



## **LLG Performance Assessment**

LLG Name: Rutookye Town Council

Mitooma District

(Vote Code: 893)

<b>Assessment</b>	<b>Scores</b>
LLG Performance Assessment	71%

No.	Summary of requirements	Definition of compliance	Compliance justification	Score
<b>A. Functionality of Parish Administrative Structures</b>				
1	<p>The LLG has ensured that there are functional PDCs/WDCs in all their respective Parishes/Wards</p> <p>Maximum score is 2</p>	<p>Evidence that the LLG has duly constituted PDCs/WDCs with composition in accordance with the PDM Guidelines, and that PDCs are fully functional as evidenced by mobilization of beneficiaries within a parish/ward, appraisal of all proposals submitted for the revolving funds during the previous FY for all parishes, score 2, else score 0.</p>	<p>List of PDCs members for each ward(Kibare,Nyakasiro,Central and Sanga) in the Town council were available.</p> <p>WDCs minutes were available dated 17/06/2023 for central ward</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>No Evidence that the Wards in the Town council have compiled, updated, and analyzed data on community profiling</p>	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:</p> <p>i. Has mapped NGOs, CBOs &amp; CSO operating in the LLG and involved them in raising awareness about the PDM and planning cycle: score 2, or else 0</p>	<p>No evidence for NGOs, CBOs &amp; CSO mapping report for the previous FY</p>	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>Evidence in form of awareness training dated 13/5/22 for Kibare Ward was obtained</p>	2

3	<p>The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG provided guidance and information to the Village Executive Committees and to PDCs on:</p> <p>iii. Priority enterprises that can be implemented in the parish score 2 or else 0</p>	<p>Evidence of PDC enterprise selection meeting by minutes dated 10/05/2023 for Central ward were available</p>	2
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**B. Planning and Budgeting**

4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p> <p>Maximum score is 6</p>	<p>Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY:</p> <p>i. Is consistent with the LLG approved development plan III; score 1 or else 0</p>	<p>There was alinkage between Development plan and Workplan for garbage collection on page 23 of development plan, page 7 of the workplan and page 8 of the budget.</p>	1
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4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p> <p>Maximum score is 6</p>	<p>Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY:</p> <p>ii. Incorporates ranked priorities from all its respective parish submissions which are duly signed by the Parish Chief and PDC Chairperson score 1 or else 0.</p>	<p>The ranked priorities from all parish submissions were not available</p>	0
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4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p> <p>Maximum score is 6</p>	<p>Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY:</p> <p>iii. Is based on the outcomes of the budget conference; score 1 or else 0</p>	<p>Budget Conference Report was not obtained</p>	0
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4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p> <p>Maximum score is 6</p>	<p>iv. That the LLG budget include investments to be financed by the LLG score 1 or else 0</p>	<p>LLG budget included garbage collection of 4Million using local revenue and renovation of a public latrine at 0.3Million on page 8 of the budget.</p>	1
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4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p> <p>Maximum score is 6</p>	<p>v. Evidence that the LLG developed project profiles for all capital investments in the AWP and Budget as per format in NDP III Score 1 or else score 0</p>	<p>LLG had no project profiles</p>	<b>0</b>
4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p> <p>Maximum score is 6</p>	<p>vi. That the LLG budget was submitted to the District/Municipality/City before 15th May: score 1 or else 0</p>	<p>AWPB for the current FY was submitted to the district on 12/5/2023</p>	<b>1</b>
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>Procurement plan was not obtained.</p>	<b>0</b>
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>Gabbage collection at a cost of 400,000= on page 8 of the budget was funded by DDEG</p>	<b>2</b>

**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>99% of the budgeted revenue (10,530,000) was collected (10,473,500) which is with in - +10% of the budgeted OSR collected.</p>	<b>1</b>
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8	Increase in LLG own source revenues from last financial year but one to last financial year.  Maximum score 1	Evidence that the OSR collected increased from previous FY but one to previous FY by more than 5 %, score 1 or else score 0	LR of 10,473,500 was collected last FY compared to LR of 7,425,000 in the last FY but one making up a percentage increase of 41%	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.	The LLG remitted the mandatory share of OSR to the LG and administrative units evidenced by voucher no. 07/11 2022/2023	1
9	The LLG has properly managed and used OSR collected in the previous FY  Maximum score 4	Evidence that the LLG: ii. Did not use more than 20% of the OSR on councilors allowances in the previous FY (unless authority was granted by the Minister), score 1, else score 0	The LLG spent 35% of OSR on councilors allowances	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	The LLG Budgeted and used OSR funds on operational and maintenance of the compound and garbage collection	1
9	The LLG has properly managed and used OSR collected in the previous FY  Maximum score 4	Evidence that the LLG: iv. Publicised the OSR and how it was used for the previous FY, score 1, else score 0.	OSR was publicized on the notice board dated 30/5/2023	1
<b>D. Financial Management</b>				
10	The LLG submitted annual financial statements for the previous FY on time  Maximum score is 4	Evidence that the LLG submitted its Annual Financial Statement to the Auditor General (AG) on time (i.e., by August 31), score 4 or else score 0	LLG submitted AFS to Auditor General on 31/08/2023	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>Physical progress report submitted on 15/7/2022</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>Physical progress report not submitted</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>Physical progress report not submitted</p>	0

