



LGPA 2019/20

Sheema Municipal
Council

(Vote Code: 796)

Assessment	Scores
Accountability Requirements	%
Crosscutting Performance Measures	78%
Educational Performance Measures	91%
Health Performance Measures	89%
Water & Environment Performance Measures	0%

No.	Summary of requirements	Definition of compliance	Compliance justification	Compliant?
Annual performance contract				
1	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.	<ul style="list-style-type: none"> From MoFPED's inventory/schedule of LG submissions of performance contracts, check dates of submission and issuance of receipts and: <ul style="list-style-type: none"> If LG submitted before or by due date, then state 'compliant' If LG had not submitted or submitted later than the due date, state 'non-compliant' From the Uganda budget website: www.budget.go.ug, check and compare recorded date therein with date of LG submission to confirm. 	The LG submitted the Annual Performance Contract on 10th July 2019 and was received by MoFPED on the same date. The submission was in time.	Yes
Supporting Documents for the Budget required as per the PFMA are submitted and available				
2	LG has submitted a Budget that includes a Procurement Plan for the forthcoming FY by 30th June (LG PPDA Regulations, 2006).	<ul style="list-style-type: none"> From MoFPED's inventory of LG budget submissions, check whether: <ul style="list-style-type: none"> 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. 	The LG submitted a Budget for the forthcoming FY (2019/2020) on 10th July 2019 and it was received by MoFPED on the same date. The Budget contained a LG Procurement and Disposal Plan for FY 2019/20	Yes
Reporting: submission of annual and quarterly budget performance reports				

3

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)

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:

- If LG submitted report to MoFPED in time, then it is compliant
- If LG submitted late or did not submit, then it is not compliant

The LG submitted the Annual Performance Report for the previous FY 2018/2019 on **31st July 2019** Under Ref: SMC/CR/213/2 and acknowledged receipt by MoFPED on 23rd August 2019.

Yes

4

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).

From MoFPED's official record/inventory of LG submission of quarterly reports submitted to MoFPED, check the date MoFPED received the quarterly performance reports:

- If LG submitted all four reports to MoFPED of the previous FY by July 31, then it is compliant (timely submission of each quarterly report, is not an accountability requirement, but by end of the FY, all quarterly reports should be available).
- If LG submitted late or did not submit at all, then it is not compliant.

Submission of the quarterly budget performance reports during FY 2018/2019 was as follows:

1. Quarter 01 was submitted on 1st November 2018
2. Quarter 02 was submitted on 1st February 2019
3. Quarter 03 was submitted on 10th May 2019
4. Quarter 04 was submitted on 31st July 2019

All reports were submitted timely.

Yes

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 lines with applicable laws.

From MoFPED's Inventory/record of LG submissions of statements entitled "Actions to Address Internal Auditor General's findings",

Check:

- If LG submitted a 'Response' (and provide details), then it is compliant
- If LG did not submit a 'response', then it is non-compliant
- If there is a response for all – LG is compliant
- If there are partial or not all issues responded to – LG is not compliant.

The Town Clerk of Sheema Municipal Council provided information to the PS/ST on the status of implementation of Internal Auditor General or Auditor General's findings for FY 2017/2018 as detailed below:

The Town Clerk submitted to the PS/ST information on the status of implementation of Internal Auditor General or Auditor General's findings through letter dated 6th February, 2019 under reference SMC/CR/252/4/1. The letter was copied to the Permanent Secretary Ministry of Local Government, Office of the Auditor General, IGG, Accountant General, IAG and Head of Internal Audit in Sheema MC. Copy of the TC's letter was received by various offices as follows: MoFPED, IAG, OAG, IGG, and Accountant General on 26th February, 2019. The five queries which were responded to by the TC were raised by the PS/ST through letter dated 21st November, 2018 under reference IIA 50/260/01 and copied to: OAG, Accountant General, IAG, PS MoLG and Head of Internal Audit, Sheema Municipal Council. All the queries were accordingly followed up and cleared. Specifically the queries that were raised were detailed as provided hereunder:

- (a) Unshared local revenue totalling shs 20,044,932;
- (b) Unaccounted for funds amounting to shs 36,406,700;
- (c) Doubtful expenditure totalling shs 14,840,000;
- (d) Diversion of funds amounting to shs 7,847,839;
- (e) Cross-cutting issues for other matters.

Total number of queries raised Total number of queries cleared Total number of queries pending

5 5 0

The OAG raised four queries in FY 2017/2018 for which the TC communicated response to queries through letter under reference SMC/CR/252/6 dated 21st February, 2019. The letter was copied to Hon. Minister of Finance Planning and Economic Development, OAG, PS MoLG, Accountant General, IAG, and Head of Internal Audit. The same letter was received by IAG, MoLG, OAG, MoFPED, Accountant General on 26th February, 2019. The Municipal Council got Unqualified OAG opinion in respect of the audited financial statements for FY 2017/2018.

Specific queries raised by the OAG were as detailed below:

- (a) Low recovery of funds disbursed to the youths under the YLP programme totalling shs 127,714,000;
- (b) Lack of waste treatment facility and compost plant;
- (c) Lack of Physical Planner in private practice on Physical Planning Committee;
- (d) Unlicensed activities on natural resources.

Total number of queries raised Total number of queries cleared Total number of queries pending

4 4 0

The audit opinion of LG
Financial Statement
(issued in January) is not
adverse or disclaimer.

According to the Auditor General's report of December
2019, the audit opinion for the financial statements of
Sheema MC for the Financial Year ended 30th June 2019
was Unqualified.



No.	Summary of requirements	Definition of compliance	Compliance justification	Score
Planning, budgeting and execution				
1	<p>All new infrastructure projects in: (i) a municipality / (ii) in a district are approved by the respective Physical Planning Committees and are consistent with the approved Physical Plans</p> <p>Maximum 4 points for this performance measure.</p>	<p>Evidence that a district/ municipality has:</p> <ul style="list-style-type: none"> • A functional Physical Planning Committee in place that considers new investments on time: score 1. 	<p>The Physical Planning Committee was constituted as per Part III (9) of the Physical Planning Act, 2010. The Municipal had 10 members and this committee was constituted on 23rd November 2016 on ref: SMC 153/1</p> <p>Member included;</p> <ul style="list-style-type: none"> • Barekye Justine, the Town Clerk as the Chairperson effective 6th February 2019 • Musiime Serwano, the Physical Planner as the Secretary • Byabasaija Archilles, the Ag. Municipal Engineer as a Member • Akankwasa Johnson, Ag. Principal Health Inspector as a Member • Turyatunga Patrick, District Environment Officer • Mubangizi Dennis, the Ag. SATC Kabwohe Division • Anyomo Margaret, Ag. SATC Sheema Central Division • Natukunda Annet, Ag. SATC Kashozi Division • Mwikirize Hannington, Ag. SATC Kagango Division • Mwesigye Fredrick, Planner in Private Practice <p>The Committee was functional during the FY 2018/2019 evidenced by the following: (Examples)</p> <p>The PPC held a meeting on 27th September 2018, attended by 8 members. Under MIN/056/09/UPPC/SMC/18, members discussed 38 development applications for plans and 37 were approved.</p> <p>The PPC also held a meeting on 28th December 2018 and was attended by 9 members. Under MIN/063/12/UPPC/SMC/18, 48 development applications were discussed and 45 were approved, 02 were rejected and 01 was deferred.</p> <p>There was another meeting on 19th March 2019 attended by 10 members. Under minute no. 073/03/UPPC/SMC/19, 68 applications were received and out of these, 60 were approved, 07 were deferred and 01 rejected.</p> <p>During the meeting held on 22nd May 2019, 32 attended including 22 Town agents (Parish Chiefs).</p> <p>The current Physical Development Plan ref: SMC/KD/PDP/01/2018 was recommended by Council under minute no.39/COU/SMC/MARCH/2018-19FY and submitted to the National Physical Planning Board for approval on 7th June 2019. It was gazetted in the New Vision newspaper of Tuesday March 20th 2018.</p> <p>The building plans register was in place though lacking date on which actual plans were received.</p>	1

1

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

Maximum 4 points for this performance measure.

- Evidence that district/ MLG has submitted at least 4 sets of minutes of Physical Planning Committee to the MoLHUD score 1.

4 sets of minutes of the Physical Planning Committee had been submitted to MoLHUD as follows:

a) minutes of 27th September 2018 had been submitted on 22nd November 2019

b) minutes of 28th December 2018 had been submitted on 22nd November 2019

c) minutes of 19th March 2019 had been submitted on 22nd November 2019

d) minutes of 22nd May 2019 had been submitted on 22nd November 2019

1

1

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

Maximum 4 points for this performance measure.

- All infrastructure investments are consistent with the approved Physical Development Plan: score 1 or else 0

There was only one project , i.e. staff house construction at Ishekye Primary school consistent with the approved Physical Development Plan out of the five infrastructure projects. Those not traceable in the approved Physical Development Plan were; Class room completion at Kamabaare P/S and construction of schools at Kyabandara P/S , Construction of 5 stance V.I.P latrines at Mutojo Integrated and Buseire Primary schools, Upgrade of Kitojjo HC II to HC III and Construction of Municipal Administration block Phase IV.

0

1

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

Maximum 4 points for this performance measure.

- Action area plan prepared for the previous FY: score 1 or else 0

Action Area plan for FY 2018/2019, ref: SMC/KD/LPDP/01/2018 was prepared by Musiime Serwano, the Physical Planner and approved by the Town Clerk on 27th March 2019. This was for Kabwohe Division.

1

2

The prioritized investment activities in the approved AWP for the current FY are derived from the approved five-year

development plan, are based on discussions in annual reviews and

budget conferences and

have project profiles

Maximum 5 points on this performance measure.

- Evidence that priorities in AWP for the current FY are based on the outcomes of budget conferences: score 2.

There was evidence that priorities were discussed in the Budget Conference held on **2nd November 2019**. These included;

a) Upgrade of Kasozi HC II to HC III on P.64-65 of the AWP and P. 29 -30 of the budget conference report.

b) Construction of 2 in 1 classroom blocks at Kyabandara Madrast P/S, Completion of 2 in 1 classroom block at Kamabaare P/S, Construction of a 5 stance latrine at Nyamiyaga P/S on P.74 – 75 of the AWP and on P. 34 of the budget conference report

c) Casting and installation of concrete ring culverts – 315 pieces on P. 86 of the AWP and on P. 53 of the budget conference report

d) Completion of the DLG Administration block on P. 92 of the AWP and on P. 52 of the budget conference report.

e) Routine maintenance of 237kms of roads on P. 88 of the AWP and on P.51 of the budget conference report

f) Installation of 5 street lights in Central Business District – Kabwohe on P. 92 of the AWP. However this was not discussed in the budget conference but approved during the council meeting held on 27th March 2019 under Min. 45/COU/SMC/2018 -2019 FY (a)

2

The prioritized investment activities in the approved AWP for the current FY are derived from the approved five-year development plan, are based on discussions in annual reviews and

budget conferences and

have project profiles

Maximum 5 points on this performance measure.

• Evidence that 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.

Capital investments in the approved Annual Work Plan for the FY 2019/2020 were derived from the approved Five-Year Development Plan 2015/16 – 2019/20. For instance;

- a) Upgrade of Kasozi HC II to HC III on P.64-65 of the AWP and P. 97 of the DDP II.
- b) Construction and completion of 46 classrooms in 23 primary schools on P. 74 – 75 of the AWP and P. 79 of the DDP
- c) Construction of 5 stance V.I.P latrines on P. 75 – 76 of the AWP and on P. 89 of the DDP
- d) Routine maintenance of 227kms of roads on P. 88 of the AWP and on P.68 of the DDP

The prioritized investment activities in the approved AWP for the current FY are derived from the approved five-year development plan, are based on discussions in annual reviews and

budget conferences and

have project profiles

Maximum 5 points on this performance measure.

• Project profiles have been developed and discussed by TPC for all investments in the AWP as per LG Planning guideline: score 2.

Project Profiles had been developed as per LG Planning guidelines and discussed during the TPC meeting held on **12th June 2018** under Minute 112/SMC/TPC/JUNE/2018/19. Examples included;

- a) Class room completion at Kamabaare P/S and construction of schools at Kyabandara P/S
- b) Construction of 5 stance V.I.P latrines at Mutojo Integrated and Buseire Primary schools
- c) Upgrade of Kitojjo HC II to HC III
- d) One staff house constructed at Ishekye Primary School
- e) Construction of Municipal Administration block Phase IV
- f) Installation of street lights at Kabwohe CBD
- g) Maintenance of 150km of municipality roads
- h) Community Access roads maintenance.

3	<p>Annual statistical abstract developed and applied</p> <p>Maximum 1 point on this performance measure</p>	<ul style="list-style-type: none"> Annual statistical abstract, with gender-disaggregated data has been compiled and presented to the TPC to support budget allocation and decision-making- maximum score 1. 	<p>The Annual Statistical Abstract had been compiled discussed during a TPC meeting held on 20th February 2019 under Minute <u>number 83/TPC/SMC/2019</u> and was used in budget allocation of funds for FY 2019/20</p>	1
4	<p>Investment activities in the previous FY were implemented as per AWP.</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> Evidence that 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 	<p>All Infrastructure projects implemented by the LG in the previous FY 2018/2019 were derived from the Annual Work Plan and Budget approved by the LG Council under <u>Minute no. 22/COU/SMC/2018</u> (a) of 30th May 2018. These included;</p> <p>a) Construction of OPD ward at Kitojo HC III was on P. 61 of the AWP and on P.23 of the budget</p> <p>b) Maternity ward Construction at Kitojo HC II was on P. 60 of the AWP and on P.23 of the budget</p> <p>c) Construction of staff houses at Kitojo HC II was on P.60 of the AWP and on P.23 of the budget</p> <p>d) Provision of furniture at Kitojo HC II was on P.59 of the AWP and on P.22 of the budget</p> <p>e) Construction of 2 in 1 classroom blocks at Ngomanungi, Nyakashambya, Kamabaare, Rweigaaga Primary schools was on P.66 of the AWP and on P.30 of the budget</p> <p>f) Latrine Construction and rehabilitation at Kihunda, Mutojo Intergrated and Busesire Primary schools was on P.68 of the AWP and on P.30 of the budget</p> <p>g) One staff house construction at Ishekye Primary school was on P.68 of the AWP and on P.30 of the budget</p> <p>h) Construction of the Municipal Council admin block Phase III was on P.81-82 of the AWP and on P. 38 of the budget</p>	2

Investment activities in the previous FY were implemented as per AWP.	<ul style="list-style-type: none"> • Evidence that the investment projects implemented in the previous FY were completed as per work plan by end for FY. 	<p>There was evidence that investment projects implemented in the previous FY were completed as per work plan by end for FY as seen below; However, this was by 71% only.</p> <ol style="list-style-type: none"> 1. Construction of OPD ward at Kitojjo HC III was not completed as per work plan by end of FY 2018/19 2. Maternity ward Construction at Kitojo HC II was not completed as per work plan by end of FY 2018/19 3. Construction of staff houses at Kitojo HC II was completed as per work plan by end of FY 2018/19 4. Provision of furniture at Kitojjo HC II was not completed as per work plan by end of FY 2018/19 5. Construction of 2 in 1 classroom blocks at Ngomanungi, Nyakashambya, Kamabaare, Rweigaaga Primary schools was completed as per work plan by end of FY 2018/19 6. Latrine Construction and rehabilitation at Kihunda, Mutojo Intergrated and Busesire Primary schools was completed as per work plan by end of FY 2018/19 7. One staff house construction at Ishekye Primary school was completed as per work plan by end of FY 2018/19 8. Construction of the Municipal Council admin block Phase III was completed as per work plan by end of FY 2018/19
Maximum 6 points on this performance measure.	<ul style="list-style-type: none"> o 100%: score 4 o 80-99%: score 2 o Below 80%: 0 	

<p>The LG has executed the budget for construction of investment projects and O&M for all major infrastructure projects during the previous FY</p> <p>Maximum 4 points on this Performance Measure.</p>	<ul style="list-style-type: none"> • Evidence that all investment projects in the previous FY were completed within approved budget – Max. 15% plus or minus of original budget: score 2 	<p>Investment projects in the previous FY 2018/19 were completed as follows;</p> <ol style="list-style-type: none"> a) Construction of OPD ward at Kitojo HC III had been budgeted at UGX. 160,000,000 however this amount was not paid b) Maternity ward Construction at Kitojo HC II had been budgeted for UGX. 130,000,000 and actual expenditure was UGX. 72,545,000 c) Construction of staff houses at Kitojo HC II had been budgeted at UGX. 170,000,000 and actual expenditure was UGX. 169,632,000 d) Provision of furniture at Kitojjo HC II had been budgeted at UGX. 15,605,000 and actual expenditure was UGX. 8,630,000 e) Construction of 2 in 1 classroom blocks at Ngomanungi, Nyakashambya, Kamabaare, Rweigaaga Primary schools had been budgeted at UGX. 152,764,000 and actual expenditure was UGX. 152,764,000 f) Latrine Construction and rehabilitation at Kihunda, Mutojo Intergrated and Busesire Primary schools had been budgeted at UGX. 72,046,000 and actual expenditure was UGX. 72,046,000 g) One staff house construction at Ishekye Primary school had been budgeted at UGX. 16,771,000 and actual expenditure was UGX. 16,771,000 h) Construction of the Municipal Council administration block Phase III had been budgeted at UGX. 81,750,000 and actual expenditure was UGX. 81,750,000
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Total budgeted amount was **UGX. 798,936,000** and total actual expenditure was **UGX. 574,138,000**, which is only **72%**

5	<p>The LG has executed the budget for construction of investment projects and O&M for all major infrastructure projects during the previous FY</p>	<p>• Evidence that the LG has budgeted and spent at least 80% of the O&M budget for infrastructure in the previous FY: score 2</p>	<p>Budget for O&M in FY 2018/2019 was Shs. 15,606,000 and actual expenditure was Shs. 4,180,000 resulting into a percentage of 26%. This was on the upgrade of Kitojo HC II to HC III</p>	0
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Maximum 4 points on this Performance Measure.

Human Resource Management

6	<p>LG has substantively recruited and appraised all Heads of Departments</p>	<p>• Evidence that the LG has filled all HoDs positions substantively: score 3</p>	<p>There was no evidence that all HoD positions were substantively filled. There were 12 HoDs as per the Approved Structure ref ARC135/306/01 dated on 18th October 2017 and 6 out of 12 were substantively appointed as follows;</p>	0
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Maximum 5 points on this Performance Measure

Principal Treasurer- Kemeru Jenipher(SMC/CR/3010) was appointed on promotion in a letter dated on 26/7/2018 ref SMC/CR/156/4/1 under Min 40/2018(iii)(10).

Senior Human Resource Officer- Atwazagye Nixon (SMC/CR/3001) was appointed on promotion in a letter dated on 4/07/2017 ref SMC/CR/156/4/1 under Min 82 of 2017(k).

Procurement Officer- Katusiime Maude (SMC/CR/3067) was appointed on promotion in a letter dated on 16/6/2017 ref SMC/CR/161/1 under Min 74(i)(7) of 2017.

Senior Internal Auditor- Musimenta Justus (SMC/CR/3015) was appointed on promotion in a letter dated on 4/10/2019 ref SMC/CR/156/4/1 under Min 31/2019(w).

Senior Agriculture Officer- Kagurusya Nicholas (SMC/CR/3004) was appointed on promotion in a letter dated on 11/04/2019 ref SMC/CR/1556/4/1 under DSC Min 7/2019.

Senior Physical Planner- Bamusiime Dickson (SMC/CR/3002) was appointed in a letter dated on 26/09/2017 ref SMC/CR/156/4/1 under DSC Min 104/DSC/2017(h).

