**Appendix: RESPONSES TO ISSUES RAISED DURING THE LOCAL GOVERNMENT BUDGET CONSULTATIVE WORKSHOPS FOR FY 2018/19**

**ISSUES**

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| **#** | **ISSUE** | **RESPONSE** |
|  | Government continues to create Town Councils and Sub counties without providing attendant wage to cater for recruitment to fill the structures. | MOLG |
|  | The Local Governments submit recruitment plans but they are not considered, this has demotivated the Local Governments. | Recruitment plans are created during accessing an employee on payroll. After creating a retirement plan, the Votes have to create a retirement request which the responsible officer has to approve before the benefits can be processed. The Ministry has undertaken business process review and reduced the steps at MoPS from 5 steps to 3. The three steps are assessment, Audit and final authorization. Votes should therefore ensure that after creating a retirement benefit request thorough verification is done before transiting to MoPS for assessment.  |
|  | Expedite the review of the Hard to reach and hard to stay policy to include those areas that are not currently benefitting. | The Hard to Reach framework has been reviewed and proposals have been made for consideration of Hard to Reach Spots. The report awaits approval by Cabinet. |
|  | The participants wanted to know whether DHOs and Production Officers departments are budgeted for under the sectoral conditional wage or unconditional wage. | The DHO and Officers under the department of Production are considered under unconditiona wage under the Traditional (Local Government Employee) payroll category. |
|  | The Districts are unable to budget for annual salary increments because the PBB requires capturing of salary as reflected on the IPPS. | Employees have a right to the annual increments unless stopped on disciplinary grounds. The Ministry has taken this matter up with the Ministry of Finance, Planning and Economic Development to ensure employees benefit from the annual salary adjustments.  |
|  | How are salaries of Principals of Technical institutes and those headteachers with science qualification determined? | Salaries of Heads of BTVET Institutions and Secondary Schools are specifically provided on the structure. The salaries are based on the evaluation of the jobs. The salaries are the same regardless of science orientation or Arts. These are administrative positions.  |
|  | The participants noted inconsistency in the IPF from MoPS and MoFPED when they submit their requests for clearance to recruit. | The budget considered is the one approved by Parliament. In case of any variation, these should be verified with the MoPS. In the case of request to clearance to recruit, the Ministry has always noted a variation between IPPS and actual expenditure report generated from the IFMS. It is a requirement that Votes reconcile the payroll and ensure a match between IPPS and IFMS. Submission of request for clearance to recruit therefore must be accompanied by the actual wage performance analysis report. |
|  | It was further observed that the position of Cartographer was removed from the Local Government structures. | Local Governments were given opportunity to customize and adopt an appropriate structure. Such cases should be addressed through these processes. The Vote may also request for a trade-off even after adoption of the structures, depending on their needs provided such changes have been approved by the relevant Councils.**Note:** The sector ministry is responsible for their transfer to the regional centres. |
|  | It was reported that MoPS takes long and in most cases does not pay worker man compensation to injured officers.  | The workshop was informed that Workers’ compensation is handled by the Ministry of Gender, Labour and Social Development, upon application and recommendation by the Responsible Officer.  |
|  | It was suggested that the Salaries for Chairpersons of Local Council V be enhanced. | The salaries of LCV Chairpersons were enhanced under phase one in FY 2018/19. Any further enhancements will depend on availability of funds as has been approved by Cabinet |
|  | The participants requested that the structures of Health centres be reviewed to cater for the increased population and demands and also include positions of Mortuary Attendant at HCIV and Urban Councils | The restructuring process for health centres on going. |
|  | It was suggested that the position of Anesthetic Officer in U5 Science be put in salary scale U4 because they are double trained or have two Diplomas. | Job Grading in the Public Service were undertaken and provides for the entry levels across qualifications as follows:-* Degree at U4
* Higher Diploma at U5
* Ordinary Diploma at U6
* Professional Certificate at U7
* “A” and “O” Level without additional qualification at U8

