



## Local Government Performance Assessment

Sembabule District

(Vote Code: 551)

<b>Assessment</b>	<b>Scores</b>
Accountability Requirements	33%
Crosscutting Performance Measures	74%
Educational Performance Measures	76%
Health Performance Measures	79%
Water Performance Measures	80%

Summary of requirements	Definition of compliance	Compliance justification	Compliant?
Annual performance contract			
<p>LG has submitted an annual performance contract of the forthcoming year by June 30 on the basis of the PFMAA and LG Budget guidelines for the coming financial year.</p>	<ul style="list-style-type: none"> <li>• From MoFPED's inventory/schedule of LG submissions of performance contracts, check dates of submission and issuance of receipts and:               <ul style="list-style-type: none"> <li>o If LG submitted before or by due date, then state 'compliant'</li> <li>o If LG had not submitted or submitted later than the due date, state 'non-compliant'</li> </ul> </li> <li>• From the Uganda budget website: <a href="http://www.budget.go.ug">www.budget.go.ug</a>, check and compare recorded date therein with date of LG submission to confirm.</li> </ul>	<p>Ssembabule DLG submitted the Annual Performance Contract for the forthcoming FY on Friday, 03 August, 2018. This is beyond the 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>	No
Supporting Documents for the Budget required as per the PFMA are submitted and available			
<p>LG has submitted a Budget that includes a Procurement Plan for the forthcoming FY by 30th June (LG PPDA Regulations, 2006).</p>	<ul style="list-style-type: none"> <li>• From MoFPED's inventory of LG budget submissions, check whether:               <ul style="list-style-type: none"> <li>o The LG budget is accompanied by a Procurement Plan or not. If a LG submission includes a Procurement Plan, the LG is compliant; otherwise it is not compliant.</li> </ul> </li> </ul>	<p>The Budget submission for Ssembabule DLG made on Friday 03rd August 2018 included a Procurement Plan.</p>	Yes
Reporting: submission of annual and quarterly budget performance reports			

<p>LG has submitted the annual performance report for the previous FY on or before 31st July (as per LG Budget Preparation Guidelines for coming FY; PFMA Act, 2015)</p>	<p>From MoFPED's official record/inventory of LG submission of annual performance report submitted to MoFPED, check the date MoFPED received the annual performance report:</p> <ul style="list-style-type: none"> <li>• If LG submitted report to MoFPED in time, then it is compliant</li> <li>• If LG submitted late or did not submit, then it is not compliant</li> </ul>	<p>Ssembabule DLG submission of Annual Performance Report for the previous FY was made on Friday 03rd August 2018. This is however, beyond the required dates of submission as per the LG Budget Preparation Guidelines for coming FY; PFMA Act, 2015.</p>	<p>No</p>
<p>LG has submitted the quarterly budget performance report for all the four quarters of the previous FY by end of the FY; PFMA Act, 2015).</p>	<p>From MoFPED's official record/ inventory of LG submission of quarterly reports submitted to MoFPED, check the date MoFPED received the quarterly performance reports:</p> <ul style="list-style-type: none"> <li>• If LG submitted all four reports to MoFPED of the previous FY by July 31, then it is compliant (timely submission of each quarterly report, is not an accountability requirement, but by end of the FY, all quarterly reports should be available).</li> <li>• If LG submitted late or did not submit at all, then it is not compliant.</li> </ul>	<p>Ssembabule DLG submitted the Quarterly Budget Performance Report for all the four quarters of the previous FY as follows:</p> <p>The 4th Quarter Report was submitted on Thursday 23rd August 2018 and Approved on Friday 24th August 2018, while the 3rd Quarter Report was submitted on Thursday 17th May 2018 and Approved on Friday 18th May 2018.</p> <p>Second quarter report was submitted on Tuesday 06th March 2018 and Approved on Tuesday 06th March 2018, while the 1st Quarter Report was submitted on Friday 05th January 2018 and Approved on Monday 08th January 2018. The submission was beyond the required submission date of July 31st as required by PFMA Act, 2015.</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"> <li>• If LG submitted a 'Response' (and provide details), then it is compliant</li> <li>• If LG did not submit a response, then it is non-compliant</li> <li>• If there is a response for all –LG is compliant</li> <li>• If there are partial or not all issues responded to – LG is not compliant.</li> </ul>	<p>LG did NOT submit responses to implementation of recommendations by OAG for the FY 2016/17 to the PS/ST or Internal Auditor General. However, these were submitted to the Speaker to Parliament in an un-referenced letter 3rd April 2018 ref: CR/ADM.....</p> <p>Issues for follow up included: -</p> <ol style="list-style-type: none"> <li>1. Irregular payments to persons with forged academic documents</li> <li>2. Failure to implement Budget as approved by Parliament</li> <li>3. Under-staffing</li> <li>4. Lack of Land Titles</li> </ol>	<p>No</p>
<p>The audit opinion of LG Financial Statement (issued in January) is not adverse or disclaimer.</p>		<p>For the Financial Statements for FY 2017/18, the OAG had an Unqualified opinion for Sembabule DLG.</p>	<p>Yes</p>

Summary of requirements	Definition of compliance	Compliance justification	Score
Planning, budgeting and execution			
<p>All new infrastructure projects in: (i) a municipality / (ii) in a district are approved by the respective Physical Planning Committees and are consistent with the approved Physical Plans</p> <p>Maximum 4 points for this performance measure.</p>	<p>Evidence that a district/ municipality has:</p> <ul style="list-style-type: none"> <li>• A functional Physical Planning Committee in place that considers new investments on time: score 1.</li> </ul>	<p>There was evidence that Ssembabule DLG has a fully functioning Physical Planning Committee based on the Minutes of the meetings held and records seen at the District Planner's Office, the Appointment letters for 12 members were seen on file dated 07th March 2018, Ref. No. CR/ADM/156, from the CAO and the Plan register available. However, Ssembabule District Physical Planning Committee lacks a Physical Planner in Private Sector as required by the Physical Planning Act, 2010.</p> <p>The following PPC Meetings discussed building plan applications, sub-division plan approvals and titling applications for new investments:</p> <p>a) PPC Meeting held on 13th April 2018 in the Medical Boardroom under Minute No. 02/SDPPCM/13/03/2018: Communication from the Chairperson; and Minute No. 03/SDPPCM/13/03/2018: Report from the District Physical Planner;</p> <p>b) PPC Meeting held on 08th February 2018 in the Medical Boardroom under Minute No. 02/SDPPCM/08/02/2018: Communication from the Chairperson; Minute No. 3/SDPPCM/08/02/2018: Reactions on the Communication from the Chairperson; and Minute No. 5/SDPPCM/08/02/2018: Discussion of the Proposed District Zoning;</p> <p>c) PPC Meeting held on 05th December 2017 in the Medical Boardroom under Minute No. 3/SDPPCM/12/2017: Report from the District Physical Planner and Minute No. 4/SDPPCM/12/2017: Reactions and Way Forward; and</p> <p>d) PPC Meeting held on 11th August 2017 in the Medical Boardroom under Minute No. 03/SDPPCM/11/08/2017: Brief from the District Physical Planner.</p>	<p>1</p>

<p>All new infrastructure projects in: (i) a municipality / (ii) in a district are approved by the respective Physical Planning Committees and are consistent with the approved Physical Plans</p> <p>Maximum 4 points for this performance measure.</p>	<ul style="list-style-type: none"> <li>Evidence that district/ MLG has submitted at least 4 sets of minutes of Physical Planning Committee to the MoLHUD score 1.</li> </ul>	<p>There was evidence of submission of 4 sets of minutes of Ssembabule DLG Physical Planning Committee Meetings to MoLHUD as follows:</p> <p>a) PPC Meeting held on 13th April 2018 was submitted on 27th Sept 2018;</p> <p>b) PPC Meeting held on 08th February 2018 was submitted on 27th Sept 2018;</p> <p>c) PPC Meeting held on 05th December 2017 was submitted on 27th Sept 2018; and</p> <p>d) PPC Meeting held on 11th August 2017 was submitted on 27th Sept 2018.</p>	<p>1</p>
<p>All new infrastructure projects in: (i) a municipality / (ii) in a district are approved by the respective Physical Planning Committees and are consistent with the approved Physical Plans</p> <p>Maximum 4 points for this performance measure.</p>	<ul style="list-style-type: none"> <li>All infrastructure investments are consistent with the approved Physical Development Plan: score 1 or else 0</li> </ul>	<p>Ssembabule DLG has no Approved Physical Development Plan to guide infrastructure investments in the district.</p>	<p>0</p>

<p>All new infrastructure projects in: (i) a municipality / (ii) in a district are approved by the respective Physical Planning Committees and are consistent with the approved Physical Plans</p> <p>Maximum 4 points for this performance measure.</p>	<ul style="list-style-type: none"> <li>Action area plan prepared for the previous FY: score 1 or else 0</li> </ul>	<p>Ssembabule DLG has no Approved Action Area Plan in place.</p>	<p>0</p>
<p>The prioritized investment activities in the approved AWP for the current FY are derived from the approved five-year development plan, are based on discussions in annual reviews and budget conferences and have project profiles</p> <p>Maximum 5 points on this performance measure.</p>	<ul style="list-style-type: none"> <li>Evidence that priorities in AWP for the current FY are based on the outcomes of budget conferences: score 2.</li> </ul>	<p>There was evidence that priorities in the AWP were derived from the outcomes of budget conference that took place on 31st October 2017 and presented to TPC on 02nd November 2017 under Minute No. 05/11/17: Presentation and Discussion of the District Budget Conference Report, as below:</p> <p>Education Sector</p> <p>a) Construction of 8 No. Classroom blocks with 2 classrooms, offices, stores and lightening arrester at Kawanda Muslim and Kirega Primary Schools in Lwemiyaga sub county, Kabasanda and Kanyogoga Primary Schools in Mateete sub county;</p> <p>b) Construction of 6 No. Classroom blocks with 2 classrooms and lightening arrester at Genteebe Primary School in Mijwala sub county, Kanoni COU Primary School in Ntuusi sub county and Kyeera Primary School in Kyeera sub county, Kawanga Primary School in Mabindo sub county, Kabundi – Katooma and Lwendeezi Primary Schools in Lwebitakuli sub county, St. Peters’ Mateete Primary School in Mateete sub county and Kitabagana Primary School;</p> <p>c) Renovation of teachers houses with lightening arrester at Nsumba COU Primary School;</p> <p>d) Renovation of classroom block with lightening arrester at Kiteredde Baptist Primary School;</p> <p>e) Completion of Kitabagana Primary School;</p>	<p>2</p>

f) Construction of 5 Stance Lined Pit Latrine at Kawanda Muslim, Kirega and Lumegere Primary Schools in Lwemiyaga sub county, St. Andrews' Mateete Primary School in Mateete sub county, Lukoma Primary School in Ntuusi sub county, and Kawanda COU Primary School in Lugusuulu sub county; and

g) Construction of 2 No. classroom blocks, 2 No. 5 stance lined pit latrines, Multi-purpose block, Administration block and 2 No. 5 Stance Lined Pit Latrines for students and 2 Stance Lined Pit Latrines for Teachers at Lwebitakuli Sec. Sch.

#### Health Sector

a) Renovation of Busheka HC III including Maternity Ward, Placenta Pit, Medical Waste Pit, OPD, Breastfeeding Centre and Sanitary Facilities, Mijwana sub county;

b) Completion of pit latrine at Kayunga HC IV from FY 2017/2018;

c) Construction of 10 No. Units staff houses at Busheka HC III in Kidokolo Parish, Mijwana sub county;

d) Construction of mortuary at Ssembabule HC IV; and

e) Renovation of Maternity Ward and OPD at Ssembabule HC IV.

#### Water and Sanitation Sector

a) Construction of 2 No. Valley Tanks in Ntuusi and Lwemiyaga sub counties with a capacity of 5,000 M3 and plant 100 trees around each;

b) Extension of piped water from Ssembabule Town Council to Nambirizi Rural Growth Centre Phase II in Mijwala sub county;

c) Construction of 2 No. communal Rain Water Harvesting Tanks with a capacity of 3,000 M3 at Karushonshomezi HC II and St. Peters' COU in Mateete sub county; and

d) Rehabilitation and overhaul of 5 No. Boreholes in Mateete and Lwebitakuli sub counties.

#### Roads Sector

a) Routine mechanised maintenance of district roads in Mateete sub county (12 km); Ntuusi sub county (37.1 km); Lwemiyaga sub county (27.2 km); Mijwala sub county (8 km); Mateete sub county (28.2 km); Lwebitakuli sub county (12 km); Lugusuulu sub



		<p>county (24.5 km);</p> <p>b) Periodic maintenance of district roads in Ntuusi sub county (29.4 km); Lugusuulu sub county (30 km); and Lwebitakuli sub county (8 km); and</p> <p>c) Supply of 70 M of 900 mm diameter culverts and 140 M of 600 mm diameter culverts on selected district roads.</p>	
<p>The prioritized investment activities in the approved AWP for the current FY are derived from the approved five-year development plan, are based on discussions in annual reviews and budget conferences and have project profiles</p> <p>Maximum 5 points on this performance measure.</p>	<ul style="list-style-type: none"> <li>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.</li> </ul>	<p>There was evidence that capital investments in the approved Annual Work Plan for the current FY were derived from the approved Five-Year Development Plan (2015/16 – 2019/20) for Ssembabule DLG dated May 2015 and approved under Minute No. CL/05/05/2015. The following projects appear in the AWP and the 5 Year Development Plan:</p> <p>Education Sector</p> <p>a) Construction of 5 stance lined pit latrines in selected schools;</p> <p>b) Construction of classroom blocks and offices in selected schools;</p> <p>c) Construction of staff houses in selected schools;</p> <p>d) Procurement of school furniture for selected schools; and</p> <p>e) Supply and installation rain water harvesting tanks for selected schools.</p> <p>District Council</p> <p>a) Renovation of Social Centre Building Phase II.</p> <p>Health Sector</p> <p>a) Construction of lined pit latrines at selected HC under PHC;</p> <p>b) Construction of mortuaries at selected HC IVs in Ssembabule;</p> <p>c) Construction of OPD at selected health facilities in Ssembabule;</p> <p>d) Construction of Maternity Wards at selected health facilities in Ssembabule;</p> <p>e) Construction of Staff Houses at selected health facilities in Ssembabule; and</p> <p>f) Construction of a breastfeeding centre at selected health facilities in Ssembabule.</p>	<p>1</p>

		<p>Water and Sanitation Sector</p> <p>a) Borehole drilling and rehabilitation in Ssembabule district; and</p> <p>b) Construction of rainwater harvesting tanks in Ssembabule District.</p> <p>Roads</p> <p>a) Opening up Community Access Roads in Ssembabule District;</p> <p>b) Maintenance of urban unpaved roads in Ssembabule District; and</p> <p>c) Routine and Periodic Maintenance of unpaved roads in Ssembabule District.</p>	
<p>The prioritized investment activities in the approved AWP for the current FY are derived from the approved five-year development plan, are based on discussions in annual reviews and budget conferences and have project profiles</p> <p>Maximum 5 points on this performance measure.</p>	<ul style="list-style-type: none"> <li>• Project profiles have been developed and discussed by TPC for all investments in the AWP as per LG Planning guideline: score 2.</li> </ul>	<p>Project profiles were developed and presented to TPC on 10th January 2018 under Minute No. 6/01/2018: Presentation and Discussion of Project Profiles by Heads of Departments for adoption and incorporation into Ssembabule District Annual Work Plan and Budget, as per LG Planning guidelines.</p>	<p>2</p>

