



**THE REPUBLIC OF UGANDA**

# **OYAM DLG**

**Local Government Performance Improvement Plan**

**2019/2020**

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**SIGNATORY PAGE**

I confirm that this plan has been developed jointly in accordance with process described in chapter 1,

I commit to support the implementation of agreed actions

Signature

*A. Amussen*

Name

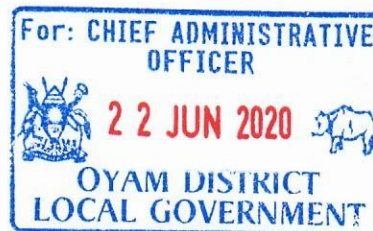
ADEBUASON ROBERT

Place:

Oyam District Local Government

Date :

22/06/2020



*fd* Chief Administrative Officer

Signature

*Adea Nelson Akar*

Name:

Adea Nelson Akar

Place:

Oyam District Local Government

Date:

22/06/2020



Oyam District Chairperson

Signature:

*Adoko Peter Obici*

Name

Adoko Peter Obici

SAS/Team Leader of the National Resource Pool / official GoU title

Date:

22/06/2020

## CHAPTER ONE: INTRODUCTION

### 1.1 Background

Since 2015 Government has been implementing reforms aimed at improving the adequacy and equity of fiscal transfers and improve fiscal management of resources by Local Governments for improved service delivery. In order to ensure that public resources for service delivery are efficiently used and properly accounted for, Government has designed a system for assessing the performance of Local Governments.

The Office of the Prime Minister coordinated a Country wide Local Government Performance Assessment exercise during 2018/19 focusing on: i) compliance with the accountability requirements and ii) functional processes and systems of importance to LGs for efficiency in service delivery addressing cross-cutting, Education, Health and Water processes. Local Government Specific Reports as well as Synthesis Report detailing the key assessment findings and recommendations for addressing the weak areas at both LG and MDA levels have been compiled and shared with local governments and all the reports are available at <https://budget.go.ug/lgpas>

Whereas our local government have initiated activities to address some of the gaps identified during the Local Government Performance Assessment, it is realized that additional efforts and support are required in order to address all performance gaps.

The Ministry of Local Government (MoLG) has constituted the Local Government Performance Improvement Task Force (LGPITF) composed of representatives from the relevant Ministries, Departments and Agencies (MDAs). The LGPITF has reviewed the Local Government Performance Assessment (LGPA) Synthesis report and identified a list of LGs that have scored below average selected for targeted performance improvement support.



Support teams composed of National Resource Pool (NRP) members with representatives from the crosscutting specialized Ministries that have the professional capacity to offer support to core functions of the LG as well representatives from the Ministries of Health and Ministry of Education and Sports have subsequently been deployed by MOLG to assist identified LGs.

### **1.1 Process for Development of the PIP**

This Performance Improvement plan was developed over the period from 22<sup>nd</sup> to 24<sup>th</sup> June, 2020 as a collaborative effort between Oyam Dsitric Local Government and a Team from the National Resource Pool (NRP). The team comprised of the following NRP members:

<b>Sn</b>	<b>Name</b>	<b>Designation</b>	<b>MDA</b>
1	Peter Adoko Obicci	Senior Assistant Secretary	MoLG
2	Charles Mwijkye	Senior Inspector	MoLG
3	Deborah Twinomujuni	Senior Policy Analyst	MoLG
4	Joyce Angiji	Accounts Assistant	MoLG

The development of this Performance Improvement Plan is based on the following:

- Analysis of the final and complete version of the Local Government Performance Assessment Report for 2018/2019;
- Discussions with staff and political leadership of the local government for identification of underlying causes of underperformance in the Local Government;
- Joint development proposals of actions to undertaken by the Oyam DLG; with support from the NRP team; and by other agencies;
- Review by the TPC and executive of draft proposals; and

- Subsequent amendments and signing of the agreed Performance Improvement Plan.