The following positions were not substantively filled;

- Municipal Engineer
- Senior Environment Officer
- Principal Education Officer
- Principal Community Development Officer
- Principal Commercial Officer
- Medical Officer of Health Services

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

There was evidence that all HoDs including those in acting positions were appraised for the previous FY 2018/19 as follows;

Principal Treasurer- Kemeru Jenipher (SMC/CR/3010) Signed performance agreement on 3/07/2018 and was appraised on 30/07/2019 by the Town Clerk.

Senior Human Resource Officer-Atwazagye Nixon Signed performance agreement on 6/8/2018 and was appraised by Town Clerk but no specific date.

Procurement Officer- Katusiime Maude (SMC/CR/3067) was appointed on promotion in a letter dated on 16/6/2017 and was appraised on 3/07/2019 by the Senior Human Resource Officer.

Senior Internal Auditor- Musimenta Justus (SMC/CR/3015) Signed agreement on 9/07/2018 and was appraised on 9/7/2019 by the Town Clerk.

Senior Agriculture Officer- Kagurusya Nicholas (SMC/CR/3004) Signed agreement on 2/07/2018 and was appraised on 15/07/2019 by the Town Clerk.

Ag. Senior Physical Planner- Agume Adson (SMC/CR/3090) assigned duty on 24/07/2018 and was appraised on 1/07/2019 by the Principal Treasurer. The substantive Senior Physical Planner was on a study leave in FY 2018/2019.

Ag. Municipal Engineer- Byabashaija Achilles Signed agreement on 18/07/2018 and was appraised on 13/07/2019 by the Town Clerk.

Ag. Principal Education Officer- Tushemerirwe Zipporah (SMC/CR/3003) was appointed in a letter dated on 9/5/2019 and appraised by Town Clerk but no specific date.

Ag. Principal Community Development Officer- Bright John Signed agreement on 1/07/2018 and was appraised on 15/07/2019 by the Town Clerk.

Ag. Medical Officer of Health Services- Akankwasa Johnson Signed agreement on 8/8/2018 and was appraised on 11/7/2019 by the Town Clerk.

Ag. Principal Commercial Officer- Ndibarema Januario (SMC/CR/2050) was appointed in a letter dated on 18/1/2019 ref SMC/CR/156/4/1 under DSC Min 6/2018(iii). He died before being appraised in FY 2018/2019.

- 7 The LG DSC has considered all staff that have been submitted for recruitment, confirmation and disciplinary actions during the previous FY.
- Maximum 4 points on this Performance Measure.
- Evidence that 100 % of staff submitted for recruitment have been considered: score 2
- There was 100% evidence that all the 50 positions submitted to the DSC were considered as follows;
- In a letter dated on 18/12/2018 ref SMC/160/1 from Town Clerk to DSC, there were 5 positions submitted namely; Clinical Officer (1), Anaesthetic Officer (1), Health Officer(1) and Enrolled Nurse(2).
 - In a letter dated on 12/03/2019 ref SMC/160/1 by Town Clerk to DSC, 5 positions of Education Assistant II were submitted.
 - In a letter from Town Clerk to DSC dated on 14/5/2019 ref SMC/160/1, 8 positions of Education Assistant II and 1 position of Enrolled Midwife were submitted.
 - In a letter dated on 20/6/2019 ref SMC/160/1, positions submitted were; Deputy TC (1), Sen. Physical Planner(1), Porter(2), Askari (2) and Sen. Educ. Asst.(25).
- In the Daily Monitor adverts of Sheema DSC "External job advert no. 1/2019 in the newspaper dated on 11/01/2019 and "external job advert no. 2/2019 in the New vision newspaper dated on 28/06/2019 , all the positions were considered and advertised by the commission. There was also evidence of the Internal advert "02/2019" dated on 28/06/2019 for the positions (Senior Educ. Asst-25) internally considered.

7	<p>The LG DSC has considered all staff that have been submitted for recruitment, confirmation and disciplinary actions during the previous FY.</p> <p>Maximum 4 points on this Performance Measure.</p>	<ul style="list-style-type: none"> • Evidence that 100 % of positions submitted for confirmation have been considered: score 1 	<p>There was 100% evidence that the 39 staff submitted for confirmation to DSC were considered as follows;</p> <p>In a letter to DSC dated on 12/04/2019 ref SMC/160/1, 1 staff was submitted for confirmation.</p> <p>In a letter dated on 5/03/2019 ref SMC/CR/160/1, 38 Staff were submitted by the Town Clerk for confirmations.</p> <p>All staff were considered and a sample as follows;</p> <ul style="list-style-type: none"> • In the DSC Minute Extracts of a Meeting held on 23rd to 26th April 2019, the following were considered; <p>Koburunga Constance was confirmed as Education Assistant II arising out of DSC Min 11/2019(1).</p> <p>Twikirize Jona was confirmed as Education Assistant II arising out of DSC Min 11/2019(2).</p> <p>Tubenawe Adonia was confirmed as Education Assistant II arising out of 11/2019(3).</p> <p>Ainembabazi Diana was confirmed as Education Assistant arising out of DSC Min. 11/2019(3).</p> <ul style="list-style-type: none"> • In the DSC Minute Extracts of a meeting held on 14th and 27th March 2019, the following were confirmed; <p>Mugabe Badru was confirmed as Education Assistant II arising out of DSC Min 7/2019(a)(1).</p> <p>Arinaitwe Innocent was confirmed as Town Agent arising out of DSC Min 7/2019(a)(16)(i).</p> <p>Ogira Osbert was confirmed as Office Attendant arising out of DSC Min 7/2019(a)(29).</p> <p>Tusiime Phionah was confirmed as Information Technology Officer arising out of DSC Min 7/2019(a)(31).</p> <p>Kisolo Kulthum was confirmed as Community Development Officer arising out of DSC Min 7/2019(a)(33).</p> <p>Kemigisha Ruthler was confirmed as Engineering Assistant arising out of DSC Min 7/2019(a)(34).</p> <p>Bahumwire Patience was confirmed as Enrolled Nurse arising out of DSC Min 7/2019(a)(36).</p>
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<p>7 The LG DSC has considered all staff that have been submitted for recruitment, confirmation and disciplinary actions during the previous FY.</p> <p>Maximum 4 points on this Performance Measure.</p>	<ul style="list-style-type: none"> • Evidence that 100 % of positions submitted for disciplinary actions have been considered: score 1 	<p>There was evidence that 3 disciplinary cases were submitted to the DSC on 15/8/2018 ref SMC/CR/160/1 and all were considered though 1 case was still under investigation. The cases were as follows;</p> <p>Gumisiriza Felex (SMC/CR/412) Education Assistant II was submitted with a case of Absence from duty. In the DSC Meeting held on 17th, 18th and 19th September 2019, an action was taken and he was to be regarded as having absconded from duty and resigned from service accordingly.</p> <p>Nabukenya Hanipher (SMC/CR/430) Senior Education Assistant was submitted with a case of absence from duty. In the DSC Meeting held on 17th, 18th and 19th September 2019, an action was taken and she was to be regarded as having absconded from duty and resigned from service accordingly.</p> <p>However, the following case was not yet concluded on and still in the DSC;</p> <p>Gambamazima James (Education Assistant II) was submitted with a case of absence of duty but the case was not yet concluded on by the DSC.</p>
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8	<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>	<p>• Evidence that 100% of the staff recruited during the previous FY have accessed the salary payroll not later than two months after appointment: score 3</p>	<p>There were 19 staff recruited in the previous FY and there was 100% evidence that all staff had accessed payroll not later than two months as a sample were assessed as follows;</p> <p>Twinamatsiko Robert (SMC/CR/2070) was appointed as Anaesthetic Officer in a letter dated on 9/05/2019 ref SMC/CR/156/4/1 under DSC Min 10/2019(iv)(2). He assumed duty on 28/05/2019 and accessed payroll in June 2019 IPPS no.1041775.</p> <p>Atukwatse Charity (SMC/CR/2075) was appointed as Clinical Officer in a letter dated on 9/05/2019 ref SMC/CR/156/4/1 under DSC Min 10/2019(v)(5). Assumed duty on 31/05/2019 and accessed payroll in June 2019 IPPS no.1042592.</p> <p>Kugonza Irene (SMC/CR/2077) was appointed as Enrolled Nurse on 9/5/2019ref SMC/CR/156/4/1 under DSC Min 10/2019(vi)(5). Assumed duty on 27/05/2019 and access payroll in June 2019 IPPS no. 1041768.</p> <p>Nayebare Immaculate (SMC/CR/2073) was appointed as Enrolled Nurse on 9/05/2019 under DSC Min 10/2019(vi)(7). Assumed duty on 29/05/2019 and accessed payroll in June 2019 IPPS no.1042587.</p> <p>Asasiira Emily (SMC/CR/2078) was appointed as Enrolled Nurse on 31/05/2019 under DSC Min 19/2019(c). Assumed duty on 7/06/2019 and accessed payroll in July 2019 IPPS no.1045190.</p> <p>Namagembe Sophia (SMC/CR/450) was appointed as Education Assistant II on 9/05/2019 under DSC Min 10/2019(xvii)(67). Assumed duty on 27/5/2019 and accessed payroll in June 2019 IPPS no.1041772.</p> <p>Nyanzi Evan (SMC/CR/478) was appointed as Education Assistant II on 9/05/2019 under DSC Min 10/2019(xvii)(61). Assumed duty on 27/05/2019 and accessed payroll in June 2019 IPPS no.1041780.</p> <p>Muwonge Amuza (SMC/CR/477) was appointed as Education Assistant II on 9/05/2019 under DSC Min 10/2019(xvii)(22). Assumed duty on 28/05/2019 and accessed payroll in June 2019 IPPS no.1041783.</p> <p>Natujuna Audrine (SMC/CR/476) was appointed as Education Assistant II on 9/05/2019 under DSC Min 10/2019(xvii)(69). Assumed duty on 27/05/2019 and accessed payroll in June 2019 IPPS no.1041789.</p> <p>Mwesigwa Baker (SMC/CR/479) was appointed as Education Assistant II on 9/05/2019 under DSC Min 10/2019(xvii)(72). Assumed duty on 27/05/2019 and accessed payroll in June 2019 IPPS no.1042595.</p>
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8	<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>	<p>• Evidence that 100% of the staff that retired during the previous FY have accessed the pension payroll not later than two months after retirement: score 2</p> <p>There were 10 staff who retired in the FY 2018/2019 but none had accessed the payroll not later than two months because the pension system was fully decentralized in the Municipal in 2019. The retirees were as follows;</p> <p>Twesigye Charles retired as Head Teacher on 31/07/2018 and accessed payroll in April 2019 IPPS no.562105.</p> <p>Kamya Yahaya retired as a Head Teacher on 31/11/2018 and accessed payroll in February 2019 IPPS no.561626.</p> <p>Besigwa Nelson retired as Education Assistant II on 31/08/2018 and accessed payroll in September 2019 IPPS no.561653.</p> <p>Muhumuza Henry Thomson retired as Education Assistant II on 30/8/2018 and accessed payroll in September 2019 IPPS no.561561.</p> <p>Kyamanywa Freddie retired as Head Teacher on 30/01/2019 and accessed payroll in March 2019 IPPS no.561318.</p> <p>Kamugunda Anthony retired as Education Assistant II on 30/01/2019 and accessed payroll in September 2019 IPPS no.561612.</p> <p>Mbisimirwa Andrew retired as Deputy Head Teacher on 31/03/2019 and accessed payroll in November 2019 IPPS no.561353.</p> <p>Kwikiriza Asaph retired as Senior Accounts Assistant on 30/09/2018 and accessed payroll in June IPPS no.479836.</p> <p>Senior Education Assistant retired as Senior Education Assistant on 30/06/2018 and accessed payroll in July 2019 IPPS no.562604.</p>	0
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Revenue Mobilization

9	<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>	<p>• 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.</p> <p>• If the increase is from 5% - 10 %: score 2.</p> <p>• If the increase is less than 5 %: score 0.</p> <p>OSR realised by Sheema Municipal Council during FY 2017/2018 amounted to Shs 723,360,148 as indicated on page 14 of the audited financial statements of FY 2017/2018. The total of the OSR realised during FY 2018/2019 amounted to Shs 572,102,756 as indicated on page 12 of the FY 2018/2019 draft financial statements. The draft financial statements were submitted to the OAG by the TC on 2nd August, 2019, through letter referenced SMC/CR/106/1 and dated 26th July, 2019.</p> <p>Records indicated that there was no sale of MC assets in both financial years, FY 2017/2018 and FY 2018/2019 respectively.</p> <p>There was decrease in local revenue performance totalling Shs 151,257,392 during FY 2018/2019 i.e (shs 723,360,148 less shs 572,102,756).</p> <p>Poor performance in revenue collection was attributed to:</p> <p>(ii) Inadequate sensitisation of tax payers.</p> <p>(iii) Failure to fully implement the Local Revenue Enhancement Plan (REP)</p> <p>(iii) Abolition of Taxi Park Fees at Kabwohe Park by Government as per circular letter dated 13th February, 2017 under reference ADM/193/363/01 by the Honourable Minister of Local Government.</p>	0
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- 10 LG has collected local revenues as per budget (collection ratio)
- Maximum 2 points on this performance measure
- 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.
- Sheema MC had in place an original local revenue budget for FY 2018/2019 amounted to Shs 727,197,000 as indicated on page (ii) of the approved budget. The budget was submitted to MoFPED on 5th September, 2018.
- The total local revenue collected during FY 2018/2019 amounted to shs 572,102,756 as indicated on page 12 of the FY 2018/2019 financial statements.
- Computation:
- $$\frac{572,102,756}{727,197,000} \times 100 = 78.5\%$$
- Variation: 21.5%
- This translates into a revenue collection beyond the allowable range of +/- 10%.

<p>11 Local revenue administration, allocation and transparency</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> • Evidence that the District/Municipality has remitted the mandatory LLG share of local revenues: score 2 	<p>Sheema Municipal Council is comprised of four divisions namely: Sheema Central, Kashozi, Kagango and Kabwohe during FY 2018/2019.</p> <p>It was noted that divisions collected local revenue on behalf of the MC and remitted the 50% component to the MC as required by the law and retained 50% for each one of them. The Municipal Council remitted 30% of the collected local revenue (equalization) to divisions based on the current established procedures and law as well as the Local Governments Act CAP 243. In this regard, during FY 2018/2019, divisions remitted a total of shs 288,873,224 to the Municipal Council as the 50% mandatory transfer to the MC. Out of shs 288,873,224, a total of shs 63,897,375 was remitted by the MC to the divisions as the 30% mandatory share of local revenue.</p> <p>Examples of transfers to the four divisions:</p> <p>i) The Kashozi Division received shs 3,404,770 vide payment voucher number 5/1 dated 24th January, 2019;</p> <p>ii) Kabwohe Division received shs3,404,770 vide payment voucher 5/1 dated 24th January, 2019;</p> <p>iii) Kagango Division received shs 4,524,688 vide payment voucher number 5/12 dated 19th December, 2018;</p> <p>iv) Sheema Central Division received shs 2,860,854 vide payment voucher number 8/6 dated 28th June, 2018;</p> <p>Amounts remitted to Sheema Municipal Council head quarters were verified and confirmed through official MC receipts acknowledging the 50% component of the local revenue from the four divisions.</p> <p>Examples of remittances to the MC from the four divisions:</p> <p>i) The Kashozi Division remitted shs 925,584 as per MC official receipt number 2193 dated 28th June, 2019;</p> <p>ii) Kagango Division remitted shs 177,012 as per MC official receipt number 2209 dated 30th June, 2019;</p> <p>iii) Kabwohe Division remitted shs 1,015,613 as per MC official receipt number 2210 dated 30th June, 2019;</p> <p>iv) Sheema Central Division remitted shs 727,825 as per MC official receipt number 2206 dated 30th June, 2018;</p> <p>Sheema MC made collections of the Local Service Tax totalling shs 32,509,000 during FY 2018/2019 out of which shs 9,752,700 was remitted to the four divisions. Examples:</p> <p>Kashozi Division received shs 2,438,175 as per official division receipt number 1274 dated 22nd April, 2019;</p> <p>Sheema Central Division received shs 2,438,175 as per division official receipt number 2554 dated 20th April, 2019;</p> <p>Kagango Division received shs 2,438,175 as per division official receipt number 778 dated 18th April, 2019;</p> <p>Kabwohe Division received shs 2,438,175 as per division official receipt number 1149 dated 29th April, 2019.</p>
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11	Local revenue administration, allocation and transparency Maximum 4 points on this performance measure.	<ul style="list-style-type: none"> • Evidence that the total Council expenditures on allowances and emoluments- (including from all sources) is not higher than 20% of the OSR collected in the previous FY: score 2 	<p>Sheema Municipal Council spent shs 24,090,000 on council allowances and emoluments during FY 2018/2019 as extracted from the draft financial statements page 32 and payment vouchers. The local revenue realised during FY 2017/2018 amounted to shs 723,360,148.</p> <p>Computation:</p> $\frac{24,090,000}{723,360,148} \times 100 = 3.3\%$ <p>Payment of allowances and emoluments was effected within the 20% limit.</p>	2
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Procurement and contract management

12	The LG has in place the capacity to manage the procurement function Maximum 4 points on this performance measure.	<ul style="list-style-type: none"> • Evidence that the District has the position of a Senior Procurement Officer and Procurement Officer (if Municipal: Procurement Officer and Assistant Procurement Officer) substantively filled: score 2 	<p>There was evidence that the Municipal had a Procurement Officer and Assistant Procurement Officer as follows;</p> <p>Procurement Officer- Katusiime Maude (SMC/CR/3067) was appointed on promotion in a letter dated on 16/6/2017 ref SMC/CR/161/1 under Min 74(i)(7) of 2017.</p> <p>Assistant Procurement Officer- Nkwatsibwe Annah (SMC/CR/3043) was appointed in a letter dated on 9/5/2019 ref SMC/CR/156/4/1 under DSC Min 13/2019(e).</p>	2
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The LG has in place the capacity to manage the procurement function

Maximum 4 points on this performance measure.

• Evidence that the TEC produced and submitted reports to the Contracts Committee for the previous FY: score 1

Reports of the Evaluation Committee were submitted to the Contracts Committee during FY 2018/2019 on the following dates on 25th/06/2018, 10th/09/2018, and 11th/10/2018 and on 26th/11/2018.

Below is a sampled report of EC deliberations;

1. For the Construction of 5 stances Line Latrine at Kihunda P/S under procurement Ref No SHMC796/WORKS/2018/19/00008, EC sitting on 12th Feb 2019 recommended Nato Eng Co LTD the best evaluated bidder and recommended them to be awarded the contract at contract sum of UGX 24,992,990.
2. For the upgrade of HCII to HCIII of Kitojo Health Centre under procurement Ref No MOH UGIT/WORKS/2029.19/3331/Lot 4 EC sitting on 26h/11/2018 recommended Kwed Construction LTD the best evaluated bidder and recommended them to be awarded a construct at a contract sum of UGX 500,000,000
3. For the completion of a staff house at Ishekye P/S under procurement Ref No SHMC796/WORKS/2018/19/00006, EC sitting on 11/09/2018 recommended Devine Wisdom Co LTD the best evaluated bidder and recommended them to be awarded contract at a contract sum of UGX 16,207,300.
4. For the Completion of 2 Classroom Block at Nyakashambya P/S under procurement Ref No SHMC796/WORKS/2018/19/00005, EC sitting on 10th /09/2018, recommended Happy World Shoppers the best evaluated bidder and recommended them to be awarded a construct at a contract sum of UGX 32,689,660.
5. For the completion of the Admin Block Phase III at Sheema Municipal Council HQ, under procurement Ref No SHMC796/WORKS/2018/19/00001 EC sitting on 25th/06/2018 recommended Mutara Works Enterprises, the best evaluated bidder and recommend them to be awarded a contract at a contract sum of UGX 86,196,640.

The LG has in place the capacity to manage the procurement function

Maximum 4 points on this performance measure.

