuka HC III) had their PHC funds releases displayed on their notice boards.</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"> 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 	<p>A copy of procurement plan from the DHO Dr. Nkanika Moses dated 22nd Feb 2018 and received by the PDU On 26th February 2018 was availed at the DHOs office.</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"> Evidence that LG Health department submitted procurement request form (Form PP5) to the PDU by 1st Quarter of the current FY: score 2. 	<p>Copies of a procurement requests dated 5th and 6th September 2018 generated by the Accounts Assistant and Dr Nkanika (DHO) and approved by CAO on 9th September 2018 were availed at DHOs office. These were for UMEME and Water bills respectively.</p>	<p>2</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"> Evidence that the DHO/ MHO (as per contract) certified and recommended suppliers timely for payment: score 4. 	<p>LG had certified and initiated payment for supplies on time. 2 payment requests sampled indicated that the DHO had certified and recommended suppliers before payment. Details are as below:-</p> <p>(1) Construction of Health Facilities at Lyantonde Hospital –Interim certificate No.4 dated 09-Mar-2018; Request for payment submitted on 09-Mar-2018; Approved by the DHO on 09-Mar-2018, Paid on 13-Mar-2018 vide EFT No. PV-HE00131Shs. 14,916,711 i.f.o Bakaruma Contractors</p> <p>(2) Construction of Health Facilities at Lyantonde Hospital –Interim certificate No.1 dated 20-Nov-2017; Request for payment submitted on 20-Nov-2017; Approved by the DHO on 20-Nov-2017, Paid on 27-Nov-2017 vide EFT No. PV-HE00100 Shs. 86,742,886 i.f.o Bakaruma Contractors</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"> 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 	<p>There was no documentation in form of letters and copy of e-mails provided by the Health Department and the District Planner to prove that the Quarterly Departmental Reports were submitted by Head of Health Department and received by the District Planner. Response was that they use online PBS system of submission for incorporation.</p>	<p>0</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"> • If sector has no audit query: Score 4 • If the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year: Score 2 points • If all queries are not responded to Score 0 	<p>Queries had been raised under the Health sector in the 1st quarter internal audit report. The issues raised were as follows:-</p> <p>(a) Unaccounted for funds transferred to Health Units</p> <p>(b) Whether Health units committees held meetings to discuss and approve utilization of funds.</p> <p>The DHO provided responses to the LGPAC in a letter dated 9th April 2018 .</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"> • Evidence that Health Unit Management Committee (HUMC) meet the gender composition as per guidelines (i.e. minimum 30 % women: score 2 	<p>Lists of HUMC members seen in the selected health facilities and the attendance lists of members during the HUMC meetings showed composition of both females and males at an average of 40% females and 60% males. The selected facilities and their gender composition included; Kaliiro HC III had 5 females and 3 males, Lyantonde Hospital had 3 females and 9 males, Kinuuka HC III had 4 females and 4 males.</p>	<p>2</p>

<p>Compliance with gender composition of HUMC and promotion of gender sensitive sanitation in health facilities.</p> <p>Maximum 4 points</p>	<ul style="list-style-type: none"> Evidence that the LG has issued guidelines on how to manage sanitation in health facilities including separating facilities for men and women: score 2. 	<p>All sampled health facilities had Sanitation management guidelines in place.</p> <p>They also had well labeled pit latrines separating females and males.</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"> 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 	<p>A copy of Environment screening report for the reconstruction and refurbishment of Lyantonde Hospital Administration block was availed at the DHOs office dated 15th September 2017 and signed by both District Environment Officer and District Community Development Officer.</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"> The environmental officer and community development officer have visited the sites to checked whether the mitigation plans are complied with: Score 2 	<p>There was no evidence seen that the District Environment officer or District Community Development officer had visited and monitored the construction sites.</p>	<p>0</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"> • 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 disposal2: score 4. 	<p>Copies of Infection control guidelines and copies of Segregation charts for medical waste management and colour coded bins for medical waste collection were seen in all the sampled health facilities (Lyantonde Hospital, Kaliiro HC III and Kinuuka HC III).</p>	<p>4</p>
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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"> • 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"> o If 100 % of the budget allocation for the current FY is allocated to S/Cs below average coverage: score 10 o If 80-99%: Score 7 o If 60-79: Score 4 o If below 60 %: Score 0 	<p>Lyantonde has six rural sub counties including; Kaliiro, Kinuuka, Kasagama, Lyantonde, Mpumudde and Lyakajjula.</p> <p>According to the MWE data base, Lyantonde has average safe water access of 52% and three sub counties of Kasagama 33%, Mpumudde 22% and Lyakajjula 22% have access to safe water below the district average.</p> <p>The water department AWP for FY18/19 dated 24th July 2018 indicated that the department had targeted these sub counties as follows;</p> <ol style="list-style-type: none"> 1. 4 No. 10cum Ferro cement rainwater Harvesting Tanks planned with Kasagama-1, Lyakajjula-1 and Mpumudde-1 (75%); 2. 32 No. 6cum Ferro cement rainwater Harvesting Tanks planned with Kasagama-6, Lyakajjula-6 and Mpumudde-5 (53%); 3. Two planned Valley Tanks with one in Lyakajjula and one in Mpumudde (100%); and 4. Extension of piped water to Mpumudde and Lyakajjula Sub Counties (100%). <p>In terms of the budget, a total of 307,000,000UgX was allocated to the above Sub Counties out of the total Development Budget of 404,000,000 UgX which is 76%.</p>	<p>4</p>

