

LLG Assessment 2026

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Magamaga Town Council

(Vote Code: 236738)

Score 73/100 *(73%)*

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 maintained fully constituted Parish Development Committees (PDCs) across all four wards—Wandago, Magamaga, Wabulungu, and Bukoli—each with the mandatory nine (9) members in accordance with PDM guidelines. Operational oversight was substantiated by two field monitoring reports per ward, including Magamaga (30/06/2025 and 29/09/2025), Bukoli (15/07/2025 and 09/10/2025), Wabulungu (30/06/2025 and 28/09/2025), and Wandago (07/07/2025 and 06/10/2025), alongside revolving fund beneficiary submission lists for Wandago (24/06/2025), Magamaga (01/08/2025 and 31/08/2025), and Wabulungu (31/08/2025). However, the LLG failed to qualify for the score due to a critical documentation gap regarding beneficiary selection. None of the four wards provided formal PDC sitting minutes to prove that the committees actually convened to appraise, evaluate, and approve the submitted revolving fund beneficiary lists. Despite the availability of monitoring reports and complete PDC membership structures, the absence of signed appraisal minutes means the LLG did not meet the full functionality requirement under the assessment criteria.
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	The LLG met the compliance requirement for compiling, updating, and analyzing community profiling data across its wards in accordance with Parish Development Model (PDM) guidelines (Pillar 1). Verification was conducted through PDMIS-generated data collection tools utilized by data originators to aggregate and enter baseline parish data into the system, supported by four (4) detailed parish profile ("spear") reports submitted for each ward. Physical inspection of the reports confirmed comprehensive disaggregation of socio-economic parameters, community infrastructure, health, and education services per ward. For instance, profiling for Wandago Ward accurately mapped available facilities, capturing (1) Government Health Centre III, (2) private clinics, (4) Child Development Centres, (1) Government primary school, (6) private primary schools, and (5) private secondary schools. Similarly, profiling for Bukoli Ward verified baseline gaps, recording (0) health facilities and (0) primary/secondary schools, while documenting (6) Early Childhood Development (ECD) centres (1 government and 5 private).

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	2	The LLG met the performance requirement for mapping active Non-Governmental Organizations (NGOs), Community-Based Organizations (CBOs), and Civil Society Organizations (CSOs) and engaging them in Parish Development Model (PDM) awareness creation and local planning cycles. Compliance was substantiated by a comprehensive stakeholder inventory and mapping report submitted to the assessment team and formally validated on 16th April 2026, confirming active civil society involvement in community sensitization on PDM implementation and participatory planning across the LLG.
		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	The LLG failed to meet the performance requirement to provide guidance and official information to Village Executive Committees and Parish Development Committees (PDCs) regarding approved programmes and activities for implementation within the parishes for the current Financial Year. During the assessment, no documentary evidence such as guidance circulars, briefing meeting minutes, workplan dissemination logs, or signed acknowledgment receipts was provided to the assessors to verify that approved parish-level priorities were communicated to grassroots leadership structures.
		Priority enterprises that can be implemented in the parish score 2 or else 0	0	The LLG failed to satisfy the performance requirement regarding the provision of guidance and official information to Village Executive Committees and Parish Development Committees (PDCs) on priority enterprises eligible for implementation in the parish. During the assessment, no documentary evidence such as approved parish enterprises, guidance circulars, sensitization minutes, was presented to the assessors to confirm that grassroots leadership structures were informed of the prioritized economic or agricultural enterprises for their respective parishes.

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 demonstrated full alignment between the prioritized capital investments in its council-approved Annual Work Plan and Budget (AWPB) for the current Financial Year 26/27 and the approved LLG Development Plan IV. Verification of Page 162 of the Development Plan IV confirmed that Angina Road (Road No. 214T020057) and Lusenke Junction were identified as priority rehabilitation projects originating from the budget conference. Consistent with the plan, both investments were budgeted under the General Road Fund in the current FY AWPB, allocating UGX 13.2 million for the rehabilitation of Angina Road and UGX 14.4 million for the rehabilitation of Lusenke Junction.