• Evidence that the Contracts Committee considered recommendations of the TEC and provide justifications for any deviations from those recommendations: score 1

The Contracts Committee considered recommendations of the EC and provide justifications for any deviations from those recommendations as shown in the following sampled reports:

1. For the Construction of 5 stances Line Latrine at Kihunda P/S under procurement Ref No SHMC796/WORKS/2018/19/00008, CC sitting on 18th/02/2019 under MIN 51CC/2018-2019 upheld the recommendation of EC and approved the award of tender to Nato Eng Co LTD as the successful bidder at contract sum of UGX 24,992,990.
2. For the upgrade of HCII to HCIII at Kitojo Health Centre under procurement Ref MOH UGIT/WORKS/2029.19/3331/Lot 4 CC sitting on 21st/01/2019 CC sitting on 18th Feb 2019 under MIN 42CC/2018-2019 considered recommendation of EC and awarded the tender to Kwed Construction LTD as the successful bidder at a contract sum of UGX 500,000,000
3. For the completion of a staff house at Ishekye P/S under procurement Ref No SHMC796/WORKS/2018/19/00006, CC sitting 13th /09/2018 under Min 16/CC/2018-2019 upheld the recommendation of EC and awarded the tender to Devine Wisdom Co LTD a successful bidder at a contract sum of UGX 16,207,300.
4. For the Completion of 2 Classroom Block at Nyakashambya P/S under procurement Ref No SHMC796/WORKS/2018/19/00005, CC sitting on 13th /09/2018 under MIN 15CC/2018-2019 upheld the recommendation of EC and awarded the tender to Happy World Shoppers as a successful bidder at a contract sum of UGX 32,689,660.
5. For the completion of the Admin Block Phase 3 at Sheema Municipal Council HQ, under procurement Ref No SHMC796/WORKS/2018/19/00001 CC sitting on 25th/06/2018 under MIN114/CC/2017-2018 upheld the recommendation of EC and awarded the tender to Mutara Works Enterprises, as a the successful bidder at a contract sum of UGX 86,196,640.

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

Sheema Municipality PDP for the FY 2019/20 covered all infrastructure projects in the approved DLG Annual Work Plan and budget.

AT saw an updated and consolidated Procurement Plan FY 2019/20 of Ref SMC/CR/105/2, signed by the Town Clerk on 11th /02/2019, submitted and acknowledged by PPDA on 15th/10/2019.

The Plan is a consolidation of the Procurement request from all sectors of the Municipality and has a total of 158 Procurement items derived from the approved AWP of the Municipality

For instance;

1. Upgrade of Kashozi HCII to HCIII Contract Ref No MOHUGIFT/WRKS/2019/2020/00062 lot 13 of contract value UGX 532,947,339 by Contractor Maliam and Bro Trading Co LTD, which appeared in PDU Work plan No 46 and on AWP 2019/20 Page 64
2. Construction of a 5 stance line Latrine at Nyamiyaga P/S under Procurement Ref No SHMC796/WRKS/2019/20/00005 by Contractor MSTICHEL &ABEL-K Supplies LTD appeared in DPU Work-plan under Education Department and on page 29 of the AWP 2019/20.
3. Completion of Sheema Municipal Admin Phase 4 under Procurement Ref No SHMC796/WRKS/2019/20/00001 by Contractor Mutara Works Enterprises LTD appeared on DPU Work Plan No 42 and on page 34 in the approved AWP 2019/20.

b) There was evidence that the LG made procurement for 2018/19 as per the plan. The AT saw the PDU Procurement Work-plan for 2018/19 of Ref SMC/CR/105/1 approved by Town Clerk on 28th June 2019 and submitted and acknowledged by PPD on 26th July 2018/2020 the following are 3 sampled files of the Plan

1. Completion of the Admin Block Phase Ili at Sheema Municipal Council under procurement Ref No SHMC796/WORKS/2018/19/00001 HQ, contractor was Mutara Works Enterprises and contract sum of UGX 86,196,640. Appeared on No 01 in the DPU Work-plan and on page 81/82 in the approved AWP 2018/19.
2. Completion of 2 Classroom Block at Nyakashambya P/S under procurement Ref No SHMC796/WORKS/2018/19/00005 and contractor was Happy World Shoppers with a contract sum of UGX 32,689,660 appeared on No 88 in the DPU Work-plan and also on the approved AWP.
3. Upgrade of HC II to HC III at Kitojo Health Centre under procurement Ref MOH UGIT/WORKS/2029.19/3331/Lot 4 CC sitting on 21st/01/2019 CC sitting on 18th Feb 2019 under MIN 42CC/2018-2019 up recommended EC and awarded the tender to KWED Construction LTD t at a contract sum of UGX 500,000,000 appeared on No 124 in the PDU Work plan and on page 60 in the approved AWP 2018//19.

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

The current Procurement Plan had 11 major procurement items that included:

1. Education had 3 items
2. Works 2
3. Health 1
4. Production 1
5. Municipal Divisions 4 (i.e. Kagango 2 and Kabwohe 2) items. All together 9 Procurement Bid files were prepared by DPU and approved by CAO on 14th Aug 2019; this proportion therefore reflected an 82% Bid files prepared before the deadline of 30th August.

The following files were sampled for evidence;

1. Upgrade of Kashozi HCII to HCIII Contract Ref No MOHUGIFT/WRKS/2019/2020/00062 lot 13 of contract value UGX 532,947,339 by Contractor Maliam and Bro Trading Co LTD. And date of preparations and approval was 18th August 2019.
2. Construction of a 5 stance line Latrine at Nyamiyaga P/S under Procurement Ref No SHMC796/WRKS/2019/20/00005 by Contractor MSTICHEL & ABEL-K Supplies LTD And date of preparations and approval was 18th August 2019.
3. Completion of Sheema Municipal Admin Phase 4 under Procurement Ref No SHMC796/WRKS/2019/20/00001 by Contractor Mutara Works Enterprises LTD, date of preparations and approval was 18th August 2019.

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

AT saw the Contract Register FY 2018/19 with 14 major procurement items documented. The sampled procurement files were subjected to the following checklist to determine the completeness of the activity files;

- (i) Procurement Requisition & BOQs on 31st May 2018
- (ii) Advert dated 4th/06/2018
- (iii) Bid Document prepared by SPO
- (iv) Record of issue of Bid documents
- (v) Record of Receipt of Bids
- (vi) Record of Bid Opening
- (vii) Membership of Evaluation Committee
- (viii) Record of Bid evaluation
- (ix) EC Report Submissions to CC
- (x) CC approval of EC Report
- (xi) Contracts Committee decisions
- (xii) BEB Notice by CAO
- (xiii) Notification of Awards by CAO
- (xiv) Letter of Bid acceptance by CAO
- (xv) Contractor Letter of Acceptance
- (xvi) Signing of Contract.

Specifically, the following sampled files were scrutinized and were found fully compliant with minimum requirements for completed activity file::

1. Completion of a staff house at Ishekye P/S under procurement Ref No SHMC796/WORKS/2018/19/00006, CC sitting 13th /09/2018 under Min 16/CC/2018-2019 upheld the recommendation of EC and awarded the tender to Mutara works Enterprises at a contract sum of UGX 16,207,300
2. Completion of 2 Classroom Block at Nyakashambya P/S under procurement Ref No SHMC796/WORKS/2018/19/00005, CC sitting on 13th /09/2018 under MIN 15CC/2018-2019 upheld the recommendation of EC and awarded the tender to Happy World Shoppers at a contract sum of UGX 32,689,660.
3. Completion of the Admin Block Phase III at Sheema Municipal Council under procurement Ref No SHMC796/WORKS/2018/19/00001 HQ, CC sitting on 25th/06/2018 under MIN114/CC/2017-2018 upheld the recommendation of EC and awarded tender to Mutara Works Enterprises, as a the successful bidder at a contract sum of UGX 86,196,640..

the LG has an updated contract register and has complete procurement activity files for all procurement:

14	<p>The LG has prepared bid documents, maintained contract registers and procurement activities files and adheres with established thresholds.</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> • For previous FY, evidence that the LG has adhered with procurement thresholds (sample 5 projects): score 2. 	<p>The Sheema Municipal Council adhered to the procurement thresholds as shown in the sampled files below;</p> <p>Under Selective Procurement Method</p> <ol style="list-style-type: none"> 1. Construction of 5 stance lined Latrine at Mutojo Integrated P/S. procurement Ref No SHMC796/WORKS/2018/19/00009 Contractor Divine Wisdom Co LTD, contract value UGX 24,974,700 Selective Procurement Method 2. Completion of classroom blocks at Ngomanugi P/S procurement Ref No SHMC796/WORKS/2018/19/00003 Contractor Bush Eng Services LTD Contract value UGX 33,054,160 Selective procurement method <p>Under Open Procurement Method</p> <ol style="list-style-type: none"> 1. Upgrade of Kitojo HC II to HC III. MOH UGIFT/WRKS/2018/19/0001-20 Contractor KWED Construction LTD Contract value UGX 500,000,000 Procurement method open bidding 2. . Completion of Admin Block Phase 3 at Sheema Municipal HQ. procurement Ref No SHMC796/WORKS/2018/19/00001 Contractor Mutara Works Enterprises LTD Contract Value UGX 86,196,640 Open bidding 	2
15	<p>The LG has certified and provided detailed project information on all investments</p> <p>Maximum 4 points on this performance measure</p>	<ul style="list-style-type: none"> • Evidence that all works projects implemented in the previous FY were appropriately certified – interim and completion certificates for all projects based on technical supervision: score 2 	<p>There was evidence that all works projects implemented in the previous FY were appropriately certified –interim and completion certificates Certificate of Works for Civil work for completion of a staff house at Ishekye P/S under procurement Ref No SHMC796/WORKS/2018/19/00006, Contractor was Mutara Works Enterprises and contract sum of UGX 16,207,300. Certificate dated 3rd May 2019, signed by Municipal Engineer, Town Clerk & PM.</p> <ol style="list-style-type: none"> 1. Interim Final Certificate No 3 for Completion of 2 Classroom Block at Nyakashambya P/S under procurement Ref No SHMC796/WORKS/2018/19/00005, Contractor was Happy World Shoppers with contract sum of UGX 32,689,660; dated 15/04/2019 and signed by Project Manager, Municipal Engineer, MEO, PCDO, Environment Officer & Town Clerk. 2. Interim/Final Certificate for completion of the Admin Block Phase III at Sheema Municipal Council HQ, under procurement Ref No SHMC796/WORKS/2018/19/00001 contractor was Mutara Works Enterprises, and contract sum of UGX 86,196,640; dated 18th/12/2018 and signed by PM, Municipal Eng, PCDO, Town Clerk. 	2

<p>The LG has certified and provided detailed project information on all investments</p> <p>Maximum 4 points on this performance measure</p>	<ul style="list-style-type: none"> • Evidence that all works projects for the current FY are clearly labelled (site boards) indicating: the name of the project, contract value, the contractor; source of funding and expected duration: score 2 	<p>Several Site Board were seen by the Assessment team during the field visit, sampled as follows;</p> <ol style="list-style-type: none"> 1. Project: Completion of Admin Block <ul style="list-style-type: none"> • Client: Sheema Municipal Council • Funder: DDEG 2018/19 • Supervisor/PM: Municipal Eng • Contractor: Ms Mutura Construction LTD • Contract Sum: 86707,946 • Duration: 6 Months 2. Project: Upgrade of Katojo HC II to HC III <ul style="list-style-type: none"> • Client: Sheema Municipal Council • Funder: GOU (Loan from WB). • Supervisor/PM: Municipal Eng • Contractor: KWED Construction LTD 3. Construction of 2 Classrooms at Kamba P/S Phase 1 <ul style="list-style-type: none"> • Client: Sheema Municipal Council • Funder: SFG 2018/19 • Contract duration: 3 Months. • Supervisor/PM: Municipal Eng • Contractor: SEMOCA Agencies.
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Financial management

The LG makes monthly and up to-date bank reconciliations

• Evidence that the LG makes monthly bank reconciliations and are up to-date at the time of the assessment: score 4

Maximum 4 points on this performance measure.

Sheema Municipal Council maintained 14 bank accounts and the TSA Account with Bank of Uganda by closure of FY 2018/2019. Reconciliation statements were up dated to 30th September, 2019 at the time of the assessment. The reconciliation statements were manually prepared on monthly basis and dully authenticated by relevant authorities namely; the official who prepared the statements, the Principal Treasurer as head of Finance Department and Assistant Town Clerk on behalf of the Accounting Officer up to 30th September, 2019.

However, at the time of the assessment, the MoFPED experts had been contacted to install the IFMS software system in order to computerise the financial management operations as well as the Assets Register.

Examples on reconciliations:

(i) The Education and Sports Account number 90300012631684 maintained by Stanbic Bank, Kabwohe branch. The reconciled cash book balance on 30th June, 2019 was shs 164,379;

(ii) The Natural Resources Account number 9030012443195 maintained by Stanbic Bank, Kabwohe branch. The reconciled cash book balance on 31st December, 2018 was shs 104,025;

(iii) The Municipal UWEP Account reconciled cash book balance on 30th June, 2018 was shs 328,250 for account number 9030013716400 with Stanbic Bank, Kabwohe branch;

(iv) The Municipal General Fund Account reconciled cash book balance on 31st January, 2019 was shs 603,215,863 account number 9030012110617 with Stanbic Bank, Kabwohe branch. The General Fund Account had its reconciliation statements prepared soon after 30th June, 2019 using the IFMS software as the computerisation process was in progress (FY 2019/202) at the time of the assessment.

The TSA Account (computerised) was equally reconciled on monthly basis and up dated to 30th September, 2019 as was evidenced by print outs of each month.

17	<p>The LG made timely payment of suppliers during the previous FY</p> <p>Maximum 2 points on this performance measure</p>	<ul style="list-style-type: none"> • If the LG makes timely payment of suppliers during the previous FY – no overdue bills (e.g. procurement bills) of over 2 months: score 2. 	<p>Sheema Municipal Council provided evidence showing timely payments of suppliers and contractors during FY 2018/2019 without overdue bills beyond 2 months. Assessment of payments in the MC indicated compliance resulting in no overdue bills beyond two months.</p> <p>For Example: (i) M/s Semaco Agencies was paid shs 1,167,721 on voucher number 20/4 of 29th April, 2019 as retention funds after completion of 2 class room block at Kabwohe Mixed Primary School. The initial request for payment was submitted on 17th April, 2019 and certification was done by the Municipal Education Officer on the same day. Receipt number 236 dated 3rd May, 2019 was issued by the contractor.</p> <p>(ii) A payment request was submitted on 6th June 2019. Certification and approval of the payment was done by the Municipal Education Officer on 6th June, 2019. Payment was effected against voucher number 45/6 dated 6th June, 2019 for shs 21,508,760 to M/s Divine Wisdom Company Limited for construction of 5 stances lined VIP latrine at Mutojo Primary School. Receipt number 234 dated 11th June, 2019 was issued by the contractor.</p> <p>(iii) M/s Mutara Works Enterprises was paid shs 11,508,706 on voucher number 5/2 dated 18th February, 2019 in respect of completion of staff house at Ishekye Primary School.</p> <p>Payment was initiated on 8th February, 2019, and it was approved by the Municipal Education Officer on the same day. Receipt number 151 dated 19th February, 2019 was issued by the service provider.</p> <p>(iv) Nato Engineering Company Limited was paid shs 22,491,364 on voucher number 46/6 of 6th June, 2019 in respect of construction of 5 stances VIP line pit latrine at Kihunda Primary School after initiating payment on 5th June, 2019 as approval for payment was done by the Municipal Education Officer on 5th June, 2019.</p> <p>(v) M/s Kwed Construction Limited was paid shs 55,555,744 on voucher number 2/5 dated 8th May, 2019 in respect of up grading Health Centre II to Health Centre III at Kitojo. Receipt number 258 dated 9th May, 2019 was issued by the contractor to the MC. Initiation of payment was done on 2nd May, 2019 and approval of payment was done by the Municipal Health Officer on 7th May, 2019.</p>
18	<p>The LG executes the Internal Audit function in accordance with the LGA section 90 and LG procurement regulations</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> • Evidence that the LG has a substantive Senior Internal Auditor: 1 point. • LG has produced all quarterly internal audit reports for the previous FY: score 2. 	<p>Mr Justus Musimenta was substantively appointed Senior Internal Auditor of Sheema Municipal Council as per TC's letter dated 4th October, 2019 under reference SMC/CR/156/4/1 which indicated promotional appointment based on the DSC Minute No. 31/2019 (w). The letter was copied to the Mayor, Principal Treasurer, Secretary to the DSC and Senior Human Resource Officer.</p> <p>The LG executes the Internal Audit Department function in accordance with the LGA CAP 243 section 90 and the Local Governments Procurement Regulations.</p>

The LG executes the Internal Audit function in accordance with the LGA section 90 and LG procurement regulations

Maximum 6 points on this performance measure.

• LG has produced all quarterly internal audit reports for the previous FY: score 2.

Quarterly Internal Audit Reports produced by the Internal Auditor during FY 2018/2019 were as follows;

Quarter Date of report Reference

Quarter 1 31st October, 2018 SMC/213/1

Quarter 2 30th January. 2019 SMC/213/1

Quarter 3 29th April, 2019 SMC/213/1

Quarter 4 30th July, 2019 SMC/213/1

It was noted that all the required four quarterly internal audit reports were produced by the Internal Auditor during FY 2018/2019.

Copies of the reports were circulated to:

PS MoLG, PS MoFPED, Internal Auditor General, Municipal Principal Treasurer, RDC, Chair Person LGPAC, TC, Mayor, Audit Committee Chair Person, Clerk to Council and OAG – Mabarara Regional Office.

Quarter One report was received by IAG, TC, Speaker, Mayor, PFO and MoLG on 31st October, 2018.

Quarter Two was received by IAG, TC, Speaker, Mayor, PFO and MoLG on 31st January, 2019.

Quarter Three was received by IAG on 30th May, 2019; MoLG on 20th June, 2019; RDC on 24th June, 2019 and TC on 24th June, 2019.

Quarter Four was received by IAG, TC, Speaker, Mayor, PFO and MoLG on 30th July, 2019.

The LG executes the Internal Audit function in accordance with the LGA section 90 and LG procurement regulations

Maximum 6 points on this performance measure.

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.

Evidence that the LG provided information to the Council and LG PAC on the status of implementation of internal audit findings for FY 2018/2019 and follow up on audit queries from all quarterly audit reports:

Nature and total number of queries raised Nature and total number of queries cleared Nature and total number of queries pending

27 27 00

In FY 2018/2019, the Internal Auditor raised twenty seven queries based on audit findings. All queries raised in quarter one, two and three during FY 2018/2019 were followed up and cleared. As for quarter four, twenty seven queries were raised all of which were followed up and cleared by the end of the quarter and some during quarter one of FY 2019/2020.

Example of queries raised by the internal auditor during FY 2018/2019 among others:

(i) Delay in submitting monthly financial reports by various departments;

(ii) Un accounted for funds totalling shs 9,870,000;

(iii) Delayed remittance of 30% local revenue accrued to the four divisions;

(iv) Poor management of attendance register at Kihunda Health Centre III;

(v) Unbanked local revenue amounting to shs 202,000 by Kagango

Division.

(i) COUNCIL:

Recorded minutes at Sheema Municipal Council indicated that Council held its meetings on the following dates:

On 7th September, 2018; on 20th December, 2018 and on 27th March, 2019. There was no evidence to show that Council discussed the quarterly internal audit reports for FY 2018/2019. However, the Council meeting that was held on 21st May, 2019 discussed LGPAC reports in which quarter one to four internal audit findings for FY 2017/2018 were addressed including quarter one and two audit reports for FY 2018/2019. Deliberations were captured under Minute 54/COU/SMC/2018-2019. It was noted that quarter three and four of FY 2018/2019 had not been reviewed at the time of the assessment.