Issues of Anesthetists and other Paramedics have to be addressed by a Scheme of Service which should define their career paths |
|  | Schools are faced with a problem of staffing especially when teachers fall sick, go for maternity leave. There should be a provision for an extra teacher to cater for this. | MoES |
|  | Nursing Assistants were phased out, yet they were offering services to the Health centres, it was suggested Government creates apprenticeship courses to enable them become enrolled Nurses. | MoH |
|  | It was noted that teachers take long to be promoted. | Promotion is based on availability of a vacancy and wage. All existing vacancies have to be filled through a competitive process either through internal or external adverts |
|  | It was observed that Mukono- Kayunga Teachers’ SACCO had unremitted deductions before decentralization, which have never been paid to date. | These should be followed up by the respective Votes |
|  | IPFs are calculated basing on the March and April Payrolls without considering the staff who access payroll in April to June, hence causing a wage shortfall. | Wage allocation has always been based on the wage allocated in the previous financial year, cleared recruitments and provisions for recruitment if any. |
|  | Rampant dropping of names from the payroll and it was suggested a control be put in the system to reject addition of a deduction above 50% of ones’ salary. | These have already been fitted in the IPPS. Payroll action officers are also advised to comply with the existing policy on payroll management |
|  | MoES and MoPS abolished the grades in headship of schools without provision of commensurate wage bill. | The implementation of the schemes of service for the teaching service was adequately handled without any wage shortfalls |
|  | The policy requirement for Pensioners to have NINs on the payroll, and the data inconsistency on NIN has caused suffering to the pensioners. | The requirement to verify and authenticate all pensioners is aimed at cleaning the payroll among other reasons. The results of the biometric validation exercise has not yet been implemented as guidance is being awaited from Cabinet. Unvalidated and unmatching records will be deleted from the payroll unless they have been cleared by the Responsible Officers. Responsible Officers are therefore called upon to respond to the call by MoPS to have the cases verified to avoid the inconvenience of deactivating such cases from the payroll. |
|  | For some Town Councils, the available wage cannot cater for the current staff. | Responsible Officers of such Town Councils are advised to raise the matter with clear explanation of the reasons for the shortfall. |
|  | During restructuring of the Local Government structures, some positions were up graded to higher salary scales like Parish Chief, without corresponding wage for the increment. | As guided, implementation of the new structure shall be budget neutral implying that, where wage is not available, the adjustments/ regularization has to be stayed. The Ministry has made provisions in IPPS for the old positions to allow for phased implementation. |
|  | Teachers should be added to the critical positions to be recruited as government priority. | Government has already prioritized recruitment of Post Primary Teachers/ Tutors/ Instructors. In FY 2018/19 special provisions have been made to recruit 3,000 Post primary Teachers/ Instructors/ Tutors in addition to wage provision for 2,100 teachers for the approved 100 Seeds Schools. |
|  | Some districts have failed to recruit Engineers.  | Ministry of Works to Advise on requirements |
|  | There are officers who die without accessing their pension because MoPS complicated the system. | Delays to access death gratuity timely is mostly due to delays by the families to secure letters of administration. Public Servants should be encouraged to prepare wills besides pre-retirement trainings should be offered to all public officers in order to appreciate Government procedures and adequately prepare for retirement/ |
|  | It was reported that Mops takes long to clear requests for recruitment. | Request for clearance to recruit are always responded to within two weeks of receipt provided the submissions are accompanied by wage performance analysis report. |
|  | It was reported that the JDs for Commercial Officers are not so clear. | The Ministry has endeavored to provide JDs and Persons Specifications for all positions on the structures. Where the JDs are not clear, guidance should be sought from the MoPS**#.** The JDs can be accessed on the Ministry website. |
|  | Municipal Councils have no resources to fund DSC to recruit staff. | MoLG |
|  | Government is not recruiting graduate nurses, which is demotivating them. | HSC/ MoH |
