



LLG Performance Assessment

LLG Performance Assessment

Buhimba Town Council

(Vote Code: 257500)

Score 63/100 (63%)

No.	Performance Measure	Scoring Guide	Score	Justification
Assessment area: A. Functionality of Parish Administrative Structures				
1	The LLG has ensured that there are functional PDCs/WDCs in all their respective Parishes/Wards Maximum score is 2	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.	2	Composition of PDCs/WDCs for each parish in the LLG in place Minutes of PDCs submitted to the LLG seen
2	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. Maximum score is 2	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.	2	Parish data for the previous FY was submitted to the LLG, evidence on file
3	The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish Maximum score is 6	Evidence that the LLG: 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 ii. Approved Programmes/activities to be implemented within the Parish for the current FY score 2, else score 0 iii. Priority enterprises that can be implemented in the parish score 2 or else 0	2 2 2	mapped NGOs, CBOs & CSO Baylor, CEDO, World vision operating in the LLG LLG provided guidance and information Approved activities to be implemented Attendance sheets are on file LLG provided guidance and information on Priority enterprises Attendance sheets on file
Assessment area: B. Planning and Budgeting				
4	The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines	Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY: i. Is consistent with the LLG approved development plan III; score 1 or else 0	0	no evidence seen at the time of assessemnt

Maximum score is 6

Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY:

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.

0

evidence seen at the time of assessment

Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY:

iii. Is based on the outcomes of the budget conference; score 1 or else 0

1

Budget conference done

iv. That the LLG budget include investments to be financed by the LLG score 1 or else 0

0

no evidence

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

0

no evidence seen at the time of assessment

vi. That the LLG budget was submitted to the District/Municipality/City before 15th May: score 1 or else 0

1

Submitted on 13th may 2022

5

Procurement planning for the current FY: submission of request for procurement

Maximum score is 2

Evidence that the LLG prepared and submitted inputs into the procurement plan for all the procurements to be done in a LLG for the current FY) to the CAO/TC by the 30th April of the previous FY, Score 2 or else score 0

0

LLG submitted the procurement plan late on 19th July 2022

6

Compliance of the LLG budget to DDEG investment menu for the current FY

Maximum score is 2

Evidence that the investments in the approved LLG Budget for the current FY comply with the investment menu in the DDEG Grant, Budget and Implementation Guidelines, score 2 or else score 0

0

no evidence seen at the time of assessment

Assessment area: C. Own Source Revenue Mobilization and Administration

7

LLG collected local revenue as per budget (Budget realization)

Maximum score is 1

Evidence that the LLG collected OSR for the previous FY within +/- 10% of the budget score 1 or else score 0.

0

no evidence

8

Increase in LLG own source

revenues from last financial year but one to last financial year.	Evidence that the OSR collected increased from previous FY but one to previous FY by more than 5 %, score 1 or else score 0	0	no evidence
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Maximum score 1

9

The LLG has properly managed and used OSR collected in the previous FY	Evidence that the LLG: i. Has remitted OSR to the administrative units, score 1 or else score 0.	0	no evidence seen at the time of assessment
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Maximum score 4

Evidence that the LLG:

ii. Did not use more than 20% of the OSR on councilors allowances in the previous FY (unless authority was granted by the Minister), score 1, else score 0	0	no evidence
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Evidence that the LLG:

iii. Have budgeted and used OSR funds on operational and maintenance in previous FY, score 1, else score 0	0	no evidence
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Evidence that the LLG:

iv. Publicised the OSR and how it was used for the previous FY, score 1, else score 0.	0	no evidence
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Assessment area: D. Financial Management

10

The LLG submitted annual financial statements for the previous FY on time	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	0	No Evidence
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Maximum score is 4

11

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: i. Q1 by 15th October score 1 or else 0	1	Q1 submitted on 13th oct 2021
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Maximum score is 6

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: ii. Q2 by 15th January score 1 or else 0	1	Q2 11/jan 2022
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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: 1 Q3 12/4/2022

iii. Q3 by 15th April score 1 or else 0

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: 3 Q4 13 /July 2022

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

Assessment area: E. Human Resources Management for Improved Service Delivery

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: (i) All staff in the LLG including extension workers in the previous FY (by 30th June): score 2 or else 0	2	Appraised staff in the LLG
		Evidence that the SAS/Town Clerk appraised staff in the LLG: (ii) Primary School Head teachers in public primary schools in the previous school calendar year (by 31st December) – score 2 or else 0	2	Appraised Primary School Head teachers
		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	2	Appraised staff in the LLG HC III & II In-charges
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	3	Publicized the list of LLG staff:
		Evidence that the LLG has (ii) Produced monthly analysis of staff attendance with recommendations to CAO/TC score 3 or else 0	3	Monthly analysis of staff attendance in place

