

LLG Performance Assessment

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Mayuge Town Council

(Vote Code: 236736)

Score 79/100 (79%)

Performance No. Measure

Scoring Guide Score Justification

2

Assessment area: A. Functionality of Parish Administrative Structures

1	
1	
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The LLG has ensured that there are functional PDCs/WDCs in all their respective Parishes/Wards

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 Maximum score is by mobilization of

2

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.

The LLG has duly constituted WDCs with composition in accordance with the PDM Guidelines, and that WDCs are fully functional as evidenced by mobilization of beneficiaries within a ward, appraisal of all proposals submitted for the revolving funds during the previous FY in all Wards as evidenced in KASUGU, KYEBANDO, IKUWE, Kavule with PDM guidelines, PDCs in the above wards are functional and all Quarterly reports i.e. Q1..22/8/2024,Q2..24/03/2025,Q3 AND Q4 ,wards have all minutes kyebando

Q1..28/03/2024,Q2..29/12/2024,Q3..20/2/2024,Q4..12/06/2025,

Q1..28/9/2024,Q2..29/12/2024,Q3..25/02/2025,Q4...13/06/2025 sampled some wards.

2

3

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.

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

The 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 as dated on 15/08/2022,14/04/2022, from each and other wards

Maximum score is Guidelines, score 2 else 2

score 0.

quidance and

Village Executive Committees and PDCs on strategies for the development of the parish

The LLG provided Evidence that the LLG:

information to the 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

0

0

LLG Has no evidence to prove the mapping of NGOs, CBOs & CSO operating in its area of operation a cross entire council

Maximum score is

Evidence that the LLG provided guidance and information to the Village Executive Committees and to PDCs on:

ii. Approved Programmes/activities to be implemented within the Parish for the current FY score 2, else score 0

The LLG has no evidence to proof that it provided guidance and information to village Executive committees and PDCs on the approved programme/activities as per assessment

provided guidance and information to the LLG has evidence that it provided guidance and information of Village Executive approved priority enterprise as dated 11/10/2024 for kasugu Committees and to piped water ,20/07/2025 Ikulwu road opening, 15/07/2025 in 2 PDCs on: kyembando, 27/06/2025 for kavule was per the guidance of the annual work and budget as for demos, field days and iii. Priority enterprises competitions among others . that can be implemented in the parish score 2 or else 0 Assessment area: B. Planning and Budgeting Evidence that conducted Annual prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current current FY as per The LLG council approved Annual Work plan and Budget the Planning and FY: 0 (AWPB) for the current FY but no evidence to show its approved development plan IV. i. Is consistent with the LLG approved Maximum score is development plan III; score 1 or else 0 Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current LLG council approved Annual Work plan and Budget (AWPB) for the current FY which Incorporated the ranked some priorities from all its respective ward submissions which are ii. Incorporates ranked 0 duly signed by the town agent and PDC Chairperson like priorities from all its IKULWE ward but other activities where missing from respective parish respective wards submissions which are duly signed by the Parish Chief and PDC Chairperson score 1 or else 0. Evidence that prioritized investments in the LLG council approved Annual Work The LLG council approved Annual Work plan and Budget plan and Budget (AWPB) for the current (AWPB) for the current FY as evidenced in the report of the 1 budget conference dated 20/11/2024 succeed all the priorities FY:

The LLG budget (AWP) fully included all investments to be

Evidence that the LLG

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

iv. That the LLG budget

include investments to

be financed by the LLG score 1 or else 0

1

financed by LLG

else 0

4

The LLG

Planning and

Budaetina exercise for the

Budaetina

Guidelines

v. Evidence that the LLG developed project profiles for all capital investments in the AWP 1 and Budget as per format in NDP III Score 1 or else score 0

The LLG developed project profiles for all capital investments in the AWP and Budget as per format in NDP III as evidenced in the submission on 1/07/2025 as per format in SDP.

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

The LLG budget was not submitted to the District on 15th May as per the requirement.