The Clerk to Council confirmed on the findings and explained that although meetings were held, reports from the LGPAC which should have been reviewed, considered and recommendations made were not in place.

(ii) LGPAC:

Sheema District LGPAC extended its services to Sheema Municipal Council. After being legally constituted, the committee summarised in two batches (quarter one and two and then quarter two and three) reports on the internal audit findings in the MC during FY 2018/2019. There was however no recorded minutes of meetings that were held by the LGPAC which resulted in the compilation of the two sets of reports of the LGPAC.

It was further noted that implementation of the audit findings by the Internal Audit through the quarterly reports were not comprehensively addressed by the LGPAC.

Reason for poor performance of Council and the LGPAC was attributed to delayed appointment of the District LGPAC. The district only had a newly constituted LGPAC during the second quarter of FY 2018/2019. Even when it was constituted, it did not conduct its mandate as provided by the Local Governments Act CAP 243.

The LG executes the Internal Audit function in accordance with the LGA section 90 and LG procurement regulations

Maximum 6 points on this performance measure.

- 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.

Evidence that Internal Audit reports for FY 2018/2019 were submitted to the LG Accounting Officer and LGPAC reviewed them and followed them up:

Quarter Date of submission Reference for report review

Quarter 1 31st October, 2018 SMC/213/1

Quarter 2 30th January, 2019 SMC/213/1

Quarter 3 29th April, 2019 SMC/213/1

Quarter 4 30th July, 2019 SMC/213/1

The TC as an Accounting Officer received the quarterly internal audit reports, followed them up and addressed all the queries as required. However, it was noted that there were delays in discussing and reviewing the reports by both the LGPAC and Council. Most of the queries therefore were followed up and cleared by the Internal Auditor General in MoFPED.

Examples of responses by the TC on queries raised by the internal auditor during FY 2018/2019:

(i) Letter by TC dated 28th January, 2019 referenced SMC/252/5 in respect of quarter two internal audit findings in particular transactions in respect of the General Fund Account, missing vouchers local revenue collections etc.

(ii) The TC's letter dated 29th April, 2019 under reference SMC/CR/251/4/1 responded to quarter three queries for FY 2018/2019. Issues involved lack of control of receipts, management of local revenue and generation of monthly reports among others.

The LG maintains a detailed and updated assets register
Maximum 4 points on this performance measure.

- 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

Sheema Municipal Council had in place a manual Assets Register which was formatted as required by the Local Government Accounting Manual 2007.

Guidance provided by the LG Accounting Manual details procedures on recording assets that includes land, buildings, furniture and motor vehicles. The Assets Register in place recorded values for the assets, depreciation information, ownership information, dates of acquisition of assets etc. The Assets Register was up dated as required for example: the Fan Dump Truck valued at shs 73,000,000 registration number LG -0010 -105 acquired on 11th July, 2016 was well captured in the register. Additional assets acquired during FY 2018/2019 were equally captured in the register like a laptop HP 250 SN 08386JFT valued at shs 2,500,000, acquired on 25th February, 2019 for the Statutory Bodies Office was recorded on page 67 in the register. A book shelf 6ft by 4ft valued at shs 1,000,000 for the Education sector which was acquired on 20th June, 2019 was captured in the register on page 28.

It was however noted that the MC was in the process of computerising its Assets Register since it had in place the IFMS computerised software in charge of partial financial management operations. It was further noted that experts from the MoFPED had been contacted to assist in the computerisation process including computer training for the MC staff.

The LG has obtained an unqualified or qualified Audit opinion

Maximum 4 points on this performance measure

Quality of Annual financial statement from previous FY:

- Unqualified audit opinion: score 4
- Qualified: score 2
- Adverse/disclaimer: score 0

The Municipal Council obtained an unqualified Audit opinion for FY 2018/19 according to the Auditor General's report of December 2019

Governance, oversight, transparency and accountability

21

The LG Council meets and discusses service delivery related issues

Maximum 2 points on this performance measure

- Evidence that the Council meets and discusses service delivery related issues including TPC reports, monitoring reports, performance assessment results and LG PAC reports for last FY: score 2

There was evidence that the LG Council met and discussed service delivery related issues as provided in the minutes below:

Quarter 1: Meeting held on **7th September 2018** was on appointment of Ministers and formation of Sectoral committees.

Under Minute no 26/COU/SMC/SEPT/2018/19FY, the Chairperson appointed ministers then Under Min. 28/COU/SMC/SEPT/2018/19FY members nominated Chairperson for the following areas;

- a) Works ,water and natural resources
- b) Education and health
- c) Finance, planning administration and investment
- d) Production and marketing
- e) Deputy Mayor

Also nominated was the board member for Kabwohe S.S Management Committee.

Quarter 2: In the meeting held on **20th December 2018** and discussed under Minute no 36/COU/SMC/DEC/2018-2019 FY, Council resolved that every pupil should pay UGX. 500 per term to support co-curricular activities. On roads, the Mayor informed members that Kanyamukondo- Kanyigoro and Ngoma roads were to be worked on. The Ministry of Works officials were already engaged and that they gave him an excavator to execute the activities. The health sector did not present any report to council in this meeting.

Quarter 3: In the meeting held on **27th March 2019** and under Minute no 38/COU/SMC/2018-2019 FY in the address by His Worship the Mayor, members were informed that the budget for FY 2018/19 had reduced due to removal of taxi park revenue collection by the President. He called upon members to admit the changes and re-strategize to help them move forward.

Under Min no. 39/COU/SMC/MAR/2018-2019 FY, PRAID presented the Physical Development Plan to council. This was approved with amendments.

Under Min no. 41/COU/SMC/MAR/2018-2019 FY, Council approved the Integrated Annual Work plan for FY 2019/20 for implementation among which was;

- a) the capacity building plan FY 2019/20
- b) Garbage management plan FY 2019/20
- c) Procurement plan FY 2019/20
- d) Revenue enforcement plan FY 2019/20

2

e) Recruitment plan FY 2019/20

Under Min no.43/COU/SMC/MAR/2018-2019 FY, Council approved 1% property rates and resolved awareness of the valuation courts' purpose. This he said would increase support for effective service delivery.

During communication from the Mayor, he informed members of the expiration of the HUMC at Kabwohe HC IV and that it was in the mandate of Council to nominate a Chairperson for that Committee. This was done under Min no. 44 / COU /SMC / MAR /2018-2019

Under Min no.45/COU/SMC/MAR/2018-2019, Council approved the revised budget for FY 2018/19. Council then approved the laying of budget estimates for FY 2019/20 for discussion in the standing committees under Min. no. 46/COU/SMC/MAR/2018-2019.

Quarter 4: In the meeting held on **21st May 2019** and discussed under Minute no 55/COU/SMC/MAY/2018-2019, there was presentation and approval of budget estimates for FY 2019/20. In the same meeting under min no. 56/COU/SMC/MAY/2018-2019, in the closing remarks of the Mayor, he informed members that the Community of Kagango Division had been granted a seed school at St. William Kiziba as government policy to extend education services to people.

22

The LG has responded to the feedback/complaints provided by citizens

Maximum 2 points on this Performance Measure

• Evidence that LG has designated a person to coordinate response to feed-back (grievance/complaints) and responded to feedback and complaints: score 1.

The DLG designated Ms. Ngabirano Shallon as a Focal Person to Coordinate Feedback from Community members on ref: SMC/CR/153/1 dated 22nd August 2016 .

For instance, the Chairperson of PTA Ms. Mujuni Rose Mary and the Treasurer, Ssemuninde Bebira on 3rd January 2019 logged a complaint about the Head Teacher of Rwemiko P/swho does not put into action what is discussed, that she's not cooperative and she does not account for funds. They were requesting for a transfer of the Head Teacher. This was forwarded to the Town Clerk and the MEO and a joint sensitisation meeting with PTA and school management was held within a week and thereafter this was resolved.

The other complaint handled was from one Namanya Jones logged on 9th January 2019 complaining about the Health Assistant Inspector of Sheema Central Division for illegal collection of money meant for processing the Plan. This was forwarded to the SHRO who forwarded it to the rewards and sanctions Committee. He was invited to the committee but had not yet resolved the matter.

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22	<p>The LG has responded to the feedback/complaints provided by citizens</p> <p>Maximum 2 points on this Performance Measure</p>	<ul style="list-style-type: none"> • The LG has specified a system for recording, investigating and responding to grievances, which should be displayed at LG offices and made publically available: score 1 	<p>There was a suggestion box at the entrance that was opened bi-monthly to profile the complaints and then assign each to the responsible person. A register was in place indicating date on which the complaint was received, name of complainant, nature complaint, response, time frame, responsible Officer and action taken.</p> <p>In other instances, a member of the community walks in, asks to see the Town clerk and it is from this interaction that complaints are received and forwarded to responsible Officers for action.</p> <p>For Instance, Abel Barigye on 7th August 2019 logged a complaint about crops being destructed by variegated grasshoppers. This was brought to the attention of the Senior Agricultural Officer. He invited the farmers, mobilized and sensitized them. They were advised on control and supplied three litres of extreme pesticide.</p> <p>Another complaint was from Natukunda Annet, the Senior Assistant Town Clerk of Sheema Central Division. This was logged on 31st July 2019 on allegations of failure to remit local revenue by Bamwesigye Kenneth. The SHRO invited him and this matter was forwarded to rewards and sanction committee and he was made to pay.</p>	1
23	<p>The LG shares information with citizens (Transparency)</p> <p>Total maximum 4 points on this Performance Measure</p>	<p>Evidence that the LG has published:</p> <ul style="list-style-type: none"> • The LG Payroll and Pensioner Schedule on public notice boards and other means: score 2 	<p>The MC had published a staff payroll and pension schedule for the month of November 2019. This was stamped and signed by the PHRO</p>	2
23	<p>The LG shares information with citizens (Transparency)</p> <p>Total maximum 4 points on this Performance Measure</p>	<ul style="list-style-type: none"> • Evidence that the procurement plan and awarded contracts and amounts are published: score 1. 	<p>The procurement plan was prepared by Ms. Maude Katusiime and signed by the Town Clerk on 14th October 2019. The awarded contracts and amounts were published. These were displayed on 17th September 2019 and removed on 30th September 2019. For example;</p> <p>Best evaluated bidder: M/s Buhiihi Commodities Ltd, Procurement ref:SHMC796/WRKS/2019 -2020/00003</p> <p>Subject of Procurement: Completion of market stalls at Kagango market in Kagango Division</p> <p>Method of Procurement: Open Domestic bidding.</p> <p>Contract Committee approvals: The Project to be re-advertised.</p> <p>Best evaluated bidder: M/s MITICHEL & ABEL K.SUPPLIERS LTD, Procurement ref: SHMC796/WRKS/2019 -2020/00005</p> <p>Subject of Procurement: Construction of a 5 stance lined V.I.P Latrine at Nyamiyaga Primary school</p> <p>Method of Procurement: Open bidding.</p> <p>Total contract Price: 23,774,500</p>	1

23

The LG shares information with citizens (Transparency)

Total maximum 4 points on this Performance Measure

• 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.

There was evidence that performance assessment results and implications, were published on the budget website for the previous year. They were also published on the notice board on 11th September 2019

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24

The LGs communicates guidelines, circulars and policies to LLGs to provide feedback to the citizens

Maximum 2 points on this performance measure

• Evidence that the HLG have communicated and explained guidelines, circulars and policies issued by the national level to LLGs during previous FY: score 1

- The MC had a website www.sheemamc.go.ug. They also had a Whatsapp group called 'SMC staff blog' and 'Sheema MC TPC group' on which Communication was posted effectively. One such communication shared was a press release from the Office of the Director General, MoH received on 18th June 2019 alerting the public on absence of Ebola in Mbarara District.
- Others included;
 1. A circular to all Division Town Clerks was sent on 15th May 2019, on ref: BPD 86/107/03 from MoFPED on 'adjustments of the budget for FY 2019/20 and revisions on appropriations in Aid for FY 2019/2020'
 2. A circular on 'Revised guidelines for the implementation of the Youth Livelihood programme' dated 29th April 2019, ref: YCH 140/223/02 from Ministry of Gender Labour and Social Development was forwarded to all Leaders of the Municipal Council.
 3. Revised Local Government Development Planning guidelines, forth draft received from National Planning Authority on 3rd May 2019 was immediately sent to all members of TPC
-
- The MC also circulated communication on ref: SMC/CR/153/1 dated 30th July 2018 on registration of births and deaths at Division level to all divisions namely; Kashozi, Kagango, Central and Kabwohe Divisions. This was to inform them that they have been assigned the responsibility of registering births and deaths and the ownership of property for the deceased with the view of establishing a data base. They were required to report quarterly. This was in relation to circular on the same subject matter received from the MoLG on 19th June 2018 on ref: ADM/189/28/01.
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The LGs communicates guidelines, circulars and policies to LLGs to provide feedback to the citizens

Maximum 2 points on this performance measure

- Evidence that LG during the previous FY conducted discussions (e.g. municipal urban fora, barazas, radio programmes etc.) with the public to provide feed-back on status of activity implementation: score 1.

The MC held a baraza on **10th July 2019** at Kabwohe Town attended by approximately 200 persons. This was done to give the public accountability for the previous Financial Year 2018/19. This was attended by the RDC, Town Clerk and all sector Heads. Some of the issues raised by from public included;

- Lack of sufficient garbage collection management – open burning of garbage and dumping it in the wetlands.
- Lack of modern abattoir facilities
- Lack of cemetery facilities
- Culverts not installed in critical facilities, no sanitary lanes
- Drainage channels not well managed
- Unfair treatment of land owners while opening roads
- Some graded roads not motorable due to inadequate murrum

Recommendations:

The MC should survey all government land to further identify areas suitable for an abattoir, cemetery, and garbage disposal sites.

The MC should also creatively design strategies of address issues related to drainage, culvert installation, motorable roads and sanitary lanes

The Municipal Council to prioritize the Physical Development Plan to address the configurations of urban development.

Another baraza was held on **24th June 2019** at Kabwohe Division. It was attended by the RDC, Senior Assistant Town Clerk, the Treasurer, CDO and the Health Assistant. They discussed the progress on project implementation. Approximately 100 people including the public attended.

There was also a baraza held at Sheema Central Division held on **21st June 2019**. Here there were presentations from the different departments notable management and administration, education, health, production, CBS and natural resources.

Another baraza was held in Kashozi Division on **25th June 2019**, attended by 124 people. It was attended by the Senior Assistant Town Clerk, Treasurer, Ass. Engineer, Agriculture Officer, Physical Planner and the CDO. Here recommendations from the public included; management to consider KAPESA project in securing exams for schools at a cheaper price and the Municipal Engineer to ensure that murrum is put on Rwakizibwa – Kisoroza and Kanekye – Kanyigoro roads.

There was also a radio talk show on Vision FM held on June 8th 2019. This was during the NRM manifesto week. Members present included; the RDC, Town Clerk, Production Officer, CDO, Head of Finance, Municipal Engineer and the Senior Planner. The MC was elaborating what it had done in line with the NRM manifesto.

Social and environmental safeguards

The LG has mainstreamed gender into their activities and planned activities to strengthen women's roles

Maximum 4 points on this performance measure.

- 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.

The Municipal Gender Focal Person (MGFP) Mr. Bright John provided guidance and support to various sectors of the Municipal Council including; Health, Education, Works, Audit, Administration, Environment, Production, Finance, Procurement, HR, CBS, Management and Administration, the presentations was on how the heads of departments will include gender mainstreaming into their departmental work plans and budgets, presentation was dated 26th October 2018

The LG has mainstreamed gender into their activities and planned activities to strengthen women's roles

Maximum 4 points on this performance measure.

- 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.

The Municipal Gender Focal Person (MGFP) planned two activities for FY 2019/2020 to strengthen women's roles as evidenced in the Local Government Estimates work plan and budget as mentioned below;

- Gender awareness training to be conducted to women council heads for the four quarters at UGX 1,352,000 page 109
- Training women staff and councillors on mainstreaming gender at UGX 338,000 page 109

The Municipal Council in FY 2018/2019 had planned, budgeted and implemented gender related activity at UGX 500,000 as indicated below;

Creating awareness at the division levels on the issues of gender disability and their inclusion in to Government programs. Voucher No. 16/12 at UGX 448,380 implementation was fully done

LG has established and maintains a functional system and staff for environmental and social impact assessment and land acquisition

Maximum 6 points on this performance measure

- 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

The Environmental Officer availed evidence of the screened projects as mentioned below ;

- Completion of two class room block in Rweigaaga P/S in Kashozi Division and the recommendations were; provide rain water harvesting tank , plant grass beyond the splash aprons, plant more trees on the existing one in the compound , workers should be provide with the safety protective gears, observance of occupation health and regulation Act. Dated 28th March 2018
- Construction of 5 stance line VIP pit latrine in Kihunda P/S in Kagango Division and the recommendations were works expected to be done during weekends or holidays when people are not around ,plant grass beyond the splash aprons so as to stabilizes soil from erosion, workers to use protective gears like helmets, gumboots, overalls dated 10th April 2018
- Completion of staff house at Ishekye P/S in Kabwohe Division and the recommendations were plant trees on vicinity to reduce radiation , no use of reflection roofing materials, planting trees and grass to stabilize the soil from the breaks to avoid soil erosion particularly on the upper side, works should be executed during the weekends when people are not around, provide ceiling in the structure 10th April 2019
- Construction of two class room blocks in Kamabale P/S in Sheema central recommendations were contractor to execute work during weekends or during school time he should minimize noise level, transportation of building materials should be done after school time workers should be provided with protective gears, planting of the trees in vicinity to trap radiation, workers should be provided with protective gears, Grass should be planted to reduce run offs in the compound , provide rain water harvesting tanks dated 10th April 2018
- Construction of Kitojo Health Centre 11 in Kitojo Ward Sheema Central Division and the recommendations were; provide gutters on the building roof after completion, provide rain harvesting tanks to the structure, plant grass beyond splash apron to reduce run off , plant more can pits in the vicinity, use non reflection materials when roofing, provide protective gears to the workers , date 10th April 2018

LG has established and maintains a functional system and staff for environmental and social impact assessment and land acquisition

Maximum 6 points on this performance measure

- Evidence that the LG integrates environmental and social management and health and safety plans in the contract bid documents: score 1

There was evidence that the MC integrates environmental and social management, health and safety plans in the contract bid documents however had no page numbers.

- Completion of two class room block in Rweigaaga P/S in Kashozi Division Ref: SHMC796/wrks/18-19/00004, BoQ item no E for environmental plan including mitigation measures as directed by Environmental Officer and Natural Resource Officer at UGX 221,283
- Construction of 5 stance line VIP pit latrine in Kihunda P/S in Kagango Division Ref: SHMC796/wrks/18-19/00009, BoQ item no B Ref: SHMC796/wrks/18-19/00008, BoQ item no planting of grass, trees and levelling the site as well as will be instructed by Environmental Officer at UGX 200,000
- Completion of staff house at Ishekye P/S in Kabwohe Division Ref: SHMC796/wrks/18-19/00006, BoQ item no B the environmental action plan including mitigation measures as directed by Environmental Officer and the Natural Resource Officer at UGX 100,000
- Construction of two class room block in Kamabare P/S in Sheema central Ref: SHMC796/wrks/18-19/00007, BoQ item No F planting of trees, grass, flowers and ground levelling of the site as will be directed by the project manager at UGX 60,000
- Construction of Kitojo Health Centre 11 in Kitojo Ward Sheema Central Division Ref: SHMC796/wrks/18-19/00009, BoQ item no K planting of grass, trees and levelling of the site as will be instructed by Environmental Officer at UGX 200,000

LG has established and maintains a functional system and staff for environmental and social impact assessment and land acquisition

Maximum 6 points on this performance measure

- Evidence that all projects are implemented on land where the LG has proof of ownership (e.g. a land title, agreement etc.): score 1

There was evidence of ownership of land by the Municipal Council on which the five sampled projects were implemented as mentioned below;

Construction of Kitojo Health Centre 11 in Kitojo Ward Sheema Central Division; land title SHEEMA DISTRICT, SHEEMA BLOCK 16, PLOT 30, SHEET 85/2/2/SW/4 SCALE 1:2,500. I/S B/6/185 dated 14th /July/2017

Completion of two classroom block in Rweigaaga P/S in Kashozi Division land agreement signed between Catholic Church and the MC which was to accepting the MC to complete two class room block and the agreement was dated 27th March 2018 signed by Atuhairu Edith H/T, Kyogabirwe Ruth PTA C/P and Rwambarera Brazio SMC C/P.

