



LLG Performance Assessment

LLG Name: Busukumu Div

Nansana Municipal Council

(Vote Code: 725)

Assessment	Scores
LLG Performance Assessment	80%

No.	Summary of requirements	Definition of compliance	Compliance justification	Score
A. Functionality of Parish Administrative Structures				
1	<p>The LLG has ensured that there are functional PDCs/WDCs in all their respective Parishes/Wards</p> <p>Maximum score is 2</p>	<p>Evidence that the LLG has duly constituted PDCs/WDCs with composition in accordance with the PDM Guidelines, and that PDCs are fully functional as evidenced by mobilization of beneficiaries within a parish/ward, appraisal of all proposals submitted for the revolving funds during the previous FY for all parishes, score 2, else score 0.</p>	<p>There was evidence that the 8 PDC's were involved in mobilization of individuals and various enterprise groups to form the 8 Ward SACCO's.</p> <p>There was also evidence that 8 Ward SACCOs were formed with 7 members as per the PDM guidelines</p>	2
2	<p>LLG has ensured that all Parish Chiefs/Town Agents have collected, compiled, and analyzed data on Parish/community profiling as stipulated in the PDM Guidelines.</p> <p>Maximum score is 2</p>	<p>Evidence that all the Parishes/Wards in a LLG have compiled, updated, and analyzed data on community profiling disaggregated by village, gender, age, economic activity among others as stipulated in the PDM Guidelines, score 2 else score 0.</p>	<p>There was evidence of data submitted by the Town Agents to the SATC profiling their respective Wards with of the UDDEG fund.</p>	2

3	<p>The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish</p>	<p>Evidence that the LLG:</p> <p>i. Has mapped NGOs, CBOs & CSO operating in the LLG and involved them in raising awareness about the PDM and planning cycle: score 2, or else 0</p>	<p>There was evidence that the Division carried out mapping of the NGO's showing their location and objectives however, there was no evidence that the NGO's CSO's were involved in raising awareness about the PDM and planning cycle</p>	0
	<p>Maximum score is 6</p>			
3	<p>The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish</p>	<p>Evidence that the LLG provided guidance and information to the Village Executive Committees and to PDCs on:</p> <p>ii. Approved Programmes/activities to be implemented within the Parish for the current FY score 2, else score 0</p>	<p>From the Work plans and budget provided by the SATC, there was evidence provided that the PDCs and Village Executive and PDCs were provided with the work plans and budgets for the previous financial year at the budget reading and during the budget conference meeting.</p>	2
	<p>Maximum score is 6</p>			
3	<p>The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish</p>	<p>Evidence that the LLG provided guidance and information to the Village Executive Committees and to PDCs on:</p> <p>iii. Priority enterprises that can be implemented in the parish score 2 or else 0</p>	<p>There was evidence provided from the Reports and budget and AWP during enterprise selection and during participatory planning exercise showing priority enterprises registered.</p>	2
	<p>Maximum score is 6</p>			

B. Planning and Budgeting

4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p>	<p>Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY:</p> <p>i. Is consistent with the LLG approved development plan III; score 1 or else 0</p>	<p>There was evidence provided that the approved budget AWP were consistent with the approved Division development plan III i.e. the construction of a water borne toilet at Busukuma Division head quarters, opening and grading of Nabitalo-Balita Church Rd, Busukuma division and Busukuma - Kyambogo-Sekasolo Road in Busukuma division which were present in both the approved development plan III and AWP and Budget.</p>	1
4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p>	<p>Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY:</p> <p>ii. Incorporates ranked priorities from all its respective parish submissions which are duly signed by the Parish Chief and PDC Chairperson score 1 or else 0.</p>	<p>There was evidence provided that ranked priorities acquired from the 8 Wards were incorporated in the Annual work plan and Budget</p>	1
4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p>	<p>Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY:</p> <p>iii. Is based on the outcomes of the budget conference; score 1 or else 0</p>	<p>From the Report of the budget conference provided, there was evidence that the Annual work plan and budget incorporated outcomes from the Division budget conference held on October 26th October 2021 i.e. the construction of waterborne sanitary facility and the increased sensitization on PDM and other government programmes.</p>	1
<p>Maximum score is 6</p>	<p>Maximum score is 6</p>	<p>Maximum score is 6</p>		