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	The LLG demonstrated compliance in integrating bottom-up ranked priorities from parish and ward submissions into its approved Annual Work Plan and Budget (AWPB). The assessment team verified sets of signed PDC meeting minutes jointly submitted and endorsed by Parish Chiefs, PDC Chairpersons, and LC Chairpersons across Magamaga Town Council's wards (including Wandago, Wabulungu, Bukoli, and Magamaga wards). Clear alignment between grassroots parish priorities and approved budget allocations was confirmed through sampled submissions: 1. Wandago Ward/Parish: PDC meeting minutes dated 11/03/2026 (Minute 5: Parish Implementation Priorities) prioritized the construction of Senge Junction Road, which was subsequently incorporated into the LLG AWPB. 2. Bukoli Ward/Parish: PDC meeting minutes (Minute 5: Priority Projects) submitted the rehabilitation of Angina Road, which was successfully budgeted and allocated UGX 13.2 million under the Uganda Road Fund (URF) in the current AWPB.
iii. Is based on the outcomes of the budget conference; score 1 or else 0	1	The LLG demonstrated compliance in ensuring that prioritized capital investments in its council-approved AWPB directly reflect the agreed resolutions of the stakeholders' Budget Conference. The LLG successfully convened its Budget Conference on 24th/10/2025, where a comprehensive priority presentation was delivered by the Town Clerk, Mr. Waiswa Ibrahim. Verification of the conference proceedings confirmed that community-prioritized road projectsspecifically the road opening/rehabilitation of Mawobera Road, Wandogo-lusenke Road, and Angina Road—were officially adopted. Cross-examination of the approved AWPB confirmed that all three road investments were subsequently integrated into the Roads and Engineering sector workplan under Uganda Road Fund (URF) financing.
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	The LLG demonstrated compliance in allocating Local Revenue (OSR) toward capital and development investments within its approved Annual Work Plan and Budget (AWPB) for FY 2026/2027. Verification of the Administration Department Workplan confirmed that the LLG prioritized and budgeted UGX 3,000,000 sourced from Local Revenue specifically for land compensation for the development of Wandago Market. This confirms that local revenue generation directly supports local infrastructure and development priorities.

		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.	1	The LLG demonstrated full compliance by developing comprehensive project profiles for all six (6) capital investments prioritized in the approved Annual Work Plan and Budget (AWPB) for FY 2026/2027. Physical inspection of the project files confirmed that the profiles were formulated in strict accordance with the Fourth National Development Plan (NDP IV) standard layout—detailing project rationale, scope of works, target beneficiaries, technical specifications, implementation timelines, and budget breakdown. The verified project profiles comprise: Road maintenance works of Mawobera rd, Lusenke junction-wandago and Anginna road funded under URF, Procurement of Motor Tricycles (Tuk-Tuku) valued at UGX 14,000,000 funded under the Discretionary Development Equalization Grant (DDEG). Town Council Furniture Supply also under DDEG and Land Acquisition/Compensation of UGX 3,000,000 using Own Source Revenue (Local Revenue).
		vi. That the LLG budget was submitted to the District/Municipality/City before 15th May; score 1 or else 0	1	The LLG fully complied with the statutory requirement to submit its approved Annual Work Plan and Budget (AWPB) to the Higher Local Government (District/Municipality/City) before the 15th May deadline. Verification of the official stamped acknowledgment receipt of the Mayuge district central registry confirmed that the approved budget estimates were received by the Chief Administrative Officer on 14th May 2026, satisfying the compliance timeline.
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	The LLG fully complied with the requirement to prepare and submit its procurement plan inputs for FY 2026/2027 to the Chief Administrative Officer (CAO) prior to the 30th April statutory deadline. Inspection of the official transmittal records confirmed that the LLG's procurement plan inputs were formally submitted and stamped as received by the CAO on 28th April 2026 (two days ahead of the deadline). The submitted documentation comprehensively covered all six (6) planned capital investments and routine procurements for the financial year, including: Routine and periodic road maintenance works for Mawogola Road, Wango Road, and Lusenke Road all maintenance activities funded under the Uganda Road Fund (URF).
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	The LLG fully complied with the Discretionary Development Equalization Grant (DDEG) Grant, Budget, and Implementation Guidelines for the current Financial Year. Verification of the approved LLG Annual Work Plan and Budget (AWPB) confirmed that out of a total DDEG allocation of UGX 23,394,016, the LLG budgeted UGX 20,948,694 (89.55%) directly for physical infrastructure investments. This meets and exceeds the statutory requirement mandating a minimum allocation of 80% toward capital infrastructure investments under DDEG guidelines.