<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"> • 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. o If 100 % of the water projects are implemented in the targeted S/Cs: <p>Score 15</p> <ul style="list-style-type: none"> o If 80-99%: Score 10 o If 60-79: Score 5 o If below 60 %: Score 0 	<p>According to AWP and budget request for FY17/18 dated 10th August 2017 ref CR/213/59, the DW department had targeted the Sub Counties with safe water access below the district average as follows;</p> <ol style="list-style-type: none"> 1. Mpumudde (6 6cum Rainwater tanks, one valley tank, 3 10cum ferro cement rainwater tanks, and one HDPE 10cum rainwater tank). 2. Kasagama (4 6cum Rainwater tanks, one valley tank, 5 10cum ferro cement rainwater tanks, and two HDPE 10cum rainwater tank). 3. Lyakajjula (3 6cum Rainwater tanks, one 10cum ferro cement rainwater tanks, and one HDPE 10cum rainwater tank). <p>The department Annual Report/4th quarter progress report FY17/18 dated 30th July 2018 indicated that all the above planned projects were implemented.</p>	<p>15</p>
<p>Monitoring and Supervision</p>			
<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"> • If more than 95% of the WSS facilities monitored: score 15 • 80% - 95% of the WSS facilities - monitored: score 10 • 70 - 79%: score 7 • 60% - 69% monitored: score 5 • 50% - 59%: score 3 • Less than 50% of WSS facilities monitored: score 0 	<p>There was evidence that all the WSS facilities were monitored by the district water department at least monthly. Some of the sampled monthly field inspection reports were dated as follows; 9th and 30th January, 19th Feb, 10th and 13th March, 4th June, 2018 for construction of rainwater harvesting tank, valley tanks and borehole rehabilitation.</p>	<p>15</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"> • Evidence that the district has submitted accurate/consistent data for the current FY: Score 5 • List of water facility which are consistent in both sector MIS reports and PBS: score 5 	<p>PBS information showed that a total of 25 (6cum) and 12 cum Ferro cement tanks and five (5No.) plastic tanks were planned. The department Annual Report/4th quarter progress report FY17/18 dated 30th July 2018 indicated that all the above planned projects were implemented and the list was consistent.</p>	<p>5</p>
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The district Water department has submitted accurate/consistent reports/ data lists of water facilities as per formats provided by MoWE

- List of water facility which are consistent in both sector MIS reports and PBS: score 5

The lists of projects undertaken was consistent in both sector MIS reports and PBS as verified in the AWP FY17/18 and progress reports. The list showed that 42 projects had been implemented. These included;

1.6 6cum Ferro cement tanks in Kakiri, Mpumudde T/C, Mpumudde B, Kanyeganyegye, Karyamenvu, Kanaala A, 3No. 10cum ferro cement tanks in Mpumudde, Rwamabara, Kiteredde, and one HDPE 10cum rainwater tank in Mpumudde Sub County.

2. 4 No. 6cum Ferro Cement tanks in Kisaluwoko, Kisaluwoko, Mityekula, Muzaire, 3No. 10cum Ferro Cement tanks in Buyanja, Ndigito, Kabutetera, 3No. HDPE Tank in Buyanja, Kisaluwoko and Mityekula in Kasagama Sub County.

3. 3No. 6cum Ferro Cement tanks in Kabundabunda, Rwera, Keishango, one 10cum ferro cement tank in Omudigito in Lyakajjula Sub County.