4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p>	<p>iv. That the LLG budget include investments to be financed by the LLG score 1 or else 0</p>	<p>The division budgeted to to undertake the opening and grading of Nabitale-Balita Church Rd, Busukuma division and Busukuma - Kyambogo-Sekasolo Road in Busukuma division using locally raised.</p>	1
	<p>Maximum score is 6</p>			
4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p>	<p>v. Evidence that the LLG developed project profiles for all capital investments in the AWP and Budget as per format in NDP III Score 1 or else score 0</p>	<p>There was no evidence of project profiles provided.</p>	0
	<p>Maximum score is 6</p>			
4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p>	<p>vi. That the LLG budget was submitted to the District/Municipality/City before 15th May: score 1 or else 0</p>	<p>The Budget was submitted on 13/05/2022</p>	1
	<p>Maximum score is 6</p>			

5	<p>Procurement planning for the current FY: submission of request for procurement</p> <p>Maximum score is 2</p>	<p>Evidence that the LLG prepared and submitted inputs into the procurement plan for all the procurements to be done in a LLG for the current FY) to the CAO/TC by the 30th April of the previous FY, Score 2 or else score 0</p>	<p>There was evidence provided that the Division submitted the Procurement Plan on the 29/04/2022</p>	2
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6	<p>Compliance of the LLG budget to DDEG investment menu for the current FY</p> <p>Maximum score is 2</p>	<p>Evidence that the investments in the approved LLG Budget for the current FY comply with the investment menu in the DDEG Grant, Budget and Implementation Guidelines, score 2 or else score 0</p>	<p>There was evidence provided that the prioritized investments in the budget complied with the DDEG Grant guidelines i.e. 80% of the funds were earmarked for the construction of a 5 stance lined pit latrine at Namulonge Health Centre III and the procurement of 3 seater desks for supply to selected primary schools;</p> <p>10% was earmarked for Monitoring supervision and appraisal of capital works and investment service</p> <p>10% was earmarked for support to parish activities including monitoring, supervision and data collection on the PDM</p>	2
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C. Own Source Revenue Mobilization and Administration

7	<p>LLG collected local revenue as per budget (Budget realization)</p> <p>Maximum score is 1</p>	<p>Evidence that the LLG collected OSR for the previous FY within +/- 10% of the budget score 1 or else score 0.</p>	<p>From the annual Financial statements and approved budget; the Division budgeted to collect UGX 705,564,300 and realized 659,112,600 translating to 93.4% and percentage deviation of 6.6%</p>	1
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8	<p>Increase in LLG own source revenues from last financial year but one to last financial year.</p> <p>Maximum score 1</p>	<p>Evidence that the OSR collected increased from previous FY but one to previous FY by more than 5 %, score 1 or else score 0</p>	<p>The Division collected 659,112,600 in fy 2021/2022 up from UGX 369,472,572 in fy 2020/21 translating to a percentage increase of 56.1%</p>	1
9	<p>The LLG has properly managed and used OSR collected in the previous FY</p> <p>Maximum score 4</p>	<p>Evidence that the LLG:</p> <p>i. Has remitted OSR to the administrative units, score 1 or else score 0.</p>	<p>The Division remitted UGX 14,744,218 as 25% to Local Council I and 5,873,764 as 10% to the Wards</p>	1
9	<p>The LLG has properly managed and used OSR collected in the previous FY</p> <p>Maximum score 4</p>	<p>Evidence that the LLG:</p> <p>ii. Did not use more than 20% of the OSR on councilors allowances in the previous FY (unless authority was granted by the Minister), score 1, else score 0</p>	<p>The Division spent 49,943,397 on Councilors allowances translating to 7.56% of the realization of 659,112,600</p>	1
9	<p>The LLG has properly managed and used OSR collected in the previous FY</p> <p>Maximum score 4</p>	<p>Evidence that the LLG:</p> <p>iii. Have budgeted and used OSR funds on operational and maintenance in previous FY, score 1, else score 0</p>	<p>The Division didn't spend at least 5% of the budget on O& M</p>	0

9	<p>The LLG has properly managed and used OSR collected in the previous FY</p> <p>Maximum score 4</p>	<p>Evidence that the LLG:</p> <p>iv. Publicised the OSR and how it was used for the previous FY, score 1, else score 0.</p>	<p>There was evidence that the Division publicized the performance of locally raised revenue from the previous financial year on the notice board including the projects implemented using property tax i.e. grading of Nabitalo-Balita church road (5kms)</p>	1
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D. Financial Management