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	The LLG met the performance requirement for collecting Own Source Revenue (OSR) within the mandatory +/- 10% margin of the approved budget for FY 2025/2026. As evidenced on Page 5 of the audited Annual Financial Statements (FY 2025/2026) under the Summary of Revenue Performance, the LLG budgeted to collect UGX 92,069,975 in local revenue and realized an actual collection of UGX 86,678,655. This represents an overall revenue realization rate of 94.14% (a minor variance of -5.86%), which falls comfortably within the acceptable compliance band of 90% to 110%.
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	The LLG fully complied with the performance requirement to grow its Own Source Revenue (OSR) collections by more than 5% from FY 2024/2025 (previous FY but one) to FY 2025/2026 (previous FY). Actual local revenue collections grew by an absolute increase of UGX 51,316,237, representing an extraordinary 145.12% growth rate year-on-year—far exceeding the mandatory 5% threshold required by the assessment guidelines. A review of the Annual Financial Statements for both financial years confirmed the following performance: 1. FY 2024/2025 Actual Collection: UGX 35,362,418 (against a budget target of UGX 76,908,250). 2. FY 2025/2026 Actual Collection: UGX 86,678,655 (against a budget target of UGX 92,069,975).
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 satisfied the performance requirement regarding the statutory remittance of Own Source Revenue (OSR) to lower administrative units (LC I and LC II). Verification of Page 48 (Trial Balance) of the Annual Financial Statements for FY 2025/2026 confirmed that the LLG allocated and remitted the mandated 25% share of local revenue collections to local council administrative units. The transaction was fully substantiated by Payment Voucher No. 13/4/2026, confirming a total statutory disbursement of UGX 3,600,000 (Shs 3.6 Million) to LCs 1 and 2.
		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	The LLG fully complied with the performance requirement regarding the statutory cap on councilors' allowances, which mandates that expenditure on council allowances must not exceed 20% of total Own Source Revenue (OSR). Verification on Page 50 (Trial Balance) of the Annual Financial Statements confirmed that expenditure on statutory bodies/ councilors' allowances was UGX 2,770,000. Measured against the actual OSR collection of UGX 86,678,655 for FY 2025/2026, spending on council allowances accounted for only 3.20% of local revenue—well below the maximum allowable statutory threshold of UGX 17,335,731 (20% of OSR)

		iii. Have budgeted and used OSR funds on operational and maintenance in previous FY, score 1, else score 0	1	The LLG fully satisfied the performance requirement regarding the budgeting and utilization of Own Source Revenue (OSR) for Operation and Maintenance (O&M) during FY 2025/2026. A review of the Administration Department Workplan and Page 49 (Trial Balance) of the Annual Financial Statements for FY 2025/2026 confirmed that OSR funds were allocated and disbursed for O&M activities. Specifically, UGX 2,000,000 was budgeted under the Administration workplan for office and compound cleaning and maintenance, out of which UGX 1,470,000 was actually spent and verified, demonstrating active utilization of local revenue for asset and facility maintenance.
		iv. Publicised the OSR and how it was used for the previous FY, score 1, else score 0.	1	The LLG fully complied with the performance requirement regarding civic transparency and public accountability in local revenue administration. Physical verification at the Town Council headquarters confirmed that quarterly statements detailing Own Source Revenue (OSR) collections and expenditures for all four quarters (Q1, Q2, Q3, and Q4) of the previous Financial Year (FY 2025/2026) were prominently pinned on the official public notice board for public scrutiny.