<p>Annual statistical abstract developed and applied</p> <p>Maximum 1 point on this performance measure</p>	<ul style="list-style-type: none"> <li>Annual statistical abstract, with gender-disaggregated data has been compiled and presented to the TPC to support budget allocation and decision-making- maximum score 1.</li> </ul>	<p>The 2017/18 Annual Statistical Abstract for Ssembabule DLG, with gender- disaggregated data dated July 2018 was compiled and presented to the TPC to support budget allocation and decision-making on 28th August 2018 under Minute No. Min 07: Statistical Abstract 2017/2018.</p>	<p>1</p>
<p>Investment activities in the previous FY were implemented as per AWP.</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> <li>Evidence that all infrastructure projects implemented by the LG in the previous FY were derived from the annual work plan and budget approved by the LG Council: score 2</li> </ul>	<p>There was evidence that all infrastructure projects implemented by Ssembabule DLG in FY 201/18 were also contained in the Annual Work Plan and budget approved by Council. the following projects appear in both the AWP and Budget as follows:</p> <p>Education Sector</p> <p>a) Construction of 3 No. blocks of 2 Classrooms at Kyabaleesa, Kyaggunda and Genteebe Primary Schools;</p> <p>b) Construction of a dormitory at Ssembabule COU Primary School;</p> <p>c) Construction of 5 Stand Lined Pit Latrine at Kawanda Muslim and Kyetume Primary Schools in Lwemiyaga sub county; and</p> <p>d) Installation of water tanks at Kyaggunda and Kyabaleesa Primary Schools in Lugusuulu sub county.</p> <p>Health Sector</p> <p>a) Construction of 1 No. 5 stance lined pit latrine at Kayunga HC IV.</p> <p>Water and Sanitation Sector</p> <p>a) Construction of 4 No. Valley Tanks at Biggaga in Ntuusi sub county, Bwamuseta in Lwemiyaga sub county, Kyanika in Mijwala sub county and Kiyunga in Mateete sub county;</p> <p>b) Extension of piped water systems from Ssembabule Town Council to Nambirizi Rural Growth Centre in Mijwala sub county, Lugusuulu, Lwebitakuli, Kyabi, Ntuusi and Mateete sub counties Phase I</p>	<p>2</p>

		<p>under National Water and Sewerage Corporation;</p> <p>c) Drilling of 2 No. hand pump and motorised deep boreholes;</p> <p>d) Rehabilitation of 31 No. boreholes in Mateete, Lwebitakuli and Mijwana sub counties;</p> <p>e) Construction of 2 No. masonry tanks with a capacity of 3,000 M3 at Kiteredde Baptist Priamry School, and Seeta Mugoogo and 4 No. Masonry tanks with a capacity of 5,000 M3 at St. Juliana Suzzadambe, Kabundi – Katoma, Lwebitakuli Bright Junior School and Kakiika Primary School in Lwebitakuli sub county.</p> <p>Roads</p> <p>a) Periodic maintenance of urban unpaved roads with a length of 10 km;</p> <p>b) Routine maintenance of district urban unpaved roads with a total length of 29 km;</p> <p>c) Periodic maintenance of district roads with a total length of 54 km; and</p> <p>d) Routine maintenance of district roads with a total length of 99 km.</p>	
<p>Investment activities in the previous FY were implemented as per AWP.</p> <p>Maximum 6 points on this performance measure.</p>	<p>• Evidence that the investment projects implemented in the previous FY were completed as per work plan by end for FY.</p> <p>o 100%: score 4</p> <p>o 80-99%: score 2</p> <p>o Below 80%: 0</p>	<p>There was evidence in form of completion certificates that not all the Investment projects implemented by Ssembabule DLG in FY 2017/18 were completed as per work plan as below:</p> <p>Education Sector</p> <p>Out of 8 projects under the Education Department that were budgeted for in FY 2017/18, only 3 were competed on time as below:</p> <p>a) Construction of a dormitory at Ssembabule COU Primary School by M/s Watts Construction Company Limited at UGX 45,113,300. Start date was 25th January 2018 and completion date was 16th July 2018;</p> <p>b) Installation of water tanks at Kyaggunda and Kyabaleesa Primary Schools in Lugusuulu sub county by M/s Kiyinda Carpentry Workshop and Contractors Limited at UGX 13,449,638. Start date was 06th June 2018 and the completion date was 27th July 2018;</p> <p>c) Construction of 1 No. block of 2 Classrooms plus an office and store with lightening arrester at</p>	<p>2</p>

Genteebe Primary School in Mijwana Sub County by M/s Solumu Contractors Limited at UGX 53,453,919. Start date was 25th January 2018 still ongoing;

d) Construction of 1 No. block of 2 Classrooms plus an office and store with lightening arrester at Kyaggunda Primary School by M/s Solumu Contractors Limited at UGX 62,989,296. Start date was 25th January 2018 still ongoing.

#### Health Sector

No completion certificates were available. All projects under health still ongoing.

#### Water and Sanitation Sector

Out of 44 projects under the Water and Sanitation Department that were budgeted for in FY 2017/18, only 25 were completed on time as below:

a) Construction of Biggaga Valley Tank at in Ntuusi sub county by M/s Force Account Mechanism. Start date was 19th March 2018 and the completion date was 24th June 2018;

b) Construction of Bwamuseta Valley Tank in Lwemiyaga sub county by M/s Force Account Mechanism. Start date was 13th February 2018 and the completion date was 23rd June 2018;

c) Construction of Kyanika Valley Tank in Mijwala sub county by M/s Force Account Mechanism. Start date was 23rd March 2018 and the completion date was 28th June 2018;

d) Construction of Kiyunga Valley Tank in Mateete sub county by M/s Force Account Mechanism. Start date was 18th June 2018 and the completion date was 13th July 2018;

e) Extension of piped water systems from Ssembabule Town Council to Nambirizi Rural Growth Centre in Mijwala sub county Phase I under National Water and Sewerage Corporation by M/s Net worth Consults Limited. Start date was 11th June 2018 and the completion date was 10th July 2018;

f) Rehabilitation of 14 No. boreholes in Mateete, Lwebitakuli and Mijwala sub counties by M/s Ssembabule District Hand Pump Mechanics Association. Start date was 03rd October 2017 and the completion date was 25th May 2018;

g) Construction of 2 No. masonry tanks with a

		<p>capacity of 3,000 M3 at Kiteredde Baptist Primary School, and Seeta Mugoogo and 4 No. Masonry tanks with a capacity of 5,000 M3 at St. Juliana Suzzadambe, Kabundi – Katoma, Lwebitakuli Bright Junior School and Kakiika Primary School in Lwebitakuli sub county. Contractor was M/s Kiyinda Carpentry Workshop and Contractors Limited. Start date was 10th October 2016 and the completion date was 24th January 2018.</p>	
<p>The LG has executed the budget for construction of investment projects and O&amp;M for all major infrastructure projects during the previous FY</p> <p>Maximum 4 points on this Performance Measure.</p>	<ul style="list-style-type: none"> <li>• Evidence that all investment projects in the previous FY were completed within approved budget – Max. 15% plus or minus of original budget: score 2</li> </ul>	<p>There was evidence from completion certificates that not all the Investment projects implemented by Ssembabule DLG in FY 2017/18 were completed within approved budget as below:</p> <p>Education Sector</p> <p>a) Construction of a dormitory at Ssembabule COU Primary School by M/s Watts Construction Company Limited. Budgeted amount was UGX 48,000,000 and the final payment was UGX 45,113,300, thus 93.98%; and</p> <p>b) Installation of water tanks at Kyaggunda and Kyabaleesa Primary Schools in Lugusuulu sub county by M/s Kiyinda Carpentry Workshop and Contractors Limited. Budgeted amount was UGX 20,000,000 and the final payment was UGX 13,449,638, thus 67.24%.</p> <p>Health Sector</p> <p>No completion certificates were available. All projects under health still ongoing.</p>	<p>0</p>

<p>The LG has executed the budget for construction of investment projects and O&amp;M for all major infrastructure projects during the previous FY</p> <p>Maximum 4 points on this Performance Measure.</p>	<ul style="list-style-type: none"> <li>Evidence that the LG has budgeted and spent at least 80% of the O&amp;M budget for infrastructure in the previous FY: score 2</li> </ul>	<p>There was evidence of the Asset Register indicating all infrastructure in need of maintenance. Budget estimates were attached as follows:</p> <p>Rehabilitation of boreholes at UGX 106,353,000;</p> <p>Renovation of social centre building at UGX 47,000,000;</p> <p>Routine and periodic maintenance of district roads at UGX 144,471,000 and</p> <p>Plant maintenance at UGX 119,148,000.</p> <p>All the above monies totalling to UGX 416,972,000 was paid accordingly, 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"> <li>Evidence that the LG has filled all HoDs positions substantively: score 3</li> </ul>	<p>The LG has not filled all HoDs positions substantively.</p> <p>The positions of District Engineer, District Education Officer and District Natural resources Officer were in acting capacity at the time of this assessment.</p> <p>Source of information: Personnel files and the approved staff structure for Sembabule DLG from MoPS dated 4/12/2017.</p> <p>Ref: ARC 135/306/01.</p>	<p>0</p>

LG has substantively recruited and appraised all Heads of Departments

Maximum 5 points on this Performance Measure.

• Evidence that HoDs have been appraised as per guidelines issued by MoPS during the previous FY: score 2

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.

Dates of signing performance Agreement 2018/2019 and Annual Performance Reports 2017/2018 were as follows:

District Community Development Officer signed on 30/07/2018 and 26/07/2018;

Principal Human Resource Officer signed on 2/07/2018 and 10/08/2018;

Acting District Engineer signed on 30/07/2018 and 12/07/2018;

District Internal Auditor signed on 30/07/2018 for both;

DHO signed on 8/07/2018 and 1/07/2018;

CFO signed on 1/08/2018 and 30/08/2018;

Ag DEO signed on 5/07/2018 and 13/07/2018;

District Production and Marketing Officer signed on 8/08/2018 and 22/08/2018;

Acting DNRO signed on 30/07/2018 and 30/07/2018;

District Planner signed on 16/07/2018 and 8/08/2018 respectively.

Copies of dully signed performance Agreements and Annual Performance Assessment reports by CAO were available in individual files.



<p>The LG DSC has considered all staff that have been submitted for recruitment, confirmation and disciplinary actions during the previous FY.</p> <p>Maximum 4 points on this Performance Measure.</p>	<ul style="list-style-type: none"> <li>• Evidence that 100 % of staff submitted for recruitment have been considered: score 2</li> </ul>	<p>CAO's submission dated 13/11/2017/14/11/2017 for recruitment were handled by DSC as per DSC 31st meeting held on 13/12/2017.</p> <p>CAO's submissions for recruitment of Education Assistants was considered in DSC 36th sitting held on 24th and 25th January 2018.</p> <p>CAO's submission for recruitment of Health Department workers was considered as per DSC 37th meeting on 31/01/2018.</p> <p>CAO's submission for recruitment was considered as per DSC 38th meeting held on 7/02/2018.</p> <p>All staff submitted for recruitment were considered by DSC.</p>	<p>2</p>
<p>The LG DSC has considered all staff that have been submitted for recruitment, confirmation and disciplinary actions during the previous FY.</p> <p>Maximum 4 points on this Performance Measure.</p>	<ul style="list-style-type: none"> <li>• Evidence that 100 % of positions submitted for confirmation have been considered: score 1</li> </ul>	<p>CAO's submissions for confirmation dated 27/07/2017 were considered by DSC as per Min 433/2017, 436/2017- 438/2017 in the 29th sitting in minutes of 4/10/2017 and 11/11/2017.</p> <p>Also CAO's submission dated 24/01/2018 for confirmation was considered as per DSC 39th sitting on 8/02/2018.</p> <p>CAO's submissions dated 27/07/2017, 15/11/2017, 5/03/2018, 12/03/2018, 27/03/2018, 28/02/2018 and 28/03/2018 were considered by DSC as per the DSC 40th meeting on 28/03/2018.</p> <p>Furthermore, CAO's submissions dated 31/07/2017, 15/12/2017, 3/04/2018, 16/03/2018 and 27/03/2018 were considered as per DSC 42nd meeting on 23/05/2018.</p> <p>All CAO's submissions for confirmation were considered by DSC.</p>	<p>1</p>

<p>The LG DSC has considered all staff that have been submitted for recruitment, confirmation and disciplinary actions during the previous FY.</p> <p>Maximum 4 points on this Performance Measure.</p>	<ul style="list-style-type: none"> <li>Evidence that 100 % of positions submitted for disciplinary actions have been considered: score 1</li> </ul>	<p>CAO's submissions for Disciplinary actions dated 8/11/2017 and 15/11/2017 were considered by DSC as per their 29th sitting held on 4/10/2017 and 11/11/2017.</p> <p>All CAO's submissions dated 16/01/2018, 20/02/2018, 8/12/2017 and 23/01/2018 were considered by DSC as per the 43rd sitting on 13/06/2018.</p> <p>According to the Internal Memo from Principal Human Resource Officer to CAO dated 23/07/2018, titled 'Status report on cases submitted to the DSC for Disciplinary Action during FY 2017/2018 'where over 173 cases were handled.</p> <p>These included those handled by Reward and Sanctions committee and all those handled by DSC.</p> <p>All CAO's submissions were handled.</p>	<p>1</p>
<p>Staff recruited and retiring access the salary and pension payroll respectively within two months</p> <p>Maximum 5 points on this Performance Measure.</p>	<ul style="list-style-type: none"> <li>Evidence that 100% of the staff recruited during the previous FY have accessed the salary payroll not later than two months after appointment: score 3</li> </ul>	<p>According to appointment dates and dates of accessing payroll, 100% of staff recruited during the previous FY accessed payroll within two months. Staff appointed on 31/07/2017 and 10/08/2017 accessed payroll on 28/09/2017.</p> <p>Staff appointed on 9/01/2018 and on 23/02/2018 accessed payroll on 28/03/2018.</p> <p>Staff appointed on 29/05/2018 accessed payroll on 28/06/2018.</p> <p>Source of information: Personnel files and first individual payslips.</p>	<p>3</p>

