

LLG Assessment 2026

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Bugadde Town Council

(Vote Code: 273639)

Score 70/100 *(70%)*

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: (i) appraisal of all proposals submitted for the revolving funds; and (ii) monitoring and supervision of PDM investments; to ensure effective utilization of PDM funds by beneficiaries; during the previous FY for all parishes; score 2, else score 0.	0	The LLG has 4 Wards and below is the analysis for each Ward. 1. Bugadde Ward. PDC list not signed on by the PDC Chairperson, PDC minutes dated 19th Sept 2025 and 26th June 2026 evidenced. Monitoring reports dated 17th Sept 2025, Q2 report not dated, 26th June 2026. Lists of submitted proposals not evidenced. 2. Isenda Ward. PDC list not evidenced, PDC minutes not evidenced, lists of submitted proposals not evidenced too. Monitoring reports dated 8th Oct 2025, 5th Jan 2026, 7th April 2026 and 30th June 2026 3. Kityerera Ward PDC list not signed on by the PDC Chairperson, PDC minutes dated 27th June 2025 evidenced, lists of proposals evidenced but not submitted. Monitoring reports dated 27th March 2025 and 27th June 2025 4. Nakibengo Ward PDC list not evidenced, PDC minutes dated 21st March 2026, 20th Dec 2025, 15th July 2025 and 25th June 2026 evidenced, lists of submitted proposals not evidenced too. Monitoring reports dated 30th Sept 2025, 29th Dec 2025, 25th March 2026 and 30th June 2026 Given the above, the LLG had no PDC guidelines, Evidence of submission of monitoring report to the LLG Council was not evidenced too.

2	LLG has ensured that all Parish Chiefs/Town Agents have collected, compiled, and analyzed data on Parish/community profiling as stipulated in the PDM Guidelines. Maximum score is 2	Evidence that all the Parishes/Wards in a LLG have compiled, updated, and analyzed data on community profiling disaggregated by village, gender, age, economic activity among others as stipulated in the PDM Guidelines, score 2 else score 0.	2	Evidences of 4 SPEAR data reports and Parish data reports were provided for each parish
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	0	A list of NGOs, CBOs and CSOs operating in the LLG dated 30th June 2026 was evidenced but their involvement in raising awareness about the PDM and planning cycle wasn't provided
		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	0	No evidence that the LLG provided guidance and information to the Village Executive Committees and to PDCs on Approved Programmes/activities to be implemented within its Parishes for the current FY provided
		Priority enterprises that can be implemented in the parish score 2 or else 0	0	No evidence that the LLG provided guidance and information to the Village Executive Committees and to PDCs on Priority enterprises that can be implemented in their parishes provided

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 IV; score 1 or else 0	1	The LLG has an approved development plan IV and Annual Work plan and Budget (AWPB) for the current FY in place. Page 75 of the LLG DP IV reflect projects in the LLG Annual Work plan and Budget (AWPB) for the current FY e.g Shaping of roads like God is Able, Kaluba - Bugadde East road among others

		ii. Incorporates ranked priorities from all its respective parish submissions which are duly signed by the Parish Chief and PDC Chairperson; score 1 or else 0.	0	All the 4 wards had parish submissions but only 1 ward priorities were incorporated in the LLG AWPB that is God is able road in Bugadde ward
		iii. Is based on the outcomes of the budget conference; score 1 or else 0	1	Budget Conference minutes dated 30th Nov 2025 were evidenced with priorities like purchase of Laptop, office furniture, road works like that of Bugadde A- B as they are in the LLG AWPB
		iv. That the LLG budget includes investments to be financed by the LLG including projects funded using OSR; score 1, or else score 0.	1	LLG budget has procurement & supply of office carpet and portraits budgeted on OSR
		v. Evidence that the LLG developed project profiles for all capital investments in the AWP and Budget as per format in NDP IV; score 1, or else score 0.	0	LLG produced project profiles for all capital investments in the AWP and Budget for Previous FY instead of Current FY e.g procurement of gabbage collection containers
		vi. That the LLG budget was submitted to the District/Municipality/City before 15th May; score 1 or else 0	1	LLG budget was submitted to the District on 14th May 2026
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	LLG submitted the procurement plan no 14th April 2026
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	Evidenced from the availed DDEG Grant, Budget and Implementation Guidelines LLG allocations were as per the DDEG Grant, Budget and Implementation Guidelines investment menu. e.g. shs 16,062,664 out of 20,078,329 (80%) of UDDEG Budget was allocated on infrastructure projects and so was like other investment menu