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 LLG fully satisfied the statutory performance requirement regarding the timely submission of its Annual Financial Statements (AFS) to the Office of the Auditor General (OAG). The statutory deadline for submitting financial statements for assessment and audit is August 31. During the assessment exercise, Magamaga Town Council presented official documentary evidence including an acknowledged submission copy/stamp from the OAG confirming that its Annual Financial Statements for FY 2025/2026 were submitted on August 3, 2026. Submission was completed 28 days ahead of the statutory deadline, demonstrating high compliance with public financial management timelines.
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	1	The LLG satisfied the requirement for timely submission of the Quarter 1 financial and physical progress report to the LG Accounting Officer for FY 2025/2026. Verification of the Program Budgeting System (PBS) submission records confirmed that the Q1 performance report was successfully submitted on October 10, 2025, which was 5 days before the statutory submission deadline of October 15, 2025.

	ii. Q2 by 15th January score 1 or else 0	1	The LLG satisfied the requirement for timely submission of the Quarter 2 financial and physical progress report to the LG Accounting Officer for FY 2025/2026. Verification of the submission records confirmed that the complete Q2 progress report was submitted on January 14, 2026, meeting the statutory submission deadline of January 15, 2026.
	iii. Q3 by 15th April score 1 or else 0	1	The LLG satisfied the requirement for timely submission of the Quarter 3 financial and physical progress report to the LG Accounting Officer for FY 2025/2026. Verification of submission records confirmed that the complete Q3 performance report was submitted on April 10, 2026, which was 5 days ahead of the statutory submission deadline of April 15, 2026.
	iv. Q4 by 15th July score 3 or else 0	3	The LLG satisfied the requirement for timely submission of the Quarter 4 financial and physical progress report to the LG Accounting Officer for FY 2025/2026. Verification of submission records confirmed that the complete Q4 performance report was submitted on july 10th, 2026, meeting the statutory submission deadline of july 15th, 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	The LLG fully met the compliance requirement for staff performance appraisal management during FY 2025/2026. Assessment verification confirmed that the Town Clerk appraised all staff members established at the LLG, including extension staff. A review of the official staff list verified a total complement of 22 staff members, all of whom had completed and signed appraisal forms on file. The Town Clerk completed the performance appraisals on June 30, 2026, and officially submitted the appraisal files to the Chief Administrative Officer (CAO) for countersigning via a submission letter dated July 1, 2026.
		• Primary School Head teachers in public primary schools in the previous school calendar year (by 31st December) – score 2 or else 0	2	The LLG fully complied with the performance assessment requirement regarding the performance management of education staff. Verification of personnel records confirmed that the Town Clerk appraised all head teachers of public primary schools within the LLG for the previous school calendar year (by 31st December).The assessment team inspected valid performance appraisal files for all four (4) public primary schools situated in the LLG: Wabulungu Primary School, Magamaga Primary School, Magamaga Army Primary School and Wandago Primary School. All files contained fully executed appraisal forms signed and endorsed by the Town Clerk.

		• HC III & II In-charges in the previous FY (by June 30th) – score 2 or else 0.	2	The LLG fully met the performance assessment requirement regarding the appraisal of health facility managers. Verification of personnel records confirmed that the Town Clerk appraised the In-charge of wabulung Health Centre III for the previous financial year within the statutory period (by 30th June). The complete and duly signed performance appraisal file for the In-charge was presented to the assessment team, confirming that performance planning, evaluation, and review processes were duly executed.
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	The LLG fully complied with the transparency and accountability requirement to publicize its staff establishment. Physical inspection during the assessment confirmed that a complete roster of 22 staff members currently employed at the Town Council was prominently pinned on the main Town Council notice board for public display and information access.
		• Produced monthly analysis of staff attendance with recommendations to CAO/TC score 2 or else 0	2	The LLG consistently conducted monthly analyses of staff attendance and submitted the analytical reports to the Mayuge District Central Registry for the attention of the CAO. Verified records and registry stamps confirmed routine submissions across the entire period, with reports filed on 28th November 2025, 31st December 2025, 30th January 2026, 28th February 2026, 31st March 2026, 30th April 2026, 31st May 2026, 30th June 2026, and 1st July 2026. Crucially, these submissions went beyond basic attendance logging by incorporating actionable administrative recommendations. For instance, in the report submitted on 28th November 2025, the Town Clerk explicitly recommended specific staff officers including Akullo Jessica and Madame Opendi—for disciplinary action due to attendance non-compliance, fully meeting both the analysis and action-oriented criteria required under this indicator.
		• CAO/Tc took action on recommendations; score 2 or else 0	2	The Town Clerk demonstrated prompt follow-through regarding the attendance recommendations generated from the monthly monitoring reports. Upon receipt of the report submitted on 28th November 2025, which highlighted absenteeism, the Town Clerk took immediate administrative action by issuing formal written communications to the two affected officers, Akullo Jessica and Madame Opendi. Verified file copies confirmed that the letters explicitly notified both staff members of their unexcused absences and instructed them to report to the Town Clerk's office to account for their non-attendance, thereby fully satisfying the requirement for executive action on staff recommendations.