Construction of 5 stance line VIP latrine in Kihunda P/S in Kagango Division, agreement signed between the school and MC dated 21st February 2019 signed by Omare Francis H/T, Kabagambe Peter SMC and Kanyesigye Joub PTA

Completion of staff house at Ishekye P/S in Kabwohe Division land agreement between the School and MC dated 26th March 2018 signed by Mubiru Fred H/T, Rwabwehwe Juliet SMC, Karuhanga Edidah PTA

Completion of two class room block in Kamabare P/S in Sheema central agreement between the school and MC dated 29th March 2018 signed by Kiconco Juha H/T, Mwesigwa Naboth PTA/ C/P and Ndabesa Godfrey SMC

LG has established and maintains a functional system and staff for environmental and social impact assessment and land acquisition

Maximum 6 points on this performance measure

- Evidence that all completed projects have Environmental and Social Mitigation Certification Form completed and signed by Environmental Officer and CDO: score 1

All the 5 sampled projects had complete Environmental and Social Mitigation Certification Form completed and signed by Environmental Officer and CDO as seen here below;

Construction of Kitojo Health Centre 11 in Kitojo Ward in Sheema Central Division, Certification No 01. dated 7th May 2019

Construction of two classroom block in Rweigaga P/S in Kacheozi Division Certification No 003 dated 17th April 2019

Construction of 5 stance line VIP pit latrine in Kihunda P/S in Kagango Certification No. 01 dated 6th June 2019

Completion of staff house at Ishekye P/S in Kabwohe Division Certification No. 0001 dated 18th February 2019

Completion of two class room block in Kamabare P/S in Sheema central Certification No. 0001 dated 10th May 2019

LG has established and maintains a functional system and staff for environmental and social impact assessment and land acquisition

Maximum 6 points on this performance measure

- Evidence that the contract payment certificated includes prior environmental and social clearance (new one): Score 1

There was evidence that contract payment were certificated with the environmental and social clearance as mentioned below.

Construction of Kitojo Health Centre 11 in Kitojo Ward Sheema Central Division Certification dated 4th June 2019

Construction of two classroom block in Rweigaaga P/S in Kashozi Division certification dated 29th March 2019

Construction of 5 stance line VIP pit latrine in Kihunda P/S in Kagango Certification dated 12th June 2019

Completion of staff house at Ishekye P/S in Kabwohe Division Certification dated 15th May 2019

Completion of two class room block in Kamabare P/S in Sheema central Certification dated 4th June 2019

LG has established and maintains a functional system and staff for environmental and social impact assessment and land acquisition

Maximum 6 points on this performance measure

- Evidence that environmental officer and CDO monthly report, includes a) completed checklists, b) deviations observed with pictures, c) corrective actions taken. Score: 1

The Environmental Officer availed reports with completed checklists, deviations observed with pictures and corrective action taken to assessor however he informed the assessor that he reports quarterly due to lack of facilitation in form of transportation. For instance;

Construction of Kitojo Health Centre 11 in Kitojo Ward Sheema Central Division report dated 7th May 2019

Construction of two classroom block in Rweigaaga P/S in Kashozi Division report dated 17th May 2019

Construction of 5 stance line VIP pit latrine in Kihunda P/S in Kagango Division, report dated 17th May 2019

Completion of staff house at Ishekye P/S in Kabwohe Division report dated 14th February 2019

Completion of two class room block in Kamabare P/S in Sheema central report dated 14th February 2019

No.	Summary of requirements	Definition of compliance	Compliance justification	Score
Human resource planning and management				
1	<p>The LG education department 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 had 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)</p> <p>Sheema Municipal Council had budgeted for ugx 3,406,479,000 for the FY as seen from the 'Municipal Council approved annual budget estimates FY 2019/2020 vote 796, generated on 10th July 2019 at 5:15. (Page 24).</p> <p>This was for 430 teachers for 48 schools in the current FY as indicated in the MC Approved Annual work plan – (Page 63).</p> <p>430/48= 9.</p> <p>430 teachers covering 48 primary schools giving an average of 9 teachers per school.</p>	4

1	<p>The LG education department 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>	<ul style="list-style-type: none"> • 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>There was evidence that the LG had deployed a Head Teacher and minimum of 7 teachers per school (or minimum of a teacher per class for schools with less than p.7) for the current FY.</p> <p>Sheema Municipal Council staff list October 2019 showed a total of 427 teachers for 48 schools. From the list, the assessment team saw that the least deployment was 7 teachers and the highest was 16 – Nganwa Junior P/S. However, there was one school with P.5 class (Kamabaare P/S with 6 teachers). Staff list was submitted to Town Clerk on 14th October 2019, ref SMC/CR/102/1 and submitted by Tushemerirwe Zipporah – MEO.</p>
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The assessment team visited 5 schools and found the following:

Katwe P/S had 8 gov't paid teachers. Daily attendance of 20th November 2019 had attendance of 7 teachers. Nuwagira Geoffrey had personal problems that could not allow him attend school. Komujuni Zipporah was sampled and her file had posting instructions dated 27th March 2015 ref. CR/D/161/2 to Kagongi Madarast P/S. She got transferred to Katwe P/S in her letter dated 24th January 2019, ref. SMC/CR/161/2, signed by Barekye Justine – Town Clerk Sheema MC.

Nyakashambya P/S had 8 gov't paid teachers. Daily attendance of 21st November 2019 had full attendance. The sampled file of Sanyu Josephine had appraisal forms and leave forms but no evidence of her posting instructions/appointment to the school.

Kabwohe Mixed P/S had 13 gov't paid teachers and on 21st November 2019, indicated full attendance. Muhumuza Hellen was sampled and in the transfer letter dated 29th January 2015, Ref. CR/D/161/2, she was transferred from Itendero P/S to Kabwohe Mixed. Letter signed by Kweyamba Ruhemba – CAO.

Mutojo Integrated P/S had 11 gov't paid teachers. There was full attendance of teachers on 19th November 2019. Ms. Tusiime Fintan was transferred to Mutojo Integrated P/S from Nyakabirizi P/S on 29th January 2015, Ref.CR/D/161/2. This was signed by Kweyamba Ruhemba – CAO.

Mushanga Mixed P/S had 11 gov't paid teachers and on 20th November 2019, full attendance was realised. Kirungi Justine had posting instructions dated 24th June 2013, Ref. CR/D/161/2 to Mushanga Mixed P/S. A letter of confirmation to the post was not seen in the file.

2	<p>LG has substantively recruited all primary school teachers where there is a wage bill provision</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG has filled the structure for primary teachers with a wage bill provision <ul style="list-style-type: none"> o If 100%: score 6 o If 80 - 99%: score 3 o If below 80%: score 0 	<p>There was evidence to show that the LG had partially filled the structure for primary teachers with a wage bill provision.</p> <p>Of the 430 teachers with a wage bill provision, the 'Sheema Municipal Council staff list October 2019' reviewed by the assessment team showed a total of 427 teachers in post.</p> <p>$427/430 \times 100 = 99\%$ structure filled</p>	3
3	<p>LG has substantively recruited all positions of school inspectors as per staff structure, where there is a wage bill provision.</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG has substantively filled all positions of school inspectors as per staff structure, where there is a wage bill provision: score 6 	<p>There was evidence to show that the LG had substantively filled all positions of school inspectors as per staff structure,</p> <p>The structure had 1 Senior inspector as shown in the 'Approved and costed staff establishment for Sheema Municipality' ref ARC 135/306/01 dated 18th October 2017, Signed by Betty A. Banyoya (Mrs) – for PS.</p> <p>Mwebembezi Jonnie Kishate was transferred to Sheema Municipal Council as Inspector of schools from Sheema DLG. This was seen in his transfer letter Ref. SMC/CR/161/1, dated 9th May 2017, Transfer of Service in minute no. 55/DSC/2017(i) from 1st July 2016. Signed by Bamanyisa B. Geoffrey – Town Clerk.</p> <p>Mwebembezi Jonnie Kishate is yet to be promoted to the position of Senior Inspector of schools. Senior Human Resource Officer made submission to the District Service Commission for the promotion of Inspector of schools to Senior Inspector of schools. Letter dated 11th October 2019 Ref. SMC/CR/160/1 titled Recommendation for appointment on promotion of Mr. Mwebembezi Jonnie Kishate Inspector of Schools scale U4 to the position of Senior Inspector of Schools scale U3.' Signed by Barekye Justine – Town Clerk.</p>	6
4	<p>The LG Education department has submitted a recruitment plan covering primary teachers and school inspectors to HRM for the current FY.</p> <p>Maximum 4 for this performance measure</p>	<p>Evidence that the LG Education department has submitted a recruitment plan to HRM for the current FY to fill positions of</p> <ul style="list-style-type: none"> • Primary Teachers: score 2 	<p>There was evidence seen that the LG education department had submitted a Recruitment Plan for teachers for the current FY.</p> <p>According to the document titled "Submission of vacant positions to be included in the recruitment plan for 2019/2020 FY" for Senior Education Assistants and Education Assistants." dated 20th March 2019, 25 Senior Education Assistants and 12 Education Assistants to be recruited. This was submitted by Tushemerirwe Zipporah - Municipal Education Officer. Ref SMC/CR/305/1 stamped on 20th march 2019 as received.</p> <p>However, the Education Assistants were already recruited and posted by the time of assessment. This is indicated in the meeting of Sheema MC service commission held 23rd to 29th May 2019 in minute no. 20/2019. The Education Assistants list was on the MC notice board.</p>	2

4

The LG Education department has submitted a recruitment plan covering primary teachers and school inspectors to HRM for the current FY.

Maximum 4 for this performance measure

Evidence that the LG Education department has submitted a recruitment plan to HRM for the current FY to fill positions of

- School Inspectors: score 2

Mwebembezi Johnie Kishate to be confirmed in the position of Senior Inspector of schools. (Note: position for Inspector of schools is not provided for in the MC structure).(Note: position for Inspector of schools is not provided for in the MC structure).

2

Monitoring and Inspection

5

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.

Maximum 6 for this performance measure

Evidence that the LG Education department has ensured that all head teachers are appraised and has appraised all school inspectors during the previous FY

- 100% school inspectors: score 3

There was evidence that the one School Inspector was appraised as below;

Mwebembezi Johnie Kishate (SMC/CR/3005) was appointed as Inspector of Schools on 1/06/2015 ref CR/156/4/1 under DSC Min 60/2015(c) (2). He was appraised on 3/07/2019 by the Ag. Municipal Education Officer.

3

<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>Evidence that the LG Education department has ensured that all head teachers are appraised and has appraised all school inspectors during the previous FY</p> <ul style="list-style-type: none"> • Primary school head teachers 	<p>There was evidence that all primary head teachers were appraised in the previous FY. There were 46 Schools and a sample of 10 Head Teachers were assessed as follows;</p> <p>Murumba Benon (SMC/CR/264) Head Teacher of Nyakashambya P/S was appointed on 26/07/2018 ref SMC/CR/156/4/1 under DSC Min 40/2018(iii)(4). He was appraised on 11/01/2019 by the Senior Asst. Town Clerk.</p> <p>Omara Francis (SMC/CR/309) Head Teacher of Kihunda P/S was appointed on 27/07/2018 ref SMC/CR/156/4/1 under DSC Min 40/2018(5). He was appraised on 14/01/2019 by the Sub-county Chief.</p>
<p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> o 90 - 100%: score 3 o 70% and 89%: score 2 o Below 70%: score 0 	<p>Twesigye Ryarenga James (SMC/CR/018) Head Teacher of Rwamujjo P/S was appointed on 26/07/2018 ref SMC/CR/156/4/1 under DSC Min 40/2018(8). He was appraised on 11/01/2019 by the Sub-county Chief.</p> <p>Asimwe Didas (SMC/CR/246) Head Teacher of Mushanga Mixed P/S was appointed on 16/11/2018 under DSC Min 63/DSC/2018(10). He was appraised on 11/01/2019 by the Senior Assistant Town Clerk.</p> <p>Kahunzire Harriet (SMC/CR/248) Head Teacher of Rwakizibwa P/S was appointed on 21/04/2015 ref CR/D/156 under DSC Min 42/2015(54). She was appraised by the Sub-county Chief on 15/01/2019.</p> <p>Mujuni Methodio (SMC/CR/150) Head Teacher of Rushoroza P/S was appointed on 26/07/2018 ref SMC/CR/156/4/1 under DSC Min 40/2018(1). He was appraised on 9/02/2018 by the Senior Asst. Town Clerk.</p> <p>Tugume Richard (SMC/CR/266) Head Teacher of Kikonko P/S was appointed on 29/01/2015 ref CR/156/4/1 under DSC Min 6/2015(c)(6). He was appraised on 14/01/2019 by the Senior Asst Town Clerk.</p> <p>Kiconco Julia (SMC/CR/305) Head Teacher of Rushozi P/S was appointed on 29/01/2015 ref CR/156/4/1 under DSC Min 05/2015(1). He was appraised on 14/01/2019 by the Senior Asst. Town Clerk.</p> <p>Akantorana Rose (SMC/CR/427) Head Teacher of Rwabutura P/S was appointed on 8/06/2015 ref CR/156/4/1 under DSC Min 52/DSC/2015(a)(3). She was appraised on 14/01/2019 by the Senior Asst. Town Clerk.</p> <p>Tuhumwire Katooro Joan (SMC/CR/173) Head Teacher of Kibutamo P/S was appointed on 8/06/2015 ref CR/156/4/1 under DSC Min 52/DSC/2015(a)(6). She was appraised on 11/01/2019 by the Senior Asst. Town Clerk.</p>

The LG Education Department has effectively communicated and explained guidelines, policies, circulars issued by the national level in the previous FY to schools

Maximum 3 for this performance measure

• 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

There was evidence that the LG Education department had communicated guidelines, policies, circulars issued by the national level in the previous FY 2018/2019.

From the Circulars file in the MEO's office the following were seen for last FY 2018/2019:

1. Planning, Budgeting and implementation guidelines for Local Government for the Education Sector – May 2019
2. Guideline dated 7th May 2019 to all DEOs/MEOs titled "Nomination of participants to the National primary schools teacher conference 4th – 7th September 2019. Signed by Alex Kakooza – PS.
3. Guidelines on: Policy, Planning, Roles and Responsibilities of stakeholders in the implementation of Universal Primary Education (UPE) FOR District and Urban Councils – October 2008.
4. 'Budgeting and implementation guidelines for primary and secondary schools – 2019.
5. Circular No. 12/2019, ADM/48/90/01, dated 13th March 2019 to all Chief Administrative Officers was on 'Ban of buying Examinations from commercial examination bureaus' signed by Ismael Mulindwa – Permanent Secretary.
6. Schools' and other institutions calendar ref ADM/235/269/01 dated 19th November 2018.
7. Gender in Education Sector Policy

The Municipal Education Officer shared the guidelines in the meeting of 13th June 2019 and another meeting held on 26th June 2019 in the MEOs office, minute 16/Educ/2019 as indicated in evidence (ii). All the circulars above were found in all the 5 schools visited of Katwe P/S, Nyakashambya P/S, Kabwohe Mixed P/S, Mutojo Integrated P/S, Mushanga Mixed P/S.

The LG Education Department has effectively communicated and explained guidelines, policies, circulars issued by the national level in the previous FY to schools

Maximum 3 for this performance measure

• 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

There was evidence that the LG Education department held meetings with primary school head teachers explaining the circulars/guidelines as shown below:

In the meeting titled “ Report on Dissemination of cross cutting issues to primary school Head teachers implementation held 13th June 2019, attended by 74 members (All heads of department represented in the meeting). Minute(not referenced) but in the section of Dissemination of circulars, circulars on:

1. ‘Guidelines on Policy, planning, roles and responsibilities of stakeholders in the implementation of Universal primary Education (UPE) for the District and Urban Councils.
2. Gender in Education Sector Policy
3. Environment Management – NEMA

Were discussed and teachers were requested to make sure they pick and sign for copies for their schools.

Chaired by the Town Clerk Barekye Justine and minutes recorded by Kaganda Latwifu.

Also in the Exercise book called ‘Issuing Book’ there was evidence of a page on issuing of circulars signed by the different head teachers receiving different circulars. (Ban of buying Examinations from commercial examination bureaus, Budgeting and implementation guidelines for primary and secondary schools – 2019 and Guidelines on: Policy, Planning, Roles and Responsibilities of stakeholders in the implementation of Universal Primary Education (UPE) FOR District and Urban Councils – October 2008) were signed for by head teachers.

The meeting minutes for Education and sports department for the nomination of participants to the National primary school teachers conference held on 26th June 2019 in the MEOs office, minute 16/Educ/2019, indicated that teachers were nominated as follows: 2 Leaders of head teachers Association gov’t aided, 2 leaders of head teachers Association for private, 4 head teachers from best improved and most challenged p/s, 5 teachers from the most improved and most challenged schools, 5 teachers from best performing schools and the best teachers. The meeting was chaired by Tushemerirwe Zipporah - MEO and recorded by Kaganda Latwifu – Education Officer

Minutes for Primary school head teachers meeting held on 6th February 2019 in the Municipal Council Boardroom” in minute 07/Htrs.2019 Dissemination of Circulars’ attended by 48 members. The MEO read and disseminated circulars on ‘Budgeting and implementation guidelines for primary and secondary schools – 2019, hand washing and school feeding guidelines

The LG Education De- partment has effectively inspected all registered primary schools2

Maximum 12 for this performance measure

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

- o 100% - score 12
- o 90 to 99% - score

There was evidence that licensed or registered schools were inspected at least once a term.

Sheema Municipal Council had 48 government primary schools and 28 private licensed/registered schools.

The assessment team saw the inspection report for term III dated 7th December 2018 and compiled by Mwebembezi Jonnie Kishate – Inspector of schools. 72 both government and private schools were inspected. Some recommendations included the absenteeism for both teachers and learners, support supervision for teachers and

10	scheming.
o 80 to 89% - score 8	Inspection report for term I dated 14th May 2019 submitted by Mwebembezi Jonnie Kishate to the MEO. 71 both government and private schools were visited. There was a second visit made to 48 government-aided schools.
o 70 to 79% - score 6	
o 60 to 69% - score 3	Inspection report for term II dated 2nd September 2019 submitted by Mwebembezi Jonnie Kishate – Inspector of schools. 74 both government and private licensed schools were visited.
o 50 to 59 % score 1	A total of 217 visits of government and private licenced schools instead of 228 visits were conducted. $217/228 \times 100 = 95\%$ school coverage.
o Below 50% score 0.	Some of the main issues were that stakeholders should help communities to learn that it is not right to encroach on the school land, parents need to be sensitized to support the government contribution, and head teachers need to be sensitized on the effects of corporal punishment.

Katwe P/S was visited on 20th November 2018 for term III 2018 by Mwebembezi Jonnie Kishate – Inspector of schools. On 2nd April 2019, the school was visited for term I 2019 inspection. On 27th June 2019, there was a visit conducted for term II 2019. All the visits conducted for the three terms was done by Mwebembezi Jonnie Kishate – Inspector of schools. These visits covered issues on tree planting, support supervision for teachers, compliance to circulars, hygiene at school, scheming by teachers.

