



LLG Performance Assessment

LLG Performance Assessment

Magodes Town Council

(Vote Code: 273848)

Score 76/100 (76%)

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		The LLG availed PDC composition for all the wards WDC composition per ward Tuba ward 1. Chairperson - Etyang Nelson 2. Secretary -Okipangor Andrew 3. NRM - Okiru Patrick 4. Women -Nyaketcho Janifer 5. PWD -Auma Mary 6. Eldery - Orukan Difas 7. Youth - Okeya Gideon Central ward 1. Chairperson - Emejje John 2. Secretary - Ajore Eseza 3. NRM - Otabong Grace 4. Women -Mwamuliro Doreen 5. PWD -Osiru Emmanuel 6. Eldery - Okolong Emmanuel 7. Youth - Ogwang Denis Station ward 1. Chairperson - Ekisa Diphias Blasio 2. Secretary - Iunyolo Kulusumu 3. NRM - Oyeet Robert Odaim 4. Women -Achar Oliver 5. PWD -Oburu John Etyang 6. Eldery - Okware John Blasio 7. Youth - Oburu John Keli Ginnery ward 1. Chairperson - Emuron Peter 2. Secretary - Mukhama Emma 3. NRM - Opio silver 4. Women -Aong Ruth Olowo 5. PWD-Oketcho Yosia 6. Eldery - Okware Wilberforce 7. Youth - Okulent Michael Moru ward 1. Chairperson - Ekaget Stephen 2. Secretary - Etyang Remigio 3. NRM - Okware Joseph 4. Women -Nyasiwa catherine 5. PWD-Omachari Sam 6. Eldery - Munyana Nakitansio Osilo 7. Youth - Okanyang Samuel The LLG availed minutes of

funds during the previous FY for all parishes, score 2, else score 0.

community mobilization for individuals and groups to participate in development activities

Central ward meeting held on 30/08/2023, Tuba ward meeting held on 30/8/2023, Station ward meeting held on 26/4/2024, Ginnery ward meeting held on 1/04/2024, Moru ward meeting held on 18/7/2023.

List of proposals submitted for the revolving funds for all the wards during the previous FY

Ginner ward

Diary, piggery, onion growing, cotton growing and poultry

Station ward

Poultry (turkey), goat rearing, piggery and rice .

Moru ward

Poultry, piggery, goats, maize, groundnuts and rice.

Central ward

Piggery, poultry, Cassava, soya and fish farming

Tuba ward

Piggery, poultry, dairy and produce

There was evidence of appraisal/vetting meeting for all the wards.

Tuba ward;15/9/2023, Station ward appraisal/ undertaken on 24/6/2024, 25/06/2024, Ginnery ward veeting took place on 16/7/2024 which is not within timeframe as of the manual, Moru ward vetting conducted on 3/07/2023, 16/7/2023, Central ward vetting meeting held on 1/7/2023

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.	0	Data is missing on the column for economic activity
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	0	Mapping was not done due to absence of partners in the Town Council
		Evidence that the LLG provided guidance and information to the Village Executive Committees and to PDCs on:	2	The LLG held a meeting with the Village Executive and PDC on the 25/01/2024 at station ward on priority enterprises that can be implemented in the parish

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 Maximum score is 6	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	1	According to the annual work plan maintenance of molo1- kipangor p/s, maintenance of Magodes to station via Maga 1 and 2 is on page 17, Maintenance of Karariyangto Agogomit page 18, opening surut page 8 and in development page 69.
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	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.	1	Minutes of meeting held on 25/1/2024 had priority enterprises; maintenance of Magodes to station via maa 1 and 2	
	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 report with the inclusion of prioritized investments in place	
	iv. That the LLG budget include investments to be financed by the LLG score 1 or else 0	1	The budget mentions investments to be implemented on page 10 i.e. maintenance of Magodes to station via Maga 1 and 2 on page 10, Opening of Okurut road	
	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	project profiles not seen	
	vi. That the LLG budget was submitted to the District/Municipality/City before 15th May: score 1 or else 0	1	The budget was submitted to CAO on the 13/5/2024 which is within the timeframe.	
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	2	Procurement plan submitted to CAO on 29/4/2024 which is within the time frame
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	2	Projects in the annual workplan include; Maintenance of Magodes primary school road via Maga 1 and 2 Maintenance of Rarak via Surut B and Surut A These projects comply to the DDEG Grant