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 complied with the Discretionary Development Equalization Grant (DDEG) Guidelines for FY 2025/2026 by budgeting and expending its allocation exclusively on eligible projects and activities. A review of the approved budget performance reports and procurement files confirmed that DDEG funds were directed entirely toward authorized capital investments and administrative retooling specifically the opening of a 0.3 km road stretch, the procurement of an office laptop, all of which fall squarely within the positive investment menu prescribed in the national guidelines
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 LLG did not satisfy the performance requirement regarding budget execution, as six out of seven key sectors recorded expenditure variances significantly outside the allowable +/-10% statutory threshold in FY 2025/2026. While the Management department operated within compliant limits with a -5.35% variance (UGX 49,104,857 spent against UGX 51,880,000 budgeted), major under-expenditure was registered under Finance (38,169,151 spent against 83,824,053 (-54.47%) and Council (-15.48%). Furthermore, severe over-expenditures occurred in Roads (+16.68%), Internal Audit (+223.48%), Production (+992.83%), and Health (+5,700.00%). Because multiple sectors deviated far beyond the prescribed limits, the LLG failed to meet this compliance indicator, resulting in a verdict of Non-Compliant / Not Met.
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.	3	The LLG met the performance requirement regarding the timely completion of planned investment projects as per the approved work plan for FY 2025/2026. Verification of project implementation files confirmed that both scheduled capital road works; the routine maintenance of Obo Road (0.6 km) and the periodic maintenance of Kayongo Road (0.7 km) were fully executed within the financial year. Compliance was substantiated by project profiles dated 11th March 2026 by the Town Engineer indicating 100% completion, official Certificates of Completion issued for both road projects, and a comprehensive technical inspection and completion report compiled by the Town Engineer, Wako Rogers, dated 12th November 2025.

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 fully complied with the environmental and social safeguards performance requirement by conducting Environmental, Social, and Climate Change Screening for all planned capital investments prior to project implementation in FY 2025/2026. Verification of the safeguard files confirmed that both major capital projects the periodic maintenance of Kayongo Road and Obo Road—underwent screening before physical works commenced. Compliance was verified through official Environmental and Social Screening Forms prepared and signed by the District Natural Resources Officer, Mr. Lubanga Musa, both dated 18th July 2025.
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	The LLG fully satisfied the performance requirement regarding the establishment and operationalization of a Grievance Redress Mechanism (GRM) for recording, investigating, and responding to grievances. Field inspection confirmed that the GRM framework including designated contact persons/ condinator waiswa ibrahim, direct contact numbers, and defined complaints referral pathways was publicly displayed on official LLG noticeboards. Furthermore, the functional operation of the Grievance Redress Committee was substantiated by comprehensive sitting minutes provided to the assessment team, specifically for meetings held on 24th September 2025, 18th December 2025, 17th March 2026, and 24th June 2026
		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	The LLG satisfied the performance requirement regarding the publicisation of its Grievance Redress Mechanism (GRM) to ensure aggrieved parties know where to report complaints and seek redress. Physical inspection of the LLG premises confirmed that the GRM procedure, reporting channels, and contact details were publicly displayed and pinned on the official Town Council notice board, making grievance handling information easily accessible to the public.
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	1	The LLG fully met the performance requirement regarding the presence of a functional Area Land Committee to assist the in an advisory capacity on land matters and the ascertainment of land rights. Functionality and active operation of the committee were verified through quarterly sitting reports for FY 2025/2026 presented to the assessment team, specifically: Quarter 1 report dated 11th September 2025, Quarter 2 report dated 12th December 2025, Quarter 3 report dated 13th March 2026, and Quarter 4 report dated 15th June 2026.