|  | Health- in- charges are just assigned duties and not appointed, which does not make them accountable. | HSC |
|  | Primary school teachers appear on the payroll for secondary and PHC | Under the decentralized management of the payroll, the responsibility of reviewing the payroll lies with the Vote. Where such cases arise, the Vote is required to realign the payroll categories.  |
|  | Requests on retirement on Medical grounds take long to be granted because medical boards take long to give recommendation. Suggested formation of District or Regional Medical Boards. | The Ministry has raised this matter with the MoH with proposals to have the function decentralized to Regional Referral Hospitals. In the meantime such employees who meet the requirement for grant of early retirements should be encouraged to apply for early retirement. |
|  | The JDs for District Planner only mentions Post Graduate Diploma in the above areas, yet the mentioned areas have no post graduate trainings e.g Economics, Statistics etc. | Further consultations are being done, and additional guidance shall be provided. |
|  | Train civil servants in sign language or how to handle people with special needs. | MoES |
|  | Reported that teachers appear on payrolls of schools where they do not teach. | Cases of these nature must be addressed by the Votes during data capture |
|  | The guidelines on clearance to recruit from MoPS indicate 31st December while those in MoFPED indicate 30th September, what time frame should Accounting Officers consider. | The deadline for request for clearance to recruit is 31st December. 30th September is for submission of wage estimates in 30th September |
|  | Special Needs Teachers are recruited without sign language interpreters e.g in Kamuli, hence learning cannot take place. | ESC/ MoES |
|  | Enhance salaries for Plant operators at the District to enable Local Governments attract and retain them. | Plant Operators are in Salary Scale U8-UPP and have not been enhanced in FY 2018/19. They are expected to be considered under phase 2 funds permitting  |
|  | There should be an automatic transition from the active to pension payroll. | The automatic transition is expected to be implemented under the new system, the Human Capital Management System (HCM), Votes are however requested to ensure up to date and correct employee information for the automation to be effective |
|  | Votes submit their wage budgets on the Budget Framework Papers but MoFPED provides inadequate funds outside the submitted figures and in disregard of staff-in-post; | MOFPED |
|  | Low salaries for Public Officers and LG political leaders.  | The pay policy principle and long term pay targets address these concerns. Enhancement however will be done in a phased manner based on availability of funds |
|  | Understaffing in education, health, extension services etc due to inadequate wage to allow for recruitment of more staff.  | Staffing levels in the health sector and for primary school teachers are fairly good. There is need to balance request to recruit and provide wage for enhancement. |
|  | Inspectors of schoolscomplained that they cannot supervise Head teachers who earn higher salaries. | Supervisory and managerial authorities are inherent in the job responsibilities and cannot be affected by pay. There exists various levels of employment based on the schemes of service and it will be difficult to ensure that all jobs with responsibilities of inspection are paid higher than those they supervise. e.g. while an Inspector of School has to be remunerated at U4-LWR, There are Senior Education Officers, Principal Instructors, Head teachers and deputies of secondary school with higher scales than. This not mean the Inspectors hold no responsibility to inspect their work.  |
|  | MoPS and MoES need to consider payment of an allowance for Special Needs Teachers in the same spirit Government gives scientists a higher pay; | Once Government implements the long term pay targets, which provides for consolidation of all allowances, the various forms of allowances shall be abolished.  |
|  | MoH takes long to constitute medical boards for cases submitted for retirement of Public Officers on medical grounds. Often times, Board decisions come long after officers have died; | Responded to above |
|  | Approved LG Structures elevated the Planning function to UIE but left the Internal Audit function at U2 compared to other functions which are headed by U1E. Considering the shift in audit function from watchdog to strengthening internal management systems, it becomes unrealistic for a junior auditor to adequately advise Management. They are rarely invited for management meetings where decisions are taken; | The department for internal audit is under a staffing norm under MoFPED, any changes to effect this has to come from MOFPED |