### **1.3 Agreed Next Step**

Oyam District Local Government commits to implementation of the agreed action points outlined in **section 2**.

The Ministry of Local Government commits to the development of a detailed action plan for follow up on agreed actions as outlined in **section 3** and communicate this in writing to Oyam District local government .

The Ministry of Local Government commits to table the Local Government request for additional external support (**section 4**) to the Local Government Performance Improvement Task Force and communicate the agreed action to the Local Government.

**CHAPTER TWO: ACTIONS TO BE UNDERTAKEN BY OYAM DLG**  
**2.0 Action Matrix for Oyam DLG**

Issue	Proposed Activity (What)	Modality (How)	Responsible (Who)	When	Output
<b>Accountability Requirements</b>					
1. Submission of Audit report after the stipulated time period i.e., end of February 2019 instead of end of 30 <sup>th</sup> June, 2018	<ul style="list-style-type: none"> <li>• Compilation of items to be covered in the audit reports</li> <li>• Adherence to guidelines on production of Audit reports</li> </ul>	Timely submission of the response to both internal and Auditor General reports as provided in the guidelines	CAO, DIA	Quarterly	Reports submitted and their receipt duly acknowledged by the responsible officer
<b>Planning, Budgeting and Reporting</b>					
2. Non existent Physical Development Plan to guide investment	<ul style="list-style-type: none"> <li>• Collect and analyze data for developing Physical Development Plan</li> </ul>	Hold a meeting to approve the Physical Development Plan	CAO, DNRO	Immediate	Approved Physical development plan



Issue	Proposed Activity (What)	Modality (How)	Responsible (Who)	When	Output
	<ul style="list-style-type: none"> <li>Develop District Physical Development Plan</li> </ul>				
3. No Area Action Plan	<ul style="list-style-type: none"> <li>Conduct road inventory by adrics data for compailation to develop the Area Action Plan</li> <li>Draff the Area Action Plan</li> <li>Present the Area Action Plan to the committee of works and District road committee</li> </ul>	Meeting the District road and works committees to approve the Action Plan	CAO, DE	done	Approved Area Action Plan
4. No evidence of project profiles for FY 2019/2020	Compilation of project profiles to be derived from approved five year District Development Plan	Meeting by the TPC to approve the compiled project profiles	CAO, DE and District planner	Immediate	Compiled project profile



Issue	Proposed Activity (What)	Modality (How)	Responsible (Who)	When	Output
5. No evidence of statistical abstract 2017/2018 with gender disaggregated	<ul style="list-style-type: none"> <li>• Complete data collection</li> <li>• Disaggregate data according to Gender</li> <li>• Data Analysis</li> <li>• Dissemination of the disaggregated data</li> </ul>	<ul style="list-style-type: none"> <li>• Approval of statistical abstract by the TPC</li> <li>• Compile the abstract</li> </ul>	CAO, District planner	done	Approved statistical Abstract
6. No evidence of asset register	<ul style="list-style-type: none"> <li>• Develop an asset Register</li> <li>• Regularly update asset register</li> <li>• Develop maintenance plan</li> </ul>	<ul style="list-style-type: none"> <li>• Supervision of the Inventory</li> <li>• Regular inspection and monitoring of the assets</li> </ul>	CAO, Inventory officer, District Planner, HoF, Engineer	Done	Asset Register developed and regularly updated
<b>Human Resource Management</b>					
7. Not all Heads of Department were filled	<ul style="list-style-type: none"> <li>• Analysis of wage bill</li> <li>• Seek clearance</li> <li>• Fill vacant positions</li> </ul>	Formal submission seeking guidance and clearance	CAO	30 <sup>th</sup> October, 2020	All vacant HoDs filled