<p>Staff recruited and retiring access the salary and pension payroll respectively within two months</p> <p>Maximum 5 points on this Performance Measure.</p>	<ul style="list-style-type: none"> <li>Evidence that 100% of the staff that retired during the previous FY have accessed the pension payroll not later than two months after retirement: score 2</li> </ul>	<p>There was evidence that all staff that retired during FY 2017/2018 accessed payroll after two months after retirement.</p> <p>Source of information: Pension payroll April 2018, Summary of approved Pension files on IPPS for payment FY 2017/18 signed by PHRO and letter of confirmation dated 26/06/2018 signed by PHRO.</p>	0
Revenue Mobilization			
<p>The LG has increased LG own source revenues in the last financial year compared to the one before the previous financial year (last FY year but one)</p> <p>Maximum 4 points on this Performance Measure.</p>	<ul style="list-style-type: none"> <li>If increase in OSR (excluding one/off, e.g. sale of assets) from previous FY but one to previous FY is more than 10 %: score 4.</li> <li>If the increase is from 5% -10 %: score 2.</li> <li>If the increase is less than 5 %: score 0.</li> </ul>	<p>Actual Local Revenue collections for FY 2016/17 (as per audited final accounts) – Shs. 506,785,000</p> <p>Actual Local Revenue collections for FY 2017/18 (as per unaudited final accounts) – Shs. 363,556,997</p> <p>There was a decrease in collection of local revenue of Shs. 143,228,003 or 28%.</p>	0
<p>LG has collected local revenues as per budget (collection ratio)</p> <p>Maximum 2 points on this performance measure</p>	<ul style="list-style-type: none"> <li>If revenue collection ratio (the percentage of local revenue collected against planned for the previous FY (budget realisation) is within +/- 10 %: then score 2. If more than +/- 10 %: Score 0.</li> </ul>	<p>Total Local Revenue Planned/Budgeted for FY 2017/2018 was Shs. 615,345,000.</p> <p>Actual Local Revenue collections during FY 2017/2018 Shs. 363,556,997</p> <p>Performance represents 59% revenue collection ratio or 41% deviation from budget which is above the +/- 10% limit.</p> <p>Reasons for the shortfall include:-</p> <ol style="list-style-type: none"> <li>Cattle Quarantine for foot and mouth disease resulting reduced market fees</li> </ol>	0

<p>Local revenue administration, allocation and transparency</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> <li>Evidence that the District/Municipality has remitted the mandatory LLG share of local revenues: score 2</li> </ul>	<p>Actual Local Revenue collections for FY 2016/17 were Shs. 506,785,000 compared to Total transfers to the 6 Sub-Counties and 2 Town Councils for FY 2017/18 was Shs. 20,201,386 as evidenced from payment vouchers Serial Nos. PV-FN 00650 to PV-FN 00657 d.d 30th Nov 2107 approved by the CFO. This represented 4% which was below the mandatory 65%.</p> <p>LG had obtained acknowledgement receipts from the LLGs for these remittances.</p>	<p>0</p>
<p>Local revenue administration, allocation and transparency</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> <li>Evidence that the total Council expenditures on allowances and emoluments- (including from all sources) is not higher than 20% of the OSR collected in the previous FY: score 2</li> </ul>	<p>As evidenced from payment vouchers, total expenditure on Council Allowances for the FY2017/18 were computed as below: -</p> <p>a) Sitting Allowances</p> <p>- Shs.1,700,000 x 12 months = Shs. 20,400,000</p> <p>b) SDA</p> <p>- Shs.3,128,000 x 12 months = Shs. 37,536,000</p> <p>Total Allowances were Shs. 57,936,000 compared to Shs. 506,785,000 (Total local revenue for 2016/17) represented 11% hence below the prescribed limit of 20%.</p>	<p>2</p>
<p>Procurement and contract management</p>			
<p>The LG has in place the capacity to manage the procurement function</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> <li>Evidence that the District has the position of a Senior Procurement Officer and Procurement Officer (if Municipal: Procurement Officer and Assistant Procurement Officer) substantively filled: score 2</li> </ul>	<p>The LG has substantive Senior Procurement and Procurement officers with appointment letters. Senior Procurement Officer was appointed on 22/2/2010, Min. No.: 5 (d)/02/2010 and Ref: CR/157. The procurement officer was appointed on probation on 22/2/2010, Min. No.: 5(e)/02/2010 and Ref. CR/157, and was confirmed as a procurement officer on 27/4/2011, Ref. No.: CR/ADM/159/3.</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"> <li>Evidence that the TEC produced and submitted reports to the Contracts Committee for the previous FY: score 1</li> </ul>	<p>Evidence was from two Evaluation Reports which were produced and submitted to the contracts committee under technical compliance selection method. First was the TEC report dated 30/10/17 on Project Ref. SEMB 551/wrks/17-18/00009: Partial completion of works of Ntuusi sub-county administration block in Ntuusi Sub-county. The report was endorsed by 6 members of the technical evaluation committee.</p> <p>Second, the TEC report dated 6/12/17 on Project Ref. SEMB 551/wrks/17-18/00002: Construction of a 2-classroom block, an office and store at Kyaggunda P/S, in Lwebitakuli S/county, 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"> <li>Evidence that the Contracts Committee considered recommendations of the TEC and provide justifications for any deviations from those recommendations: score 1</li> </ul>	<p>The Contracts Committee considered recommendations of the TEC and provided justifications for no deviations made from those the recommendations of TEC as evidenced in the minutes of 2 meetings. First, the contracts committee decision submission of 7/11/17; Meeting Ref. no.: 05/CCM/2017-2018, signed by 5 members was for Project Ref. SEMB 551/wrks/17-18/00009: Partial completion of works of Ntuusi sub-county administration block in Ntuusi Sub-county.</p> <p>Second, the contracts committee decision of 20/12/17; Meeting Ref. no.: 07/CCM/2017-2018, signed by 5 members was for Project Ref. SEMB 551/wrks/17-18/00002: Construction of a 2-classroom block, an office and store at Kyaggunda P/S, in Lwebitakuli S/county.</p>	<p>1</p>

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

Maximum 2 points on this performance measure.

• a) Evidence that the procurement and Disposal Plan for the current year covers all infrastructure projects in the approved annual work plan and budget and b) evidence that the LG has made procurements in previous FY as per plan (adherence to the procurement plan) for the previous FY: score 2

a) All infrastructure projects in Annual Procurement Work Plan for FY 2018/19 (stamped and signed by CAO on 24/7/2018) were captured from the consolidated budget (approved by MoFPED on 3/8/18). For example:

1. The Construction of mortuary at Sembabule Health Centre IV listed on page 2 of 7 was covered in the consolidated budget on page 26 under Health B1, Output 088175, Function 312101: Non-residential buildings, and estimated at UGX 17,986,000/= and
2. Extension of piped water from Sembabule T/C to Nambirizi Rural Growth Centre, Phase II (6Km) listed on page 2 of 7 of the annual procurement Work Plan was covered in the consolidated budget on page 59 under water sector, output 098184 (construction of piped water supply system), Function 312104: Other structures, and estimated at UGX 170, 633,446/=.

b) A sample of actual procurements made in 2017/2018 showed that the LG made procurements as per plan (adherence to the procurement plan for FY 2017-18, approved by the CAO on 14/6/2018). For example:

1. Procurement file no. SEMB 551/wrks/17-18/00005: Construction of lined pit latrine at Kyetume P/S in Lwemiyaga S/county was valued at UGX 15,623,160/= and the contract agreement signed on 25/1/18 was covered on page 1 of 4, item no. 7 in the approved procurement plan and estimated at UGX 12,000,000/= and
2. Procurement file no. Project Ref. SEMB 551/wrks/17-18/00002: Construction of 2 classroom blocks with office and store at Gentebbe P/S was priced at UGX 53,453,919/= and contract agreement signed on 25/1/18. The project was covered on page 1 of 4, item no. 8 of the approved procurement plan, and estimated at UGX 52,034,894/=.

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 current FY, evidence that the LG has prepared 80% of the bid documents for all investment/infrastructure by August 30: score 2

From the procurement plan of FY 18/19 and the procurement files, 15 (83.3%) out of 18 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.

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 procurements had complete procurement files for FY 2017/2018. For example:

1. SEMB 551/wrks/17-18/00007: Construction of 5-stance VIP latrine at Lwendezi P/S in Lwebitakuli S/C. The project commenced 22/11/17 and was completed 3 months after signing of contract;

1. SEMB 551/wrks/17-18/00011: Construction of 5-stance VIP latrine at Lwemisege P/S in Mateete S/county. The project commenced 22/11/17 and was completed 3 months after signing of contract;

2. SEMB 551/wrks/17-18/00006: Construction of dormitory block for the deaf at Sembabule Church of Uganda P/S in Sembabule Town Council. The project commenced 20/12/17 and was completed 3 months after signing of contract;

3. SEMB 551/wrks/17-18/00005: Construction of lined pit latrine at Kyetume P/S in Lwemiyaga S/county. The project commenced 20/12/17 and was completed 3 months after signing of contract and

4. SEMB 551/wrks/17-18/00003: Construction of 2 classroom blocks with office and store at Gentebbe P/S. The project commenced 20/12/17 and was completed 3 months after signing of contract.

All procurement activity files comprised of key elements including signed contracts, bid documents, newspaper advert for open and selective bids, requisitions (LG PP Forms) of different user departments, 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"> <li>• For previous FY, evidence that the LG has adhered with procurement thresholds (sample 5 projects):</li> </ul> <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"> <li>1. SEMB 551/wrks/17-18/00007: Construction of 5-stance VIP latrine at Lwendezi P/S in Lwebitakuli S/C. Selective bidding; estimated at UGX 12,795,195/= and awarded on 22/11/17 to Kiyinda Carpentry Workshop and Contractors;</li> <li>2. SEMB 551/wrks/17-18/00011: Construction of 5-stance VIP latrine at Lwemisege P/S in Mateete S/county. Selective bidding; estimated at UGX 15,690,613/= and awarded on 22/11/17 to Kakoni holdings (Ug.) Ltd;</li> <li>3. SEMB 551/wrks/17-18/00006: Construction of dormitory block for the deaf at Sembabule Church of Uganda P/S in Sembabule Town Council. Selective bidding; estimated at UGX 45,113,300/= and awarded on 17/1/17 to Watts Construction Co. Ltd;</li> <li>4. SEMB 551/wrks/17-18/00005: Construction of lined pit latrine at Kyetume P/S in Lwemiyaga S/county. Selective bidding; estimated at UGX 15,623,160/= and awarded on 10/1/18 to Lumuna General Merchandise Ltd and</li> <li>5. SEMB 551/wrks/17-18/00003: Construction of 2 classroom blocks with office and store at Gentebbe P/S. Open bidding; estimated at UGX 53,453,919/= and awarded on 10/1/18 to Solumu Contractors Ltd.</li> </ol>	<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"> <li>Evidence that all works projects implemented in the previous FY were appropriately certified – interim and completion certificates</li> </ul> <p>for all projects based on technical supervision: score 2</p>	<p>A sample of works projects from the building construction and road sectors show that all works projects implemented in FY 2017/208 were certified with the certificate of practical completion. For the building sector projects at the sub-county level the certificates were endorsed by district engineer, District Environment Officer and Contractor while for the roads sector the certificates were endorsed by the district Engineer, Environment Officer, Auditor, the CFO and the CAO. For example:</p> <ol style="list-style-type: none"> <li>Construction of 5-stance VIP latrine at Mitete Moslem P/S, Mateete S/County was dated and endorsed on 1/2/18;</li> <li>Construction of 5-stance VIP latrine at Sembabule H/C IV, Sembabule T/C was dated and endorsed on 1/2/18;</li> <li>Construction of 5-stance lined VIP latrine at Lwemisege P/S, Mateete S/county was dated and endorsed on 22/2/18;</li> <li>Mechanised routine maintenance of Movement-Kasana-Kinywamaizzi road (5km), Mateete S/county was dated and endorsed November 2017 and</li> <li>Periodic maintenance of Nsambya-Lugusuulu road (23km), Lugusuulu S/county was dated and endorsed January 2018.</li> </ol>	<p>2</p>
<p>The LG has certified and provided detailed project information on all investments</p> <p>Maximum 4 points on this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that all works projects for the current FY are clearly labelled (site boards) indicating: the name of the project, contract value, the contractor; source of funding and expected duration: score 2</li> </ul>	<p>No site boards were installed at the time of this assessment. The bidding process had been completed and the bids awaited the evaluation process as per the letter dated 16/9/18 and generated by the Senior procurement Officer.</p>	<p>0</p>
<p>Financial management</p>			

<p>The LG makes monthly and up to-date bank reconciliations</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> <li>• Evidence that the LG makes monthly bank reconciliations and are up to-date at the time of the assessment: score 4</li> </ul>	<p>The LG had reconciled all bank accounts as at 30th June 2018 as evidenced from the final accounts for the FY 2017/18.</p> <p>For FY 2018/19, the bank reconciliations had been done for the Treasury Single Account and General Fund Accounts EXCEPT FOR the transaction types below: -.</p> <p>1- Central Gov't Transfers – E.g. Salary payments</p> <p>2 –Bank charges on EFTs and General Fund transactions by BoU and DFCU Banks respectively</p> <p>Reconciliations were delayed because opening cash balances had not been uploaded by MoFPED.</p> <p>LG was advised to obtain support from IFMS Help-desk for technical support and On-the-Job training</p>	<p>0</p>
<p>The LG made timely payment of suppliers during the previous FY</p> <p>Maximum 2 points on this performance measure</p>	<ul style="list-style-type: none"> <li>• If the LG makes timely payment of suppliers during the previous FY – no overdue bills (e.g. procurement bills) of over 2 months: score 2.</li> </ul>	<p>LG effected payments to suppliers on time and sampled invoices indicated none exceeded 2 months delay.</p> <p>(1) 4th Quarter Monitoring and Supervision of Schools and Health Centers – Request dated 23-May-2018, Approved by CFO on 24-May-2018; Paid on 13-Jun-2018 vide EFT PV-SO5965 Shs. 345,000 i.f.o Kyobutungi Pamela</p> <p>(2) Facilitation to travel to Ministry of Public Service – Request dated 23-Mar-2018, Approved by CAO on 23-Mar-2018; Paid on 11-Apr-2018 vide EFT PV-SO5670 Shs. 1,000,000 i.f.o Namutebi Josephine .</p>	<p>2</p>
<p>The LG executes the Internal Audit function in accordance with the LGA section 90 and LG procurement regulations</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> <li>• Evidence that the LG has a substantive Senior Internal Auditor: 1 point.</li> <li>• LG has produced all quarterly internal audit reports for the previous FY: score 2.</li> </ul>	<p>Mr. Opio Stanley was appointed as District Internal Auditor, Scale U2 as per DSC Min. No. 18/2016 evidenced from a letter ref: CR/ADM/156 dated 14th September 2016 signed by the CAO.</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"> <li>• LG has produced all quarterly internal audit reports for the previous FY: score 2.</li> </ul>	<p>The LG had issued all 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 31-Jan-2018;</p> <p>3rd Quarter (Mar-2018) was issued on 30-Apr-2018 and</p> <p>4th Quarter (Jun-2018) was issued on 31-Jul-2018.</p> <p>All reports had been produced within the stipulated 30 days after the quarter. Departments had responded to queries raised.</p> <p>There were delayed responses especially for unaccounted advances.</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 the Council and LGPAC ALL the 4 quarterly reports on the following dates:- 1st Quarter (12-Mar-2018), 2nd Quarter (22-Mar-2018), 3rd Quarter (11-May-2018) and 4th Quarter (03-Aug-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>	<ul style="list-style-type: none"> <li>• Evidence that internal audit reports for the previous FY were submitted to LG Accounting Officer, LG PAC and LG PAC has reviewed them and followed-up: score 1.</li> </ul>	<p>The LG PAC held ONLY one meeting on the 12th June 2018 and discussed ONLY the 1st Qtr Internal Audit report. The next meeting for the 27th September 2018 was not held and was re-scheduled for the 4th October 2018.</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"> <li>• Evidence that the LG maintains an up- dated assets register covering details on buildings, vehicle, etc. as per format in the accounting manual: score 4</li> </ul>	<p>Both manual and electronic versions of the Fixed Assets register were maintained in formats prescribed in the LGPFMM. It included the following types of assets:- Transport Equipment, Plant &amp; 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"> <li>• Unqualified audit opinion: score 4</li> <li>• Qualified: score 2</li> <li>• Adverse/disclaimer: score 0</li> </ul>	<p>Sembabule DLG got a clean (Unqualified) audit opinion from the Auditor general for the financial year 2017/18.</p>	<p>4</p>
<p>Governance, oversight, transparency and accountability</p>			