4. 6 No. 6cum Ferro Cement tanks in Kibiisi Lusoozi No.3, Kalambi, Kitesa, Kabatema T/C, Kinoni, Kajonje, 3No. 10cum ferro cement tanks in Kiyinda, Lwetondo, Nakisajja, 2No. 10cum HDPE Tank in Kiyinda, Bamunanika in Kaliiro Sub County.

5. 3No. 6cum Ferro Cement tanks in Kanyogoga, Kyeshama, Kinuuka/Kyegenza and 1No. 10cum ferro cement tanks in Kayunga in Kinuuka Sub county.

6. 3No. 6cum Ferro Cement tanks in Kinvunikidde A, Kanyogoga, Kyakakala, 1No. 10cum ferro cement tanks in Kitabo LCI in Lyantonde Sub County Rural

Maximum 10 for this performance measure

Procurement and contract management

<p>The district Water department has submitted input for district's procurement plan, complete with all technical requirements, to PDU that cover all items in the approved Sector annual work plan and budget</p> <p>Maximum 4 for this performance measure</p>	<p>Evidence that the sector has submitted input for the district procurement plan to PDU that cover all investment items in the approved Sector annual work plan and budget on time (by April 30): score 4</p>	<p>The sector submitted the department procurement plan to the to PDU for the FY18/19 on the 25th April 2018 for consideration which was within the targeted 30th April.</p>	<p>4</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"> • 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 	<p>There was a letter appointing DWO (Mr. Kiwanuka Francis) as contract manager dated 4th May 2017.</p> <p>The contract manager prepared Supervision and Monitoring plan as seen dated 12th July 2017 for all the projects.</p> <p>Monthly site visits were done and sampled monthly field inspection reports were dated as follows; 9th and 30th January, 19th Feb, 10th and 13th March, 4th June, 2018 for construction of rainwater harvesting tank, Valley tanks and borehole rehabilitation.</p>	<p>2</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"> If water and sanitation facilities constructed as per design(s): score 2 	<p>The designs and BOQs for the projects were reviewed. These included;</p> <ol style="list-style-type: none"> BOQs and Designs for the valley tanks in Kikandu Village, Kasagama S/C and Nakasozi Village in Kinuuka S/C. BOQs and designs for 10cum ferro cement rainwater harvesting tanks located in Kaliiro, Mpumudde, Kasagama, Kinnuka, Lyakajulla and Lyantonde S/counties. <p>Field visits to the sampled facilities including; Kiyinda Ferro cement Rainwater tank in Kayinda S/C and Kinuuka Valley Tank in Kinuuka S/C indicated that the facilities were constructed in line with the projects designs. These were also verified in the monitoring reports and interim certificates.</p>	<p>2</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"> If contractor handed over all completed WSS facilities: score 2 	<p>All completed WSS facilities were handed over by the contractor as verified from handover reports.</p> <p>Sampled handover reports included;</p> <ol style="list-style-type: none"> Handover report for completed works for the construction of two 3000cum valley tanks in Kasagama and Kinuuka sub counties by Gesse Uganda limited dated 08th Jan 2018; and Final report for drilling of 3 boreholes dated 6th Sept 2017 by Sub Saharan Drilling (U) Ltd. 	<p>2</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"> If DWO appropriately certified all WSS projects and prepared and filed completion reports: score 2 	<p>The DWO certified all completed projects as verified from completion reports and certificates seen in file. The certificates and reports sampled included;</p> <ol style="list-style-type: none"> Certificate for rehabilitation of boreholes dated 8th Feb 2018. Completion certificate for two 3000cum valley tanks in Kasagama and Kinuuka sub counties by Gesse Uganda limited dated 08th Jan 2018. Completion report for 25 ferro cement tanks dated 21st June 2018. 	<p>2</p>
<p>The district Water department has certified and initiated payment for works and supplies on time</p> <p>Maximum 3 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the DWOs timely (as per contract) certified and recommended suppliers for payment: score 3 points 	<p>LG had certified and initiated payment for supplies on time. 2 sampled contracts and payment requests sampled indicated that the DWO had certified and recommended suppliers before payment. Details are as below:-</p> <p>(1) Construction of 12 Ferro Cement Tanks in various sub-counties – Interim Certificate No. 3 dated 21-Jun-2018, Request for payment submitted on 21-Jun-2018; Approved by the DWO on 21-Jun-2018; Paid on 22-Jun-2018 EFT No. PV-WK00212 Shs. 23,931,648 i.f.o Gertrude Multi Solutions</p> <p>(2) Construction of 3,000m3 Valley Tanks at Kasagama and Kinuuka Sub-counties – Completion certificate No.1 dated 16-Jan-2018, Invoice No.009 dated 08-Jan-2018; Approved by the DWO on 08-Jan-2018; Paid on 17-Jan-2018 vide EFT No. PV-WK00161 Shs. 92,550,005 i.f.o Geses (U) Ltd</p>	<p>3</p>
<p>Financial management and reporting</p>			