Issue	Proposed Activity (What)	Modality (How)	Responsible (Who)	When	Output
8. Pensioners not accessing the pensioners' payroll within two months after retirement	<ul style="list-style-type: none"> <li>Update files/records for officers who are about to retire, six months prior to their retirement date</li> </ul>	from the Parent Ministries	CAO, PHRO	31 <sup>st</sup> Sept 2020	Pensioners' payroll accessed within two months
<b>Revenue mobilization</b>					
9. Non adherence to 65% mandatory local revenue remittance to lower local government	Remit 65% local revenue to lower local government as stipulated in section 85 of the LG Act CAP 243.	<ul style="list-style-type: none"> <li>Analyze revenue collection in the District</li> <li>Timely remittances to the Lower Local Governments</li> </ul>	CAO, HoF	Done	Revenue to lower Local Government remitted
<b>Procurement and contract management</b>					

Issue	Proposed Activity (What)	Modality (How)	Responsible (Who)	When	Output
10. Unfilled position of Senior Procurement Officer	<ul style="list-style-type: none"> <li>Wage bill analysis</li> <li>Seek clearance to recruit</li> </ul>	Submission to DSC	CAO	4 <sup>th</sup> Quarter 2020	Position of Senior Procurement Officer filled
11. Non adherence to prepare 80% of all bid documents for all investments/infra structure by 30 <sup>th</sup> August, 2019	Timely Preparation of 80% of the bid documents for infrastructure projects	Analysis of bid documents by technical officers	CAO, Head PDU	Immediate	Over 80% of all bid documents prepared
<b>Financial Management</b>					
12. No evidence of response to audit queries submitted to LG PAC and council	<ul style="list-style-type: none"> <li>LG PAC reviews the outstanding audit reports</li> <li>Implementation of the recommendations in the Audit reports</li> </ul>	Conduct meetings to review Audit reports	CAO	Immediate	Responses to audit queries documented



Issue	Proposed Activity (What)	Modality (How)	Responsible (Who)	When	Output
13. Non review of 3 <sup>rd</sup> and 4 <sup>th</sup> quarters Audit reports by the LGPAC	Facilitate meetings to internal and external Audit reports quarterly	Schedule LGPAC sessions	Clerk to Council	Quarterly	3 <sup>rd</sup> and 4 <sup>th</sup> quarter audit reports reviewed
<b>Governance, oversight, transparency and accountability</b>					
14. No evidence of publicised performance assessment results for FY 2017/2018	Publicise Performance Assessment results	<ul style="list-style-type: none"> <li>Disseminate the performance results to both technical and political heads of the District</li> <li>Conduct sensitisation workshop on the performance results</li> </ul>	CAO	Annually	Performance Assessment Results published

Issue	Proposed Activity (What)	Modality (How)	Responsible (Who)	When	Output
<b>Social and environmental safeguards</b>					
15. Non conduct of screening of projects except Atura HC II	<ul style="list-style-type: none"> <li>Do environmental screening or EIA where appropriate</li> <li>Plan and budget for projects, plans and mitigation measures</li> </ul>	<ul style="list-style-type: none"> <li>Sensitization of project stakeholders</li> <li>Drawing EIA plan</li> </ul>	CAO, District Environment officer	Quarterly	EIA plan and reports produced
16. No evidence of proof on land donation	Obtain comprehensive details on land donated for Government activities	<ul style="list-style-type: none"> <li>Meeting donors and surrounding communities</li> <li>Signing consent documents with the donors and witnessed by those in attendance</li> </ul>	CAO, District planner	Quarterly	Signed document for the donated land

Issue	Proposed Activity (What)	Modality (How)	Responsible (Who)	When	Output
17. No issued environmental and social mitigation certificates	Conduct Environmental Impact Assessment for each Projects	<ul style="list-style-type: none"> <li>• Compilation of Environmental Impact Assessment Reports</li> <li>• Issuance of Environmental certificates to cleared projects</li> </ul>	CAO, Environment officer, CDO	Quarterly	Copies of issued environmental clearance certificates produced
18. No evidence of environmental and social monitoring of all infrastructure projects	Conduct Environmental and social monitoring of all infrastructure projects	Report compilation for all monitored infrastructure projects	CAO, Environment officer, CDO, DEC	Quarterly	Copies of environmental and social monitoring reports produced
<b>Human resource planning and management</b>					