<p>The LG Council meets and discusses service delivery related issues</p> <p>Maximum 2 points on this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that the Council meets and discusses service delivery related issues including TPC reports, monitoring reports, performance assessment results and LG PAC reports for last FY: score 2</li> </ul>	<p>There was evidence in form of minutes for Ssembabule DLG Council meetings in the District Council Hall, to discuss service delivery issues on the following dates:</p> <p>a) Meeting held on 31st May 2018, under Minute No. Semb/CL/6/05/2018: Receiving Reports from Committees, Item 10 was Health Department Report;</p> <p>b) Meeting held on 29th March 2018, under Minute No. Semb/CL/14/03/2018: Laying of the Draft Budget Estimates;</p> <p>c) Meeting held on 02nd March 2018, under Minute No. 6/03/2018: Receiving Reports from Committees; (a). Finance and Administration Standing Committee, (b). Works and Technical Services Standing Committee and the Supplementary Budget for Ssembabule DLG;</p> <p>d) Meeting held on 26th October 2017, under Minute No. Semb/CL/06/10/2017: Receiving Reports from Standing Committees;</p> <p>e) Meeting held on 11th August 2017, under Minute No. CL/06/08/2017: Considering Reports from Selected Standing Committees; and</p> <p>f) Meeting held on 25th May 2017, under Minute No. Receiving Reports from Standing Committees on the Draft Budget Estimates for 2017/2018, and Minute No. 7/5/2017: Motion to Approve Work Plan, Budget, Capacity Building Plan, Procurement Plan and Revenue Charging Policy for FY 2017/2018.</p>	<p>2</p>
<p>The LG has responded to the feedback/complaints provided by citizens</p> <p>Maximum 2 points on this Performance Measure</p>	<ul style="list-style-type: none"> <li>Evidence that LG has designated a person to coordinate response to feed-back (grievance /complaints) and responded to feedback and complaints: score 1.</li> </ul>	<p>There was evidence in form of a letter from CAO Ssembabule DLG dated 11th September 2017, Ref. No. CR/ADM, to Principal Assistant Secretary in the names of Ms Najjingo Hellen designating her to coordinate and respond to 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"> <li>The LG has specified a system for recording, investigating and responding to grievances, which should be displayed at LG offices and made publically available: score 1</li> </ul>	<p>The available system included:</p> <p>a) the Complaints register for FY 2017/2018 where all complaints are recorded with details of the complainant such as names, address and telephone contact, nature of complaint, action taken and remarks by the responsible officer;</p> <p>b) Suggestion box where complaints are delivered after office hours. Complaints collected are sorted and directed to the responsible office for further action;</p> <p>c) During Barazas, most of the complaints are addressed and people also report more complaints which are dealt with there and then. For example during FY 2017/18, the Judicial Service Commission, IGG's office and Ministry of Public Service sponsored barazas every quarter, where district officials responded to most queries;</p> <p>d) During launch of infrastructure projects, general public is invited and they report such issues which are dealt with on spot;</p> <p>e) On Mbabule Radio 101.1 FM through "Ekitangaro Programme" which is aired every Saturday, the public is informed of the progress on government programmes and complaints are received as well; and</p> <p>f) The President's Office, facilitates 2 hours of talk time every week on Mbabule FM to update people on Government Programmes and also respond to complaints from the general public.</p>	<p>1</p>
<p>The LG shares information with citizens (Transparency)</p> <p>Total maximum 4 points on this Performance Measure</p>	<p>Evidence that the LG has published:</p> <ul style="list-style-type: none"> <li>The LG Payroll and Pensioner Schedule on public notice boards and other means: score 2</li> </ul>	<p>There was evidence where the LG Payroll and Pensioner Schedule dated July 2018, was published on the District 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"> <li>• Evidence that the procurement plan and awarded contracts and amounts are published: score 1.</li> </ul>	<p>Evidence was available on the district notice board where the Procurement Plan dated 31st August 2017, awarded contracts and amounts dated 11th July 2018, were pinned for public's viewing.</p>	<p>1</p>
<p>The LG shares information with citizens (Transparency)</p> <p>Total maximum 4 points on this Performance Measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the LG performance assessment results and implications are published e.g. on the budget website for the previous year (from budget requirements): score 1.</li> </ul>	<p>It was evident that LG Performance Assessment results and implications were pinned on the notice board dated June 2018.</p>	<p>1</p>



<p>The LGs communicates guidelines, circulars and policies to LLGs to provide feedback to the citizens</p> <p>Maximum 2 points on this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the HLG have communicated and explained guidelines, circulars and policies issued by the national level to LLGs during previous FY: score 1</li> </ul>	<p>There was evidence through a series of letters from the CAO communicating guidelines, circulars and policies issued by the national level to LLGs during FY 2017/18 and explained during several meetings held as follows:</p> <p>a) During the TPC Meeting dated 31st July 2017, under Minute No. 06/July/2017: Dissemination of Statistical figures for FY 2017/18 planning and budgeting;</p> <p>b) Letter dated 21st April 2017 addressed to All Head teachers in Ssembabule DLG on the baseline assessment for “Strengthening School Community Accountability for Girls Education” SAGE Project implemented by World Vision;</p> <p>c) Letter dated 22nd August 2017 addressed to All Head teachers, All Deputy Head teachers of Government Aided Schools on the Implementation of Circular No. 2 of 2015 from Ministry of Public Service;</p> <p>d) Letter dated 28th July 2017 to All Head teachers of Government Aided and Private Schools on engaging with NGOs and or Private Providers to construct schools, on circular No. 12 of 2017; and</p> <p>e) Letter dated 31st October 2016 from Ministry of Education and Sports to All CAOs and Town Clerks on the School Feeding Programme in Education Institutions, Circular No. 14 of 2016.</p>	<p>1</p>
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<p>The LGs communicates guidelines, circulars and policies to LLGs to provide feedback to the citizens</p> <p>Maximum 2 points on this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that LG during the previous FY conducted discussions (e.g. municipal urban fora, barazas, radio programmes etc.) with the public to provide feedback on status of activity implementation: score 1.</li> </ul>	<p>There was evidence that Ssembabule DLG conducted discussions during the previous FY 2017/18 as follows:</p> <p>a) Baraza held on Friday 17th August 2018 conducted by Office of the Prime Minister under the theme: “Realising Results through Service Delivery, wakati Mukisanja Hakuna Mchezo”;</p> <p>b) Baraza held on 07th April 2017 at Lwemiyaga sub county headquarters where all Heads of Departments made presentations on progress attained and challenges faced;</p> <p>c) The National Labour Day Celebrations held at Ssembabule District Headquarters under the theme: “Promoting the Spirit of Service Delivery in the Public Sector”;</p> <p>d) Baraza on Anti-corruption in relation to Administration of Justice in Uganda, held on 10th April 2018 at Ssembabule Lukiiko Hall organised by the Judicial Service Commission;</p> <p>e) Baraza on Public Accountability organised by Ntuusi HC IV on Friday 30th June 2017 held on Ntuusi Trading Centre playground;</p> <p>f) During launch of infrastructure projects, the general public is informed of the progress made on government programmes. For example on 02nd November 2017 at Movement Trading Centre during the launch of mechanised routine maintenance of Movement – Kasana – Kinywamaazi road in Mateete and Lwebitakuli sub county and on 28th February 2018 during the launch of Ssembabule – Nambirizzi – Lwebitakuli road works in Mijwala and Lwebitakuli sub county;</p> <p>g) On Mbabule Radio 101.1 FM through “Ekitangaro Programme” aired every Saturday, where the public is informed of the progress on government programmes; and</p> <p>h) Radio programme on Heat Radio 102.3 FM from Mubende where discussions are made on service delivery and progress made on government programmes.</p>	
Social and environmental safeguards			

<p>The LG has mainstreamed gender into their activities and planned activities to strengthen women's roles</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> <li>Evidence that the LG gender focal person and CDO have provided guidance and support to sector departments to mainstream gender, vulnerability and inclusion into their activities score 2.</li> </ul>	<p>Evidence that the district GFP and CDO provided guidance and support to different departments was from two sources. First, a report generated and signed by the District GFP dated 15/7/18 and copied to all the departmental gender focal persons on induction and mentoring of departmental GFP on gender mainstreaming. Second, a report on assessment supervision and mentoring of PWD groups dated 16/8/18 and signed by the Senior Labour Officer.</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"> <li>Evidence that the gender focal point and CDO have planned for minimum 2 activities for current FY to strengthen women's roles and address vulnerability and social inclusions and that more than 90 % of previous year's budget for gender activities/ vulnerability/ social inclusion has been implement-ted: score 2.</li> </ul>	<p>From the Local Government approved work plan for F/Y 2018/2019 generated on 3/8/18 and endorsed by the CAO, the GFP and CDO had planned for minimum 2 activities for current year. For example, Section 9, Community Based Services, Output 10819 was about support to youth councils to support the youth livelihood programme; Output 108115 was about representation on women's councils to support women groups to benefit from UWEP; Output 108115 was about sector capacity development to target CDOs.</p> <p>Basing on the approved budget estimates for FY 2017/2018, Out of the total approved budget a total of UGX 207,185,771/= had been approved for 14 major gender activities/vulnerability and social inclusion. However one activity (work place registration) which had been budgeted at UGX 1,664,130/= was not implemented. Therefore, 13 activities were implemented at 99% of the previous year's budget.</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"> <li>• Evidence that environmental screening or EIA where appropriate, are carried out for activities, projects and plans and mitigation measures are planned and budgeted for: score 1</li> </ul>	<p>Evidence was from environmental screening report FY 2017/2018 endorsed by the Environment Officer, the CDO and Natural Resource Officer. From the report environment and social concerns were identified, environmental and social impacts suggested and mitigation measures proposed. For example:</p> <ol style="list-style-type: none"> <li>1. Construction of a Valley tank at Kyanika in Mijwala S/county, dated 13/10/17;</li> <li>2. Construction of 5-stance VIP latrine at Mitete Moslem P/S, dated 10/1/18;</li> <li>3. Construction of dormitory for the deaf at Sembabule Church of Uganda P/S, dated 6/3/18;</li> <li>4. Mechanised routine maintenance of 10 Km Lugusuulu-Kagali Road, dated 12/4/18 and</li> <li>5. Periodic maintenance of Lwemiyaga-Nkongge Road, dated 2/1/18.</li> </ol>	<p>1</p>
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<p>LG has established and maintains a functional system and staff for environmental and social impact assessment and land acquisition</p> <p>Maximum 6 points on this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the LG integrates environmental and social management and health and safety plans in the contract bid documents: score 1</li> </ul>	<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"> <li>1. SEMB 551/wrks/18-19/00002; BOQs for extension of piped water to Nambirizi phase II; General Items: Item 1.18 was on environmental protection and restoration of affected nature. Signed by District Water Officer on 2/8/18;</li> <li>2. SEMB 551/wrks/18-19/00013; BOQs for the construction of classrooms at Kawanda Muslim P/S. Bill Item no. 13, on page 1 of 16 was signed by the District Engineer on 23/8/18;</li> <li>3. SEMB 551/wrks/17-18/00006; BOQs for the construction of dormitory block of the deaf at Sembabule Church of Uganda in Sembabule T/C. Element K of the BOQ was on lightening protection and was signed by the District Education Officer on 19/9/17;</li> <li>4. SEMB 551/wrks/17-18/00020; BOQs for the extension of water to Nambirizi, Phase I. Bill No. 1 General, Item no. 1.15 on page 2 of 7 was on environmental protection and</li> <li>5. SEMB 551/wrks/18-19/00003; BOQs for the construction of 2-5000m3 valley tanks and planting of 100 trees on each tank; Bill No. 1 on page 2 of 4 was on grassing, fencing and planting trees and signed by District Engineer and District Water Officer on 2/8/18.</li> </ol>	<p>1</p>
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<p>LG has established and maintains a functional system and staff for environmental and social impact assessment and land acquisition</p> <p>Maximum 6 points on this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that all projects are implemented on land where the LG has proof of ownership (e.g. a land title, agreement etc.): score 1</li> </ul>	<p>Proof of ownership of land where all projects were implemented was evidenced by the following agreements:</p> <ol style="list-style-type: none"> <li>1. Agreement by Kugumaho George of Kyanika village, Mijwala S/County offering land for Valley Tank construction was signed and stamped by Kyanika LC 1 Chairman on 1/2/18;</li> <li>2. Agreement by Basaaza of Bwamuseta village, Lwemiyaga S/County offering land for Valley Tank construction was signed and stamped by Bwamuseta LC 1 Chairman on 10/2/18;</li> <li>3. Agreement by Mugundu of Bigaaga village, Ntuusi S/county offering 2 acres of land for Valley Tank construction was signed and stamped by Bigaaga LC 1 Chairman on 4/5/17;</li> <li>4. Agreement by Kiganda Jude of Kiyunga village, Mateete S/county offering 1 acre of land for Valley Tank construction was Signed and stamped by Kiyunga LC 1 Chairman on 16/6/18 and</li> <li>5. Agreement by Bebwa Fred of Kakombe village, Lwemiyaga S/county offered 3 acres of land for Valley Tank construction was signed and stamped by Kakombe LC 1 Chairman on 30/6/16.</li> </ol>	<p>1</p>
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<p>LG has established and maintains a functional system and staff for environmental and social impact assessment and land acquisition</p> <p>Maximum 6 points on this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that all completed projects have Environmental and Social Mitigation Certification Form completed and signed by Environmental Officer and CDO: score 1</li> </ul>	<p>A sample of completed projects had ESM certification Forms completed and signed by district environmental officer and the Natural Resources Officer. The certification forms indicated project activities, negative environmental and social impacts, mitigation measures, implementation process and a remark indicating the recommendation of approval/disapproval and/or corrective actions. For example:</p> <ol style="list-style-type: none"> <li>1. Construction of a Valley tank at Kyanika in Mijwala S/county was signed and stamped on 24/6/18;</li> <li>2. Construction of 5-stance VIP latrine at Mitete Moslem P/S was signed and stamped on 13/8/18;</li> <li>3. Construction of dormitory for the deaf at Sembabule Church of Uganda P/S was signed and stamped on 27/7/18;</li> <li>4. Mechanised routine maintenance of 10 Km Lugusuulu-Kagadi Road was signed and stamped on 13/4/18 and</li> <li>5. Periodic maintenance of Lwemiyaga-Nkongge Road was signed and stamped on 11/6/18.</li> </ol>	<p>1</p>
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<p>LG has established and maintains a functional system and staff for environmental and social impact assessment and land acquisition</p> <p>Maximum 6 points on this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the contract payment certificated includes prior environmental and social clearance (new one): Score 1</li> </ul>	<p>Evidence that the contract payment certified included prior environmental and social clearance was from a sample of 5 certificates of practical completion. The certificates indicated project name, funding agency, project cost, and method of implementation supervisor and period of completion as well as scope of work. All certificates were signed by district engineer, environment officer, internal auditor, chief finance officer and the CAO. For example:</p> <ol style="list-style-type: none"> <li>1. Mechanised routine maintenance of Lugusuulu-Kanjunju road (10) km endorsed on 27/6/18;</li> <li>2. Periodic maintenance of Lwemiyaga Nkongge road 23 km endorsed on 4/10/17;</li> <li>3. Periodic maintenance of Nsambya-Lugusuulu road (23 km) endorsed on 23/1/18;</li> <li>4. Mechanised routine maintenance of Movement-Kasana-Kinywamazzi road (5 km) endorsed on 15/11/17 and</li> <li>5. Mechanised routine maintenance of Mugisha Samuel Kyamwiru (Sembabule-Nambirizi-Lwebitakuli) road (30 km) endorsed on 15/2/18.</li> </ol>	<p>1</p>
<p>LG has established and maintains a functional system and staff for environmental and social impact assessment and land acquisition</p> <p>Maximum 6 points on this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that environmental officer and CDO monthly report, includes a) completed checklists, b) deviations observed with pictures, c) corrective actions taken. Score: 1</li> </ul>	<p>Evidence was based on 2 monitoring reports; one for monitoring 3 valley tanks dated 15/11/17 and the other for 7 roads dated 25/5/18. The valley tanks monitored were Malembo, Bogologolo and Kyemambo and the roads monitored were Lwemiyaga-Nkongge, Mpumudde-Kabehe, Sembabule-Lwebitakuli, Mitima-Kitahira, Kakinga-Kirama, Lugusuulu-Kagali and Lwebitakuli-Kitooro roads. The reports indicated observed deviations and corrective actions to be taken and were signed and stamped by the Senior Environment Officer and the Senior Community development Officer.</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 a minimum of 7 teachers per school or a teacher per class for all schools even those with less than P 7 within a wage bill of Ug Shs 11,016,280,388/-. A total of 146 Head teachers and 1,637 teachers.</p> <p>Source of evidence:</p> <p>- School lists for Primary School employees for FY 2018/2019.</p>	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 for the current FY as per list of schools and staff lists of primary school employees availed by the DEO.</p> <p>Evidence was confirmed in the visited schools:</p> <p>- Nambirizi P. S.: there was a head teacher and 7 teachers;</p> <p>- Nambiriizi R.C.: there was a head teacher and 5 teachers;</p> <p>- Lwebitaakuli P. S. there was a head teacher and 13 teachers.</p>	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"> <li>• Evidence that the LG has filled the structure for primary teachers with a wage bill provision</li> </ul> <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 filled structure for primary teachers with 1,637 teachers within the wage bill. However the required number within the teaching staff ceiling should be 1,813 teachers giving a representation of 90% filled positions within the wage bill.</p>	<p>3</p>
<p>LG has substantively recruited all positions of school inspectors as per staff structure, where there is a wage bill provision.</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the LG has substantively filled all positions of school inspectors as per staff structure, where there is a wage bill provision: score 6</li> </ul>	<p>There was evidence that the LG substantively filled all positions of two School Inspectors as per staff structure, and there was a wage bill provision. The Inspector positions are the Senior Inspector of Schools (SIS/DIS (U3)) and the Inspector of Schools (U4). Both positions were approved and filled.</p> <p>Source of evidence:</p> <ul style="list-style-type: none"> <li>- Staff Establishment and Recruitment Plan FY 2018/19</li> <li>- Performance Contract</li> </ul>	<p>6</p>
<p>The LG Education department has submitted a recruitment plan covering primary teachers and school inspectors to HRM for the current FY.</p> <p>Maximum 4 for this performance measure</p>	<p>Evidence that the LG Education department has submitted a recruitment plan to HRM for the current FY to fill positions of</p> <ul style="list-style-type: none"> <li>• Primary Teachers: score 2</li> </ul>	<p>The LG Education Department submitted a recruitment plan to the CAO for 40 vacancies to be advertised for teachers and 4 Head teacher positions on 10/09/2018.</p>	<p>2</p>