<p>The district Water department has submitted annual reports (including all quarterly reports) in time to the Planning Unit</p> <p>Maximum 5 for this performance measure</p>	<ul style="list-style-type: none"> 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 	<p>There was no documentation in form of letters and copy of e-mails provided by the Water and Sanitation Department and the District Planner to prove that the Quarterly Departmental Reports were submitted by Head of Water and Sanitation Department and received by the District Planner. Response was that they use online PBS system of submission for incorporation.</p>	<p>0</p>
<p>The District Water Department has acted on Internal Audit recommendation (if any)</p> <p>Maximum 5 for this performance measure</p>	<ul style="list-style-type: none"> 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"> If sector has no audit query score 5 If the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year: score 3 If queries are not responded to score 0 	<p>Queries raised in the 2nd quarter internal audit report related to incomplete water projects that included the following:-</p> <p>(a) Borehole rehabilitation in Kasagama sub-county</p> <p>(b) Ferro Cement tank 6m3 at Wabusana.</p> <p>The DWO had provided responses in a report dated 19th March 2018.</p>	<p>3</p>
<p>Governance, oversight, transparency and accountability</p>			

<p>The district committee responsible for water met, discussed service delivery issues and presented issues that require approval to Council</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> 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 	<p>There was evidence that the Social Services Standing Committee responsible for Water met and discussed service delivery issues during the following meetings:</p> <p>a) Meeting dated 26th February 2018 in the District Boardroom, under Minute No. SCC/15/02/2018: Presentation and Discussion of Departmental Reports;</p> <p>b) Meeting dated 19th December 2017 in the Water Boardroom, under Minute No. SCC/12/12/2017: Activity Reports for Community Based Services Department, Health Department, Education Department, and Technical Services;</p> <p>c) Meeting dated 27th October 2017 in the District Boardroom, under Minute No. SCC/06/10/2017: Activity Reports for Community Based Services Department, Health Department, Education Department, and Technical Services;</p> <p>d) Meeting dated 23rd August 2017 in the District Boardroom, under Minute No. SCC/03/2017: Presentation and Discussion of Departmental Reports for Community Based Services Department, Health Department, Education Department, and Technical Services; and</p> <p>e) Meeting dated 28th June 2017 in the District Boardroom, under Minute No. SCC/29/6/2017: Presentation and Discussion of Departmental Reports for Community Based Services Department, Health Department, Education Department, and Technical Services.</p>	<p>3</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"> Evidence that the water sector committee has presented issues that require approval to Council: score 3 	<p>There was evidence that the Social Services Standing Committee responsible for Water presented issues that required Council's approval during the following Council Meetings held at the District Headquarters in the Council Hall:</p> <p>1. Meeting held on 02nd March 2018:</p> <p>a) Under Minute No. LDC 41/2017/2018: Presentation and Discussion of Committee Report; (i). Social Services Sector Report and (ii). Finance, Planning, Administration, Production and Natural Resources Sectoral Committee Reports;</p>	<p>3</p>

b) Under Minute No. LDC 43/2017/2018: Presentation of Work Plans for FY 2018/2019; and

c) Under Minute No. LDC 44/2017/2018: Laying of Budget for FY 2018/2019.

2. Meeting held on 21st December 2017:

a) Under Minute No. LDC 32/2017/2018: Presentation and Discussion of Council Standing Committee Reports; (a). Social Services Sector Report and (b). Finance, Planning, Administration, Production and Natural Resources Sectoral Committee Reports;

b) Under Minute No. LDC 30/2017/2018: Presentation of District Executive Committee Report; (i). Administration and Finance, (ii). Education (Construction of 5 primary schools at Lwentondo, Kibisi, Lusozi, Kiyinda, Bikokora and Bubangizi under Global partnership for Education (GAPE) and SFG/MoESTS, (iii). Health (Construction of Lyantonde Hospital and Maternity Ward at Kaliiro HC III) and (iv). Production and Natural Resources; and

c) Under Minute No. LDC 33/2017/2018: Presentation and Discussion of the Supplementary Budget for FY 2017/2018.