Nyakashambya P/S was visited on 8th November 2018 for term III 2018. On 25th April 2019, the school was visited for term II 2019 and on 29th July 2019, visit was conducted for term II 2019. The inspection reports were in file. All the visits were conducted by Inspector of schools – Mwebembezi Jonnie Kishate.

Kabwohe Mixed P/S was visited and feedback forms were seen for the three terms. On 19th October 2018, term III 2018 visit was made. On 25th April 2019, term I 2019 visit was conducted and on 20th August 2019, term II 2019 visit was done. All inspection feedback forms were generated by Mwebembezi Jonnie Kishate – Inspector of schools.

Mutojo Integrated P/S was visited on 18th October 2018 for term III 2018. On 26th March 2019, term I 2019 visit was conducted and on 25th June 2019, term II 2019 visit was conducted. All the three feedback forms with recommendations were in the school file. The three visits were conducted by Mwebembezi Jonnie Kishate – Inspector of schools.

Mushanga Mixed P/S was visited on 24th October 2018 for term III 2018. On 18th February 2019, term I 2019 visit was conducted and on 20th June 2019, term II 2019 visit was conducted. All the visits conducted by Mwebembezi Jonnie Kishata – Inspector of schools.

Common issues coming as recommendations in the reports included: support supervision for the teachers, hygiene in schools, sharing of the circulars with teachers, joint scheming, tree planting and refresher training for teachers.

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

Maximum 10 for this performance measure

• Evidence that the Education department has discussed school inspection reports and used reports to make recommendations for corrective actions during the previous FY: score 4

There was Evidence that the Education department had discussed school inspection reports and used reports to make recommendations for corrective actions during the previous FY. For example

The inspection report for term III 2018 was shared and the recommendation discussed in the meeting titled “ Minutes for Primary school head teachers meeting held on 6th February 2019 in the Municipal Council Boardroom” in minute 08/Htrs.2019 Dissemination of the inspection report’ attended by 48 members. Some of the recommendations included the following: Absenteeism had greatly reduced but those who are found absent are equally warned, that there was improvement in the head teachers’ supervisory role and they needed to keep it up, that 100% of the government aided schools were inspected, license/ registering of the non-private schools. The minutes were recorded by Kaganda Latwifu – Education Officer, chaired by Berekye Justine – Town Clerk.

The inspection report for term one 2019 was shared and recommendations discussed in the meeting titled ‘Minutes for Education and Sports Department meeting held on 8th May 2019 in the Education and Sports Department office’ in minute 06/Educ/2019 ‘Presentation of inspection report and recommendations’ attended by 4 members and the actions included: Head teachers who have been on mentoring have not been helped due to lack of guidelines and this needs to be followed up, there has been improvement on the support supervision of the individual teachers, other issues specified particular schools. The minutes were compiled by Kaganda Latwifu – Education Officer and meeting chaired by Tushemerirwe Zipporah – MEO.

The inspection report term II 2019 was discussed in a meeting titled ‘ Minutes for Head teachers meeting held on 3rd October 2019 in the Municipal Council Boardroom’ attended by 47 members, in minute 14/Htrs.2019, presentation of the inspection recommendation which included: Support supervision for teachers is improving but there are still cases to be supported, mentorship for head teachers, filing of the inspection reports at school, head teachers should change their attitude towards the inspectors of schools and should cooperate and work as a team, improve competence levels by orientation and training of the teachers, head teachers and the management. The meeting was chaired by

Berekye Justine – Town Clerk and minutes recorded by Kaganda Latwifu

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

Maximum 10 for this performance measure

• Evidence that the 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

There was evidence that the LG Education department had submitted school inspection reports to the Directorate of Education Standards (DES) as shown below:

Inspection acknowledgement form for term III 2018, dated 7th December 2018, received by Kamugabe Edith – Secretary DES and submitted by Mwebembezi Jonnie Kishate

Inspection acknowledgement form for term 1 2019, stamp date 26th June 2019, received by Kirenda Winnie – Secretary DES and submitted by Mwebembezi Jonnie Kishate

Inspection acknowledgement form for II 2019 stamp date 8th October 2019, received by Kirenda Winnie – Secretary DES and submitted by Mwebembezi Jonnie Kishate

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

Maximum 10 for this performance measure

• Evidence that the inspection recommendations are followed- up: score 4.

There was evidence that inspection reports were followed up in the schools sampled.

In Katwe P/S inspection reports were discussed in the staff meetings. Staff meeting held on 27th May 2019 attended by 10 teachers discussed inspection report for term III 2018 and inspection report for term II 2019 in min 08/2019 – communication from the head teacher. Also meeting held on 23rd August 2019 discussed term II 2019 report in minute 14/2019 – communication from the head teacher attended by 9 members. Issues shared included: scheming of work by teachers, tree planting, hygiene, school rules, and compliance to circulars. Also in SMC meeting held on 26th June 2019 attended by 12 members in minute 7/2019, discussed inspection feedback reports in the communication of the head teacher for term III 2018 and term I 2019 reports.

In Nyakashambya P/S held a staff meeting on 4th December 2018 attended by 8 members, min 2/2018 discussed term III 2018 inspection report. On 26th July 2019 attended by 14 members and in minute 27/2019, communication from the head teacher, discussed inspection report of term I 2019. SMC meeting held on 15th July 2019 attended by 11 members, minute 13/2019 (iii) discussed inspection report of term III 2018 and term I 2019. Issues mainly discussed were on the beautification of the compounds, support supervision for the teachers, construction of the new structure for the school among others.

Kabwohe Mixed P/S, staff meeting held on 3rd December 2018 attended by 16 teachers in minute 1/2018 discussed inspection report of term III 2018. In the staff meeting held on 29th May 2019 attended by 27 staff, in minute 23/2019, discussed inspection report of term I 2019. Issues on dissemination of circulars, hygiene at school, support supervision for teachers to be improved among others were discussed.

In Mutojo Intergrated P/S, staff meetings were held to discuss the inspection reports. Staff meeting held on 5th February 2019 attended

by 14 members in minute 7/2019 discussed inspection report for term III 2018. Meeting held on 23rd July 2019 attended by 12 members in minute 20/2019 discussed inspection report for term II 2019. In the SMC meeting held on 16th February 2019 attended by 14 members in minute 5/2019 – Inspection report, discussed term III 2018 inspection report and in the SMC meeting held on 23rd May 2019 attended by 13 members in minute 14/2019 – inspection report, discussed term I 2019 and term III 2018 inspection reports. Mainly issues on record keeping, school sanitation, dress code for teachers, circulars and improving enrolment in school were discussed.

In Mushanga Mixed P/S, staff meeting held on 8th February 2019 attended by 18 teachers in minute 5/2019 discussed inspection report of term III 2018. In a meeting held on 7th June 2019 attended by 17 members in minute 23/2019, discussed term I 2019 inspection report. SMC meeting held on 28th October 2018 attended by 12 members in minute 8/2018, discussed term III 2018 inspection report. In SMC meeting held on 2nd March 2019 attended by 9 members in minute 4/2019, discussed term I 2019 inspection report. SMC meeting held on 22nd July 2019 attended by 12 members in minute 12/2019, discussed term II 2019 inspection report. Discussion points were: beautification of the compounds, record keeping, and support supervision for teachers, head teacher attending meetings at the Municipal council, absenteeism of both the pupils and teachers were shared.

9

The LG Education department has submitted accurate/consistent reports/date for school lists and enrolment as per formats provided by MoES

• Evidence that the LG has submitted accurate/consistent data:
o List of schools which are consistent with both EMIS reports and PBS: score 5

Maximum 10 for this performance measure

There was evidence that the LG had submitted accurate/consistent list of schools school numbers

Sheema Municipal Council had a total of 76 schools listed in the enrollment data template received by the office of the Commissioner Education Planning on the 17th December 2018. (It was submitted by Bamanyisa B. Geoffrey – Town Clerk in the letter dated 12th December 2018 ref SMC/CR/102/1, addressed to the Permanent Secretary MoES). This was the same number of schools in the MoES 2019/2020 Enrolment data

Sampled names of schools in both records seen.

Butsibo P/S

Kateete P/S

Rwemiko P/S

Katwe P/S

Rushoroza P/S

5

<p>The LG Education department has submitted accurate/consistent reports/date for school lists and enrolment as per formats provided by MoES</p> <p>Maximum 10 for this performance measure</p>	<p>Evidence that the LG has submitted accurate/consistent data:</p> <ul style="list-style-type: none"> • Enrolment data for all schools which is consistent with EMIS report and PBS: score 5 	<p>There was evidence that LG submitted accurate/consistent enrollment data.</p> <p>Sheema MC had a total enrolment of 13,493 for 2019 according to the enrolment data template dated 17th December 2018. This was the same enrollment figures in the MoES 2019/2020 Enrolment data.</p> <p>The following schools had the same enrollment figures in both records as shown below:</p> <p>Kateete P/S – 126 children</p> <p>Rwemiko P/S – 154 children</p> <p>Butsibo C.O.U P/S – 427 children</p> <p>Katwe P/S – 247 children</p> <p>Rushoroza P/S – 296 children</p>
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Governance, oversight, transparency and accountability

<p>The LG committee responsible for education 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"> • Evidence that the council committee responsible for education met and discussed service delivery issues including inspection, performance assessment results, LG PAC reports etc. during the previous FY: score 2 	<p>There was evidence that the standing Committee responsible for education met and discussed service delivery. For instance In a meeting held on 23rd November 2018, under <u>min no. 02/EH/SMC/2018</u>, Members were concerned about the lack of participation in the National Ball games, which was attributed to lack of funds. At this point the MEO suggested that each pupil contributes at least 500/-per term to support this cause. Members also learnt that the USE fund was phased out because each Division would have a Seed school to cater for those who cannot ably manage to pay fees. Then Under <u>min. no. 04/EH/SMC/2018</u>, members were availed copies of the approved budget and Annual work plan.</p> <p>In the meeting held on 22nd March 2019, in her opening remarks under <u>min no. 07/EH/SMC/2019</u>, the Chairperson requested the MEO to reprimand Head Teachers who do not observe sanitation at their schools. Members also recommended getting licensing and registration status report for all private schools in the Municipal Council. Under Min no. 09/EH/SMC/2019, sector heads presented their work plans for FY 2019/20 for discussion. Observed under Min no. 10/EH/SMC/2019, was that the selection of beneficiaries for the supply of furniture was not even and so recommended that all schools be considered. On the SFG, members recommended that all schools be visited for equity in selection.</p> <p>In another meeting held on 14th May 2019, In her opening remarks, under Min no. 15/EH/SMC/2019, the Chairperson informed members that the purpose of the meeting was to discuss budget estimates for FY 2019/2020. Under Min no. 19/EH/SMC/2019, members recommended that the grant for Kibutamo P/S be re-allocated to Kyabandara Madarasat P/S which is in critical condition and this was forwarded to Council for approval. That the COPE schools which collapsed be rejuvenated to promote skills development and benefit Ugandan children. Under Min. no. 20/EH/SMC/2019, it was resolved that P.6 and P.7 candidates contribute 60,000 to fully facilitate PLE mock and P.7 entrance exams respectively. The Municipal Council was to ensure that all private and government aided primary schools participate in Sheema MC uniform assessment of learners. Appropriate action would be taken on all head teachers who fail to comply with the system.</p>
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The LG committee responsible for education met, discussed service delivery issues and presented issues that require approval to Council

• Evidence that the education sector committee has presented issues that require approval to Council: score 2

There was evidence that the education sector committee had presented sector implementation plans for approval by Council. For instance, Council during the meeting held on **20th December 2019** under Min. 36/COU/SMC/DEC/2018-19 approved the committee's recommendation that each pupil contributes 500/-per term to support this cause sports and co-curricular activities. This had been discussed during Sector meeting on 23rd November 2018 under Min. 02/EH/SMC/2018.

Maximum 4 for this performance measure

The Council meeting held on **21st May 2019** approved work plans and budgets under min. no. 55/COU/SMC/MAY/2018-19. This had been discussed during committee meeting held on 14th May 2019 under Min. 09/EH/SMC/2019.

Primary schools in a LG have functional SMCs

Maximum 5 for this performance measure

Evidence that all primary schools have functional SMCs (established, meetings held, discussions of budget and resource issues and submission of reports to DEO/MEO)

• 100% schools: score 5

• 80 to 99% schools: score 3

• Below 80 % schools: score 0

There was evidence that all primary schools had functional SMCs.

At the Municipal Council MEO's office, the following were seen in the file:

At Sheema Municipal Council, the MEO's file for the SMCs was availed that had documentation on submissions from schools requesting for the confirmation of SMC committees and approval letters. For Example.

Rwampororo Memorial P/S submitted their request 'Submission of the School Management Committee' for confirmation compiled by Twikirize Edith – Head teacher dated 24th October 2018. The confirmation letter dated 17th January 2019 Ref. SMC/CR/300 to the head teacher of Rwampororo P/S was sent confirming the committee.

Mushanga Mixed P/S submitted a request for the members of SMC on 1st October 2018 to the Town Clerk by Asimwe Didas – Head teacher. Confirmation letter dated 17th January 2019 Ref SMC/CR/300, to the head teacher of Mushanga Mixed P/S, signed by Tushemerirwe Zipporah – MEO. Katwe P/S submitted a request for the SMC members on 7th November 2018 to the Town Clerk by Nabamukama Elizabeth – Head teacher. Confirmation letter dated 17th

January 2019 Ref SMC/CR/300, to the head teacher of Katwe P/S signed by Tushemerirwe Zipporah –MEO.

All the above sampled schools met the requirement of having 12 members in the committee with 2 women from the foundation body.

At school level visits, minutes of SMC meetings were seen for the last 3 terms. Issues discussed were on budget approvals and estimates, work plan approval, support supervision for teachers, support staff, circulars, school inspection reports, improving academic performance, accountability for UPE grants, and daily attendance by teachers, hygiene and sanitation among others.

Katwe P/S had 12 (4 women) SMC members. The 4 women are from the foundation body. SMC meeting for term III 2018 was not conducted because the committee had expired. SMC meeting for term II 2019 was conducted on 22nd February 2019, attended by 10 members. Meeting for term II 2019 was conducted on 26th June 2019,

attended by 12 members. The two sets of meetings were both chaired by Mr. Naganda Nixon and minutes recorded by Nabamukawere Elizabeth.

Nyakashambya P/S had 12 (3 women) SMC members. 2 women represented the foundation body. SMC meeting for term III 2018 was conducted on 6th September 2018, attended by 11 members. Meeting for term I 2019 was conducted on 23rd February 2019 and attended by 9 members. Meeting for term II 2019 was conducted on 15th July 2019, attended by 10 members. All the three meetings were chaired by Nuwagaba John the SMC chairperson and the minutes recorded by Kanyesigye Joab.

Kabwohe Mixed P/S had 12 (2 women) SMC members with 2 women from the foundation body. Meeting for term III 2018 was conducted on 16th October 2018, attended by 12 members. Term I 2019 meeting was conducted on 8th March 2019, attended by 9 members. And term II 2019 meeting was conducted on 21st September 2019, attended by 11 members. All meetings chaired by Karungi Amuza and minutes recorded by Tibesigwa Yasin.

Mutojo Integrated P/S had 12 (2 women) SMC members, 2 women are from the foundation body. Term III 2018 meeting was not conducted because of the bad relationship between the head teacher the SMC members. The Head teacher got transferred. Term I 2019 meeting was conducted 16th February 2019, attended by 12 members. Term II 2019 meeting was conducted on 23rd May 2019, attended by 13 members. Minutes were signed by Ruth Sande as chairperson and minutes recorded by Katooro Joan.

Mushanga Mixed P/S had 12 members (3 women) and 2 women from the foundation body. Term III 2018 meeting was conducted on 28th October 2018, attended by 14 members. Term I 2019 meeting was held on 2nd March 2019, attended by 11 members. Term II 2019 meeting was conducted on 22nd July 2019 and attended by 13 members. The meetings were chaired by Karugaba Alocious – chairperson and minutes recorded by Kamrembe Regina.

12	<p>The LG has publicised all schools receiving non- wage recurrent grants</p> <p>Maximum 3 for this performance measure</p>	<p>Evidence that the LG has publicised all schools receiving non-wage recurrent grants e.g. through posting on public notice boards: score 3</p> <p>There was evidence to show that the LG had publicized all schools receiving non-wage grants</p> <p>Sheema Municipal Council UPE releases FY 2018/2019 for term III, I, II was displayed at the Municipal Council notice board.</p> <p>In all the 5 sampled schools of Katwe, Nyakashambya, Kabwohe Mixed, Mutojo, and Mushanga Mixed primary schools had publicized non- wage transfers on the head teacher's office walls for the last FY 2018/2019.</p> <p>For example:</p> <p>Katwe P/S term III 2018– ugx 1,081,913. Term I 2019 - 1,081,913 and term II 2019 – 1,438,000.</p> <p>Nyakashambya P/S term III 2018– ugx 1,311,412 and the same amounts reflected for term I and II 2019.</p> <p>Kabwohe Mixed P/S term III 2018 – ugx 1,861,549 and the same reflected in term I and II 2019.</p> <p>Mutojo Intergrated P/S term III 2018 – ugx 1,464,383 and the same reflected in term I and II 2019.</p> <p>Mushanga Mixed P/S term III 2018 – ugx 1,440, 231 and the same reflected in term I and II 2019.</p>	3
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Procurement and contract management

13	<p>The LG Education department has submitted input into the LG procurement plan, complete with all technical requirements, 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>	<p>• Evidence that the sector has submitted procurement input to Procurement Unit that covers all investment items in the approved Sector annual work plan and budget on time by April 30: score 4</p> <p>There was evidence that the sector had submitted the sector procurement plan in put to the Procurement Unit that cover all investment items in the approved sector annual work plan and budget on time by April 30th.</p> <p>Submission of the document titled “Procurement Plan for 2019/2020 FY” dated 23th March 2019, submitted by Tushemerirwe Zipporah – MEO was done. It was received by head Procurement and Disposal Unit.</p>	4
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Financial management and reporting

14	<p>The LG Education department has certified and initiated payment for supplies on time</p> <p>Maximum 3 for this performance measure</p>	<p>Evidence that the LG Education departments timely (as per contract) certified and recommended suppliers for payment: score 3.</p>	<p>The LG Education departments timely (as per contract) certified and recommended suppliers for payment:</p> <p>For Example:</p> <p>(i) A payment request was submitted on 26th November, 2018. Certification and approval of the payment was done by the Municipal Education Officer on 3rd December, 2018. Payment against voucher number 5/12 was done on 12th December, 2018 to M/s Bush Engineering Services Limited for shs 23,825,152 for completion of 2 class room block at Ngomanungi Primary School.</p> <p>(ii) M/s Happy World Shoppers Limited and Happy World Builders Limited was paid shs 11,838,104 for completion of 2 class room block at Nyakashambya Primary School as per voucher number 4/12 dated 12th December, 2-018. Initiation for payment was done on 26th November, 2018 and approval by the Municipal Education Officer was done on 3rd December, 2018. Receipt number 60 dated 17th December, 2018 was issued by the service provider.</p> <p>(iii) Initiation of payment was done on 17th April, 2019 and approval by the Municipal Education Officer done on the same day. Payment was effected to M/s Jerus Technical Services Limited for shs 3,051,382 on 17th April, 2019 per voucher number 16/4 in respect of completion of 2 class room block at Rweigaga Primary School. Receipt number 003 dated 19th April, 2019 was issued by the service provider.</p>	3
15	<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>	<p>• Evidence that the department submitted the annual performance report for the previous FY (with availability of all four quarterly reports) to the Planner by 15th of July for consolidation: score 4</p>	<p>There was evidence that the department submitted the Annual Performance Report to Planner including all quarterly reports in time as follows;</p> <ul style="list-style-type: none"> • Q1 was submitted on 3rd September 2018 on ref: SMC/CR/301/3 • Q2 was submitted on 21st January 2019 on ref: SMC/CR/301/3 • Q3 was submitted on 8th May 2019, on ref: SMC/CR/301/3 • Q4 was submitted on 8th July 2019, on ref: SMC/CR/300 	4