<p>The LG Education department has submitted a recruitment plan covering primary teachers and school inspectors to HRM for the current FY.</p> <p>Maximum 4 for this performance measure</p>	<p>Evidence that the LG Education department has submitted a recruitment plan to HRM for the current FY to fill positions of</p> <ul style="list-style-type: none"> <li>• School Inspectors: score 2</li> </ul>	<p>The School Inspector positions within the district structure were filled there was no need for a recruitment plan to fill the positions.</p> <p>Source of Evidence: Staff Establishment and Recruitment Plan 2018/2019 FY</p>	<p>2</p>
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Monitoring and Inspection

<p>The LG Education department has conducted performance appraisal for school inspectors and ensured that performance appraisal for all primary school head teachers is conducted during the previous FY.</p> <p>Maximum 6 for this performance measure</p>	<p>Evidence that the LG Education department has ensured that all head teachers are appraised and has appraised all school inspectors during the previous FY</p> <ul style="list-style-type: none"> <li>• 100% school inspectors: score 3</li> </ul>	<p>There was evidence that the LG Education Department appraised all the school inspectors.</p> <p>The Inspector of schools was appraised on 12/09/2018; And Senior Inspector of Schools was appraised on 19/09/2018.</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"> <li>• Primary school head teachers o 90 - 100%: score 3</li> <li>o 70% and 89%: score 2</li> <li>o Below 70%: score 0</li> </ul>	<p>From the available information, the LG Education department appraised all the Head teachers.</p> <p>15 schools were sampled and their head teachers had signed their Performance Reports 2017 as follows:</p> <p>The Head teacher of Bugaba P/S signed Performance Report on 21/12/2017;</p> <p>Head teacher of Misojo R/C- Mawagali signed Performance Report on 6/12/2017;</p> <p>Head teacher of Nambirizi P/S signed Performance Report on 8/12/2017;</p> <p>Head teacher of Kalubbubu MPS-Sseruwagi signed Performance Report on 30/03/2018;</p> <p>Head teacher of Nsumba United signed Performance Report on 12/12/2017;</p> <p>Head teacher of Kasongi P/S signed Performance Report on 30/07/2018;</p> <p>Head teacher of Nabinoga P/S signed Performance Report on 30/11/2017; head teacher of Kiganga P/S signed Performance Report on 30/07/2017;</p> <p>Head teacher of Kyamabogo Muslim signed Performance Report on 5/12/2017;</p> <p>Head teacher of Kyakacunda P/S signed Performance Report on 28/11/2017; head teacher of Bukulula – Mawogola signed Performance Report on 29/11/2017;</p> <p>Head teacher of Bugorogoro P/S signed Performance Report on 23/11/2017;</p> <p>Head teacher of Kiteredde Baptist P/S signed Performance Report on 30/07/2018, St. Maria –Assumpta signed Performance Report on 30/10/2017;</p> <p>And Head teacher of Nsangala P/S signed Performance Report on 13/12/2017.</p>
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<p>The LG Education Department has effectively communicated and explained guidelines, policies, circulars issued by the national level in the previous FY to schools</p> <p>Maximum 3 for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the LG Education department has communicated all guidelines, policies, circulars issued by the national level in the previous FY to schools: score 1</li> </ul>	<p>The LG Education Department communicated some but not all guidelines, policies and circulars issued by the national level in the previous FY to schools. Here below is evidence of some of the communications to schools regarding the guidelines, circulars and policies from national level to schools:</p> <p>On 22/08/2017 there was a reminder of Circular No 2 of 2015 from MoPS Ref Letter No 2 of 2017 of 25/08/2017 Ref Circular No 2 of 2015 about National Teacher’s Union regarding Schemes of Service for Teaching Personnel in Education Service by Catherine Bitarakwate Musingwiire and forwarded by the DEO on 22/08/2017.</p> <p>Circular No 12/2017 from MoES referring to ‘Engaging with NGO’s and Private Providers to Construct Schools’ of 28/07/2017 C/O Circular No 12/2017 Ref Adm/298/312/01 of 07/07/2017 from PS/MoES.</p> <p>Evidence of dispatch of guidelines, circulars and Policies seen from circulars to schools from the DEO. Samples of documents dispatched were recorded.</p>	<p>0</p>
<p>The LG Education Department has effectively communicated and explained guidelines, policies, circulars issued by the national level in the previous FY to schools</p> <p>Maximum 3 for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the LG Education department has held meetings with primary school head teachers and among others explained and sensitised on the guidelines, policies, circulars issued by the national level: score 2</li> </ul>	<p>18/12/2017 a joint stakeholders meeting was called and information about the circular on Teacher’s and Learner’s Absenteeism from the MoLG of 14/11/2017 Ref CR/ADM/212 was discussed.</p> <p>Circular No 14/2016 was circulated to schools and has been discussed at every staff meeting.</p> <p>Head teachers beginning of term meetings for Term III held on 21/09/2018 and that of Term I held on 08/02/2018 The following were discussed by the DEO to Htrs:</p> <p>Illegal boarding schools</p> <p>Pupils arrival and departure from School</p> <p>Safety and security at school</p> <p>Private schools Licensing and registration</p> <p>Display of UPE funding.</p>	<p>2</p>

<p>The LG Education De- partment has effectively inspected all registered primary schools2</p> <p>Maximum 12 for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that all licenced or registered schools have been inspected at least once per term and reports produced:</li> <li>o 100% - score 12</li> <li>o 90 to 99% - score 10</li> <li>o 80 to 89% - score 8</li> <li>o 70 to 79% - score 6</li> <li>o 60 to 69% - score 3</li> <li>o 50 to 59 % score 1</li> <li>o Below 50% score 0.</li> </ul>	<p>All 187 government schools inspected at least three times a year and reports submitted to District Education Office giving a 100% inspection representation. Private schools that are Licensed and Registered were also visited once very other term.</p>	<p>12</p>
<p>LG Education department has discussed the results/ reports of school inspections, used them to make recommendations for corrective actions and followed recommendations</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the Education department has discussed school inspection reports and used reports to make recommendations for corrective actions during the previous FY: score 4</li> </ul>	<p>The LG Education Department has on a number of occasions discussed the results/school inspection reports and used them to make recommendations for corrective actions and followed recommendations as evidenced in the cases below:</p> <p>Report of Term II Qtr 4 2017/2018 of 15/05/2018 Report was made of SMCs whose term of service had expired, these were renewed and are currently operational.</p> <p>A number of schools Kikondeka Moslem P. S., Masambya P. S., Katwe P. S. and Bukulula P. S. had been noted to have had inadequate furniture and their case was presented in a department meeting. They were budgeted for within the department development budget unfortunately the money was diverted after a Presidential pledge for the construction of a SEED school in the District.</p> <p>This information was derived from Minutes of Departmental meetings.</p>	<p>4</p>

<p>LG Education department has discussed the results/ reports of school inspections, used them to make recommendations for corrective actions and followed recommendations</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the LG Education department has submitted school inspection reports to the Directorate of Education Standards (DES) in the Ministry of Education and Sports (MoES): Score 2</li> </ul>	<p>The LG Education Department has submitted school inspection reports to the Directorate of Education Standards (DES) in the Ministry of Education and Sports (MoES).</p> <p>Qtr 1 report was submitted to DES Regional Office on 23/02/2018 and received by Kyomuhangi Christine on the same day. The receiver acknowledged receipt but did not stamp the acknowledgement sheet.</p> <p>The Qtr II Inspection Report for Term I was dispatched from Education Office to the CAO on 28/05/2018 and was received by the CAO on the same day; however acknowledgement of receipt by CAO was on 18/07/2018. The inspection report was received at DES on 20/08/2018.</p> <p>Qtr III report was submitted on 20/07/2018 and received by Nakkeeya Teddy on the same day and the acknowledgement receipt was stamped.</p> <p>Qtr IV Inspection report was submitted on 24/08/2018 and it was received and stamped by Nakkeeya Teddy on the same date. All receipts of acknowledgement of receipt of the inspection reports at DES are filed by the DIS.</p>	
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<p>LG Education department has discussed the results/ reports of school inspections, used them to make recommendations for corrective actions and followed recommendations</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the inspection recommendations are followed- up: score 4.</li> </ul>	<p>Evidence of follow up on inspection recommendations was obtained from minutes of department meetings:</p> <p>Inspection Report for Qtr III</p> <p>A report was made regarding low staffing levels in Lwemiyaga area. Inspections revealed that there was extreme absence of teachers in schools. A verification exercise followed and revealed an outstanding shortage that led to a recruitment exercise to fill the vacant positions. In the primary schools, the 1 head teacher and 7 teachers approach was followed; and the recruitment was extended to Secondary Schools also e.g. Ntuusi S.S. and Lwemiyaga S.S.</p> <p>Inspection Report for Qtr IV</p> <p>Discussion was made of Parent’s contribution to pupil’s lunch. Parents in some schools bought big saucepans, mugs and plates in support of pupils’ lunch at school.</p> <p>28 schools were closed in Lwebitakuli on recommendations made after inspections were made and the following anomalies identified: Poor or no infrastructure; poor toilet facilities; unqualified teachers; facilities that posed dangers to pupils and teachers etc</p> <p>Department meetings to discuss inspection findings e.g. 18/07/2018 Min 3/2018 staffing challenges. It was reported that there was a need for 100 teachers to solve the under deployment problem in the district that was largely prevalent in Lwemiyaga, Lwebitakuli, Mawogola and Matete.5 of 7 members were in attendance.</p>	<p>4</p>
<p>The LG Education department has submitted accurate/consistent reports/date for school lists and enrolment as per formats provided by MoES</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the LG has submitted accurate/consistent data: <ul style="list-style-type: none"> <li>o List of schools which are consistent with both EMIS reports and PBS: score 5</li> </ul> </li> </ul>	<p>The LG submitted information to EMIS on 28/04/2017 Ref CR ADM/218 to PS/MoES. There was a slight inconsistency with one school; Sadde-Kyakasengejje in Mijwala Sub county, which at times appears in Lwebitakuli Sub county as it was in EMIS. Other than that one school, the list of schools for PBS was similar to that of government schools on EMIS.</p>	<p>0</p>



