



LLG Performance Assessment

LLG Name: Akisim Subcounty

Pallisa District

(Vote Code: 919)

Assessment	Scores
LLG Performance Assessment	44%

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>The sub-county has 4 parishes ,the PDCs formed include</p> <p>Okisiran PDC with 7 members (chairperson is Okurut Vicent and Malinga Phillip as secretary).</p> <p>Opadio PDC with 7 members (chairperson is Tino stella and Okiria patrick as secretary)</p> <p>Akisim PDC with 7 members (chairperson is Ekanya james and Ochola David as secretary)</p> <p>Kobuin PDC with 7 members (chairperon is oriada constant and koyunai levy as secretary)</p> <p>The composition is 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>Parish Data collected ,analyzed and on file.</p>	2

3	<p>The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG:</p> <p>i. Has mapped NGOs, CBOs & CSO operating in the LLG and involved them in raising awareness about the PDM and planning cycle: score 2, or else 0</p>	No data available	0
3	<p>The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG provided guidance and information to the Village Executive Committees and to PDCs on:</p> <p>ii. Approved Programmes/activities to be implemented within the Parish for the current FY score 2, else score 0</p>	<p>Community consultative meeting report dated 10/10/2021 highlighting priorities e.g Orikosio to amututu road .Village attendance attached .They priority is on the workplan and budget approved by council on 31/5/2022 min 10/31/05/2022 at 5 million.</p>	2
3	<p>The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG provided guidance and information to the Village Executive Committees and to PDCs on:</p> <p>iii. Priority enterprises that can be implemented in the parish score 2 or else 0</p>	No evidence was provided.	0

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>Priority of furniture (book shelves for omalutan and opadio in annual workplan also in the Development Plan page 55,maintenance of community access roads in annual workplan and development plan page 53.</p> <p>Annual workplan reflecting gender and HIV/AIDS in development plan page 54.</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>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>No evidence was 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>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>No budget conference was conducted.</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>iv. That the LLG budget include investments to be financed by the LLG score 1 or else 0</p>	<p>Annual workplan reflects a road to be opened at 5 million .</p> <p>maintenance of roads at 6,216,761 the budget reflects the same amount.</p> <p>Purchase of furniture for school (Omalutan and Opadoi)</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>No evidence was 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>No evidence of submission .</p>	0
	<p>Maximum score is 6</p>			

5	Procurement planning for the current FY: submission of request for procurement	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	Procurement requests submitted to PDU on 20/5/2022	0
	Maximum score is 2			

6	Compliance of the LLG budget to DDEG investment menu for the current FY	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	Priorities include Opening of Orikosio-amututu road Environmental and social safe guards BOQs	2
	Maximum score is 2			

C. Own Source Revenue Mobilization and Administration

7	LLG collected local revenue as per budget (Budget realization)	Evidence that the LLG collected OSR for the previous FY within +/- 10% of the budget score 1 or else score 0.	Budget shs: 4,130,265 ,Actual shs:1,638,478 shs1,638,478/ shs 4,130,265 *100 = 39.7%	0
	Maximum score is 1		39.7%-100% = -60.3	

The poor performance of revenue is attributed to non-remittance by the District.

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	2020/2021 : shs 1,605,176 , 2021/2022 : shs 1,638,478. difference 33,302 Increase = 2%	0
	Maximum score 1			

9	The LLG has properly managed and used OSR collected in the previous FY Maximum score 4	Evidence that the LLG: i. Has remitted OSR to the administrative units, score 1 or else score 0.	No evidence provided	0
9	The LLG has properly managed and used OSR collected in the previous FY Maximum score 4	Evidence that the LLG: ii. Did not use more than 20% of the OSR on councilors allowances in the previous FY (unless authority was granted by the Minister), score 1, else score 0	20% of 1,605,176 = 321,035 Council expenditure was 3,591,000 .This expenditure was far beyond the mandatory 20% without authority from the minister.	0
9	The LLG has properly managed and used OSR collected in the previous FY Maximum score 4	Evidence that the LLG: iii. Have budgeted and used OSR funds on operational and maintenance in previous FY, score 1, else score 0	No evidence was provided	0
9	The LLG has properly managed and used OSR collected in the previous FY Maximum score 4	Evidence that the LLG: iv. Publicised the OSR and how it was used for the previous FY, score 1, else score 0.	No display was done.	0

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 final Accounts were prepared and submitted to Auditor General on 30/8/2022 .</p>	4
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>No submission was made.</p>	0
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>No submission was made.</p>	0