<p>LG Education has acted on Internal Audit recommendation (if any)</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year o If sector has no audit query score 4 o If the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year: score 2 o If all queries are not responded to score 0 	<p>Action on queries raised by the Internal Auditor during FY 2018/2019:</p> <p>Total number and nature of queries raised Total number and nature of queries cleared Total number and nature of queries pending</p> <p>2 2 0</p> <p>The Internal Auditor raised two queries during FY 2018/2019 all of which were followed up and cleared at the time of the assessment.</p> <p>Specifically the two queries were detailed as follow:</p> <p>(i) Failure by the Inspector of Schools in the MC to adhere to established procedures in generating termly inspection reports;</p> <p>(ii) Unaccounted for funds totaling shs 10,395,818.</p> <p>The Municipal Education Officer responded to the queries through letter dated 25th April, 2019 under reference SMC/CR/2252/41 in respect of the queries above. A second letter of response was dated 23rd October, 2018 under reference SMC/CR/2252/41.</p>
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Social and environmental safeguards

<p>LG Education Department has disseminated and promoted adherence to gender guidelines</p> <p>Maximum 5 points for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG Education department in consultation with the gender focal person has disseminated guidelines on how senior women/men teachers should provide guidance to girls and boys to handle hygiene, reproductive health, life skills, etc.: Score 2 	<p>There was evidence that the LG Education department in consultation with the gender focal person had disseminated gender guidelines.</p> <p>Report on Dissemination of cross cutting issues to primary school Head teachers implementation held 13th June 2019, attended by 74 members (All heads of department represented and all head teachers). Theme: 'Creating awareness to cross cutting issues affecting the growth and Development of children' guidelines, policies and other issues were shared during this sensitization meeting:</p> <ol style="list-style-type: none"> 1. Gender in Education Sector Policy was disseminated. 2. Senior women and men to be given refresher training. <p>Minutes for Primary school head teachers meeting held on 6th February 2019 in the Municipal Council Boardroom" in minute 07/Htrs.2019 Dissemination of Circulars' attended by 48 members. The MEO read and disseminated circulars on Gender in Education Sector Policy.</p> <p>All the five schools visited of Katwe P/S, Nyakashambya P/S, Kabwohe Mixed P/S, Mutojo Integrated P/S, Mushanga Mixed P/S, had the Gender in Education Sector policy which they said guides them in handling both girls and boys. Also issues on reproductive health are discussed with the pupils</p>
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17	<p>LG Education Department has disseminated and promoted adherence to gender guidelines</p> <p>Maximum 5 points for this performance measure</p>	<p>• Evidence that LG Education department in collaboration with gender department have issued and explained guidelines on how to manage sanitation for girls and PWDs in primary schools: score 2</p>	<p>There was no evidence that LG Education department in collaboration with gender department had issued and explained guidelines on how to manage sanitation for girls and PWDs in primary schools</p> <p>The LG did not provide evidence of guidelines being issued and explained by the education department in conjunction with the gender office on sanitation for girls and PWDS</p>	0
17	<p>LG Education Department has disseminated and promoted adherence to gender guidelines</p> <p>Maximum 5 points for this performance measure</p>	<p>• Evidence that the School Management Committee meets the guideline on gender composition: score 1</p>	<p>There was evidence that the School Management Committees met the guideline on gender composition. According to the Education Act 2008 that specifies two women from the foundation body.</p> <p>Katwe P/S had 12 SMC members (4 women) and 4 woman from the Foundation Body.</p> <p>Nyakashambya P/S had 12 (3 women) SMC members. 2 women represented the foundation body</p> <p>Kabwohe Mixed P/S had 12 (2 women) SMC members with 2 women from the foundation body.</p> <p>Mutojo Integrated P/S had 12 (2 women) SMC members, 2 women are from the foundation body.</p> <p>Mushanga Mixed P/S had 12 members (3 women) and 2 women from the foundation body.</p>	1

<p>LG Education department has ensured that guidelines on environmental management are disseminated and complied with</p> <p>Maximum 3 points for this performance measure</p>	<p>• Evidence that the LG Education department in collaboration with Environment department has issued guidelines on environmental management (tree planting, waste management, formation of environmental clubs and environment education etc.): score 1:</p>	<p>There was evidence that the LG Education department in collaboration with Environment department has issued guidelines on environment (tree planting waste management, formation of environmental clubs and environment education).</p> <p>Report on Dissemination of cross cutting issues to primary school Head teachers implementation held 13th June 2019, attended by 74 members (All heads of department represented and all head teachers). Theme: 'Creating awareness to cross cutting issues affecting the growth and Development of children' guidelines, policies and other issues were shared during this sensitization meeting:</p> <ol style="list-style-type: none"> 1. Highlighted wet land conservation, tree planting, beautification and roles and responsibilities on environmental management in line with policy guidelines 2. Head teachers were urged to plant more trees at school for environmental protection 3. Also cautioned on distribution of tree seedlings. 4. National Environment Management – MEMA circular. <p>Also in the Exercise book called 'Issuing Book' there was evidence of a page on issuing of circulars signed by the different head teachers receiving different circulars. (NEMA circular on guidelines) was signed for by head teachers.</p> <p>Minutes for Primary school head teachers meeting held on 6th February 2019 in the Municipal Council Boardroom" in minute 07/Htrs.2019 Dissemination of Circulars' attended by 48 members. The MEO read and disseminated circulars on hand washing and school feeding guidelines. Also discussed on hygiene and waste management at school using rubbish pits.</p> <p>Environmental clubs existed in all the five sampled schools but seemed not very active. Katwe P/S had 9 members, Nyakashambya P/S had 11 members, Kabwohe Mixed P/S had 11, Mutojo Integrated P/S had 8 members and Mushanga Mixed P/S had 12 members. The clubs activities included: beautification of the compounds using flower trees mainly. This was evident in all the schools visited. No other information was provided about the clubs</p>
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LG Education department has ensured that guidelines on environmental management are disseminated and complied with

Maximum 3 points for this performance measure

• 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

The Environmental Officer availed evidence to the assessor for the screened school infrastructure projects as mentioned below;

- Completion of two classroom block in Rweigaaga P/S in Kashozi Division and the recommendations were; provide rain water harvesting tank , plant grass beyond the splash aprons, plant more trees on the existing one in the compound , workers should be provide with the safety protective gears, observance of occupation health and regulation Act. Dated 28th March 2018
- Construction of 5 stance line VIP pit latrine in Kihunda P/S in Kagango Division and the recommendations were works expected to be done during weekends or holidays when people are not around ,plant grass beyond the splash aprons so as to stabilizes soil from erosion, workers to use protective gears like helmets, gumboots, overalls dated 10th April 2018
- Completion of staff house at Ishekye P/S in Kabwohe Division and the recommendations were; plant trees on vicinity to reduce radiation , no use of reflection roofing materials, planting trees and grass to stabilize the soil from the breaks to avoid soil erosion particularly on the upper side, works should be executed during the weekends when people are not around, provide ceiling in the structure 10th April 2019
- Construction of two classroom block in Kamabale P/S in Sheema central recommendations were; contractor to execute work during weekends or during school time he should minimize noise level, transportation of building materials should be done after school time workers should be provided with protective gears, planting of the trees in vicinity to trap radiation, workers should be provided with protective gears, Grass should be planted to reduce run offs in the compound , provide rain water harvesting tanks dated 10th April 2018

LG Education department has ensured that guidelines on environmental management are disseminated and complied with

Maximum 3 points for this performance measure

• The environmental officer and community development officer have visited the sites to checked whether the mitigation plans are complied with: Score 1

There was evidence that the environmental officer and Community Development Officer had visited the sites to check whether the mitigation plans were complied with.

For example;

- (a) Construction of two classroom block in Rweigaaga P/S in Kashozi Division report dated 17th May 2019
- (b) Construction of 5 stance line VIP pit latrine in Kihunda P/S in Kagango Division, report dated 17th May 2019
- (c) Completion of staff house at Ishekye P/S in Kabwohe Division report dated 14th February 2019
- (d) Completion of two class room blocks in Kamabare P/S in Sheema central report dated 14th February 2019

No.	Summary of requirements	Definition of compliance	Compliance justification	Score
Human resource planning and management				
1	<p>LG has substantively recruited primary health care workers with a wage bill provision from PHC wage</p> <p>Maximum 8 points for this performance measure</p>	<p>Evidence that LG has filled the structure for primary health care with a wage bill provision from PHC wage for the current FY</p> <ul style="list-style-type: none"> • More than 80% filled: score 8 • 60 – 80% - score 4 • Less than 60% filled: score 0 	<p>There was evidence that the Municipal health department had filled the structure for primary health workers with a wage bill provision from PHC wage for FY2019/20.</p> <p>The Municipal had an approved structure of 157 staff, of which only 75 positions were filled. Thus, a staffing level of 47.8%.</p> <p>According to the quarter 4 report of FY2018/19, (page 15 and 16), the municipal had received Ugx.1,014,628,000/= for PHC Wage and all of this (100%) was spent. Hence, there were no funds for additional recruitment.</p> <p>According to the FY2019/20 LG approved budget estimates, Ugx. 1,113,257,000/= was provided for PHC Wage for FY2019/20, an additional Ugx.98,629,032/=. A letter was submitted to Ministry of Public Service (Ref: SMC/CR/156/1, received at MOPS on 28th August 2019 as per stamped date of receipt). At the time of the assessment, there had not been any response from MOPS yet. The municipal health office was encouraged to expedite follow up of this so as to proceed with recruitment early enough when approval is granted.</p> <p>Whereas the Municipal had a critically low staffing of 47.8%, there was evidence that adequate effort had been put by the Municipal to address this.</p>	8
2	<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/request to HRM for the current FY, covering the vacant positions of primary health care workers: score 6</p>	<p>There was evidence that the department submitted a Recruitment plan/request to HRM for the FY 2019/20, covering the vacant positions.</p> <p>The department submitted a recruitment request to the Town clerk, (Ref: SMC/CR/161/1, dated 31st July 2019). The request proposed recruitment of 12 staff at an annual wage of Ugx. 96,583,976/=. </p> <p>As noted above, the request for approval written to Ministry of Public Service (ref: SMC/CR/156/1 received on 28th August 2019) had not yet been responded to, and hence the municipal could not proceed with the recruitment as yet.</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

There was evidence that all Health Facility In-charges were appraised for the previous FY 2018/19. There were 10 Health Facilities and all their In-charges were appraised as follows;

Kikumu Juliet (SMC/CR/2068) In-charge of Karera HCII was appointed on 29/06/2015 as Enrolled Psychiatric Nurse ref CR/156/4/2 under DSC Min 66/2015(q)(i)(10). She was appraised on 30/07/2019 by the Nursing Officer.

Birungi Daniel (SMC/CR/2043) In-charge of Rwamujoto HCII was appointed as Enrolled Nurse on 28/08/2013 ref CR/D/156/4/1 under DSC Min 126/2013(1). He was appraised on 30/06/2019 by the Municipal Health Officer.

Tumuhame Winnie (SMC/CR/2046) In-charge of Kyabandara HCII was appointed as Enrolled Nurse on 28/03/2014 ref CR/D/156 under DSC Min 16/2014vii (4). She was appraised on 31/07/2019 by the Senior Nursing Officer.

Orikiriza Edson (SMC/CR/2048) In-charge of Kiloto HCII was appointed as Enrolled Nurse on 16/11/2015 ref CR/155/2 under DSC Min 100/2015(vi). He was appraised on 11/07/2019 by the Senior Nursing Officer.

Kyompaire Franciska (SMC/CR/2010) In-charge of Kihunda HC III was appointed as Senior Clinical Officer on 29/01/2013 ref CR/156/4/1 under DSC Min 81/2013(xi)2. Was appraised on 30/06/2019 by the Municipal Health Officer.

Dr Asimwe Devis (SMC/CR/2042) In-charge of Kabwohe HC IV was appointed as Medical Officer on 7/02/2015 ref CR/156/4/1 under DSC Min 18(f)7 of 2015. He was appraised on 30/06/2019 by the Town Clerk.

Mugyerwa Gerald (SMC/CR/2033) In-charge of Kiziba HC II was appointed as Enrolled Nurse on 29/06/2015 ref CR/156/4/2 under DSC Min 66/2015(q)(ii)(15). He was appraised on 31/07/2019 by the Senior Nursing Officer.

Musiimenta Doreen (SMC/CR/2041) In-charge of Migina HCII was appointed as Enrolled Midwife on 29/06/2015 ref CR/156/4/2 under DSC Min 66/2015(q)(ii)(5). She was appraised on 31/07/2019 by the Senior Nursing Officer.

Nabirye Rebecca (SMC/CR/2035) In-charge of Rushozi HC II was appointed on 7/02/2000 ref CR/156/4 as Enrolled Nurse. She was appraised on 31/07/2019 by the Senior Nursing Officer.

Matsiko Sulait (SMC/CR/2070) In-charge of Kashozi HC II was appointed on 2/05/2018 ref SMC/CR/156/4/1 under DSC Min 40/2018(9). He was appraised on 31/07/2019 by the Senior Nursing Officer.

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.

- 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

There was evidence that the health department had deployed staff in line with lists submitted with the budget for the current FY 2019/20.

The PBS staff list availed was consistent with actual deployment of staff at the facilities.

Kabwohe HCIV – PBS (41 Staff) vs health staff list (41 staff)

Kyabandara HCII – PBS (5 staff) Vs Health staff list (3 staff)

Karera HCII – PBS (2 staff) Vs Health staff list (2 staff).

Migina HCII – PBS (2 staff) Vs Health staff list (2 staff)

Rwamujojo HCII – PBS (2 staff) Vs Health staff list (2 staff).

The Municipal Health Office explained that 1 staff from Kyabandara HCII had retired and 2 other staff transferred out.

There was consistent noted amongst the PBS staff list, the MHO health staff list and the facility staff list.

Maximum 4 points for this performance measure

Monitoring and Supervision

5

0

The DHO/MHO has effectively communicated and explained guidelines, policies, circulars issued by the national level in the previous FY to health facilities

- 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

There was no evidence that the MHO had communicated all guidelines, policies and circulars issued by the national level in the FY2018/19.

Maximum 6 for this performance measure

5

3

The DHO/MHO has effectively communicated and explained guidelines, policies, circulars issued by the national level in the previous FY to health facilities

- 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

There was evidence that the MHO had explained some guidelines, policies or circulars during meetings with health facility in-charges.

Minutes of meetings with in-charges and other members of the DHMT were reviewed. During a meeting held on 24th January 2019, it was documented under Min4/2019 that a set of 3 circulars (Circular on ground rent [October 2018], circular on enhancement of service delivery and the scheme of work for laboratory staff) were disseminated and explained to attendees.

Maximum 6 for this performance measure

6	<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>There was evidence that the MHT had supervised the HCIV at least once in a quarter in FY2018/19.</p> <p>The Municipal had only one HCIV – Kabwohe HCIV. Quarterly supervision was done to a number of facilities and these reports were reviewed.</p> <p>Quarter 1: Supervision report dated 28th September 2018. HCIV was supervised.</p> <p>Quarter 2: Supervision report dated 11th January 2019, included Kabwohe HCIV.</p> <p>Quarter 3: Supervision report dated 15th April 2019. Kabwohe HCIV was supervised.</p> <p>Quarter 4: Supervision report dated 16th July 2019. Kabwohe HCIV was supervised.</p>	3
6	<p>The LG Health Department has effectively provided support supervision to district health services</p> <p>Maximum 6 points for this performance measure</p>	<p>Evidence that DHT/MHT has ensured that HSD has supervised lower level health facilities within the previous FY:</p> <ul style="list-style-type: none"> • If 100% supervised: score 3 • 80 - 99% of the health facilities: score 2 • 60% - 79% of the health facilities: score 1 • Less than 60% of the health facilities: score 0 	<p>There was evidence that the Municipal HSD (Kabwohe HCIV) had supervised lower level units within the previous FY.</p> <p>Sheema Municipal, as an HSD, had 13 health facilities, of which only 11 received PHC funding. Kabwohe HCIV was expected to supervise 10 lower level units within the municipal.</p> <p>There was evidence that supervision was done every quarter, and the 4 reports were reviewed.</p> <p>Quarter 1: Report dated 28th September 2018</p> <p>Quarter 2: report dated 27th December 2018</p> <p>Quarter 3: Report dated 30th March 2019</p> <p>Quarter 4: Report dated 30th June 2019</p> <p>All (100%) the 10 lower level facilities were supervised in the FY2018/19.</p>	3
7	<p>The LG Health department (including HSDs) have discussed the results/reports of the support supervision and monitoring visits, used them to make recommendations for corrective actions and followed up</p> <p>Maximum 10 points for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that all the 4 quarterly reports have been discussed and used to make recommendations (in each quarter) for corrective actions during the previous FY: score 4 	<p>There was evidence, though inconsistent, that the supervision reports had been discussed and used to make recommendations for action.</p> <p>In a DHMT meeting held on 31st October 2018, quarter 1 supervision findings were discussed under min10/10/2018 including poor data use and irregular attendance to duty among others.</p> <p>Notably, there was no further evidence that supervision findings from other quarters had been discussed.</p>	0

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

- Evidence that the recommendations are followed up and specific activities undertaken for correction: score 6

There was evidence that recommendations were followed up and actions taken.

According to supervision reports, actions from the previous supervisions were followed up during subsequent visits and documented. A separate action report documenting progress of previous recommendations, was seen, attached onto supervision reports e.g. a report dated 15th April 2019 noted that NUMA feeds, an NGO, had donated an incinerator, main gate construction and water installation, a follow up on previous recommendations to engage IPs for additional resources for such projects.

Maximum 10 points for this performance measure

The LG Health department has submitted accurate/consistent reports/data for health facility lists receiving PHC funding as per formats provided by MoH

- Evidence that the LG has submitted accurate/consistent data regarding:
 - o List of health facilities receiving PHC funding, which are consistent with both HMIS reports and PBS: score 10

There was evidence that the LG had submitted consistent data regarding list of health facilities receiving PHC and submitting HMIS reports.

According to LG approved Budget estimates FY2019/20, Page 20 and 21, 11 health facilities were approved to receive PHC NWR (2 PNFPs and 9 Government facilities). These were:

PNFPs: Kihunda HCIII, Mushanga HCIII

Government/public: Kabwohe HCIV, Karera HCII, Kashozi HCII, Kitojo HCIII, Kiziba HCII, Kyabandara HCII, Migina HCII, Rushozi HCII and Rwamujojo HCII.

According to HMIS records from DHO office, MOH and MHO records, 13 facilities submitted HMIS reports to MOH i.e. 10 government facilities, 1 PNFP and 2 private facilities. None of the private facilities receive PHC. **It was noted that whereas Kihunda HCIII was a government facility, it was erroneously coded as a PNFP in PBS (hence the discrepancies seen).** Correspondence between the Municipal and Ministry of health on this matter was seen (a letter from the Town Clerk, to the PS, Ministry of Health, Ref: SMC/CR/104/1, dated 4th August 2019 and received 12th September 2019 (stamped)). There had been no response from MOH at the time of the assessment.

The MHO was encouraged to follow this up proactively to see this to conclusion.

With this in perspective, there was consistence in lists of facilities for HMIS reporting and those in PBS for PHC funding.