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.	1	Actual LR -63,600,624 Budget -59,420,000 Performance - 107% The LLG OSR collection was within the +/-10%
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	1	Actual 2023/2024 -63,600,000 Actual 2022/2023 -22,015,373 The LLG revenue increased by 188%
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.	1	The LLG Remitted OSR to Tuba ward for all the 4 quarters
		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	Total OSR collection 22,015,373 20% of 22,015,373 = 4,403,075 Actual spent on council = 5,355,000 The LLG spent more than the 20% OSR on council
		Evidence that the LLG: iii. Have budgeted and used OSR funds on operational and maintenance in previous FY, score 1, else score 0	1	The LLG spent 2.500,000 on renovation of the administrative block
		Evidence that the LLG: iv. Publicised the OSR and how it was used for the previous FY, score 1, else score 0.	1	The revenue and expenditure was publicized on the office notice board

Assessment area: D. Financial Management

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	4	The AFS was submitted to Auditor General on 30/08/2024
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: i. Q1 by 15th October 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: ii. Q2 by 15th January 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: 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: iv. Q4 by 30th July score 3 or else 0	1 1 1 3	There was evidence showing that the LLG submitted quarterly financial and physical progress reports to CAO's office Q1 report submitted on the 11/10/2023 Q2 report submitted on the 09/1/2024 Q3 report submitted on the 15/4/2024 Q4 report submitted on the 5/7/2024 All the four quarterly financial reports and physical reports were submitted with in the time frame.

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	The LLG had appraised staffs in the FY 2023/2024. 1. Oburu Joseph ACDO was appraised on the 28/06/2024 2. Etyang Remigio ward agent was appraised on 28/6/2024 3. Ajore Eseza ward agent was appraised on 28/6/2024 4. Okopangor Andrew ward agent was appraised on 28/6/2024 5. Lunyolo Kulusuu ward agent was appraised on 28/6/2024 6. Mukhama Emma ward agent was appraised on 28/6/2024
		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	All Headteachers had been appraised. 1. Oyapel Meah Magodes p/s was appraised on 28/12/2023 2. Oyeet vicent kipangor p/s was appraised on 28/12/2023 3. Ayeet Gertrude Molo p/s was appraised on 28/12/2023 4. Olelema John M Tuba p/s was appraised on 28/12/2023 5. Nkurumah Titus Orago p/s was appraised on 19/12/2023
		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	Health Centre in -change Molo health Centre had been appraised Mr. Khamati Emmanuel MCO was appraised on the 29/06/2024
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	The LLG publicized the staff structure and staff list on the notice board

Monthly staff attendance analyzed as follows ;

1. June 2024 4/7/2024 received on 5/07/2024
2. May 2024 5/6/2024 received on 6/06/2024
3. April 2024 9/05/2024 received on 9/05/2024
4. March 2024 08/04/2024 received on 8/04/2024
5. February 11/03/2024 received on 11/03/2024
6. January 2024 dated 14/2/2024 received on 14.02.2024
7. December 2023 dated 2/01/2024 received 9/01/2024
8. November 2023 dated 01/12/2023 received 09/12/2023
9. October 2023 dated 1/11/2023 received 02/11/2023
10. September 2023 dated 2/10/2023 received 2/10/2023
11. August 2023 dated 2/9/2023 received 11/9/2023
12. July 2023 dated 16/08/23 received in 21/08/2023

Evidence that the LLG has

(ii) Produced monthly analysis of staff attendance with recommendations to CAO/TC score 3 or else 0

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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

2

The LLG spent DDEG Grant on eligible projects i.e. maintenance of Magodes p/s via Maga 1 and 2 to station ward in Maga cell 2.8km, Maintenance of Rerak vai Surut B and Surut A 3km

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

The payment vouchers verified show reflection of the budget and money paid for the projects. However, F/S was not in place

16	Completion of investments as per annual work plan and budget	Evidence that the investment projects planned in the previous FY were completed as per work plan by end of FY (quarter four) :		The LLG fully paid for the projects however which indicate complacency
	Maximum score is 3	If more than 90 % was completed: Score 3 If 70% -90%: Score 2 If less than 70 %: Score 0.	3	Supply of 23 desks to Orago p/s, Connection of water to the slaughter slab Purchase of weighing scale to be used in the slaughter slab

Assessment area: G. Environmental and Social Safeguards

17	The LLG has implemented environmental and social safeguards during the previous FY	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	2	The LLG availed Environmental and Social Screening report for Molo 1 to Kipangor p/s via Moru A,B.
	Maximum score is 2			
18	The LLG has an Operational Grievance Handling System	(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	0	Complaints log book seen, referral pathway dated 30/4/2023 was displayed on the offices notice board
	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	1	Grievance redress mechanism posted on the notice board
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	1	Appointments letters members of area land committee provided. Mr. Awino Mary, Imal Moses, Emeje John, Mweru Kalori and Adera Florence. Date of appointment for all the members was on the 4/03/2022. One set of minutes of area land committee meetings held on 26/7/2023
	Maximum score 1			