|  | High qualification requirements for employment of low cadre personnel e.g requirement of UCE for positions like Askaris, Office Attendants has rendered Local Government unable to attract personnel. People with UCE don’t want these jobs.  | A review of the establishment positions indicates that posts of Askari’s, Office Attendants and other lower level positions have been filled to satisfaction.The Minimum requirement is a standard for the Public Service and should not be compromised. |
|  | The new Local Governments structure provides for “statutorybodies’ as a fully fledged department but it does not indicate who heads this department. MOPS should guide on who the substantive head should be and a budget provided for this department. | The structure clearly shows that the unit is headed by the PHRO. |
|  | Delays in fixing payroll errors which consequently delays the payment of salaries | This has been fixed but where any occurs, Votes should alert their support officers for immediate action. |
|  | Pensions Management business process is so lengthy with most of the functions being executed at MOPS. When does MOPS intend to fully decentralize management of Pension? | The pension business process will be fully decentralized under the HCM with most of the processes automated.Currently the pension business process is being reduced from 7 steps to five steps:-* HR at Vote
* Responsible Officer at Vote
* Assessment at MoPS
* Auditing at MoPS&
* Final authorization at MoPS
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|  | How far has MOPS gone with establishing regional service commissions | The policy proposal is still being consulted upon. |
|  | Retirement age should be increased from 60 to 70 yrs of age. | The viability of the proposal shall be studied further |
|  | There is need to review the staffing norms in the health and Education sector. The staff ceilings in most service delivery points are so low and yet the numbers attended to are so high. This is mostly in schools and health facilities.  | The structure of the health sectors are being reviewed.  |
|  | There is need to review the Local government structures to include the position of a Natural Resource Scientist. | Review of Local Government structures were undertaken. Any other proposals shall be handled on case by case basis. |
|  | The payroll should be organized according to cost centres.  | This is the responsibility of the Votes. Guidance has already been provided on this. |
|  | Supplier numbers are required at creation of a new employee on the IPPS yet these are not issued by MOPS.  | Supplier numbers are issued by the MoFPED and not Public Service. The Votes should explore the most efficient and quicker ways of obtaining the Supplier Numbers  |
|  | The structure and staffing in the Procurement and disposal Unit was adjusted downwards yet it’s a very busy unit. | Structures are developed in agreement with line technical ministry |
|  | Some Local Governments customized their structures but the trade offs were not considered. | Contact MoPS specifically |
|  | Newly created votes are challenged with staffing levels. Most of them are operating below 40%. | This matter shall be taken up with the MoFPED and MoLG |
|  | It was raised that the payment files are usually inconsistent with the payroll register. Some records appear on the Payroll register but not on the payment file. | The alignment of the payroll is a critical responsibility of the Vote and guidance has been provided. The staff list, payroll and payment files must therefore consistently be made accurate. |
|  | Politicians and RDCs are not given basic training on newly introduced systems yet they are required to monitor implementation of Government Programmes  | OP |
|  | Guidelines for implementation of the new Approved structures are not clear especially with the Parish Chiefs and Town Agents e.g. what will happen to those who may fail go for further studies and do not have the qualifications. What about the budget for paying surveillance packages for those exited. | Where new cadres have been introduced as a result of changes in the schemes of service, the existing staff shall be:1. Validated for placement in the new jobs if they possess the required qualifications and experience;
2. Given a grace period of three (3)years to study and attain the required qualifications; or
3. Be retired on abolition of office.
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|  | Forged Appointment Letters for Secondary School teachers. | MoES |
|  | Primary school teachers who have upgraded still receive the same salary, which is demotivating. | MoES |
|  | Secondary school teachers are deployed by the centre (MOES). However when it comes to payment of their salaries, Pension and Gratuity, it is the responsibility of the votes, which affects the budgets. | MoES |