



## **LLG Performance Assessment**

LLG Name: Patongo Town Council

Agago District

(Vote Code: 803)

<b>Assessment</b>	<b>Scores</b>
LLG Performance Assessment	69%

No.	Summary of requirements	Definition of compliance	Compliance justification	Score
<b>A. Functionality of Parish Administrative Structures</b>				
1	<p>The LLG has ensured that there are functional PDCs/WDCs in all their respective Parishes/Wards</p> <p>Maximum score is 2</p>	<p>Evidence that the LLG has duly constituted PDCs/WDCs with composition in accordance with the PDM Guidelines, and that PDCs are fully functional as evidenced by mobilization of beneficiaries within a parish/ward, appraisal of all proposals submitted for the revolving funds during the previous FY for all parishes, score 2, else score 0.</p>	<p>The town clerk gave us the list of WDC's in the four wards namely; Oporot, Pece, Forest and Akomo wards. We also saw the activity report for Oporot Ward Dated 8th/June/2022, Meeting Minutes on 31st May 2022, Pece Ward dated 23rd/July/2022, Forest ward dated 8th September 2022, and Akomo Ward dated 23rd/May/2022. However no proposals have yet been appraised since funds under PDM havent been releaed to SACCOS</p>	2
2	<p>LLG has ensured that all Parish Chiefs/Town Agents have collected, compiled, and analyzed data on Parish/community profiling as stipulated in the PDM Guidelines.</p> <p>Maximum score is 2</p>	<p>Evidence that all the Parishes/Wards in a LLG have compiled, updated, and analyzed data on community profiling disaggregated by village, gender, age, economic activity among others as stipulated in the PDM Guidelines, score 2 else score 0.</p>	<p>Data collection is still on going. However Patongo TC was able to cover 789 households and a household population of 4,998. This is quite a big number though the exercise is challenged by inadequate facilitation of data collectors. The Town Clerk also gave us the Data cOlection guide which was compiled by UBOS</p>	2
3	<p>The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG:</p> <p>i. Has mapped NGOs, CBOs &amp; CSO operating in the LLG and involved them in raising awareness about the PDM and planning cycle: score 2, or else 0</p>	<p>The SCDO for patongo town council gave us his NGO Mapping report dated 31st August 2022. This incliude activities done by Save the Children, GOAL, Child Fund, Youth Alive, Care International, among others</p>	2

3	<p>The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG provided guidance and information to the Village Executive Committees and to PDCs on:</p> <p>ii. Approved Programmes/activities to be implemented within the Parish for the current FY score 2, else score 0</p>	<p>We verified the Annual Work plan and the Budget and confirmed that PDCs and Village Executive Committees were guided</p>	2
3	<p>The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG provided guidance and information to the Village Executive Committees and to PDCs on:</p> <p>iii. Priority enterprises that can be implemented in the parish score 2 or else 0</p>	<p>The Town Clerk confirmed to us that they don't use Parish Scoring Sheets while Collecting Pariush Priorities</p>	2

## B. Planning and Budgeting

4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p> <p>Maximum score is 6</p>	<p>Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY:</p> <p>i. Is consistent with the LLG approved development plan III; score 1 or else 0</p>	<p>The Annual Work plan and Budget is in consistent with the SDPIII as confirmed from Tables 10&amp;11 of the development plan</p>	1
4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p> <p>Maximum score is 6</p>	<p>Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY:</p> <p>ii. Incorporates ranked priorities from all its respective parish submissions which are duly signed by the Parish Chief and PDC Chairperson score 1 or else 0.</p>	<p>All the ranked priorities by parishes were incorporated into the workplan</p>	1

4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p> <p>Maximum score is 6</p>	<p>Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY:</p> <p>iii. Is based on the outcomes of the budget conference; score 1 or else 0</p>	<p>The Annual Work plan and Budget is based on the budget conference report</p>	1
4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p> <p>Maximum score is 6</p>	<p>iv. That the LLG budget include investments to be financed by the LLG score 1 or else 0</p>	<p>The Town Council financed a few investments from its Locally Raised Revenue for example Garbage Collection, Financing Council activities, among others</p>	1
4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p> <p>Maximum score is 6</p>	<p>v. Evidence that the LLG developed project profiles for all capital investments in the AWP and Budget as per format in NDP III Score 1 or else score 0</p>	<p>All Project profiles for the current Financial Year have been developed in the prescribed format of NDP III</p>	1
4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p> <p>Maximum score is 6</p>	<p>vi. That the LLG budget was submitted to the District/Municipality/City before 15th May: score 1 or else 0</p>	<p>The Annual Work plan was submitted later than the expected date.</p>	1