10	<p>The LLG submitted annual financial statements for the previous FY on time</p> <p>Maximum score is 4</p>	<p>Evidence that the LLG submitted its Annual Financial Statement to the Auditor General (AG) on time (i.e., by August 31), score 4 or else score 0</p>	<p>The AFS were submitted on 22/08/2022</p>	4
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11	<p>The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:</p> <p>i. Q1 by 15th October score 1 or else 0</p>	<p>The 1st Quarter Report was submitted on the 14/October/2021</p>	1
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11	<p>The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:</p> <p>ii. Q2 by 15th January score 1 or else 0</p>	<p>Q2 was submitted on 01/01/2022</p>	1
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11	<p>The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:</p> <p>iii. Q3 by 15th April score 1 or else 0</p>	<p>Q3 was submitted on the 13/04/2022</p>	1
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The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format

Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:

iv. Q4 by 30th July score 3 or else 0

Maximum score is 6

E. Human Resources Management for Improved Service Delivery

12

Appraisal of all staff in the LLG in the previous FY

Evidence that the SAS/Town Clerk appraised staff in the LLG:

There was evidence provided that all Division staff were appraised including extension staff from the submission letter to the Municipal Town Clerk and the list of appraised staff

2

Maximum score is 6

(i) All staff in the LLG including extension workers in the previous FY (by 30th June): score 2 or else 0

12

Appraisal of all staff in the LLG in the previous FY

Evidence that the SAS/Town Clerk appraised staff in the LLG:

From the personal files reviewed, there was evidence provided that all primary school head teachers were fully appraised in the previous calendar year 2021. However, the activities accomplished were affected by the Covid-19 pandemic

2

Maximum score is 6

(ii) Primary School Head teachers in public primary schools in the previous school calendar year (by 31st December) – score 2 or else 0

12	Appraisal of all staff in the LLG in the previous FY Maximum score is 6	Evidence that the SAS/Town Clerk appraised staff in the LLG: (iii) HC III & II In-charges in the previous FY (by June 30th) – score 2 or else	There was evidence provided that the 5 health centre in-charges were fully appraised i.e. Kyadondo North Health Sub- District, Gombe Health Centre II, Ttikalu Health Centre III, Matugga Health Centre II, and Migadde Health Centre II	2
13	Staff duty attendance Maximum score is 6	Evidence that the LLG has (i) Publicized the list of LLG staff: score 3 or else 0	There was evidence provided on the notice board that the staff lists with contacts were publicized	3
13	Staff duty attendance Maximum score is 6	Evidence that the LLG has (ii) Produced monthly analysis of staff attendance with recommendations to CAO/TC score 3 or else 0	The SATC presented a schedule of monthly staff attendance analysis for the last financial year.	3

F. Implementation and Execution

14	The LLG has spent all the DDEG funds for the previous FY on eligible projects/activities Maximum score is 2	Evidence that the LLG budgeted and spent all the DDEG for the previous FY on eligible projects/ activities as per the DDEG grant, budget, and implementation guidelines: Score 2, or else score 0	From a review of the Annual financial statements, the Division budgeted and used UDDEG Grant for the previous financial year as per the guidelines i.e. 80% of the Grant was spent on capital expenditure i.e. the procurement and supply of desks to selected UPE schools to reduce the pupil-desk ratio and the completion of a classroom block at Nabutiti Primary School	2
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15	<p>The LLG spent the funds as per budget</p> <p>Maximum score is 2</p>	<p>Evidence that the execution of budget in the previous FY does not deviate for any of the sectors/main programs by more than +/-10%: Score 2</p>	<p>The Division budgeted for a total of 1,256,614,674 and collected UGX 1,201,252,735 well distributed across all departments forming a percentage deviation of 4%</p>	2
16	<p>Completion of investments as per annual work plan and budget</p> <p>Maximum score is 3</p>	<p>Evidence that the investment projects planned in the previous FY were completed as per work plan by end of FY (quarter four) :</p> <p>If more than 90 % was completed: Score 3</p> <p>If 70% -90%: Score 2</p> <p>If less than 70 %: Score 0.</p>	<p>The Division implemented 90% of the planned projects.</p>	2