Issue	Proposed Activity (What)	Modality (How)	Responsible (Who)	When	Output
19. One unfilled position of a school inspector	<ul style="list-style-type: none"> <li>• Analysis of wage bill</li> <li>• Seek clearance and recruit</li> </ul>	<ul style="list-style-type: none"> <li>• Seek clearance from the parent ministry</li> <li>• Formal submission to DSC</li> </ul>	CAO	30 <sup>th</sup> August, 2020	One inspector of school recruited
20. No evidence of communication of all circulars, policies and guidelines by the department	Communicate all circulars, policies and guidelines	<ul style="list-style-type: none"> <li>• Timely submission of circulars, policies and guidelines</li> <li>• Sensitization on the new circulars, policies and guidelines during meetings and workshops</li> </ul>	DEO, Inspector of School	Quarterly	Reports on circulated circulars, policies and guidelines produced

Issue	Proposed Activity (What)	Modality (How)	Responsible (Who)	When	Output
<b>Educational performance</b>					
21. Late submission of quarterly reports	<ul style="list-style-type: none"> <li>• Compilation of sections reports</li> <li>• Preparation of quarterly reports</li> </ul>	Timely submission of report to the District Planner	DEO	Quarterly	Quarterly reports submitted
22. No evidence of response to Audit queries	Preparation of responses to audit queries	Submission of audit responses to the CAO	DEO	Quarterly	Audit responses produced and copies kept
23. Late submission of procurement plan by the Education department	<ul style="list-style-type: none"> <li>• Collection of procurement data</li> <li>• Preparation of procurement plan</li> </ul>	Timely submission of Procurement Plan	DEO	Immediate	Prepared Procurement plan submitted
24. No evidence for dissemination of guidelines on how senior women/men teachers should provide guidance to girls and boys to	<ul style="list-style-type: none"> <li>• Acquiring guidelines for Senior women/men's teachers</li> <li>• Dissemination of guidelines to all the schools</li> </ul>	Appropriate use of the guidelines to girls and boys in schools	DEO, Inspectors, Headteachers	Quarterly	Reports on dissemination and implementation of the guidelines produced

Issue	Proposed Activity (What)	Modality (How)	Responsible (Who)	When	Output
handle hygiene, reproductive health, life skills, e.t.c.					
25. No evidence on issued guideline on managing sanitation for girls and PWDs	<ul style="list-style-type: none"> <li>Acquire the guideline on managing sanitation for girls and PWDs</li> <li>Issuance of the same guidelines to all schools in the District</li> </ul>	Girls and PWDs in particular are properly sensitized on the guidelines	DEO, Inspector of School, Senior Women/Men teachers	Quarterly	Reports on sensitization of the guideline on managing sanitation for girls and PWDs produced
26. No dissemination of guideline on issued guidelines on environmental management (tree planting, waste management, formation of environment	Dissemination of the guideline	All schools are sensitized on the content of the guidelines	DEO, Inspectors of school and Headteachers	Quarterly	Reports on sensitization on environmental guideline produced



Issue	Proposed Activity (What)	Modality (How)	Responsible (Who)	When	Output
clubs, and environment education, e.t.c.)					
27. No evidence of screening of school projects before approval	Screening of all school projects before approval	<ul style="list-style-type: none"> <li>Dissemination of guideline on screening projects</li> <li>Ensuring the guideline is adhered to by visits to the project sites</li> </ul>	DEO, Headteacher	Quarterly	Reports on screened school projects produced
28. No evidence of visits by the CDO and environment officer to the school projects	Conduct of monitoring visits to the school projects	<ul style="list-style-type: none"> <li>Interaction with contractors and stakeholders</li> <li>Production of monitoring reports</li> </ul>	Headteacher, CDO, environment officer	Quarterly	Monitoring reports produced



## **CHAPTER 3. GENERAL CHALLENGES**

### **3.0 Challenges faced by Oyam DLG**

The Distract faces many challenges that affect its performance. The challenges includes;

#### **a) Failure to attract and retain some Heads of Department**

Since its creation Oyam DLG has failed to attract and retain some Heads of department, for example the District Engineer. Sometimes a recruited Head of department may even opt greener pastures.