Assessment area: 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	0	no evidence
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15	The LLG spent the funds as per budget Maximum score is 2	Evidence that the execution of budget in the previous FY does not deviate for any of the sectors/main programs by more than +/-10%: Score 2	0	no evidence
16	Completion of investments as per annual work plan and budget Maximum score is 3	Evidence that the investment projects planned in the previous FY were completed as per work plan by end of FY (quarter four) : If more than 90 % was completed: Score 3 If 70% -90%: Score 2 If less than 70 %: Score 0.	0	no evidence

Assessment area: G. Environmental and Social Safeguards

17	The LLG has implemented environmental and social safeguards during the previous FY Maximum score is 2	Evidence that the LLG carried out environmental, social and climate change screening where required, prior to implementation of all planned investments/ projects, score 2 or else score 0	0	No evidence that the Town Council carried out environmental, social and climate change screening on the project of renovating the office block it undertook in the FY
18	The LLG has an Operational Grievance Handling System Maximum score is 2	(i) If the LLG has specified a system for recording, investigating and responding to grievances, which includes a designated a person to coordinate response to feed-back, complaints log book with clear information and reference for onward action, a defined complaints referral path, and public display of information at LLG offices score 1 or else 0 (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	1 1	System for recording, investigating and responding to grievances in place publicized the grievance redress mechanisms
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	1	LLG has fully constituted Area Land Committee

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

20	Awareness campaigns and mobilization on education services conducted in last FY Maximum score is 3	Evidence that the LLG has conducted awareness campaigns and parent's mobilization for improvement of education service delivery score 3, else score 0	3	Reports on awareness campaigns in place
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21	Monitoring of service delivery in basic schools Maximum score is 4	Evidence that the LLG has monitored schools at least once per term in the previous 3 terms and produced a list of issues requiring attention of the committee responsible for education of the LLG council in the previous FY: If all schools (100%) - score 4 If 80 – 99% – score 2 If 60 to 79% score 1 Below 60% score 0	4	LLG has monitored all schools,reports on file
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22	Existence and functionality of School Management Committees Maximum score is 3	Evidence that the LLG have functional school management committees in all schools; score 3, else score 0	3	Minutes of school management committees in place
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Assessment area: I. Primary Health Care Services Management

23	Awareness campaigns and mobilization on primary health care conducted in last FY Maximum score is 3	Evidence that the LLG has conducted awareness campaigns and mobilized communities for improved primary health care service delivery score 3, else score 0	3	LLG has conducted awareness campaigns,reports on file
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24	The LLG monitored health service delivery at least twice during the previous FY Maximum score is 4	Evidence that LLG monitored aspects of health service delivery during the previous FY , score 4 or else score 0	4	LLG has monitored aspects of health service deliver,reports on file
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25	Existence and functionality of Health Unit Management Committee Maximum score is 3	Evidence that the LLG have functional Health unit Management Committee for all Health Facilities in the LLG; score 3, else score 0	3	Health unit Management Committe in place,minutes on file
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Assessment area: K. Urban Planning and Management (Applicable to Town Councils and Divisions only)

30	Development of the Physical Development Plans as per guidelines Maximum score 2	(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	0	no evidence
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else 0

(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:

20% in 2022/23

0 no evidence

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

0 no evidence

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

0 no evidence

(iii) Evidence that the LLG has a functional Development Control Team score 1 or else 0

0 no evidence

32

The LLG has developed and implemented a solid waste management plan

(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

0 no evidence

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

0 no evidence

33

Operation and Maintenance of infrastructure

(i) If the LLG has prepared Annual Infrastructure inventory and condition survey report score 1 or else 0

0 no evidence

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

0 no evidence

(iii) If the LLG has spent own source revenues of not less than 20% on O&M score 1 or else 0

0 no evidence

Assessment area: L. Production Services Management

34

Up to date data on agriculture and irrigation collected, analyzed and reported

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.

2 Evidence seen on file as required

Maximum score is 2

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	2	Evidence seen on file as required
	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	2	Evidence seen on file as required
	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.	2	Evidence seen on file as required
	Maximum score is 2			
38	The LLG has provided hands-on extension support to farmers and farmer organizations / groups	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	2	Evidence seen on file as required
	Maximum score is 2			