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>No submission was made.</p>	0
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11	<p>The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:</p> <p>iv. Q4 by 30th July score 3 or else 0</p>	<p>No submission was made.</p>	0
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E. Human Resources Management for Improved Service Delivery

12	<p>Appraisal of all staff in the LLG in the previous FY</p> <p>Maximum score is 6</p>	<p>Evidence that the SAS/Town Clerk appraised staff in the LLG:</p> <p>(i) All staff in the LLG including extension workers in the previous FY (by 30th June): score 2 or else 0</p>	<p>No appraisal forms /reports seen</p>	0
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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: (ii) Primary School Head teachers in public primary schools in the previous school calendar year (by 31st December) – score 2 or else 0	No performance reports were seen.	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	No appraisal forms seen	0
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	Staff lists on file with contacts. Attendance book is available at the station signed by all staff Staff performance plan seen on file dated 15/3/2021 staff not publicized	0
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	No monthly analysis was done.	0

F. Implementation and Execution

14	<p>The LLG has spent all the DDEG funds for the previous FY on eligible projects/activities</p> <p>Maximum score is 2</p>	<p>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</p>	<p>Projects implemented;</p> <p>Completion of administration block</p> <p>Construction of a 2 stance pit-latrine at the sub-county headquarters .</p> <p>Renovation of OPD at the Health unit</p> <p>Road works</p>	2
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>Administration block budget 31,000,000 actual 28,350,000 = 91.4%</p> <p>2 stance pit-latrine budget 9,000,000 actual 8,177,148 = 90.8%</p> <p>Renovation of OPD sbudget 6,000,000 actual 5,696,784 = 94.9%</p> <p>Road works budget 8,717,879 actual 8,717,879 = 100%</p> <p>On average the implementation was 94.2%</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>Administration block budget 31,000,000 actual 28,350,000 = 91.4%</p> <p>2 stance pit-latrine budget 9,000,000 actual 8,177,148 = 90.8%</p> <p>Renovation of OPD sbudget 6,000,000 actual 5,696,784 = 94.9%</p> <p>Road works budget 8,717,879 actual 8,717,879 = 100%</p>	3

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>Environmental and social safeguards report on file dated 4/9/2021 prepared by Omasai Abraham - Environment Officer.</p> <p>Environmental and social safeguards report on file prepared by Samuka Muhammed -DNRO.</p> <p>Certificate for implementation of environmental and social safeguard entailing opening of chololo community access road,orikosio -okunguro road,construction of 2 stance pit-latrine and renovation of OPD at Akisim health centre.</p>	2
18	<p>The LLG has an Operational Grievance Handling System</p> <p>Maximum score is 2</p>	<p>(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</p>	<p>No log in book</p>	0
18	<p>The LLG has an Operational Grievance Handling System</p> <p>Maximum score is 2</p>	<p>(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</p>	<p>Notice board not in place.</p>	0

19	The LLG has a functional land management system	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	members received appointments issued by the chairperson Mr.Duchu Patrick. No minute were in place.	0
	Maximum score 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	Mobilization report in place dated 21/1/2022 prepared by konyai levy parish chief.	3
	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:	No evidence provided.	0
	Maximum score is 4	If all schools (100%) - score 4 If 80 – 99% – score 2 If 60 to 79% score 1 Below 60% score 0		

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	SMCs for Opadoi, Okisiran omalutan and Akisim in place. minutes for opadoi ps available on file dated 2/5/2022 with 5 members and Okiria John Bosco is the chairperson Minutes for Okisiran ps available on file dated 28/4/2022 with 5 members with Okiasi Calvin as chairperson Minutes for Omalutan ps available on file dated 30/5/2022 with action plan attached Minutes for Akisim ps available on file dated 13/9/2021,.	3
	Maximum score is 3			

I. Primary Health Care Services Management

23	Awareness campaigns and mobilization on primary health care conducted in last FY	Evidence that the LLG has conducted awareness campaigns and mobilized communities for improved primary health care service delivery score 3, else score 0	Health promotion activity report on file for a period of april-june by Omaset David M	3
	Maximum score is 3			
24	The LLG monitored health service delivery at least twice during the previous FY	Evidence that LLG monitored aspects of health service delivery during the previous FY , score 4 or else score 0	No monitoring report was presented.	0
	Maximum score is 4			

25	Existence and functionality of Health Unit Management Committee	Evidence that the LLG have functional Health unit Management Committee for all Health Facilities in the LLG; score 3, else score 0	HUMC minutes available on file dated 24/5/2022 ,signed by secretary (kooli elijah) and chairperson (Odet James HAnnington).	3
	Maximum score is 3			