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

5

6

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

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 CAO as evidenced on submission date of 28/04/2025 as below required date of 30th April of the previous

Maximum score is 2

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

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

The LLG prepared and submitted Budget for the current FY comply with the investment menu in the DDEG Grant, Budget and Implementation Guidelines as evidenced in the budget conforms to the DDEG investment Menual

Assessment area: C. Own Source Revenue Mobilization and Administration

LLG collected local revenue as per budget

(Budget realization)

1

Maximum score is

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

1

1

The LLG collected OSR for the previous FY within +/- 10% of the budget as evidenced in the budget totaling to 107,376,586

and actual collection 107,376,586 which is 100% by the LLG

8 Increase in LLG own source revenues from but one to last financial year.

Evidence that the OSR last financial year collected increased from previous FY but one to previous FY by more than 5 %, score 1

The LLG has OSR collected increased from previous FY 2023/2024 by 87,031,143/= but one to previous FY by more than 5 % of 2024/2025 by 107,376,586/= coming to 23%

Maximum score 1 or else score 0

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, 0 score 1 or else score 0.

The LLG Has evidence that it remitted OSR to the administrative units but it was less compared to what was required, it only gave 5.95million far below the 30% which should have been 22million

Maximum score 4

Evidence that the LLG:

ii. Did not use more than 20% of the OSR on councilors allowances in 1 the previous FY (unless authority was granted by the Minister), score 1, else score 0

The LLG Did not use more than 20% of the OSR on councilors allowances in the previous FY as evidenced in the allowances 12,923,000 which is 14% (unless authority was granted by the Minister)

Evidence that the LLG:

iii. Have budgeted and used OSR funds on operational and maintenance in previous FY, score 1, else score 0

1

4

The LLG Have budgeted and used OSR funds on operational and maintenance in previous FY as evidenced in the voucher dated 03/02/2025 for repair of printer at 126,000/=

Evidence that the LLG:

iv. Publicised the OSR and how it was used for 1the previous FY, score 1. else score 0.

The LLG Publicized the OSR and how it was used for the previous FY, as evidenced on 30/06/2025 as displayed on the notice board

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 Maximum score is August 31), score 4 or

The LLG submitted its Annual Financial Statement to the Auditor General (AG)as evidenced on 28th /08/2025 which is below (i.e., by August 31)

else score 0

as signed by KIYANJA JALIRU

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

The LLG submitted quarter one financial and physical progress report, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time as evidenced on the PBS report dated 15th /10/2024 and spend 45,880,334/= which is with in the timeline

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 1 Officer including on the funding for the PDM on time:

ii. Q2 by 15th January score 1 or else 0

The LLG submitted quarter two financial and physical progress report, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time as evidenced on the PBS report dated 15th /01/2025 and spend 45,880,334/= which is with in the timeline

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

The LLG submitted quarter three financial and physical progress report, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time as evidenced on the PBS report dated 15th/04/2025 and spend 58,380,334/= which is with in the timeline

Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting 3 Officer including on the funding for the PDM on time:

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

The LLG submitted quarter four financial and physical progress report, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time as evidenced on the PBS report dated 30th /07/2025 and spend 118,870,936//= which is with in the timeline

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

12

Appraisal of all staff in the LLG in SAS/Town Clerk the previous FY

Evidence that the appraised staff in the

Maximum score is

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

The Town Clerk appraised staff in the LLG including extension workers in the previous FY 2024/2025 (by 30th June) as evidenced by some of the names in the personal files given by the HRM of the town council MWESIGWA DANIEL, NALUBANGA JALIA, NABULIME LOY and others

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

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

The Town Clerk appraised head teachers in the LLG of the previous FY 2024/2025 (by 31st December) as evidenced by some of the names in the personal files given by the HRM of the town council this include MR. KIWANWA HARITI MOSES, Mr. LUBENGA JENIPOR and NAHIDOLWA FLORENCE

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 The town clerk didn't appraise because its not applicable in Mayuge town council, the town has HCIV instead

13

Staff duty attendance

Evidence that the LLG

has

Maximum score is (i) Publicized the list of

LLG staff: score 3 or

3

3

2

2

The LLG has Publicized the list of LLG staff on the notice board as evidenced

else 0

Evidence that the LLG

(ii) Produced monthly analysis of staff attendance with recommendations to CAO/TC score 3 or else 0 The LLG has Produced monthly analysis of staff attendance with recommendations to CAO/TC as evidenced in reports dated 3rd /08/2025