#### **b) Inadquate wage Bill**

Insufficient wage bill has always hindered the District from filling all the critical positions of the Heads of Department Positions.

#### **c) Delayed enrollment of the District to IFMs**

The District took long to get enrolled on the IFMIS in the middle of the financial year. Coupled with capacity challenges Oyam district could not perform well on issues related to IFMIS. Oyam district still experiences a lot of delays in her payments due to complications in the payment system. This has continued to affect the performances of the district.



MINISTER	041433513/4341224
MINISTER DEPUTY	0414341279
PERMANENT SECRETARY	0414342366
DIRECTOR LOCAL GOVT ADMIN	0414336633
DIRECTOR LOCAL GOVT INSP	0414336501
UNDER SECRETARY FINANCE & ADMIN	0414336796
COMMISSIONER LOCAL COUNCILS DEV	0414336130
COMMISSIONER URBAN ADMIN	0414343285
COMMISSIONER URBAN INSP	0414341313
COMMISSIONER DIST INSP	0414338105
COMMISSIONER DIST ADMIN	0414341234
COORDINATOR LGMSO	0414332741
PROJECT COORDINATOR DLSP	0414347133
NAT FACILITATOR-CALIP & MATIP	0414347338
ASSISTANT COMMISSIONER POLICY/PLANNING	0414342854
FAX UNIT MINISTER	0414347339
PERMANENT SECRETARY	0414336127



MINISTRY OF LOCAL GOVERNMENT  
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UGANDA

E-mail: [ps@mola.go.ug](mailto:ps@mola.go.ug)  
Website: <http://www.mola.go.ug>  
IN CASE OF ANY CORRESPONDENCE ON  
THIS SUBJECT PLEASE QUOTE: ADM/138/21

18th June, 2020

*CAO*  
.....  
*Oyam District*  
.....

**SUPPORT TO PERFORMANCE IMPROVEMENT PLAN (PIP) UNDER THE UGANDA INTER-GOVERNMENT FISCAL TRANSFERS PROGRAMME (UGIFT)**

As you are aware, under the Performance Improvement Plan (PIP) Programme, the Ministry provides support to the Local Governments (LGs) that performed poorly in the Local Government Performance Assessment (LGGPA) and those which scored low in Thematic areas.

Your Local Government is one of those under that category arising from the results of the National Assessment Programme for FY 2019/20.

In line with the above, this is to inform you that Members of the National Resource Pool will be in your District between 22nd to 29th June 2020 to support you in developing the District Performance Improvement Plans.

The purpose of this communication is to request you to make the necessary arrangements for the above activity accordingly.

*Ben Kumumanya*  
Ben Kumumanya  
PERMANENT SECRETARY

- Cc: The Permanent Secretary/Secretary to Treasury, Ministry of Finance Planning and Economic Development, Kampala
- Cc: The Commissioner Budget, Ministry of Finance Planning and Economic Development, Kampala

OYAM DISTRICT  
LOCAL GOVERNMENT  
22 JUN 2020  
CENTRAL REGISTRY  
RECEIVED



**REGISTRATION FORMS FOR THE PERFORMANCE IMPROVEMENT PLAN ACTIVITY FOR  
POORLY PERFORMING LOCAL GOVERNMENTS**

DISTRICT: OYAM

DATE: 22/06/2020

S/No.	Name	Designation	E-mail	Telephone Contact	Signature
01	Alea Nelson Akor	LCV CLM	adeanelsonakor@gmail.com	0772683991	
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