J. Water & Environment Services Management

26	Evidence that the LLGs submitted requests to the DWO for consideration in the current FY budgets	Evidence that the SAS submitted in writing requests to the DWO for consideration in the planning of the current FY score 3, else score 0	Request made for a water sources for the health facility on 13/7/2021 and it has been considered in the District budget for the running financial year.	3
	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	No evidence was provided.	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	No evidence was provided.	0
	Maximum score is 2			

29	<p>Functionality of investments in water and sanitation facilities</p> <p>Maximum score is 2</p>	<p>Evidence that the SAS has an updated lists on all its water and sanitation facilities (public latrines) and functionality status. Score 2 else 0</p>	<p>No evidence was provided</p>	0
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K. Urban Planning and Management (Applicable to Town Councils and Divisions only)

30	<p>Development of the Physical Development Plans as per guidelines</p> <p>Maximum score 2</p>	<p>(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</p>
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30	<p>Development of the Physical Development Plans as per guidelines</p> <p>Maximum score 2</p>	<p>(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:</p> <p>20% in 2022/23</p> <p>30% in 2023/24</p> <p>40% in 2024/25</p>
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31 Implementation of the physical planning and building control measures as per guidelines
Maximum score 3 (i) If all infrastructure investments implemented by the LLG in the previous FY: (i) are consistent with the approved Physical Development Plan; and (ii) have a planning compliance certificate issued by MoLHUD. Score 1 or else 0

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

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

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

32 The LLG has developed and implemented a solid waste management plan (ii) If the LLG has conducted awareness campaigns on the management of solid waste during the previous FY score 1 or else 0
Maximum score 2

33 Operation and Maintenance of infrastructure (i) If the LLG has prepared Annual Infrastructure inventory and condition survey report score 1 or else 0
Maximum score is 3

33 Operation and Maintenance of infrastructure (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
Maximum score is 3

33 Operation and Maintenance of infrastructure (iii) If the LLG has spent own source revenues of not less than 20% on O&M score 1 or else 0
Maximum score is 3

L. Production Services Management

34	<p>Up to date data on agriculture and irrigation collected, analyzed and reported</p> <p>Maximum score is 2</p>	<p>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.</p>	<p>Report on production statistics available dated 14/9/2021 compiled by Oulo Richard Omagoro -Assistant Agricultural Officer.</p> <p>the data entails crops,cattle,goats,sheep,pigs and poultry.</p>	2
35	<p>Farmer awareness and mobilization campaigns carried out through farmer field days and awareness meetings</p> <p>Maximum score is 2</p>	<p>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</p>	<p>Report on awareness creation on agronomy in place;maize report dated 11/2/22,10/2/2022 with attendances attached.report on cassava dated 7th -10th /february/2022</p>	2
36	<p>The LLG has carried out monitoring activities on production activities for crops, animals and fisheries</p> <p>Maximum score is 2</p>	<p>If the LLG extension staff has implemented monitoring activities on agricultural production for crops, animal and fisheries covering among others irrigation, environmental safeguards, agricultural mechanization, postharvest handling, pests and disease surveillance, equipment installations, farmers implementing knowledge from trainings, reports compiled and submitted to LG Production Office score 2 or else 0</p>	<p>Monitoring report in place dated 20/11/2021 and 10/9/2021.</p>	2

37	<p>Farmer trainings through training farmer field schools and demonstrations organized and carried out</p> <p>Maximum score is 2</p>	<p>If the LLG extension staff has carried out farmer trainings on irrigated agriculture, agronomy, pests and diseases management, operation and maintenance of equipment, linkage to markets etc. through for example farmer field schools, demonstrations, and field training sessions, reports compiled and submitted to LG Production Office score 2 or else 0.</p>	<p>Training report on agribusiness dated 12/7/2022 with pictorial evidence.</p>	0
38	<p>The LLG has provided hands-on extension support to farmers and farmer organizations / groups</p> <p>Maximum score is 2</p>	<p>If the LLG extension staff have provided extension support to farmers and farmer groups on crop management, aquaculture, animal husbandry, irrigation, Operation and Maintenance of equipment, postharvest handling, value addition, marketing etc. reports compiled and submitted to LG Production Office score 2 or else 0</p>	<p>No evidence for field reports was provided.</p> <p>extension staff report use of e-dairy to report to the ministry.</p>	0