<p>The LG Education department has submitted accurate/consistent reports/date for school lists and enrolment as per formats provided by MoES</p> <p>Maximum 10 for this performance measure</p>	<p>Evidence that the LG has submitted accurate/consistent data:</p> <ul style="list-style-type: none"> <li>• Enrolment data for all schools which is consistent with EMIS report and PBS: score 5</li> </ul>	<p>The enrollment data on PBS is not consistent to that on EMIS e.g. in sampled schools the following was evidenced: Sadde-Kyakasengejje enrolment for PBS was 131 and 158 for government schools on EMIS;</p> <ul style="list-style-type: none"> <li>- Kalububbu Moslem in Mateete sub county had 515 on PBS and 513 on EMIS;</li> <li>- Kampala P. S. had 474 pupils on PBS and 461 on EMIS;</li> <li>- Lugusulu Sserinnya P. S. had 322 on PBS and 323 on EMIS (the school runs up to P 5);</li> <li>- Ssembabule C/U P. S. in Ssembabule TC the enrolment was 409 on EMIS and 459 on PBS;</li> <li>- Kabundi –Katoma P. S. the PBS enrolment was 598 and EMIS was 533.</li> </ul> <p>The lists were consistent and similar on EMIS and PBS but the enrolments were divergent.</p>	<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"> <li>• Evidence that the council committee responsible for education met and discussed service delivery issues including inspection, performance assessment results, LG PAC reports etc. during the previous FY: score 2</li> </ul>	<p>There was evidence that Technical Services and Works Standing Committee responsible for Education met and discussed service delivery issues during the following meetings:</p> <ul style="list-style-type: none"> <li>a) Meeting held on 17th May 2018 discussed Budget Estimates for FY 2017/2018; and</li> <li>b) Meeting held on 26th October 2017: Performance Report for Technical Services and Works Standing Committee for 2017/2018.</li> </ul>	<p>2</p>

<p>The LG committee re- sponsible for education met, discussed service delivery issues and pre- sented issues that require approval to Council</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the education sector committee has presented issues that require approval to Council: score 2</li> </ul>	<p>There was evidence in form of minutes when the Technical Services and Works Standing Committee responsible Education Sector presented issues that required approval of Ssembabule DLG Council during the following Council Meetings:</p> <p>a) Meeting held on 31st May 2018, under Minute No. Semb/CL/6/05/2018: Receiving Reports from Committees, Item 10 was Health Department Report;</p> <p>b) Meeting held on 29th March 2018, under Minute No. Semb/CL/14/03/2018: Laying of the Draft Budget Estimates;</p> <p>c) Meeting held on 02nd March 2018, under Minute No. 6/03/2018: Receiving Reports from Committees; (a). Finance and Administration Standing Committee, (b). Works and Technical Services Standing Committee and the Supplementary Budget for Ssembabule DLG;</p> <p>d) Meeting held on 26th October 2017, under Minute No. Semb/CL/06/10/2017: Receiving Reports from Standing Committees;</p> <p>e) Meeting held on 11th August 2017, under Minute No. CL/06/08/2017: Considering Reports from Selected Standing Committees; and</p> <p>f) Meeting held on 25th May 2017, under Minute No. Receiving Reports from Standing Committees on the Draft Budget Estimates for 2017/2018, and Minute No. 7/5/2017: Motion to Approve Work Plan, Budget, Capacity Building Plan, Procurement Plan and Revenue Charging Policy for FY 2017/2018.</p>
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<p>Primary schools in a LG have functional SMCs</p> <p>Maximum 5 for this performance measure</p>	<p>Evidence that all primary schools have functional SMCs (established, meetings held, discussions of budget and resource issues and submission of reports to DEO/ MEO)</p> <ul style="list-style-type: none"> <li>• 100% schools: score 5</li> <li>• 80 to 99% schools: score 3</li> <li>• Below 80 % schools: score 0</li> </ul>	<p>There was evidence that all schools in Ssembabule DLG had SMCs fully functional, constituted and operational. Inspection reports were prepared and submitted to District Education Officer with acknowledgement stamps.</p> <p>From the 5 sampled primary schools of Lwebitakuli, St. Peters' Mateete, Nambirizi, Kiteredde Baptist and Kabasanda Primary Schools, Minutes of School Management Committees were availed with attendance lists attached as evidence that meetings were held.</p>	<p>5</p>
<p>The LG has publicised all schools receiving non- wage recurrent grants</p> <p>Maximum 3 for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the LG has publicised all schools receiving non-wage recurrent grants</li> </ul> <p>e.g. through posting on public notice boards: score 3</p>	<p>The non-wage recurrent grants were displayed at the District notice board and also in a corridor outside the DEO's office.</p> <p>In the sampled schools the non wage recurrent grants were displayed in head teachers' offices;</p> <p>Nambiriizi RC P. S. UPE releases displayed were for Term II 2018 Ug Shs 802,188/- and Term III Ug Shs 845,748/-</p> <p>Nambiriizi P. S. UPE releases displayed were: 3rd Term 1,517,881-; 1st Term Ug Shs 1,517,881-; 2nd Term Ug Shs 1,504, 215-</p>	<p>3</p>
<p>Procurement and contract management</p>			

<p>The LG Education department has submitted input into the LG procurement plan, complete with all technical requirements,</p> <p>to the Procurement Unit that cover all items in the approved Sector annual work plan and budget</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the sector has submitted procurement input to Procurement Unit that covers all investment items in the approved Sector annual work plan and budget on time by April 30: score 4</li> </ul>	<p>The LG Education Department submitted a procurement request that was complete with all technical requirements, to PDU. It covered all items in the approved Sector annual work plan and budget for projects supported within the District Development Equalization Grant (DDEG) and the Schools Facilities Grant (SFG). This included Construction of 3 VIP latrines at Lwendezi, Mitete and Lwemisege P. S. and a 5 stance lined latrine with a urinal at Kyetume P. S. The request included construction of a 2 classroom block at Gentebe P. S., a 2-classroom block, an office and a store at Kyaggunda P. S. ; construction of a dormitory for the deaf at Sembabule CoU P. S. and completion of a 2 classroom block at Kyebalesa P. S. The submission was received in PDU on 23/05/2018 which was long after 30/04/2018.</p>	<p>0</p>
<p>Financial management and reporting</p>			
<p>The LG Education department has certified and initiated payment for supplies on time</p> <p>Maximum 3 for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the LG Education departments timely (as per contract) certified and recommended suppliers for payment: score 3.</li> </ul>	<p>LG had certified and initiated payment for supplies on time. 2 contracts and payment requests sampled indicated that the DEO had timely certified and recommended suppliers before payment. Details are as below:-</p> <p>(1) Construction of Two-Classroom block at Kyagunda Primary School (Lwebitakuli Sub-County) – Request for payment submitted on 27-Apr-2018; Interim certificate No.1 dated 02-May-2018; certified by the DEO on 10-May-2018; Paid on 29-May-2018 vide EFT PV-ED000959 Shs. 20,930,500 i.f.o Solomu Contractors Ltd</p> <p>(2) Construction of a Dormitory Block at Sembabule C/U Primary School – Interim certificate No.1 dated 06-Apr-2018; certified by the DEO on 10-May-2018; paid on 24-May-2018 vide EFT PV-ED000958 Shs. 23,388,027 i.f.o Watts Construction Company 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"> <li>• Evidence that the department submitted the annual performance report for the previous FY (with availability of all four quarterly reports) to the Planner by 15th of July for consolidation: score 4</li> </ul>	<p>There was evidence that Education Department submitted annual performance report for the previous FY (with availability of all four quarterly reports) to the District Planner as follows:</p> <p>4th Quarter Report was submitted on 12th July 2018, 3rd Quarter Report submitted on 12th May 2018. 2nd Quarter Report was submitted on 13th February 2018 while the 1st Quarter Report was submitted on 04th January 2018.</p>	<p>4</p>
<p>LG Education has acted on Internal Audit recommendation (if any)</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year <ul style="list-style-type: none"> <li>o If sector has no audit query score 4</li> <li>o If the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year: score 2</li> <li>o If all queries are not responded to score 0</li> </ul> </li> </ul>	<p>Queries had been raised in ALL the quarterly reports and the DEO had provided responses to the internal auditor.</p> <p>However, there was no follow up made by the internal auditor on recommendations made in the 4th quarter report.</p>	<p>2</p>
<p>Social and environmental safeguards</p>			

<p>LG Education Department has disseminated and promoted adherence to gender guidelines</p> <p>Maximum 5 points for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that the LG Education department in consultation with the gender focal person has disseminated guidelines on how senior women/men teachers should provide guidance to girls and boys to handle hygiene, reproductive health, life skills, etc.: Score 2</li> </ul>	<p>There were no evidence for the LG Education Department dissemination and promotion of adherence to gender guidelines.</p>	<p>0</p>
<p>LG Education Department has disseminated and promoted adherence to gender guidelines</p> <p>Maximum 5 points for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that LG Education department in collaboration with gender department have issued and explained guidelines on how to manage sanitation for girls and PWDs in primary schools: score 2</li> </ul>	<p>There was no evidence for the LG Education Department collaboration with gender department to issue and explain guidelines on management of sanitation for girls and PWDs in primary schools</p>	<p>0</p>
<p>LG Education Department has disseminated and promoted adherence to gender guidelines</p> <p>Maximum 5 points for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that the School Management Committee meets the guideline on gender composition: score 1</li> </ul>	<p>There was evidence in sampled schools to confirm the compliance of School Management Committee memberships to the guideline on gender composition.e.g.</p> <p>Kampala P.S. Mafundo Constance and Ngabirwe Miria</p> <p>Mayikalo P. S. Ms Nampijja Sefolozah and Ms Bamutaranuire Nosiata: Lwembwera P. S. Rubakiteka Catherine and Bonabana Florence; St Mary's Tangiriza P. S. Mrs Nansimbi Norah Bbosa and Mrs Bukenya Christine.</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"> <li>• Evidence that the LG Education department in collaboration with Environment department has issued guidelines on environmental management (tree planting, waste management, formation of environmental clubs and environment education etc.): score 1:</li> </ul>	<p>There was evidence of dissemination of guidelines on environmental management guidelines in the Environmental and Social Screening Forms that were given out for each of the construction projects and the subsequent Environmental and Social Certification for the Higher Local Government Projects all signed by the environment Officer and only 3 of the 8 documents dated. Compliance was partly done by the contractors who were acknowledged by the Environment Officer to have partly fulfilled their responsibilities regarding environmental mitigation measures.</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"> <li>• Evidence that all school infrastructure projects are screened before approval for construction using the checklist for screening of projects in the budget guidelines and where risks are identified, the forms include mitigation actions: Score 1</li> </ul>	<p>There was evidence of screening of the projects in the reports produced by the environment officer and Community Development Officer prior to approval of construction projects. The documents were undated and unreferenced.</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"> <li>• The environmental officer and community development officer have visited the sites to checked whether the mitigation plans are complied with: Score 1</li> </ul>	<p>Evidence of visits to sites was seen at one of the sampled schools Mitete Moslem P. S. where a VIP latrine was constructed the officers signed in the visitor’s book upon each visit and they often reported progress that was going on.</p>	<p>1</p>

Summary of requirements	Definition of compliance	Compliance justification	Score
Human resource planning and management			
<p>LG has substantively recruited primary health care workers with a wage bill provision from PHC wage</p> <p>Maximum 8 points for this performance measure</p>	<p>Evidence that LG has filled the structure for primary health care with a wage bill provision from PHC wage for the current FY</p> <ul style="list-style-type: none"> <li>• More than 80% filled: score 8</li> <li>• 60 – 80% - score 4</li> <li>• Less than 60% filled: score 0</li> </ul>	<p>The LG had an approved health workers structure of 317 workers. The current wage bill supported 161 workers making a staffing level of 50%. The wage bill was completely utilised.</p> <p>Also a copy of Sembabule District Health staffs recruitment plan generated by the DHO Dr. Matovu Charles to CAO dated 28th June 2018 Ref: CR/ADM/161 was availed at DHOs office.</p>	0
<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 Sembabule District Health Department for FY 2018/2019 dated 28th June 2018 Ref: CR/ADM/161 generated by DHO Dr. Matovu Charles to the CAO was availed at DHOs office. Vacancies included Key positions like Senior Medical Officer, ADHO-MCH, ADHO-EH, Medical Officer, Unaesthetic Officer, 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 23 (100%) Health In-charges were appraised in FY 2017/2018 as follows;

Health In-charges for Keizoba H/C II, Kyeera H/C/II and Kabaale H/C/II were appraised on 27/07/2018;

In- charges for Makoole H/C, Mitima H/C, Mussi/ Lungusulu H/C and Kagango H/C were appraised on 31/07/2018;

In-charges for Kampala H/C, Kasalu H/C and Kabundi H/C were appraised on 24/07/2018;

In-charges for Kayunga H/C and Kibengo H/C were appraised on 18/07/2018;

In-charge for Lwemiyaga H/C was appraised on 24/02/2018;

In-charges for Bulongo H/C and Karushonshomezi H/C were appraised on 3/08/2018;

In- charge for Ntuusi H/C was appraised on 17/07/2018;

In-charge for Sembabule H/C was appraised on 10/07/2018;

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

In-charge for Mateete H/C was appraised on 30/06/2018.

In-charge for Mitete H/C was appraised on 28/08/2018;

In-charge for Ntete H/C was appraised on 28/07/2018;

In-charge for Kyabi H/C was appraised on 12/07/2018;

And In-charge for Busheka H/C was appraised on 1/10/2018.