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 quidelines: Score 2, or

else score 0

The LLG budgeted and spent all the DDEG for the previous FY on eligible projects as per the DDEG grant, budget, and implementation guidelines as evidenced by procuring labtops, security lights and these fall under the list in DDEG

15

The LLG spent the funds as per budget

Maximum score is

Evidence that the execution of budget in the previous FY does not deviate for any of 2 the sectors/main programs by more than +/-10%: Score 2

The LLG executed the budget in the previous FY which does not deviate for any of the sectors/main programs by more than $\pm 10\%$ as evidenced by

Budgeting for 37milion , actual 35million

finance 58million actual 59million

statutor actual

41,407,000/= where overall diviation was -7%

Completion of investments as per annual work plan and budget

Maximum score is FY (quarter four) :

Evidence that the investment projects planned in the previous FY were completed as per work plan by end of

If more than 90 % was completed: Score 3

0

0

1

1

If 70% -90%: Score 2

If less than 70 %: Score

The LLG has no 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 no evidence to show the progress as per assessment

Assessment area: G. Environmental and Social Safeguards

17

18

2

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 Maximum score is planned investments/ projects, score 2 or else

The LLG has no evidence to prove that it carried out environmental, social and climate change screening where required, prior to implementation of all planned investments/ projects,

score 0

The LLG has an Operational Grievance

Handling System Maximum score is

(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

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 as evidenced by case management book, grievance mechanism and responses, minutes and appointment letters dated

13th /7/2022

(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

The LLG has publicized the grievance redress mechanisms so that aggrieved parties know where to report and get redress as evidenced on the town council 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 Maximum score 1 capacity on matters relating to land, including ascertaining rights on the land score 1 or else 0

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 evidenced by the appointment letters dated 13th/07/2022 and Minutes dated 11/2/2025,17/12/2024,16/4/2024,19/11/2024,; 9/4/2024

inspection reports:-2/1/2025,2/6/2025,18/3/2025,11/2/2025,13/2/2025 3

20

Awareness campaigns and mobilization on education services

conducted in last FY

Maximum score is

Evidence that the LLG has conducted awareness campaigns and parent's mobilization for improvement of education service delivery score 3, else

score 0

The LLG has conducted awareness campaigns and parent's mobilization for improvement of education service delivery as on evidenced in the report dated 8th/08/2025 report on parents sensitization

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 Maximum score is and produced a list of issues requiring attention of the committee responsible for education of the LLG council in the previous

> If all schools (100%) score 4

If 80 - 99% - score 2

If 60 to 79% score 1

Below 60% score 0

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 done 100% in the monitoring repots dated 30th/10/2024 first term, 26th/02/2024 term two, 23rd/08/2024 term three

summary

30th/10/2024..... term III

26th/02/2024.....term I

23rd/08/2024term II

22

Existence and functionality of School Management Committees

Evidence that the LLG have functional school management committees in all Maximum score is schools; score 3, else score 0

The LLG has functional school management committees in all schools as evidenced in KYENBANDO P/S SMS dated 1/07/2025, 15th /03/2025

and IKULWE P/S SMC dated 26th/05/2025

Assessment area: I. Primary Health Care Services Management

has conducted

23

3

Awareness campaigns and mobilization on primary health care conducted in and mobilized last FY

awareness campaigns communities for improved primary Maximum score is health care service delivery score 3, else score 0

Evidence that the LLG

The LLG has conducted awareness campaigns and mobilized communities for improved primary health care service delivery as it was evidenced in sold waste awareness dated 30/05/2025, and political leaders and waste handling contracts on 30th/03/2025, health education at Mayuge HCIV on 31/03/2025

3

3

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,

Maximum score is score 4 or else score 0

LLG monitored aspects of health service delivery during the previous FY as evidenced in monitoring reports dated 30/10/2024 on service delivery, and reports on OPD attendance dated 30/10/2024,9/12/2024,20/06/2025 deliveery on immunization, data capture and reporting on HIV for quater