5	Procurement planning for the current FY: submission of request for procurement  Maximum score is 2	Evidence that the LLG prepared and submitted inputs into the procurement plan for all the procurements to be done in a LLG for the current FY) to the CAO/TC by the 30th April of the previous FY, Score 2 or else score 0	There was no evidence of procurement plan submission provided.	0
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6	Compliance of the LLG budget to DDEG investment menu for the current FY  Maximum score is 2	Evidence that the investments in the approved LLG Budget for the current FY comply with the investment menu in the DDEG Grant, Budget and Implementation Guidelines, score 2 or else score 0	We were given the DDEG Guideline and made comparisons with the Annual Budget. All planned priorities are inline with the DDEG Guideline	2
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### C. Own Source Revenue Mobilization and Administration

7	LLG collected local revenue as per budget (Budget realization)  Maximum score is 1	Evidence that the LLG collected OSR for the previous FY within +/- 10% of the budget score 1 or else score 0.	The Town Council collected Ugx. 41,480,000 against the budget Ugx. 122,199,000 which is 34% of the budgeted figure	1
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8	Increase in LLG own source revenues from last financial year but one to last financial year.  Maximum score 1	Evidence that the OSR collected increased from previous FY but one to previous FY by more than 5 %, score 1 or else score 0	In FY 2020/2021 the Town Council collected UGX. 39,037,475 against Ugx. 41,480,000 collected in FY 2021/2022. Implying an increment of 6.2% in collection.	1
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9	The LLG has properly managed and used OSR collected in the previous FY  Maximum score 4	Evidence that the LLG:  i. Has remitted OSR to the administrative units, score 1 or else score 0.	Town Councils do not remit any share of Local Revenue to the District.	1
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9	The LLG has properly managed and used OSR collected in the previous FY  Maximum score 4	Evidence that the LLG:  ii. Did not use more than 20% of the OSR on councilors allowances in the previous FY (unless authority was granted by the Minister), score 1, else score 0	The Town Council spent Ugx. 23,635,500 on paying council allowances which s more than 20% as required by law. They did not seek permission to spend more than 20% from the minister.	1
9	The LLG has properly managed and used OSR collected in the previous FY  Maximum score 4	Evidence that the LLG:  iii. Have budgeted and used OSR funds on operational and maintenance in previous FY, score 1, else score 0	The town council used part of OSR to repair vehicle, and repair of motorcycle	1
9	The LLG has properly managed and used OSR collected in the previous FY  Maximum score 4	Evidence that the LLG:  iv. Publicised the OSR and how it was used for the previous FY, score 1, else score 0.	The Town Clerk Publicized the OSR Collection on the Notice board on 15TH aUGUST 2021	1

#### **D. Financial Management**

10	The LLG submitted annual financial statements for the previous FY on time  Maximum score is 4	Evidence that the LLG submitted its Annual Financial Statement to the Auditor General (AG) on time (i.e., by August 31), score 4 or else score 0	The Annual Financial Reports was not submitted	0
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11	<p>The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:</p> <p>i. Q1 by 15th October score 1 or else 0</p>	<p>Q1 Financial Report report was submitted to planning unit on 14th October 2021</p>	1
11	<p>The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:</p> <p>ii. Q2 by 15th January score 1 or else 0</p>	<p>Q2 Financial Report report was submitted to planning unit on 13th January 2022</p>	1
11	<p>The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:</p> <p>iii. Q3 by 15th April score 1 or else 0</p>	<p>Q3 Financial Report report was submitted to planning unit on 13th April 2022</p>	1

11	<p>The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:</p> <p>iv. Q4 by 30th July score 3 or else 0</p>	<p>Q4 Financial Report report was submitted to planning unit on 14th July 2021. They also included funds disbursed SACCOS under PDM</p>	3
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### E. Human Resources Management for Improved Service Delivery