Maximum 10 for this performance measure

9	<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"> Evidence that the LG committee responsible for health met and discussed service delivery issues including supervision reports, performance assessment results, LG PAC reports etc. during the previous FY: score 2 	<p>There was evidence that LG committee responsible for health met and discussed service delivery issues.</p> <p>The committee held a meeting on 23rd November 2018 however; the health department did not present a report during the meeting so there was no discussion.</p> <p>On 22nd March 2019, under <u>min. 08/EH/SMC/2019</u>, members were informed that staff at Kabwohe HC IV and Kihunda do not work on Sunday and that the Dentist does not work on a daily basis. The Town Clerk had a meeting with the staff of the facilities in question for improved service delivery. There was also a reported shortage of drugs in health facilities and members called upon whistle blowers to report those selling government drugs. On inadequate staff in the health department, The Ag, Municipal Health Officer informed members that currently the MC had no Officer with qualifications of a Municipal Health Officer but duties have been assigned to someone. However advertisements had been made for vacant positions and promotions submitted awaiting feedback.</p> <p>Under <u>Min no.09/EH/SMC/2019</u>, the committee was informed about the expiry of the HUMC at Kabwohe HC IV. This was forwarded to Council. Also discussed was the garbage management plan and this was also forwarded to council. The health department also presented its work plan for 2019/10 under this minute. Under Min. 10/EH/SMC/2019, members were concerned about the lack of a cemetery in the Municipal; Council. Members had that the land that was earlier being used had filled up, hence urgent need to find land for this purpose. This issue was forwarded to council for further discussion.</p> <p>The committee held a meeting on 14th May 2019. Under <u>min.09/EH/SMC/2019</u>, the department presented its proposed work plan and budget for discussion. Then Under Min no. 17/EH/SMC/2019, the Acting Municipal Health Officer presented the status report for Kabwohe HC IV.</p>	2
9	<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"> Evidence that the health sector committee has presented issues that require approval to Council: score 2 	<p>There was evidence that the health sector committee had presented issues that require approval to Council. For instance;</p> <p>During the Council meeting held on 27th March 2019, under <u>Min. no. 44/COU/SMC/MAR/2018-2019</u>, the issue of expiry of the HUMC at Kabwohe HC IV discussed during the committee meeting of 22nd March 2019 under min. no. 09/EH/SMC/2019 was discussed in Council and a Chairperson appointed.</p> <p>Garbage management plan that was discussed during the committee meeting held on 22nd March 2019 under Min no.09/EH/SMC/2019 was approved in the Council meeting of 27th March 2019 under <u>Min. no. 41/COU/SMC/MAR/2018-19</u></p> <p>The Council approved work plans and budgets during the meeting held on 21st May 2019 under <u>Min. no.55/COU/SMC/MAY/2018-19</u> that had been presented to the committee on 14th May 2019 under Min no.09/ EH/SMC/2019</p>	2
10	<p>The Health Unit Management Committees and Hospital Board are operational/functioning</p>	<p>Evidence that health facilities and Hospitals have functional HUMCs/Boards (established, meetings held and</p>	<p>There was evidence that the health facilities had functional HUMCs established.</p> <p>Minutes of the HUMC meetings were presented and reviewed as highlighted below:</p> <p>Kabwohe HCIV: A meeting held on 20th July 2018 (quarter 1)</p>	6

Maximum 6 points

discussions of budget and resource issues):

- If 100% of randomly sampled facilities: score 6
- If 80-99 %: score 4
- If 70-79: %: score 2
- If less than 70%: score 0

under minute 4/7/2018, the work plan and budget was read by the in-charge. It was reviewed, discussed and adopted under min7/7/2018.

Quarter 2: held on 14th December 2018

Quarter 3: 30th March 2019

Quarter 4: 12th June 2019

Kyabandara HCII:

Quarter 1: 20th July 2018

Quarter 2: 15th December 2018

Quarter 3: 23rd January 2019

Quarter 4: 18th June 2019

Minutes of quarter 1 HUMC meeting reviewed indicated that PHC accountability as agenda item 7(a) and Work plan and budget as agenda item 7(b). Both were discussed under Min18/2018 and Mn19/2018 respectively.

Karera HCII:

Quarter 1: held on 27th September 2018

Quarter 2: minutes dated 7th December 2018

Quarter 3: 5th February 2019

Quarter 4: 16th May 2019

HUMC discussed finance and resources e.g. Min19/2018 of quarter 1 meeting (budget and work plan review and approval) and Min27/2018 of quarter 2 meeting (PHC accountability for Ugx.475,000/=)

Rwamujojo HCII:

Quarter 1: 12th October 2018

Quarter 2: 12th December 2018

Quarter 3: 11th April 2019

Quarter 4: 27th June 2019. Minute 48/2019 discussed PHC accountability of Ugx. 482,000/=, including a debt of 67,000/= for minor repairs on doors and locks.

Migina HCII:

Quarter 1: 27th September 2018. Min6/2018 discussed PHC accountability for 450,000/=

Quarter 2: 7th December 2018. Accountability for PHC of 478,000/= discussed under Min7/12/2018.

Quarter 3: 23rd March 2019

Quarter 4: 28th June 2019

11	<p>The LG has publicised all health facilities receiving PHC non-wage recurrent grants</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG has publicised all health facilities receiving PHC non-wage recurrent grants e.g. through posting on public notice boards: score 4 	<p>There was evidence that the LG had publicized all health facilities that received PHC NWR grants.</p> <p>A list of the 11 facilities was displayed at the district. At all facilities visited, the quarterly releases received were displayed accordingly.</p> <p>For example:</p> <p>Kabwohe HCIV quarter 1 FY2019/20 – spent Ugx.7,536,481/= (displayed on 4th November 2019),</p> <p>Kyabandara HCII – 730,000/=,</p> <p>Karera HCII – 740,000/=,</p> <p>Rwamujojo HCII – 7440,000/= and</p> <p>Migina HCII – 723,000/=</p>	4
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Procurement and contract management

12	<p>The LG Health department has submitted input to procurement plan and requests, complete with all technical requirements, to PDU that cover all items in the approved Sector annual work plan and budget</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the sector has submitted input to procurement plan to PDU that cover all investment items in the approved Sector annual work plan and budget on time by April 30 for the current FY: score 2 	<p>There was evidence that the health department submitted input into the procurement plan to PDU that covered items in the approved work plan.</p> <p>The health procurement plan was received by PDU on 23rd July 2019. This was very late, way beyond the April 30th timeline .</p>	0
12	<p>The LG Health department has submitted input to procurement plan and requests, complete with all technical requirements, to PDU that cover all items in the approved Sector annual work plan and budget</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that LG Health department submitted procurement request form (Form PP5) to the PDU by 1st Quarter of the current FY: score 2. 	<p>There was evidence that the health department submitted procurement requests to PDU.</p> <p>Copies of procurement requests were seen, stamped and dated 25th July 2019. The request for upgrade of Kashozi HCII was submitted on 1st August 2019.</p> <p>This was before the deadline of 30th September 2019.</p>	2

13	<p>The LG Health department has certified and initiated payment for supplies on time</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the DHO/ MHO (as per contract) certified and recommended suppliers timely for payment: score 4. 	<p>The LG Health departments timely (as per contract) certified and recommended suppliers for payment: Examples:</p> <p>(i) M/s Kwed Construction Limited was paid shs 55,555,744 on voucher number 2/5 dated 8th May, 2019 in respect of up grading Health Centre IIs to Health Centre IIIs at Kitojo. Receipt number 258 dated 9th May, 2019 was issued by the contractor to the MC. Initiation of payment was done on 2nd May, 2019 and approval of payment was done by the Municipal Health Officer on 7th May, 2019.</p> <p>(ii) M/s Kwed Construction Limited was paid shs 174,306,717 on voucher number 5/6 dated 17th June, 2019 in respect of up grading Health Centre IIs to Health Centre IIIs at Kitojo. Receipt number 260 dated 25th June, 2019 was issued by the contractor to the MC. Initiation of payment was done on 17th June, 2019 and approval of payment was done by the Municipal Health Officer on 17th June, 2019.</p>	4
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Financial management and reporting

14	<p>The LG Health department has submitted annual reports (including all quarterly reports) in time to the Planning Unit</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the department submitted the annual performance report for the previous FY (including all four quarterly reports) to the Planner by mid-July for consolidation: score 4 	<p>The department submitted the annual performance report for the previous FY 2018/2019 on 16th July 2019</p> <p>Submission of quarterly reports to Planner during FY 2018/2019 was as follows:</p> <ol style="list-style-type: none"> Quarter 1 was submitted on 28th September 2018 Quarter 2 was submitted on 4th January 2019 Quarter 3 was submitted on 1st March 2019 Quarter 4 was submitted on 16th July 2019 	4
15	<p>LG Health department has acted on Internal Audit recommendation (if any)</p> <p>Maximum 4 for this performance measure</p>	<p>Evidence that the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year</p> <ul style="list-style-type: none"> If sector has no audit query: Score 4 If the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year: Score 2 points If all queries are not responded to Score 0 	<p>Action on queries raised by the Internal Auditor during FY 2018/2019:</p> <p>Total number and nature of queries raised Total number and nature of queries cleared Total number and nature of queries pending</p> <p>1 1 0</p> <p>The Internal Auditor raised one query for the sector during FY 2018/2019, which was accordingly followed up and cleared at the time of the assessment. Specifically details of the query were as follows:</p> <p>Unaccounted for funds totaling shs 16,837,458.</p> <p>The response to the query by the Principal Health Inspector was done through four letters: Letter dated 25th October, 2018 under reference SMC/252/5, a second one of similar reference dated 25th January, 2019; a third one dated 29th April, 2019 and a last one dated 30th July, 2019. All the communication was a result of updates in respect of the unaccounted for funds.</p>	2

Social and environmental safeguards

16	<p>Compliance with gender composition of HUMC and promotion of gender sensitive sanitation in health facilities.</p> <p>Maximum 4 points</p>	<ul style="list-style-type: none"> Evidence that Health Unit Management Committee (HUMC) meet the gender composition as per guidelines (i.e. minimum 30 <p>% women: score 2</p>	<p>There was evidence that the HUMCs met the minimum gender composition (of 30%).</p> <p>Kabwohe HCIV: 9 members of which 3 were female (33%)</p> <p>Kyabandara HCII: 3 out of the 5 members were female (60%)</p> <p>Karera HCII: 3 out of the 5 members were female (60%)</p> <p>Migina HCII: 3 out of the 5 members were female (60%)</p> <p>Rwamujojo HCII: 2 out of the 5 members were female (40%)</p>	2
16	<p>Compliance with gender composition of HUMC and promotion of gender sensitive sanitation in health facilities.</p> <p>Maximum 4 points</p>	<ul style="list-style-type: none"> Evidence that the LG has issued guidelines on how to manage sanitation in health facilities including separating facilities for men and women: score 2. 	<p>There were no guidelines issued on management of sanitation in health facilities in FY2018/19 . Copies of previously issued guidelines were seen e.g. Infection control and Prevention guidelines (2013) and the National Sanitation and Hygiene guidelines (2017).</p> <p>However, the facilities visited were found clean. The facilities had different latrines for men and women (with clear labels), with hand washing facilities, with soapy water.</p>	2
17	<p>LG Health department has ensured that guidelines on environmental management are disseminated and complied with</p> <p>Maximum 4 points for this performance measure</p>	<ul style="list-style-type: none"> Evidence that all health facility infrastructure projects are screened before approval for construction using the checklist for screening of projects in the budget guidelines and where risks are identified, the forms include mitigation actions: Score 2 	<p>There was evidence that the 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 action</p> <p>For example:</p> <p>(a) Construction of Kitojo Health Centre 11 in Kitojo Ward Sheema Central Division and the recommendations were; provide gutters on the building roof after completion, provide rain harvesting tanks to the structure, plant grass beyond splash apron to reduce run off ,provision of fire extinguisher, Provision of sock pit, plant more can pits in the vicinity, use non reflection materials when roofing, provide protective gears to the workers , date 10th April 2018</p>	2
17	<p>LG Health department has ensured that guidelines on environmental management are disseminated and complied with</p> <p>Maximum 4 points for this performance measure</p>	<ul style="list-style-type: none"> The environmental officer and community development officer have visited the sites to checked whether the mitigation plans are complied with: Score 2 	<p>There was evidence that the Environmental Officer and Community Development Officer had visited the sites to check whether the mitigation plans were complied with. The following report was seen.</p> <p>Construction of Kitojo Health Centre 11 in Kitojo Ward Sheema Central Division report dated 7th May 2019</p>	2

The LG Health department has issued guidelines on medical waste management

Maximum 4 points

- 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.

There were no new guidelines issued on medical waste management in FY2018/19. Copies of the "Infection Control and Prevention Guidelines, 2013" were seen at MHO and facilities.

At the facilities, medical waste management processes and procedures were assessed.

All facilities had color-coded bins for segregating medical waste and posters were hanged, guiding on waste segregation. Opening burning of combustible noninfectious waste was done. Importantly, infectious waste, sharps and empty vials were burnt in the incinerator at Kabwohe HCIV or transported off site by Green label.

No.	Summary of requirements	Definition of compliance	Compliance justification	Score
Planning, budgeting and execution				
1	<p>The DWO has targeted allocations to sub-counties with safe water coverage below the district average.</p> <p>Maximum score 10 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the district Water department has targeted sub-counties with safe water coverage below the district average in the budget for the current FY: <ul style="list-style-type: none"> If 100 % of the budget allocation for the current FY is allocated to S/Cs below average coverage: score 10 If 80-99%: Score 7 If 60-79: Score 4 If below 60 %: Score 0 	Not applicable	0
2	<p>The district Water department has implemented budgeted water projects in the targeted sub-counties (i.e. sub-counties with safe water coverage below the district average)</p> <p>Maximum 15 points for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the district Water department has implemented budgeted water projects in the targeted sub-counties with safe water coverage below the district average in the previous FY. <ul style="list-style-type: none"> If 100 % of the water projects are implemented in the targeted S/Cs: <p>Score 15</p> <ul style="list-style-type: none"> If 80-99%: Score 10 If 60-79: Score 5 If below 60 %: Score 0 	Not applicable	0
Monitoring and Supervision				
3	<p>The district Water department carries out monthly monitoring of project investments in the sector</p> <p>Maximum 15 points for this performance measure</p>	<p>Evidence that the district Water department has monitored each of WSS facilities at least annually.</p> <ul style="list-style-type: none"> If more than 95% of the WSS facilities monitored: score 15 80% - 95% of the WSS facilities - monitored: score 10 70 - 79%: score 7 60% - 69% monitored: score 5 50% - 59%: score 3 Less than 50% of WSS facilities monitored: score 0 	Not applicable	0

4	The district Water department has submitted accurate/consistent reports/ data lists of water facilities as per formats provided by MoWE	<ul style="list-style-type: none"> Evidence that the district has submitted accurate/consistent data for the current FY: Score 5 	Not applicable	0
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Maximum 10 for this performance measure

4	The district Water department has submitted accurate/consistent reports/ data lists of water facilities as per formats provided by MoWE	<ul style="list-style-type: none"> List of water facility which are consistent in both sector MIS reports and PBS: score 5 	Not applicable	0
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Maximum 10 for this performance measure

Procurement and contract management

5	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	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	Not applicable	0
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Maximum 4 for this performance measure

6	The district has appointed Contract Manager and has effectively managed the WSS contracts	<ul style="list-style-type: none"> If the contract manager prepared a contract management plan and conducted monthly site visits for the different WSS infrastructure projects as per the contract management plan: score 2 	Not applicable	0
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Maximum 8 points for this performance measure

6	The district has appointed Contract Manager and has effectively managed the WSS contracts	<ul style="list-style-type: none"> If water and sanitation facilities constructed as per design(s): score 2 	Not applicable	0
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Maximum 8 points for this performance measure

6	The district has appointed Contract Manager and has effectively managed the WSS contracts	<ul style="list-style-type: none"> If contractor handed over all completed WSS facilities: score 2 	Not applicable	0
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Maximum 8 points for this performance measure

6	The district has appointed Contract Manager and has effectively managed the WSS contracts	<ul style="list-style-type: none"> If DWO appropriately certified all WSS projects and prepared and filed completion reports: score 2 	Not applicable	0
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Maximum 8 points for this performance measure

7	The district Water department has certified and initiated payment for works and supplies on time	<ul style="list-style-type: none"> Evidence that the DWOs timely (as per contract) certified and recommended suppliers for payment: score 3 points 	Not applicable	0
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Maximum 3 for this performance measure

Financial management and reporting

8	The district Water department has submitted annual reports (including all quarterly reports) in time to the Planning Unit	<ul style="list-style-type: none"> Evidence that the department submitted the annual performance report for the previous FY (including all four quarterly reports) to the Planner by mid-July for consolidation: score 5 	Not applicable	0
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Maximum 5 for this performance measure

9	The District Water Department has acted on Internal Audit recommendation (if any)	<ul style="list-style-type: none"> Evidence that the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year 	Not applicable	0
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Maximum 5 for this performance measure

o If sector has no audit query score 5

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 3

If queries are not responded to score 0

Governance, oversight, transparency and accountability

10	<p>The district committee responsible for water met, discussed service delivery issues and presented issues that require approval to Council</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the council committee responsible for water met and discussed service delivery issues including supervision reports, performance assessment results, LG PAC reports and submissions from the District Water and Sanitation Coordination Committee (DWSCC) etc. during the previous FY: score 3 	Not applicable	0
10	<p>The district committee responsible for water met, discussed service delivery issues and presented issues that require approval to Council</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the water sector committee has presented issues that require approval to Council: score 3 	Not applicable	0
11	<p>The district Water department has shared information widely to the public to enhance transparency</p> <p>Maximum 6 points for this performance measure</p>	<ul style="list-style-type: none"> The AWP, budget and the Water Development grant releases and expenditures have been displayed on the district notice boards as per the PPDA Act and discussed at advocacy meetings: score 2. 	Not applicable	0
11	<p>The district Water department has shared information widely to the public to enhance transparency</p> <p>Maximum 6 points for this performance measure</p>	<ul style="list-style-type: none"> All WSS projects are clearly labelled indicating the name of the project, date of construction, the contractor and source of funding: score 2 	Not applicable	0
11	<p>The district Water department has shared information widely to the public to enhance transparency</p> <p>Maximum 6 points for this performance measure</p>	<ul style="list-style-type: none"> Information on tenders and contract awards (indicating contractor name /contract and contract sum) displayed on the District notice boards: score 2 	Not applicable	0
12	<p>Participation of communities in WSS programmes</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> If communities apply for water/ public sanitation facilities as per the sector critical requirements (including community contributions) for the current FY: score 1 	Not applicable	0

12	Participation of communities in WSS programmes	<ul style="list-style-type: none"> Water and Sanitation Committees that are functioning evidenced by either: i) collection of O&M funds, ii) carrying out preventive maintenance and minor repairs, iii) facility fenced/protected, or iv) they have an M&E plan for the previous FY: score 2 	Not applicable	0
	Maximum 3 points for this performance measure	Note: One of parameters above is sufficient for the score.		

Social and environmental safeguards

13	The LG Water department has devised strategies for environmental conservation and management	<ul style="list-style-type: none"> Evidence that environmental screening (as per templates) for all projects and EIAs (where required) conducted for all WSS projects and reports are in place: score 2 	Not applicable	0
	Maximum 4 points for this performance measure			
13	The LG Water department has devised strategies for environmental conservation and management	<ul style="list-style-type: none"> Evidence that there has been follow up support provided in case of unacceptable environmental concerns in the past FY: score 1 	Not applicable	0
	Maximum 4 points for this performance measure			
13	The LG Water department has devised strategies for environmental conservation and management	<ul style="list-style-type: none"> Evidence that construction and supervision contracts have clause on environmental protection: score 1 	Not applicable	0
	Maximum 4 points for this performance measure			
14	The district Water department has promoted gender equity in WSC composition.	<ul style="list-style-type: none"> If at least 50% WSCs are women and at least one occupying a key position (chairperson, secretary or Treasurer) as per the sector critical requirements: score 3 	Not applicable	0
	Maximum 3 points for this performance measure			
15	Gender and special needs-sensitive sanitation facilities in public places/ RGCs provided by the Water Department.	<ul style="list-style-type: none"> If public sanitation facilities have adequate access and separate stances for men, women and PWDs: score 3 	Not applicable	0
	Maximum 3 points for this performance measure			