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"> <li>Evidence that the LG Health department has deployed health workers in line with the lists submitted with the budget for the current FY, and if not provided justification for deviations: score 4</li> </ul>	<p>Health workers updated staff list on deployment 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 ie. (Busheeka HC II, Sembabule HC IV, Mateete HC III, &amp; Lwebitakuli HC III) were consistent with the PBS lists 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"> <li>Evidence that the DHO/ MHO has communicated all guidelines, policies, circulars issued by the national level in the previous FY to health facilities: score 3</li> </ul>	<p>Only one of the three prioritised Policies/ Circulars and Guidelines from the MoH was availed at the DHOs office. ie. Sector Grant and Budget Guidelines for PHC.</p> <p>However, other non prioritised policies like the Health Sector Quality Improvement Framework and Strategic Plan, MoH Services Standards and Services Standards for Health Sector were availed and distributed to health facilities as evidenced by the distribution lists of 3rd – 19th April 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"> <li>Evidence that the DHO/ MHO has held meetings with health facility in-charges and among others explained the guidelines, policies, circulars issued by the national level: score 3</li> </ul>	<p>There were no minutes for meetings held for the prioritised policies/ circulars and guidelines at the DHOs office and even for other circulars.</p>	<p>0</p>

<p>The LG Health Department has effectively provided support supervision to district health services</p> <p>Maximum 6 points for this performance measure</p>	<p>Evidence that DHT/MHT has supervised 100% of HC IVs and district hospitals (including PNFPs receiving PHC grant) at least once in a quarter: score 3</p>	<p>Copies of quarterly support supervision reports (Quarter 1 dated 26th September 2017, Quarter 2 dated 22nd December 2017, Quarter 3 dated 10th April 2018, and Quarter 4 dated 28th June 2018) seen at DHOs office showed that Sembabule HC IV and Ntuusi HC IV (the only two HC IVs) were reached and supervised on quarterly basis as recommended. Sembabule District doesn't have a District Hospital although plans of upgrading Sembabule HC IV into a hospital are underway pending funding.</p>	<p>3</p>
<p>The LG Health Department has effectively provided support supervision to district health services</p> <p>Maximum 6 points for this performance measure</p>	<p>Evidence that DHT/MHT has ensured that HSD has supervised lower level health facilities within the previous FY:</p> <ul style="list-style-type: none"> <li>• If 100% supervised: score 3</li> <li>• 80 - 99% of the health facilities: score 2</li> <li>• 60% - 79% of the health facilities: score 1</li> <li>• Less than 60% of the health facilities: score 0</li> </ul>	<p>Copies of quarterly support supervisions reports for Mawogola HSD; Quarter 1 report showed that 15 out of 15 facilities were supervised, Quarter 2 report showed that 14 out of 15 were supervised, Quarter 3 report showed that 15 out of 15 were covered, and Quarter 4 report showed that 14 out of 15 were covered. Lwemiyaga HSD Quarter 1 report dated 24th September 2017 showed that 8 out of 8 were covered, Quarter 2 report dated 12th December 2017 showed that 8 out of 8 were covered, Quarter 3 report dated 1st February 2018 showed that 8 out of 8 were covered, Quarter 4 report dated 29th June 2018 showed that 8 out of 8 were reached. These reports for both Mawogola HSD( Sembabule HC IV) and Lwemiyaga HSD (Ntuusi HCIV) availed at DHOs office showed that only 21 health facilities out of 23 Health facilities were supervised making 91% coverage of support supervision.</p>	<p>2</p>

<p>The LG Health department (including HSDs) have discussed the results/reports of the support supervision and monitoring visits, used them to make recommendations for corrective actions and followed up</p> <p>Maximum 10 points for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that all the 4 quarterly reports have been discussed and used to make recommendations (in each quarter) for corrective actions during the previous FY: score 4</li> </ul>	<p>Copies of quarterly Support supervision reports (Quarter 1 report dated 26th September 2017, Quarter 2 report dated 22nd December 2017, Quarter 3 report dated 10th April 2018, &amp; Quarter 4 report dated 28th June 2018) availed at DHOs office had recommendations generated by the supervising team for each of the facilities that was supervised. These recommendations were further discussed in quarterly DHMT meetings for actions and also evidenced through the supervision logbooks for the sampled health facilities.</p>	<p>4</p>
<p>The LG Health department (including HSDs) have discussed the results/reports of the support supervision and monitoring visits, used them to make recommendations for corrective actions and followed up</p> <p>Maximum 10 points for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that the recommendations are followed – up and specific activities undertaken for correction: score 6</li> </ul>	<p>All quarterly reports (Quarter 1 report dated 26th September 2017, Quarter 2 report dated 22nd December 2017, Quarter 3 report dated 10th April 2018, &amp; Quarter 4 report dated 28th June 2018) had recommendations generated. These were further discussed in quarterly DHMT meetings for further actions. Example included; Quarter 1 supervision report came up with a recommendation of having regular HUMC meetings in all the Health units as per HUMC guidelines. This was further discussed in DHMT meeting held on 25th October 2017 under min. 3. as an action for follow up from Quarter 1 supervision report. Quarter 2 supervision report dated 22nd December 2017 on follow up of action plan under status of action points, it showed that HUMC meetings were being conducted and meeting minutes were in place in all the health units supervised.</p>	<p>6</p>
<p>The LG Health department has submitted accurate/consistent reports/data for health facility lists receiving PHC funding as per formats provided by MoH</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that the LG has submitted accurate/consistent data regarding: <ul style="list-style-type: none"> <li>List of health facilities receiving PHC funding, which are consistent with both HMIS reports and PBS: score 10</li> </ul> </li> </ul>	<p>A copy of the list of health facilities seen at the DHOs office that were receiving PHC (23) were the same as those in the PBS (23). These health facilities (23) were also reflected in the HMIS reports submitted to MOH.</p>	<p>10</p>

Governance, oversight, transparency and accountability

<p>The LG committee responsible for health met, discussed service delivery issues and presented issues that require approval to Council</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"><li>• Evidence that the LG committee responsible for health met and discussed service delivery issues including supervision reports, performance assessment results, LG PAC reports etc. during the previous FY: score 2</li></ul>	<p>There was evidence that Finance and Administration Standing Committee responsible for Health met and discussed service delivery issues during the following meetings:</p> <p>a) Meeting held on 30th May 2018 discussed Work Plans and Budget Estimates for FY 2017/2018;</p> <p>b) Meeting held on 16th August 2018 discussed Work Plans for Health Department for 2017/2018; and</p> <p>c) Meeting held on 26th October 2017 discussed Performance Report for Finance and Administration Standing Committee for FY 201/2018.</p>	<p>2</p>
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The LG committee responsible for health met, discussed service delivery issues and presented issues that require approval to Council

Maximum 4 for this performance measure

- Evidence that the health sector committee has presented issues that require approval to Council: score 2

There is evidence in form of minutes when the Finance and Administration Standing Committee responsible for Health Sector presented issues that required approval of Ssembabule DLG Council during the following Council Meetings:

- a) Meeting held on 31st May 2018, under Minute No. Semb/CL/6/05/2018: Receiving Reports from Committees, Item 10 was Health Department Report;
- b) Meeting held on 29th March 2018, under Minute No. Semb/CL/14/03/2018: Laying of the Draft Budget Estimates;
- c) Meeting held on 02nd March 2018, under Minute No. 6/03/2018: Receiving Reports from Committees; (a). Finance and Administration Standing Committee, (b). Works and Technical Services Standing Committee and the Supplementary Budget for Ssembabule DLG;
- d) Meeting held on 26th October 2017, under Minute No. Semb/CL/06/10/2017: Receiving Reports from Standing Committees;
- e) Meeting held on 11th August 2017, under Minute No. CL/06/08/2017: Considering Reports from Selected Standing Committees; and
- f) Meeting held on 25th May 2017, under Minute No. Receiving Reports from Standing Committees on the Draft Budget Estimates for 2017/2018, and Minute No. 7/5/2017: Motion to Approve Work Plan, Budget, Capacity Building Plan, Procurement Plan and Revenue Charging Policy for FY 2017/2018.

<p>The Health Unit Management Committees and Hospital Board are operational/functioning</p> <p>Maximum 6 points</p>	<p>Evidence that health facilities and Hospitals have functional HUMCs/Boards (established, meetings held and discussions of budget and resource issues):</p> <ul style="list-style-type: none"> <li>• If 100% of randomly sampled facilities: score 6</li> <li>• If 80-99 %: score 4</li> <li>• If 70-79: %: score 2</li> <li>• If less than 70%: score 0</li> </ul>	<p>Copies of HUMC guidelines were availed in all the sampled health facilities</p> <p>Also copies of HUMC meeting minutes were availed in all the selected health facilities making 93.7% HUMC functionality (Sembabule HC IV dated 28th September 2017, 20th December 2017, 5th April 2018, 22nd June 2018 (100%), Busheeka HC II dated 2nd July 2017, 3rd October 2017, 9th March 2018, 29th June 2018 (100%), Mateete HC III dated 12th December 2017, 23rd March 2018, 29th June 2018 (75%) and Lwebitakuli HC III dated 24th July 2017, 1st December 2017, 23rd February 2018, 28th June 2018 (100%). These meetings were an indication that all had established HUMC boards. These health facilities were also conducting regular quarterly meetings in Lwebitakuli HC III, Busheeka HC II and Sembabule HC IV as shown by the available minutes and among other things that were being discussed during these meetings was the PHC funds utilisation. The mandatory quarterly meetings were standing at (100% + 100% + 75% + 100% ) divided by 4 making 93.7%.</p>	<p>4</p>
<p>The LG has publicised all health facilities receiving PHC non-wage recurrent grants</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the LG has publicised all health facilities receiving PHC non-wage recurrent grants e.g. through posting on public notice boards: score 4</li> </ul>	<p>Copy of PHC fund distribution list of health facilities and funds releases for FY 2017/18 was properly displayed on notice board of DHO.</p> <p>Sampled facilities (Sembabule HC IV, Mateete HC III, and Lwebitakuli 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"> <li>Evidence that the sector has submitted input to procurement plan to PDU that cover all investment items in the approved Sector annual work plan and budget on time by April 30 for the current FY: score 2</li> </ul>	<p>A copy of procurement plan with all investment items in the approved sector annual work plan from DHO Dr. Matovu Charles dated 5th April 2018 and received by DPU on 26th April 2018 was availed.</p>	<p>2</p>
<p>The LG Health department has submitted input to procurement plan and requests, complete with all technical requirements, to PDU that cover all items in the approved Sector annual work plan and budget</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that LG Health department submitted procurement request form (Form PP5) to the PDU by 1st Quarter of the current FY: score 2.</li> </ul>	<p>Copies of procurement requests dated 26th September 2018 generated by Dr Matovu Charles (DHO) and received by the Deputy CAO on same date were availed at DHOs office. These requests included the stationery, Printer supplies and purchase of basic medical equipments.</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"> <li>Evidence that the DHO/ MHO (as per contract) certified and recommended suppliers timely for payment: score 4.</li> </ul>	<p>LG had certified and initiated payment for supplies on time. 2 payment requests sampled indicated that the DHO had timely certified and recommended suppliers before payment. Details are as below:-</p> <p>(1) Construction of 5-Stance VIP Pit latrine at Sembabule HC IV – Completion certificate No.1 dated 03-Feb-2018; Request for payment submitted on 29-Mar-2018, certified by the DHO on 25-Apr-2018; paid on 25-May-2018 vide EFT No. PV-HE00412 Shs. 11,369,006 i.f.o Kakoni Holding Ltd</p> <p>(2) Facilitation of DHT Training –; Payment request approved by DHO on 28-May-2018; Paid on 19-Jun-2018 vide EFT No. PV-SO7256 Shs.1,380,000 i.f.o Nanyunja Justine</p> <p>There were no PHC funds provided during FY 2017/18</p>	<p>4</p>
<p>Financial management and reporting</p>			
<p>The LG Health department has submitted annual reports (including all quarterly reports) in time to the Planning Unit</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that the department submitted the annual performance report for the previous FY (including all four quarterly reports) to the Planner by mid-July for consolidation: score 4</li> </ul>	<p>There was evidence that Health Department submitted Annual Performance Report for the previous FY (with availability of all four quarterly reports) to the District Planner as follows:</p> <p>4th Quarter Report was submitted on 13th July 2018, 3rd Quarter Report submitted on 12th April 2018. 2nd Quarter Report was submitted on 09th January 2018 while the 1st Quarter Report was submitted on 12th July 2017.</p>	<p>4</p>

<p>LG Health department has acted on Internal Audit recommendation (if any)</p> <p>Maximum 4 for this performance measure</p>	<p>Evidence that the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year</p> <ul style="list-style-type: none"> <li>• If sector has no audit query: Score 4</li> <li>• If the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year: Score 2 points</li> <li>• If all queries are not responded to Score 0</li> </ul>	<p>Queries had been raised in the 3rd quarterly report and the DHO had provided responses to the internal auditor.</p>	<p>2</p>
<p>Social and environmental safeguards</p>			
<p>Compliance with gender composition of HUMC and promotion of gender sensitive sanitation in health facilities.</p> <p>Maximum 4 points</p>	<ul style="list-style-type: none"> <li>• Evidence that Health Unit Management Committee (HUMC) meet the gender composition as per guidelines (i.e. minimum 30 % women: score 2</li> </ul>	<p>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 30% females and 70% males gender composition. The sampled Health facilities with their gender composition included; Lwebitakuli HC III had 6 males and 1 female, Mateete HCIII had 3 males and 4 females, Sembabule HC IV had 4 females and 6 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"> <li>Evidence that the LG has issued guidelines on how to manage sanitation in health facilities including separating facilities for men and women: score 2.</li> </ul>	<p>All sampled health facilities had Sanitation management guidelines in place.</p> <p>They also had pit latrines well labeled for females and males.</p> <p>There was also a copy of Public Health Act at DHOs office.</p>	<p>2</p>
<p>LG Health department has ensured that guidelines on environmental management are disseminated and complied with</p> <p>Maximum 4 points for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that all health facility infrastructure projects are screened before approval for construction using the checklist for screening of projects in the budget guidelines and where risks are identified, the forms include mitigation actions: Score 2</li> </ul>	<p>A copy of Environment and Social screening report ( ESSF) for the project of Construction of a five stance VIP pit latrine at Sembabule HC IV dated 10th Jan 2017 signed by the District Environment Officer was availed at the DHOs office. There were no other infrastructure projects carried on.</p>	<p>2</p>
<p>LG Health department has ensured that guidelines on environmental management are disseminated and complied with</p> <p>Maximum 4 points for this performance measure</p>	<ul style="list-style-type: none"> <li>The environmental officer and community development officer have visited the sites to checked whether the mitigation plans are complied with: Score 2</li> </ul>	<p>There was no evidence seen that the District Environment officer or District Community Development officer had visited and monitored the construction site.</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"> <li>Evidence that the LG has issued guidelines on medical waste management, including guidelines (e.g. sanitation charts, posters, etc.) for construction of facilities for medical waste disposal2: score 4.</li> </ul>	<p>Segregation charts for medical waste management and colour coded bins for medical waste collection were seen in all the sampled health facilities. Also, well gazetted areas for burning and disposing off the waste were in place in all the sampled facilities (Sembabule HC IV, Busheeka HC II, Lwebitakuli HC III, and Mateete 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"> <li>• Evidence that the district Water department has targeted sub-counties with safe water coverage below the district average in the budget for the current FY:               <ul style="list-style-type: none"> <li>o If 100 % of the budget allocation for the current FY is allocated to S/Cs below average coverage: score 10</li> <li>o If 80-99%: Score 7</li> <li>o If 60-79: Score 4</li> <li>o If below 60 %: Score 0</li> </ul> </li> </ul>	<p>Sembabule has six rural sub counties. According to the MWE data base, it has an average coverage to safe water of 38% and the five sub counties of; Lugusulu 22%, Lwebitakuli 25%, Lwemiyaga 22%, Mijwala 24% and Ntuusi 27% below the district average.</p> <p>The water department AWP and budget request for FY18/19 dated 23rd July 2018 indicated that the department had targeted these sub counties as follows;</p> <ol style="list-style-type: none"> <li>1. Extension of 2km Nambirizi RGC piped water supply system phase 2 in Mijwala Sub county (100%)</li> <li>2. Two Rainwater Harvesting Tanks planned with one in Ntuusi S/C-at Karushonshomeza HCII and the other in Mateete Sub County at St. Peter's C/O P/S (100%).</li> <li>3. Two planned Valley Tanks with one in Ntuusi S/C at Keishebwoyongera Village (50%).</li> </ol> <p>In terms of Budget, the department allocated 357,000,000UgX of the total Development Grant of 491,264,584UgX which translates to 73%.</p>	4