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	There were evidence of awareness creation reports on improvement of education services held at Muro ward iganga trading centre on 16/10/2023, Magodes town on 24/04/2024 and station ward station B cell on 26/04/2024
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	According to the monitoring reports presented, the LLG did monitored all the schools as required by the manual. School monitoring reports. 1. Magodesi p/s monitoring reports dated 5/9/2023, 05/02/2024, 27/05/2024 2. Orago p/s monitoring report dated 5/9/2023, 5/2/2024, 27/05/2024 3. Tuba p/s monitoring report dated 5/9/2023, 5/2/2024, 27/5/2024 4. Molo p/s monitoring report dated 14/9/2023, 8/2/2024, 6/6/2024 5. Kipangori p/s monitoring report dated 8/9/2023, 8/2/2024, 6/6/2024
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	0	The SMC did not hold termly meetings as required. Kipangor p/s meetings held on 22/9/2023 and 31/7/2023 Molo p/s meeting held on 14/09/2023 Magodesi p/s- 01/03/2024 Orago p/s- 3/08/2023 Tuba p/s -5/03/2024.

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	There was evidence to show that the LLG conducted awareness campaigns and mobilized communities for improved health care services for example encouraging mothers to go antenatal, Malaria prevention, immunization, sanitation and hygiene. Station ward - 25/4/2024 Tuba ward - 14/2/2024 Central ward - 15/4/2024 Moru ward - 18/4/2024 Ginnery ward - 15/5/2024
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	Monitoring report on health service delivery carried out on 20/04/2024, 30/10/2023 and report submitted to executive on 15/11/2023.
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	Composition of HUMC seen 1. Ekisa Difas Asio - c/p 2. Ekakoro Tom - Member 3. Okware Melex - Member 4. Okadet Lawrence - Member 5. Akiru Margret - Member 6. Ayeet Grtrude - Member 7. Japian Anthony Paul - Town Clerk 8. Kalume Naume - Staff representative 9. Khamali Emmanuel - In-charge/ secretary HUMC meetings held on 19/12/2023, 28/6/2024, 14/2/2024 and 28/11/2023 as per the minute dates

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 else 0	0	This evidence was not availed. This is due to absence of Town engineer and physical planner
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	(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	This evidence was not availed
	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 This evidence was not availed
	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	This evidence was not availed
	(iii) Evidence that the LLG has a functional Development Control Team score 1 or else 0	0	This evidence was not availed
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 This evidence was not availed
	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	This evidence was not availed
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 This evidence was not availed
	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	This evidence was not availed
	(iii) If the LLG has spent own source revenues of not less than 20% on O&M score 1 or else 0	0	This evidence was not availed

Assessment area: 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.	2	There was evidence that production statistics data was collected, analyzed. Data collected on priority enterprises, elderly grant, Emyooga, NAADs and individual farmers and their progress .Data submitted to DPO 12/07/2024
35	Farmer awareness and mobilization campaigns carried out through farmer field days and awareness meetings Maximum score is 2	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	The LLG conducted sensitization on farming as business on 11/06/2023, report submitted to DPO on 16/10/2023
36	The LLG has carried out monitoring activities on production activities for crops, animals and fisheries Maximum score is 2	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	There was evidence to show that the LLG monitored extension activities eg demos PDM beneficiaries, farmers who adopted to technologies after training. Conducted pest and disease surveillance in pineapples, mangoes, coffee and soya. This was conducted on 11/1/2024, 16/1/24, 2/2/24 etc. Supervised the distribution of grass (setatia) to John Oburu of central ward, coffee shade trees to Okware Stephen of station A on the 14/4/2024 Reports complied and submitted to DPO on 11/7/2024

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Farmer trainings through training farmer field schools and demonstrations organized and carried out

Maximum score is 2

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

Report of training on importance of housing pigs, business plans and enterprises selection, agronomy practices of coffee, soya bean, groundnuts, mindset change, enterprise selection and development, selection of breeders in pigs, importance of housing poultry birds, feeds and feeding of poultry and management of chicks, veterinary technology, bio-securities in poultry and altitude change

Establishment of demo farm on maize BAZOOKA varieties because its high yielding and tolerance to drought at molo p/s. report

Demo on tomatoes and egg plants in Mailo mbili

All report were compiled and submitted to DPO

Attendance forms and training programs seen

38

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. 2

Field reports on dairy management, management of pastures, piggery and animal treatment, pest and diseases control in pineapples, involvement of tomatoes spray regime, planting of setania grass, EMO indigenous micro organism use in piggery, biosecurity in piggery, vaccination of poultry, birds and feeding in dairy

Reports compiled and submitted to the DPO