12	<p>Appraisal of all staff in the LLG in the previous FY</p> <p>Maximum score is 6</p>	<p>Evidence that the SAS/Town Clerk appraised staff in the LLG:</p> <p>(i) All staff in the LLG including extension workers in the previous FY (by 30th June): score 2 or else 0</p>	<p>All Town Council staffs were appraised by the Town Clerk and report submitted to office of the CAO ON 12TH JULY 2022</p>	2
12	<p>Appraisal of all staff in the LLG in the previous FY</p> <p>Maximum score is 6</p>	<p>Evidence that the SAS/Town Clerk appraised staff in the LLG:</p> <p>(ii) Primary School Head teachers in public primary schools in the previous school calendar year (by 31st December) – score 2 or else 0</p>	<p>3 Primary School Head Teachers were appraised on 28th December 2021</p>	2
12	<p>Appraisal of all staff in the LLG in the previous FY</p> <p>Maximum score is 6</p>	<p>Evidence that the SAS/Town Clerk appraised staff in the LLG:</p> <p>(iii) HC III &amp; II In-charges in the previous FY (by June 30th) – score 2 or else</p>	<p>1 In charge was appraised in Patongo HC III on 25th June 2021</p>	2
13	<p>Staff duty attendance</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG has</p> <p>(i) Publicized the list of LLG staff: score 3 or else 0</p>	<p>The Town Clerk gave us the staff attendance register, The staff list was publicized on the notice board on 15th August 2021, staff performance reports were provided</p>	3



13	Staff duty attendance  Maximum score is 6	Evidence that the LLG has  (ii) Produced monthly analysis of staff attendance with recommendations to CAO/TC score 3 or else 0	The Monthly Analysis of staff attendance was not done	0
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## F. Implementation and Execution

14	The LLG has spent all the DDEG funds for the previous FY on eligible projects/activities  Maximum score is 2	Evidence that the LLG budgeted and spent all the DDEG for the previous FY on eligible projects/ activities as per the DDEG grant, budget, and implementation guidelines: Score 2, or else score 0	The Town Council completed all its projects under DDEG, we verified from the quarterly reports and Annual Financial statements provided to us by the Town Clerk	2
15	The LLG spent the funds as per budget  Maximum score is 2	Evidence that the execution of budget in the previous FY does not deviate for any of the sectors/main programs by more than +/-10%: Score 2	The Town Council spent all its funds on planned priorities as per the budget. There was no deviation from the budget	2
16	Completion of investments as per annual work plan and budget  Maximum score is 3	Evidence that the investment projects planned in the previous FY were completed as per work plan by end of FY (quarter four) :  If more than 90 % was completed: Score 3  If 70% -90%: Score 2  If less than 70 %: Score 0.	All projects in Patongo Town Council were completed and contractors were paid. This was evidenced in the Physical Progress reports	3

## G. Environmental and Social Safeguards

17	The LLG has implemented environmental and social safeguards during the previous FY  Maximum score is 2	Evidence that the LLG carried out environmental, social and climate change screening where required, prior to implementation of all planned investments/ projects, score 2 or else score 0	No Environmental and Social Safeguards report provided by the Town Clerk	0
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18	The LLG has an Operational Grievance Handling System  Maximum score is 2	(i) If the LLG has specified a system for recording, investigating and responding to grievances, which includes a designated a person to coordinate response to feed-back, complaints log book with clear information and reference for onward action, a defined complaints referral path, and public display of information at LLG offices score 1 or else 0	No Grievance Handling Committee in Patongo Town Council	0
18	The LLG has an Operational Grievance Handling System  Maximum score is 2	(ii) If the LLG has publicized the grievance redress mechanisms so that aggrieved parties know where to report and get redress score 1 or else 0	No Grievance Handling Committee in Patongo Town Council	0
19	The LLG has a functional land management system  Maximum score 1	If the LLG has a functional Area Land committee in place to assist the LG Land board in an advisory capacity on matters relating to land, including ascertaining rights on the land score 1 or else 0	The Town Council has a fully constituted and functional Area Land Committee with 5 members. Meetings conducted were held on 29th March 2021, and 20th December 2021	1