G. Environmental and Social Safeguards

17	<p>The LLG has implemented environmental and social safeguards during the previous FY</p> <p>Maximum score is 2</p>	<p>Evidence that the LLG carried out environmental, social and climate change screening where required, prior to implementation of all planned investments/ projects, score 2 or else score 0</p>	<p>There was evidence provided by the SATC that Division carried out environmental, social and climate change screening for the completion of a 2 classroom block at Nabutiti Primary School with a well laid out costed environment and social management plan; light grading of Nabitalo Chain Road. Environment, health, social and safety certification of the projects was also done.</p>	2
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18	The LLG has an Operational Grievance Handling System Maximum score is 2	(i) If the LLG has specified a system for recording, investigating and responding to grievances, which includes a designated a person to coordinate response to feedback, complaints log book with clear information and reference for onward action, a defined complaints referral path, and public display of information at LLG offices score 1 or else 0	There was no evidence provided	0
18	The LLG has an Operational Grievance Handling System Maximum score is 2	(ii) If the LLG has publicized the grievance redress mechanisms so that aggrieved parties know where to report and get redress score 1 or else 0	There was no evidence provided	0
19	The LLG has a functional land management system Maximum score 1	If the LLG has a functional Area Land committee in place to assist the LG Land board in an advisory capacity on matters relating to land, including ascertaining rights on the land score 1 or else 0	There was evidence of appointment letters of members on the Area land committee appointed on 21/07/2022. They include; Ssekisaka Samuel- Chairman, Waava Noah- Member, Male Proscovia- member and Sserukuma Mathias- member.	1

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

20	Awareness campaigns and mobilization on education services conducted in last FY	Evidence that the LLG has conducted awareness campaigns and parent's mobilization for improvement of education service delivery score 3, else score 0	There was no evidence provided	0
	Maximum score is 3			
21	Monitoring of service delivery in basic schools	Evidence that the LLG has monitored schools at least once per term in the previous 3 terms and produced a list of issues requiring attention of the committee responsible for education of the LLG council in the previous FY:	There was evidence provided from the monitoring reports that all schools were visited at least once per term during the previous financial year to check complinace to Covid-19 adherence measures.	4
	Maximum score is 4	<p>If all schools (100%) - score 4</p> <p>If 80 – 99% – score 2</p> <p>If 60 to 79% score 1</p> <p>Below 60% score 0</p>		
22	Existence and functionality of School Management Committees	Evidence that the LLG have functional school management committees in all schools; score 3, else score 0	The SATC provided copies of minutes of the 14 UPE School Management Committees and the appointment letters were availed. The School Management committees were fully constituted.	3
	Maximum score is 3			

I. Primary Health Care Services Management

23	<p>Awareness campaigns and mobilization on primary health care conducted in last FY</p> <p>Maximum score is 3</p>	<p>Evidence that the LLG has conducted awareness campaigns and mobilized communities for improved primary health care service delivery score 3, else score 0</p>	<p>There was evidence provided by the SATC of awareness campaigns done by the Health Assistant in susceptible areas, home steads and schools on maintaining cleanliness and proper garbage disposal.</p>	3
24	<p>The LLG monitored health service delivery at least twice during the previous FY</p> <p>Maximum score is 4</p>	<p>Evidence that LLG monitored aspects of health service delivery during the previous FY , score 4 or else score 0</p>	<p>There was evidence provided that Division through the health assistant conducted monitoring of health service delivery monitoring at Kasozi Health Centre, Nabutiti Health Centre and Namulonge Health Centre.</p>	4
25	<p>Existence and functionality of Health Unit Management Committee</p> <p>Maximum score is 3</p>	<p>Evidence that the LLG have functional Health unit Management Committee for all Health Facilities in the LLG; score 3, else score 0</p>	<p>The SATC provided the assessment team with appointment letters of members to the various Health Unit Management Committees i.e. Opolot Jane, Ebbellu Moses, Namuleme Sumayah, Kibuuka Isaac, Sserwanga Mathias, Agusi Francis, and Nattabi Cate were appointed to HUMC of Namulonge Health Centre III</p>	3

J. Water & Environment Services Management

26 Evidence that the LLGs submitted requests to the DWO for consideration in the current FY budgets

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

Maximum score is 3

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

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

Maximum score is 3

28 Existence and functionality of Water and Sanitation Committees

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

Maximum score is 2

29 Functionality of investments in water and sanitation facilities

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

Maximum score is 2

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

30	Development of the Physical Development Plans as per guidelines	(i) If the LLG has a functional Physical Planning Committee in place that: (i) is properly and fully constituted; (ii) considers new investments/ application for development permission on time; and (iii) has submitted at least 4 sets of minutes of Physical Planning Committee to the MoLHUD Score 1 or else 0	Not applicable	0
Maximum score 2				
30	Development of the Physical Development Plans as per guidelines	(i) If the LLG has detailed physical development plan(s) or/and area action plan(s) approved by the Council covering at least the percentage below Score 1 or else 0:	Not applicable	0
Maximum score 2				
		20% in 2022/23		
		30% in 2023/24		
		40% in 2024/25		
31	Implementation of the physical planning and building control measures as per guidelines	(i) If all infrastructure investments implemented by the LLG in the previous FY: (i) are consistent with the approved Physical Development Plan; and (ii) have a planning compliance certificate issued by MoLHUD. Score 1 or else 0	Not applicable	0
Maximum score 3				