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  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:  iv. Q4 by 30th July score 3 or else 0	Physical progress report submitted on 15/7/2022	<b>3</b>
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### 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	All staff were appraised by 30/6/2022	<b>2</b>
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	Primary School Head teachers in public primary schools in the previous school calendar year were appraised by 31/12/2022	<b>2</b>
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	In charges were not appraised	<b>0</b>
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 list publicized on noticeboard	<b>3</b>
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	Staff attendance analysis report available	<b>3</b>

### 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	DDEG funds were spent on garbage collection to a tune of 960,000 on voucher no. 14/8 22/8/22	<b>2</b>
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	LLG spent as budgeted that is 50,000 of DDEG spent on garbage on page 8 of the budget	<b>2</b>
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.	Out of Total budget of 170,416,170, total execution of 170,346,070 (99%) was spent.	<b>3</b>

### 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	Environmental and Social Screening (E&S) Form/ESMP was not available.	<b>0</b>
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	Grievance file opened 01/02/2022 was available, a committee of 6 members in place and cases received and handled	<b>1</b>



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	LLG had not publicized the grievance redress mechanisms	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	LLG had no evidence of a fully constituted and functional Area Land Committee	0
<b>H. Basic (Pre &amp; Primary) Education services Management (in public and private schools)</b>				
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	A Report on awareness training of parents for improvement of education services held at Nyakasiro P/S was seen dated 10/2/2023, at Rutookye P/S dated 18/10/2022	3
21	Monitoring of service delivery in basic schools Maximum score is 4	Evidence that the LLG has monitored schools at least once per term in the previous 3 terms and produced a list of issues requiring attention of the committee responsible for education of the LLG council in the previous FY:  If all schools (100%) - score 4  If 80 - 99% - score 2  If 60 to 79% score 1  Below 60% score 0	Monitoring reports for schools dated 24/4/2023 for Nyakashojwa P/S, 22/11/2022 for Rwemiyaga P/s and 23/11/2022 for Rutookye preparatory P/S were obtained.	4
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	Minutes of school management committee for NyakasiroP/S dated 18/11/2023, Rutookye P/S dated 02/4/2023, and Rwemiyaga P/S dated 22/3/2023 were available.	3

## 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	Awareness training and community mobilization for improvement of primary health care was held on 23/4/2023 at Kibare C.O.U	3
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	A Report on health service delivery monitoring by the Town clerk dated 30/8/2023 was available and was presented to Executive on 10/7/2023	4
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	No Health unit Management Committee since there is no health unit in the LLG	3

#### **J. Water & Environment Services Management**

26	Evidence that the LLGs submitted requests to the DWO for consideration in the current FY budgets  Maximum score is 3	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		
27	The LLG has monitored water and environment services delivery during the previous FY  Maximum score is 3	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		
28	Existence and functionality of Water and Sanitation Committees  Maximum score is 2	Evidence that the LLG have functional Water and Sanitation Committees (including collection and proper use of community contributions) score 2, else score 0		

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                      Physical Planning Committee is in place, properly and fully constituted, no evidence of minutes of PPC                      **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:  
20% in 2022/23  
30% in 2023/24  
40% in 2024/25                      No approved physical development plan, no approved action area plan.                      **0**

Maximum score 2

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                      No approved physical development plan                      **0**

Maximum score 3

31                      Implementation of the physical planning and building control measures as per guidelines                      (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                      Streets not named,                      **0**

Maximum score 3

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	No physical planning staff in the LLG, No evidence of progress reports	<b>0</b>
32	The LLG has developed and implemented a solid waste management plan  Maximum score 2	(i) If the LLG has prepared status report on the implementation of the approved solid waste management plan during the previous FY score 1 or else 0	No solid waste management plan	<b>0</b>
32	The LLG has developed and implemented a solid waste management plan  Maximum score 2	(ii) If the LLG has conducted awareness campaigns on the management of solid waste during the previous FY score 1 or else 0	A report on awareness campaigns on the management of solid waste dated 20/8/2023 was available	<b>1</b>
33	Operation and Maintenance of infrastructure  Maximum score is 3	(i) If the LLG has prepared Annual Infrastructure inventory and condition survey report score 1 or else 0	Annual Infrastructure inventory and condition survey report for the previous FY was not available	<b>0</b>
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	Annual Infrastructure inventory and condition survey report for the previous FY was not available	<b>0</b>
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	Garbage collection was done under O&M	<b>1</b>

## **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 was not available</p>	0
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>A report on awareness creation dated 30/6/2023 was available</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 by extension staff dated 28/3/2023 was available</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>A report on farmers training on pest and disease management dated 1/9/2023 was available</p>	2
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>Field extension reports dated 30/6/2023 and 1/9/2023 were available</p>	2