3. Meeting held on 10th November 2017:

a) Under Minute No. LDC 21/2017/2018: Presentation of District Executive Report; and

b) Under Minute No. LDC 24/2017/2018: Presentation and Discussion of the Supplementary Budget for FY 2017/2018 as per Circular No. ADM/48/315/01 from Permanent Secretary Ministry of Education, Science, Technology and Sports for Global Partnerships for Education (GPE)/SFG funding of UGX 3,856,344,340 for the construction of 5 primary schools namely Lwentondo, Kibisi, Lusozi, Kiyinda, Bikokora and Bubangizi, and

4. Meeting held on 30th August 2017, under Minute No. LDC 06/2017/2018: Presentation and Discussion of Council Standing Committee Reports, (a). Social Services Sector Report and (b). Finance, Planning, Administration, Production and Natural Resources Sectoral Committee Reports.

<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"> 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. 	<p>Some of the information was displayed on the notice boards including; Funds released to the department and contracts entered into in the FY17/18. Other information had been pulled down because of limited space on notice boards but was kept in files.</p> <p>Advocacy meetings at district and village levels were held as planned. Minutes of these meetings were included in the 2nd and 4th Quarter progress reports.</p>	<p>2</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"> All WSS projects are clearly labelled indicating the name of the project, date of construction, the contractor and source of funding: score 2 	<p>All three sampled projects including; Kiyinda Ferro cement rainwater tank in Kaliiro S/C, Kinuuka Valley Tank in Kinuuka S/C and Buyaga Ferro cement rainwater tank in Mpumudde S/C were not labelled with all the required information. Other sampled projects were not adequately marked as seen from the photos in progress reports.</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"> Information on tenders and contract awards (indicating contractor name /contract and contract sum) displayed on the District notice boards: score 2 	<p>No information on tenders was displayed on notice boards. The DWO stated that these had been removed from the notice board following the expiry of display period. However, this could not be verified in the files.</p> <p>Information on contracts entered into was displayed indicating the contractor, contract and contract sum. Bid acceptance letters were also kept in file.</p>	<p>0</p>
<p>Participation of communities in WSS programmes</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> If communities apply for water/ public sanitation facilities as per the sector critical requirements (including community contributions) for the current FY: score 1 	<p>No application letters were found on file.</p> <p>This was however attributed to the district system where applications are sent to respective sub counties.</p>	<p>0</p>

<p>Participation of communities in WSS programmes</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> Water and Sanitation Committees that are functioning evidenced by either: i) collection of O&M funds, ii) carrying out preventive maintenance and minor repairs, iii) facility fenced/protected, or iv) they have an M&E plan for the previous FY: score 2 <p>Note: One of parameters above is sufficient for the score.</p>	<p>Software reports indicated establishment and training of water user committees. The software report in 4th quarter FY17/18 dated 03/08/18 indicated that all WSCs are functional. These were also verified through the submitted MIS forms and progress reports.</p>	<p>2</p>
<p>Social and environmental safeguards</p>			
<p>The LG Water department has devised strategies for environmental conservation and management</p> <p>Maximum 4 points for this performance measure</p>	<ul style="list-style-type: none"> 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 	<p>No environmental screening for projects was done.</p>	<p>0</p>
<p>The LG Water department has devised strategies for environmental conservation and management</p> <p>Maximum 4 points for this performance measure</p>	<ul style="list-style-type: none"> Evidence that there has been follow up support provided in case of unacceptable environmental concerns in the past FY: score 1 	<p>No follow up during project implementation was done.</p>	<p>0</p>

<p>The LG Water department has devised strategies for environmental conservation and management</p> <p>Maximum 4 points for this performance measure</p>	<ul style="list-style-type: none"> Evidence that construction and supervision contracts have clause on environmental protection: score 1 	<p>Bid documents, BOQs and contracts documents sampled had a clause on environmental protection. Sampled documents were; BOQ for 25 Ferro cement tanks and BOQ for Kinuuka Valley Tank.</p>	<p>1</p>
<p>The district Water department has promoted gender equity in WSC composition.</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> 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 	<p>Software reports on completed projects as presented in quarterly progress reports and Annual Report FY17/18 pages 12 and 13 indicated that at least 50% of all completed WSCs were women and took up major positions. This information was also corroborated with the information in the MIS reports. For example; Kimuli, Kasaasa and Kansankala Rainwater tanks had at least three women on a seven member committee and they took up key positions of Treasurer, secretary or Vice Chairman.</p>	<p>3</p>
<p>Gender and special needs-sensitive sanitation facilities in public places/ RGCs provided by the Water Department.</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> If public sanitation facilities have adequate access and separate stances for men, women and PWDs: score 3 	<p>The district did not plan and construct any public sanitation facility in the last financial year 2017/18.</p>	<p>0</p>