31	Implementation of the physical planning and building control measures as per guidelines Maximum score 3	(ii) Evidence that the LLG has named streets, numbered plots, surveyed and demarcated roads as planned (90% or more implemented) in the previous FY score 1 or else 0	Not applicable	0
31	Implementation of the physical planning and building control measures as per guidelines Maximum score 3	(iii) Evidence that the LLG has a functional Development Control Team score 1 or else 0	Not applicable	0
32	The LLG has developed and implemented a solid waste management plan Maximum score 2	(i) If the LLG has prepared status report on the implementation of the approved solid waste management plan during the previous FY score 1 or else 0	N/A	0
32	The LLG has developed and implemented a solid waste management plan Maximum score 2	(ii) If the LLG has conducted awareness campaigns on the management of solid waste during the previous FY score 1 or else 0	N/A	0

33	Operation and Maintenance of infrastructure Maximum score is 3	(i) If the LLG has prepared Annual Infrastructure inventory and condition survey report score 1 or else 0	N/A	0
33	Operation and Maintenance of infrastructure Maximum score is 3	(ii) If the LLG has prepared an O&M Annual Plan which is based on the Annual Infrastructure inventory and condition survey score 1 or else 0	N/A	0
33	Operation and Maintenance of infrastructure Maximum score is 3	(iii) If the LLG has spent own source revenues of not less than 20% on O&M score 1 or else 0	N/A	0

L. Production Services Management

34	Up to date data on agriculture and irrigation collected, analyzed and reported Maximum score is 2	If the LLG extension staff have collected, analyzed and reported data on agriculture (i.e., crop, animal and fisheries) and irrigation activities including production statistics for key commodities, data on irrigated land, farmer applications, farm visits etc. as per formats, the reports compiled and submitted to LG Production Office score 2 or else 0.	The SATC provided data collection reports on agriculture, crop and animal in Kiwenda and Busukuma Wards	2
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35	Farmer awareness and mobilization campaigns carried out through farmer field days and awareness meetings	If the LLG has carried out awareness and mobilization campaigns on all aspects of agriculture through farmer field days and awareness meetings, exchange visits, reports compiled and submitted to LG Production Office score 2 or else 0	There was evidence provided that the extension workers from the distribution lists of maize and other inputs disaggregated by Ward and Gender	2
	Maximum score is 2			
36	The LLG has carried out monitoring activities on production activities for crops, animals and fisheries	If the LLG extension staff has implemented monitoring activities on agricultural production for crops, animal and fisheries covering among others irrigation, environmental safeguards, agricultural mechanization, postharvest handling, pests and disease surveillance, equipment installations, farmers implementing knowledge from trainings, reports compiled and submitted to LG Production Office score 2 or else 0	Evidence was provided by the SATC from reports showing monitoring of farmers through on farm visits and urban farming techniques and reports on farmer trainings were also availed.	2
	Maximum score is 2			
37	Farmer trainings through training farmer field schools and demonstrations organized and carried out	If the LLG extension staff has carried out farmer trainings on irrigated agriculture, agronomy, pests and diseases management, operation and maintenance of equipment, linkage to markets etc. through for example farmer field schools, demonstrations, and field training sessions, reports compiled and submitted to LG Production Office score 2 or else 0.	There was evidence provided showing that the extension staff carried out field training sessions of farmers on irrigated agriculture and pests and diseases management through the on farm visits	2
	Maximum score is 2			

The LLG has provided hands-on extension support to farmers and farmer organizations / groups

Maximum score is 2

If the LLG extension staff have provided extension support to farmers and farmer groups on crop management, aquaculture, animal husbandry, irrigation, Operation and Maintenance of equipment, postharvest handling, value addition, marketing etc. reports compiled and submitted to LG Production Office score 2 or else 0

There were reports on field farm visits from by the SATC on various farms