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

(i) If the LLG has a

The LLG have functional Health unit Management Committee for all Health Facilities in the LLG as evidenced in appointment letters dated 13/07/2022

Maximum score is 3

and HUMC minutes dated 28/8/2024,22/11/2024,13/3/2025,and 15/5/2025

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

3

30

Development of the Physical Development Plans as per guidelines

functional Physical Planning Committee in place that: (i) is properly and fully constituted: (ii) Maximum score 2 considers new investments/ application for 0 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

The LLG has a functional Physical Planning Committee in place that: (i) is properly and fully constituted and given appointments dated 1st/02/2024 (ii) considers new investments/ application for development permission on time; and but evidence to show that it has submitted at least 4 sets of minutes of Physical Planning Committee to the MoLHUD

(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: 0

20% in 2022/23 30% in 2023/24

40% in 2024/25

The LLG has no evidence to prove the detailed physical development plan(s) or/and area action plan(s) approved by the Council covering at least the percentage as below 20% in 2022/23,30% in 2023/24,40% in 2024/25

31	Implementation of the physical planning and building control measures as per guidelines 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	0	The LLG has no evidence to prove all infrastructure investments implemented in them pervious FY as per physical development plan and its certificate
		(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	1	The LLG has named streets, numbered plots, surveyed and demarcated roads as planned (90% or more implemented) in the previous FY evidenced on 25th/09/2025
		(iii) Evidence that the LLG has a functional Development Control Team score 1 or else 0	1	The LLG has a functional Development Control Team as evidenced by appointment letters dated 02/02/2024
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	0	The LLG has no evidence to show the prepared status report on the implementation of the approved solid waste management plan during the previous FY
		(ii) If the LLG has conducted awareness campaigns on the management of solid waste during the previous FY score 1 or else 0	0	The LLG has no evidence to show that it conducted awareness campaign on the management of solid waste during the previous FY
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	0	The LLG has no evidence to show the prepared Annual Infrastructure inventory and condition survey report
		(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	The LLG has no evidence to show prepared an O&M Annual Plan which is based on the Annual Infrastructure inventory and condition survey
		(iii) If the LLG has spent own source revenues of not less than 20% on O&M score 1 or else 0	0	The LLG has no evdence to show that it spent own source revenues of not less than 20% on O&M

O&M score 1 or else 0

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 Maximum score is production statistics for key commodities, data on irrigated land. farmer applications, farm visits etc. as per formats, the reports compiled and submitted to LG Production Office score 2 or else 0.

The 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 as evidence on quarter report on PDM sweat capital dated 18/11/2024

35

Farmer awareness and mobilization campaigns carried out through farmer field days and awareness meetings

Maximum score is

If the LLG has carried out awareness and mobilization campaigns on all aspects of agriculture through farmer field days and 2 awareness meetings, exchange visits, reports compiled and submitted to LG Production Office score 2 or else 0

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 as evidenced in a training reports on cost analysis for poultry, piggery and dairy farmers dated 13/11/2024, 24/08/2024

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 Maximum score is mechanization, 2 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

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 as evidenced on disease survilliance report dated 7/4/2025,18/11/2024,20/6/2025, and farm vists reports dated

17/4/2025,16/4/2025,15/7/2024,4/10/2024

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

2

If the LLG extension staff has carried out farmer trainings on irrigated agriculture. agronomy, pests and diseases management, operation and maintenance of Maximum score is equipment, linkage to markets etc. through for 2 example farmer field schools, demonstrations, and field training sessions,

> reports compiled and submitted to LG Production Office score

2 or else 0.

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 as evidenced in the training progame dated 13/11/2024, treatment dated 10/10/2024,19/12/2024

38

The LLG has provided handson 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 Maximum score is Maintenance of equipment, postharvest handling, value addition, marketing etc. reports compiled and submitted to LG **Production Office score** 2 or else 0

2

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 as evidenced on treatment report 1st/11/2-024, 28/11/2024 pasture establishment and 18/10/2024 advise on poultry house construction on midina waiswas home in KYEBANDO ward