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	LLG OSR budget for FY 2025/26 was shs 27,000,000. Page 8 & 49 of LLG AFS has a total OSR collection of shs 25,162,026 being -6.8%
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	0	LLG only provided 2026 AFS. 2025 LLG AFS wasn't evidenced so comparison wasnt made for the indicator
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	LLG remitted the mandatory share of OSR to the LG and administrative units as per the evidence below. Voucher numbers 28/04/26, 24/12/2025, 25/06/2026 and 12/02/2026 with their respective distribution lists evidenced
		ii. Did not use more than 20% of the OSR (that was remitted to the LLG by the HLG) on councilors allowances in the previous FY (unless authority was granted by the Minister), score 1, else score 0	1	Voucher number 04 = shs 1,135,000, Voucher number 03 = shs 500,000 Voucher number 5 = shs 210,000 Voucher number 05 = shs 865,000 Totaling to 2,710,000 being 10.77% of total OSR collected
		iii. Have budgeted and used OSR funds on operational and maintenance in previous FY, score 1, else score 0	1	LLG budget had O&M budgeted for with shs 500,000 on OSR. Shs 200,000 was released on the same as per the evienced vouncher no. 08 dated 08/12/2025.
		iv. Publicised the OSR and how it was used for the previous FY, score 1, else score 0.	0	Evidenced publication by the LLG wasn't satisfactory as it lacked LLG AO or Senior Treasury signature and expenitute etails were missing too

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	LLG submitted its Annual Financial Statement to the Auditor General (AG) on 12th Aug 2026
11	The LLG has submitted all 4 quarterly financial and physical progress reports 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 on time: i. Q1 by 15th October score 1 or else 0	0	LLG submitted Q1 financial and physical progress reports for the previous FY to the LG Accounting Officer on 07th Jan 2026
		ii. Q2 by 15th January score 1 or else 0	1	LLG submitted Q2 financial and physical progress reports for the previous FY to the LG Accounting Officer on 07th Jan 2026
		iii. Q3 by 15th April score 1 or else 0	1	LLG submitted Q3 financial and physical progress reports for the previous FY to the LG Accounting Officer on 14th April 2026
		iv. Q4 by 15th July score 3 or else 0	3	LLG submitted Q4 financial and physical progress reports for the previous FY to the LG Accounting Officer on 07th July 2026

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: • All staff in the LLG including extension workers (where applicable) in the previous FY (by 30th June): score 2 or else 0	2	Submission Latter for performance appraisals of all staffs dated 23rd June 2026 evienced
		• Primary School Head teachers in public primary schools in the previous school calendar year (by 31st December) – score 2 or else 0	2	Submission letter to CAO dated 23rd june 2026 seen

		• HC III & II In-charges in the previous FY (by June 30th) – score 2 or else 0.	2	Submission letter to CAO dated 23rd june 2026 seen
13	Staff duty attendance Maximum score is 6	Evidence that the LLG has • Publicized the list of LLG staff: score 2 or else 0	2	LLG staff lists publicized on LLG public notice board
		• Produced monthly analysis of staff attendance with recommendations to CAO/TC score 2 or else 0	2	monthly analysis of staff attendance with recommendations to CAO evienced
		• CAO/Tc took action on recommendations; score 2 or else 0	0	CAO's action on recommendations not evienced