<p>The district Water department has implemented budgeted water projects in the targeted sub-counties (i.e. sub-counties with safe water coverage below the district average)</p> <p>Maximum 15 points for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the district Water department has implemented budgeted water projects in the targeted sub-counties with safe water coverage below the district average in the previous FY.</li> <li>o If 100 % of the water projects are implemented in the targeted S/Cs: Score 15</li> <li>o If 80-99%: Score 10</li> <li>o If 60-79: Score 5</li> <li>o If below 60 %: Score 0</li> </ul>	<p>According to AWP and budget request for FY17/18 dated 20th July 2017 Ref. CR/Wrks/217/1, 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"> <li>1. Extension of 2km Nambirizi RGC piped water supply system phase 1 in Mijwala Sub county.</li> <li>2. One Rainwater Harvesting Tank in Ssetamugongo in Lwebitakuli Sub County.</li> <li>3. Three Valley Tanks (Bwamuseeta in Lwemiyaga, Bigaaga in Ntuusi and Kyanika in Mijwala Sub Counties).</li> <li>4. Rehabilitation of 9 boreholes all in the above Sub Counties.</li> </ol> <p>The 4th quarter progress report FY17/18 dated 20th July 2018 Ref. CR/Wrks/2018 indicated that all the above planned projects were implemented.</p>	<p>15</p>
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<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"> <li>• If more than 95% of the WSS facilities monitored: score 15</li> <li>• 80% - 95% of the WSS facilities - monitored: score 10</li> <li>• 70 - 79%: score 7</li> <li>• 60% - 69% monitored: score 5</li> <li>• 50% - 59%: score 3</li> <li>• Less than 50% of WSS facilities monitored: score 0</li> </ul>	<p>There was evidence that all the WSS facilities were monitored by the district water department. The monitoring reports were prepared quarterly under heading; Monitoring and supervision report for water and sanitation projects date as follows;</p> <ol style="list-style-type: none"> <li>1. Quarter one dated 10/10/17</li> <li>2. Quarter two dated 10/10/17.</li> <li>3. Quarter three dated 17/04/18; and</li> <li>4. Quarter four dated 29/06/18;</li> </ol> <p>Also seen was the Final Report for the three constructed valley tanks in Ntuusi, Lwemiyaga and Mijwala dated 28th June 2018.</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"> <li>Evidence that the district has submitted accurate/consistent data for the current FY: Score 5</li> <li>List of water facility which are consistent in both sector MIS reports and PBS: score 5</li> </ul>	<p>MIS forms for the implemented projects for the FY17/18 were all found in file and reviewed. There was consistency with the data submitted by the district to the ministry. This was also corroborated with the information in the progress reports.</p>	<p>5</p>
<p>The district Water department has submitted accurate/consistent reports/ data lists of water facilities as per formats provided by MoWE</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> <li>List of water facility which are consistent in both sector MIS reports and PBS: score 5</li> </ul>	<p>The lists of projects undertaken was consistent in both sector MIS reports and PBS as verified in the AWP FY17/18 and progress reports.</p>	<p>5</p>
<p>Procurement and contract management</p>			
<p>The district Water department has submitted input for district's procurement plan, complete with all technical requirements, to PDU that cover all items in the approved Sector annual work plan and budget</p> <p>Maximum 4 for this performance measure</p>	<p>Evidence that the sector has submitted input for the district procurement plan to PDU that cover all investment items in the approved Sector annual work plan and budget on time (by April 30): score 4</p>	<p>The sector submitted the department procurement plan to PDU for consideration for the FY18/19 on the 16th July 2018 which was after the targeted 30th April.</p> <p>According to DWO, the delay was caused by the failure of the district Council to approve the plan in time.</p>	<p>0</p>

<p>The district has appointed Contract Manager and has effectively managed the WSS contracts</p> <p>Maximum 8 points for this performance measure</p>	<ul style="list-style-type: none"> <li>If the contract manager prepared a contract management plan and conducted monthly site visits for the different WSS infrastructure projects as per the contract management plan: score 2</li> </ul>	<p>There was a letter appointing DWO as contract manager dated 29th May 2017 Ref CR/Adm/750/17.</p> <p>The contract manager prepared Supervision and Monitoring schedule for all the projects (undated). The schedule was filed and verified.</p> <p>Activity reports were prepared following site visits and these were filed dated as follows;</p> <ol style="list-style-type: none"> <li>27th April 2018 for Borehole drilling and construction</li> <li>24th Jan 2018 for borehole repairs</li> <li>20th March 2018-Commissioning of projects.</li> </ol> <p>There were also quarterly reports prepared for all projects.</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"> <li>If water and sanitation facilities constructed as per design(s): score 2</li> </ul>	<p>The designs and BOQs for the projects including; three valley tanks, rainwater harvesting tank, and Nambirizi piped water extension were reviewed. Field visits to the 3 sampled facilities indicated below verified that these had been done as per the deigns and approved BOQs.</p> <ol style="list-style-type: none"> <li>Extension of 2km Nambirizi RGC piped water supply system phase 1 in Mijwala Sub county.</li> <li>Rainwater Harvesting Tank in Ssetamugongo in Lwebitakuli.</li> <li>Kyanika Valley Tank in Mijwala Sub County.</li> </ol>	<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"> <li>If contractor handed over all completed WSS facilities: score 2</li> </ul>	<p>Only one handover report for the completed works for the extension of piped water to Nambirizi RGC by Networth Consult dated 22/06/18. There were no handover reports for the completed valley tanks in Bwamuseta, Bigaaga and Kyanika.</p>	<p>0</p>



<p>The district has appointed Contract Manager and has effectively managed the WSS contracts</p> <p>Maximum 8 points for this performance measure</p>	<ul style="list-style-type: none"> <li>If DWO appropriately certified all WSS projects and prepared and filed completion reports: score 2</li> </ul>	<p>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"> <li>Final report for three valley tanks in Bwamuseta, Bigaaga and Kyanika dated 28th June 2018;</li> <li>Certificate of practical completion for Nambirizi piped water extension dated 22/06/18; and</li> <li>Certificate of practical completion for valley tanks dated 21/06/18 for Bigaaga Valley tank and 23rd/06/18 for Bwamuseta valley tank.</li> </ol>	<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"> <li>Evidence that the DWOs timely (as per contract) certified and recommended suppliers for payment: score 3 points</li> </ul>	<p>LG had certified and initiated payment for supplies on time. 2 contracts and payment requests sampled indicated that the DWO had timely certified and recommended suppliers before payment. Details are as below:-</p> <p>(1) Rehabilitation of 14 boreholes in 3 Sub-counties – Completion certificate No.3 dated 24-Apr-2018; Payment request submitted on 04-Apr-2018 was approved by DWO on 25-Apr-2018; Paid on 25-May-2018 EFT No. PV-WK 00535 Shs.6,825,167 i.f.o District Hand Pump Mechanics Association</p> <p>(2) Extension of Piped Water supply to Nambirizi Phase 1 – Completion certificate No. 1 dated 21-Jun-2018 approved by the DWO on 24-Jun-2018; Paid on 24-Jun-2018 EFT No.PV-WK 00657 Shs. 97,527,280 i.f.o Network Consult 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 Plan- ning Unit</p> <p>Maximum 5 for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that the department submitted the annual performance report for the previous FY (including all four quarterly reports) to the Planner by mid-July for consolidation: score 5</li> </ul>	<p>There was evidence that Water Department submitted Annual Performance Report for the previous FY (with availability of all four quarterly reports) to the District Planner as follows:</p> <p>4th Quarter Report was submitted on 12th July 2018, 3rd Quarter Report submitted on 12th April 2018. 2nd Quarter Report was submitted on 13th February 2018 while the 1st Quarter Report was submitted on 11th December 2017.</p>	<p>5</p>
<p>The District Water Department has acted on Internal Audit recommendation (if any)</p> <p>Maximum 5 for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year <ul style="list-style-type: none"> <li>If sector has no audit query score 5</li> <li>If the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year: score 3</li> </ul> </li> <li>If queries are not responded to score 0</li> </ul>	<p>Queries had been raised in the 3rd quarterly report and the DWO had provided responses to the internal auditor.</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"> <li>Evidence that the council committee responsible for water met and discussed service delivery issues including supervision reports, performance assessment results, LG PAC reports and submissions from the District Water and Sanitation Coordination Committee (DWSCC) etc. during the previous FY: score 3</li> </ul>	<p>There was evidence that Technical Services, and Works Committee responsible for Water met and discussed service delivery issues during the following meetings:</p> <p>a) Meeting held on 17th May 2018 discussed Budget Estimates for FY 2017/2018; and</p> <p>b) Meeting held on 26th October 2017: Performance Report for Technical Services and Works Standing Committee for 2017/2018.</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"> <li>Evidence that the water sector committee has presented issues that require approval to Council: score 3</li> </ul>	<p>There was evidence in form of minutes when the Technical Services and Works Standing Committee responsible for Water presented issues that required approval of Ssembabule DLG Council during the following Council Meetings:</p> <p>a) Meeting held on 31st May 2018, under Minute No. Semb/CL/6/05/2018: Receiving Reports from Committees, Item 10 was Health Department Report;</p> <p>b) Meeting held on 29th March 2018, under Minute No. Semb/CL/14/03/2018: Laying of the Draft Budget Estimates;</p> <p>c) Meeting held on 02nd March 2018, under Minute No. 6/03/2018: Receiving Reports from Committees; (a). Finance and Administration Standing Committee, (b). Works and Technical Services Standing Committee and the Supplementary Budget for Ssembabule DLG;</p> <p>d) Meeting held on 26th October 2017, under Minute No. Semb/CL/06/10/2017: Receiving Reports from Standing Committees;</p> <p>e) Meeting held on 11th August 2017, under Minute No. CL/06/08/2017: Considering Reports from Selected Standing Committees; and</p> <p>f) Meeting held on 25th May 2017, under Minute No. Receiving Reports from Standing Committees on the Draft Budget Estimates for 2017/2018, and Minute No. 7/5/2017: Motion to Approve Work Plan, Budget, Capacity Building Plan, Procurement Plan and Revenue Charging Policy for FY 2017/2018.</p>	<p>3</p>

<p>The district Water department has shared information widely to the public to enhance transparency</p> <p>Maximum 6 points for this performance measure</p>	<ul style="list-style-type: none"> <li>The AWP, budget and the Water Development grant releases and expenditures have been displayed on the district notice boards as per the PPDA Act and discussed at advocacy meetings: score 2.</li> </ul>	<p>The department information was displayed on the notice boards including; departmental sector releases from CFO, contract awards, AWP and budget, among others.</p> <p>One advocacy meeting had been planned. This was however never conducted.</p>	<p>0</p>
<p>The district Water department has shared information widely to the public to enhance transparency</p> <p>Maximum 6 points for this performance measure</p>	<ul style="list-style-type: none"> <li>All WSS projects are clearly labelled indicating the name of the project, date of construction, the contractor and source of funding: score 2</li> </ul>	<p>All three sampled projects were fully labelled with all the required information. The photos in files also indicated that all other projects had been labeled as required. The sampled projects included;</p> <ol style="list-style-type: none"> <li>Extension of 2km Nambirizi RGC piped water supply system phase 1 in Mijwala Sub county.</li> <li>One Rainwater Harvesting Tank in Ssetamugongo in Lwebitakuli.</li> <li>Kyanika Valley Tank in Mijwala Sub County.</li> </ol>	<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"> <li>Information on tenders and contract awards (indicating contractor name /contract and contract sum) displayed on the District notice boards: score 2</li> </ul>	<p>Information on tenders was not displayed on notice boards since they had exceeded their display period. However, copies were kept in file and these were verified.</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>2</p>

<p>Participation of communities in WSS programmes</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> <li>If communities apply for water/ public sanitation facilities as per the sector critical requirements (including community contributions) for the current FY: score 1</li> </ul>	<p>No application letters were found on file.</p> <p>This was however attributed to the district system where only successfully verified applicants are asked to submit their documents including land title and capital contributions.</p>	<p>0</p>
<p>Participation of communities in WSS programmes</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> <li>Water and Sanitation Committees that are functioning evidenced by either: i) collection of O&amp;M funds, ii) carrying out preventive maintenance and minor repairs, iii) facility fenced/protected, or iv) they have an M&amp;E plan for the previous FY: score 2</li> </ul> <p>Note: One of parameters above is sufficient for the score.</p>	<p>Software reports attached in progress reports indicated the establishment of Water and Sanitation Committees. These reports further indicated that these committees are fully functional and made contributions towards O&amp;M. These were also verified through the submitted MIS forms. Field visits to sampled projects including; Extension of 2km Nambirizi RGC piped water supply system phase 1 in Mijwala Sub county, rainwater Harvesting Tank in Ssetamugongo in Lwebitakuli and Kyanika Valley Tank in Mijwala Sub County indicated presence of these committees and well managed facilities.</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"> <li>Evidence that environmental screening (as per templates) for all projects and EIAs (where required) conducted for all WSS projects and reports are in place: score 2</li> </ul>	<p>All projects were screened and screening reports filed.</p> <p>Verified were screening reports for the three constructed valley tanks and Nambirizi piped water extension.</p>	<p>2</p>

<p>The LG Water department has devised strategies for environmental conservation and management</p> <p>Maximum 4 points for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that there has been follow up support provided in case of unacceptable environmental concerns in the past FY: score 1</li> </ul>	<p>The District Environment Officer did follow up during project implementation and certified them at completion upon successful implementation of environmental mitigation measures. All approvals to payment requests had certification of District Environment Officer.</p>	<p>1</p>
<p>The LG Water department has devised strategies for environmental conservation and management</p> <p>Maximum 4 points for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that construction and supervision contracts have clause on environmental protection: score 1</li> </ul>	<p>Bid documents, BOQs and contracts documents sampled had a clause on environmental protection. The reviewed documents were;</p> <ol style="list-style-type: none"> <li>BOQ for the Extension of 2km Nambirizi RGC piped water supply system phase 1 in Mijwala Sub county.</li> <li>BOQ for the Rainwater Harvesting Tank in Ssetamugongo in Lwebitakuli Sub County.</li> <li>BOQ for the three Valley Tanks (Bwamuseeta in Lwemiyaga, Bigaaga in Ntuusi and Kyanika in Mijwala Sub Counties).</li> </ol>	<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"> <li>If at least 50% WSCs are women and at least one occupying a key position (chairperson, secretary or Treasurer) as per the sector critical requirements: score 3</li> </ul>	<p>Quarter four progress report FY17/18 dated 20th July 2018 Ref. CR/Wks/18 indicated that 11 WSCs had been formed and/or reactivated. Software reports attached in progress reports indicated that at least 50% of WSCs were women and at least one took up major positions. However, in some areas in Ntuusi Sub County, some facilities didn't have at least 50% of women on the committee. This according to DWO was attributed to women declining to take these positions.</p>	<p>0</p>

<p>Gender and special needs-sensitive sanitation facilities in public places/</p> <p>RGCs provided by the Water Department.</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"><li>• If public sanitation facilities have adequate access and separate stances for men, women and PWDs: score 3</li></ul>	<p>The district did not plan for any public sanitation facility in the last financial year 2017/18. So this was not verifiable.</p>	<p>3</p>
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