#### **H. Basic (Pre & Primary) Education services Management (in public and private schools)**

20	Awareness campaigns and mobilization on education services conducted in last FY  Maximum score is 3	Evidence that the LLG has conducted awareness campaigns and parent's mobilization for improvement of education service delivery score 3, else score 0	The Town Clerk gave us a report on EMIS awareness campaign dated 03rd June 2022. The awareness campaign was done in Patongo Akwee PS.	3
21	Monitoring of service delivery in basic schools  Maximum score is 4	Evidence that the LLG has monitored schools at least once per term in the previous 3 terms and produced a list of issues requiring attention of the committee responsible for education of the LLG council in the previous FY:  If all schools (100%) - score 4  If 80 - 99% - score 2  If 60 to 79% score 1  Below 60% score 0	The Town Clerk provided a report on monitoring opening of schools dated 21st January 2022. This was done after Covid-19	2

22	Existence and functionality of School Management Committees	Evidence that the LLG have functional school management committees in all schools; score 3, else score 0	The Town Clerk gave us minutes for SMC for Patongo Akwee dated 26th February 2021, 10th February 2021, 26th November 2021. Implying the SMCs are fully constituted and functioning	3
	Maximum score is 3			

### I. Primary Health Care Services Management

23	Awareness campaigns and mobilization on primary health care conducted in last FY	Evidence that the LLG has conducted awareness campaigns and mobilized communities for improved primary health care service delivery score 3, else score 0	The Health Inspector gave us awareness campaign and community sensitization reports on hygiene and sanitation in schhols. The report was dated 26th March 2022	3
	Maximum score is 3			

24	The LLG monitored health service delivery at least twice during the previous FY	Evidence that LLG monitored aspects of health service delivery during the previous FY , score 4 or else score 0	The Health Inspector gave us awareness campaign and community sensitization reports on hygiene and sanitation in schhols. The report was dated 26th March 2022	4
	Maximum score is 4			

25	Existence and functionality of Health Unit Management Committee	Evidence that the LLG have functional Health unit Management Committee for all Health Facilities in the LLG; score 3, else score 0	Patongo HCIII has a fully constituted and functional HUMC comprising of 8 Persons with the Chairperson named Mr.Okot Geoffrey and Incharge in the names of DR. Samantha Grace Angeyo	3
	Maximum score is 3			

### J. Water & Environment Services Management

26	Evidence that the LLGs submitted requests to the DWO for consideration in the current FY budgets	Evidence that the SAS submitted in writing requests to the DWO for consideration in the planning of the current FY score 3, else score 0		
	Maximum score is 3			

27 The LLG has monitored water and environment services delivery during the previous FY

Evidence that SAS/ATC monitored/supervised aspects of water and environment services during the previous FY including review of water points and facilities, score 3 or else score 0

Maximum score is 3

28 Existence and functionality of Water and Sanitation Committees

Evidence that the LLG have functional Water and Sanitation Committees (including collection and proper use of community contributions) score 2, else score 0

Maximum score is 2

29 Functionality of investments in water and sanitation facilities

Evidence that the SAS has an updated lists on all its water and sanitation facilities (public latrines) and functionality status. Score 2 else 0

Maximum score is 2

#### K. Urban Planning and Management (Applicable to Town Councils and Divisions only)

30	Development of the Physical Development Plans as per guidelines	(i) If the LLG has a functional Physical Planning Committee in place that: (i) is properly and fully constituted; (ii) considers new investments/ application for development permission on time; and (iii) has submitted at least 4 sets of minutes of Physical Planning Committee to the MoLHUD Score 1 or else 0	We reviewed the building plan registration book. We also reviewed the minutes of physical planning committee dated 4th March 2022, 13th May 2021. We were also given the Physical Development Plan for Patongo TC	<b>1</b>
	Maximum score 2			
30	Development of the Physical Development Plans as per guidelines	(i) If the LLG has detailed physical development plan(s) or/and area action plan(s) approved by the Council covering at least the percentage below Score 1 or else 0:	The physical Planner gave us the approved action area plan of FY 2021/2022	<b>1</b>
	Maximum score 2	20% in 2022/23		
		30% in 2023/24		
		40% in 2024/25		