Assessment area: F. Implementation and Execution

14	The LLG has spent all the DDEG funds for the previous FY on eligible projects and activities Maximum score is 2	Evidence that the LLG budgeted and spent all the DDEG for the previous FY on eligible projects and activities as per the DDEG grant, budget, and implementation guidelines: Score 2, or else score 0	2	The LLG utilized DDEG funds for eligible activities in the previous FY. This is evident in the FY2025/2025 AWPB, which outlines procurement of desks (shs. 4,800,000), monitoring (shs. 1,710,000), procurement of garbage containers (shs. 5,000,000) among other projects.
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 or else 0	0	The Annual Financial Statements (AFS) provided to the assessment team indicated that the LLG's budget execution deviated within a +/-10% threshold for any of the sectors/programs. This was evident by comparing the budgeted amounts to the actual expenditures in the AFS. For example, the DDEG funds had a total budget of shs. 17,133,488 and spent shs.12,680,000, resulting in a budget absorption of -26.2% exceeding the required +/-10%.

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) : Note 3: Refer to the completion rate computation table at the end of the Manual If more than 90 % was completed: Score 3 If 70% -90%: Score 2 If less than 70 %: Score 0.	2	• Reports dated 15th Sept 2025, 15th April 2025 and 15th July 2025 evidenced for only 2 public schools & 4 private schools

Assessment area: G. Environmental and Social Safeguards

17	The LLG has implemented Environmental and Social Safeguards during the previous FY Maximum score is 2	Evidence that the LLG carried out Environmental, Social and Climate Change Screening where required, prior to implementation of all planned investments/ projects, score 2 or else score 0	2	The LLG implemented no projects that require Environmental and Social Screening (E&S) Forms
18	The LLG has an Operational Grievance Handling Mechanism Maximum score is 2	If the LLG has specified a mechanism for i) recording, ii) investigating and iii) responding to grievances which includes a designated person to coordinate response to feed-back, complaints logbook 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	1	LLG Focal Person is SCDO. Evidence of complaint log book with clear inormation evienced
		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	LLG publicized the grievance redress mechanisms so that aggrieved parties know where to report and get redress on the LLG public notice board

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	0	Submission of names for the Area Land Committee by the TC to CAO dated 4th Sept 2026 under min no. 05/BTC/COU/09/26 evidenced. However, there was no evidence of previous Area Land Committee.

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

20	Awareness campaigns and mobilization on education services conducted in last FY Maximum score is 3	Evidence that the LLG has conducted awareness campaigns and parent's mobilization for improvement of education service delivery score 3, else score 0	0	The LLG failed to conduct awareness campaigns and mobilize parents regarding education services. This conclusion was reached by the assessment team due to the LLG's inability to provide any Education awareness report to the team.
21	Monitoring of service delivery in basic schools Maximum score is 4	Evidence that the LLG has monitored schools (both public and private) 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	2	The LLG conducted monitoring of schools per term evidenced by 4 quarterly reports provided to the assessment team such as Q1 dated 6th/8/2025, Q2 dated 11/11/25, Q3 dated 29/3/26, Q4 dated 28/6/26. How ever in each of the reports, all the schools were not monitored which gives a range of 80-99% schools monitored per term.
22	Existence and functionality of School Management Committees Maximum score is 3	Evidence that the LLG have functional school management committees in all schools; score 3, else score 0	3	The LLG has functional School Management Committees (SMCs) in the 2 schools operating in the LLG. This was evidenced by the Schools SMC minutes of all schools provided to the assessment team. Forexample Busenda ps SMC minutes dated 27/7/2026, Bugadde ps SMC minutes dated 4/7/26 among other SMC minutes dated 5/6/2026, 4/8/27 among others.

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	The LLG conducted awareness campaigns and mobilized communities regarding primary health services. This was evidenced by the awareness report of family planning dated 26/3/2026, sensitization reports on hygiene dated 11/8/2025, and Community sensitization on malaria and mosquito net usage dated 22/12/2025 all by Health Inspector.
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	The LLG conducted monitoring visits health in previous FY. This was evidenced by the quarterly monitoring reports done by Health Assistant dated 22/12/2025 on public premises inspection, health inspection report to community health structures dated 20/2/2026 among others.
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	There is only one health facility in Bugadde TC,(Kityerera HCIV) with a functional HUMC comprising 8 members and minutes dated 10/June/2026, 4/3/2026 among other minutes that were availed.

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	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	There are 6 members on the physical planning committee with the chair as the Town clerk, the secretary- physical planner and the other 4 members. However, the committee has no applications for approval availed and no quarterly minutes availed to the team from approval from MoLHUD.

		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 50% in 2025/26	1	There are minutes of the physical development plan, and the plan is in place too. Minutes were availed dated 10th September 2024 on presentation of Bugadde TC draft 1 PDP together with the recommendations for approval.
31	Implementation of the physical planning and building control measures as per guidelines Maximum score 3	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 assessment team could not confirm compliance because the LLG did not produce the required planning compliance certificate submitted to MoLHUD by 30th october, nor did they provide Physical Planning Committee minutes documenting the approval of these infrastructures that were existing in the LLG.
		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	There are no named streets or numbered plots that were evidenced in the LLG.
		Evidence that the LLG has a functional Development Control Team score 1 or else 0	1	The building committee is in place constituting 4 members where the chair-Kisubi Robert, Physical planner, Health Inspector and the SEO
32	The LLG has developed and implemented a solid waste management plan	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	There was no evidence of the LLG having prepared status report on the implementation of the approved solid waste management plan during the previous FY
	Maximum score 2	If the LLG has conducted awareness campaigns on the management of solid waste during the previous FY score 1 or else 0	1	Awareness campaign reports on waste management dated 28/02/2026,23/Aug,2025 on medical waste handling for infectious prevention and control among other reports.
33	Operation and Maintenance of infrastructure	If the LLG has prepared Annual Infrastructure inventory and condition survey report; score 1 or else 0	1	Road inventory and condition survey report was availed where some roads need grading such as Wangubo-Bugadde North Road among other roads.
	Maximum score is 3			

		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 failed to prove the preparation of an O&M Annual Plan which is based on the Annual Infrastructure inventory and condition survey report. This was concluded upon by the LLG's inability to provide an Annual infrastructure inventory report for previous FY which contains the plan for O&M.
		If the LLG has spent own source revenues of not less than 20% on O&M score 1 or else 0	0	There was no evidence of final accounts for the previous FY that was provided to the team to calculate the percentage of own source revenue spent on O&M

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	The LLG collected data and provided statistics on agriculture (crop and animal) and were submitted to DPO with no fisheries statistics availed. This is because the LLG does not have a fisheries officer in place. This was evidenced by the crop quarterly statistics reports submitted to DPO prepared by agricultural officer such as Q1 was on 17th/10/2025, Q2 was 10/01/2026, Q3 was 9/4/2026, and Q4 was 19/8/2026 and Quarterly animal statistical reports by veterinary officer such as Q1 dated 6/10/2025.
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 agricultural awareness and mobilization campaigns by organizing farmer field days and awareness meetings. These activities were reported to the production office. This was evidenced by the sensitization reports on good farming methods dated December 9th, 2025 availed to the assessment team which included attendance lists and attached field photos among other reports

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	The LLG monitored agricultural activities related to crops and animals with no fisheries report since they do not have a fisheries officer. This was evidenced by the quarterly crop monitoring reports submitted to the assessment team. Some of the reports provided include the Q3 Crop report dated March 29, 2026, on micro-scale irrigation, banana, and cassava farmers, and the Q2 report dated January 4, 2026, on mushroom farmers under the PDM program. All these reports were prepared by the agricultural officer.
37	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	The LLG extension staff conducted training sessions for farmers on irrigated agriculture, pest and disease management. This was evidenced by the training and sensitization reports provided to the assessment team. For example, the agriculture officer submitted a sensitization report to DPO on good farming methods trainings dated February 9, 2025. Additionally, an activity report on a cost-benefit analysis training for tomato enterprise farmers on July 2, 2026 was availed .
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	The LLG extension staff provided assistance to farmer groups in areas such as crop management and animal husbandry with exclusion of fisheries because there is no fisheries officer at the LLG. This was evidenced by the animal farm visit report dated April 9, 2026, the crop field visit report dated December 14, 2025, and the monitoring report of PDM beneficiaries by the veterinary officer dated June 30, 2026 provided to the assessors.