31	Implementation of the physical planning and building control measures as per guidelines Maximum score 3	(i) If all infrastructure investments implemented by the LLG in the previous FY: (i) are consistent with the approved Physical Development Plan; and (ii) have a planning compliance certificate issued by MoLHUD. Score 1 or else 0	There is no certificate of compliance for Implementation of the Physical Development Plan	<b>0</b>
31	Implementation of the physical planning and building control measures as per guidelines Maximum score 3	(ii) Evidence that the LLG has named streets, numbered plots, surveyed and demarcated roads as planned (90% or more implemented) in the previous FY score 1 or else 0	The Annual Workplan has catered for plot numbering, surveying, and demarcation.	<b>1</b>
31	Implementation of the physical planning and building control measures as per guidelines Maximum score 3	(iii) Evidence that the LLG has a functional Development Control Team score 1 or else 0	The Town Council does not have a functional Development Control Team	<b>0</b>
32	The LLG has developed and implemented a solid waste management plan Maximum score 2	(i) If the LLG has prepared status report on the implementation of the approved solid waste management plan during the previous FY score 1 or else 0	1. The Town Council doesn't have the Solid Waste Management Plan	<b>0</b>
32	The LLG has developed and implemented a solid waste management plan Maximum score 2	(ii) If the LLG has conducted awareness campaigns on the management of solid waste during the previous FY score 1 or else 0	There are no minutes on awareness campaigns for solid waste management	<b>0</b>

33	Operation and Maintenance of infrastructure  Maximum score is 3	(i) If the LLG has prepared Annual Infrastructure inventory and condition survey report score 1 or else 0	There is no Annual Infrastructure Inventory and condition survey report	0
33	Operation and Maintenance of infrastructure  Maximum score is 3	(ii) If the LLG has prepared an O&M Annual Plan which is based on the Annual Infrastructure inventory and condition survey score 1 or else 0	The Town Council does not have the O&M ANNUAL WORKPLAN	0
33	Operation and Maintenance of infrastructure  Maximum score is 3	(iii) If the LLG has spent own source revenues of not less than 20% on O&M score 1 or else 0	The treasurer gave us a report showing how much they have spent on vehicle and motorcycle maintenance. It is more than 20%	1

#### **L. Production Services Management**

34	Up to date data on agriculture and irrigation collected, analyzed and reported  Maximum score is 2	If the LLG extension staff have collected, analyzed and reported data on agriculture (i.e., crop, animal and fisheries) and irrigation activities including production statistics for key commodities, data on irrigated land, farmer applications, farm visits etc. as per formats, the reports compiled and submitted to LG Production Office score 2 or else 0.	There are no LLG Reports on production statistics	0
35	Farmer awareness and mobilization campaigns carried out through farmer field days and awareness meetings  Maximum score is 2	If the LLG has carried out awareness and mobilization campaigns on all aspects of agriculture through farmer field days and awareness meetings, exchange visits, reports compiled and submitted to LG Production Office score 2 or else 0	There is no awareness creation report and attendance lists on awareness creation given by the Agricultural officer	0

36	<p>The LLG has carried out monitoring activities on production activities for crops, animals and fisheries</p> <p>Maximum score is 2</p>	<p>If the LLG extension staff has implemented monitoring activities on agricultural production for crops, animal and fisheries covering among others irrigation, environmental safeguards, agricultural mechanization, postharvest handling, pests and disease surveillance, equipment installations, farmers implementing knowledge from trainings, reports compiled and submitted to LG Production Office score 2 or else 0</p>	<p>There is no monitoring and supervision report provided by the Agricultural Officer</p>	0
37	<p>Farmer trainings through training farmer field schools and demonstrations organized and carried out</p> <p>Maximum score is 2</p>	<p>If the LLG extension staff has carried out farmer trainings on irrigated agriculture, agronomy, pests and diseases management, operation and maintenance of equipment, linkage to markets etc. through for example farmer field schools, demonstrations, and field training sessions, reports compiled and submitted to LG Production Office score 2 or else 0.</p>	<p>There is no training report provided by the Extension Worker</p>	0
38	<p>The LLG has provided hands-on extension support to farmers and farmer organizations / groups</p> <p>Maximum score is 2</p>	<p>If the LLG extension staff have provided extension support to farmers and farmer groups on crop management, aquaculture, animal husbandry, irrigation, Operation and Maintenance of equipment, postharvest handling, value addition, marketing etc. reports compiled and submitted to LG Production Office score 2 or else 0</p>	<p>There is no field reports on extension support provided</p>	0