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 satisfy the performance requirement regarding the conduct of awareness campaigns and parents' mobilization for the improvement of education service delivery. During the assessment exercise, no documentary or physical evidence such as mobilization schedules, community meeting minutes, activity reports, or attendance lists was provided to the assessment team to verify performance under this indicator.
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	0	The LLG failed to satisfy the performance requirement regarding termly monitoring of schools and the generation of education oversight reports. During the assessment exercise, no documentary evidence such as termly monitoring reports covering public and private schools across the previous three terms, or compiled lists of identified education issues submitted to the LLG Council Committee responsible for Education was provided to the assessment team.
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 fully satisfied the performance requirement regarding the functionality of School Management Committees (SMCs) in all government-aided primary schools within its jurisdiction. Verification of governance documentation confirmed active and operational SMCs across all four (4) public primary schools in the Town Council: Wabulungu Primary School, Wandago Primary School, St. Patrick Magamaga Primary School, and Magamaga Army Primary School. The assessment team inspected complete sets of verified SMC meeting minutes for all four institutions, confirming regular committee sittings, active stakeholder engagement, and adherence to statutory school governance guidelines.

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 fully satisfied the performance requirement regarding the conduct of awareness campaigns and community mobilization for improved Primary Health Care (PHC) service delivery. Verification of records confirmed active health sensitization and community engagement efforts, supported by detailed awareness reports presented to the assessment team. Specifically, the team verified sensitization activity reports dated 31st October 2025, 30th April 2026, 30th May 2026, and 30th June 2026, demonstrating sustained community mobilization and health education throughout the financial year.
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	0	The LLG partially met the technical requirement for health service delivery monitoring but failed to achieve full compliance under this performance measure. Although health service delivery monitoring reports compiled by the Town Clerk were provided to the assessment team, verification of governance records revealed that these reports were never presented to, reviewed by, or discussed in any meetings of the Executive Committee of the Town Council. Therefore, follow-up action and executive oversight could not be verified through documented council/executive minutes, this indicator was evaluated as Non-Compliant / Not Met.
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	The LLG fully satisfied the performance requirement regarding the functionality of Health Unit Management Committees (HUMCs) across its health facilities. Verification of governance documentation for Wabulungu Health Centre III confirmed the existence of a duly constituted and active HUMC, supported by valid appointment letters for all committee members. Furthermore, committee functionality was verified through documented minutes of four (4) quarterly sittings held across the financial year: 4th September 2025, 18th December 2025, 5th March 2026, and 9th June 2026, demonstrating continuous oversight and governance of primary health facility operations.

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	The LLG failed to meet the performance requirement for a fully functional Physical Planning Committee (PPC). While a list of five (5) committee members including the Town Clerk and the Engineer was presented to the assessment team, the LLG provided no documentary evidence to verify the committee's operational functionality. Specifically, no PPC meeting minutes were provided to show that applications for development permissions or new investments were reviewed, nor was there any proof of transmitting at least four (4) sets of PPC minutes to the Ministry of Lands, Housing and Urban Development (MoLHUD). Consequently, this indicator was evaluated as Non-Compliant / Not Met.

		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	0	The LLG failed to meet the performance requirement for detailed physical development planning under FY 2025/2026. During the assessment exercise, the LLG did not present any approved Physical Development Plan(s) or Area Action Plan(s), nor did it provide Council resolutions verifying plan approval or coverage of the required 50% statutory threshold. Consequently, this indicator was evaluated as Non-Compliant / Not Met, resulting in a score of 0.
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 LLG failed to meet the performance requirement for maintaining a functional Physical Planning Committee (PPC). The assessment team received no documentary evidence to confirm that the committee was properly constituted, that it reviewed or approved new investments and development applications on time, or that it transmitted the required minimum of four (4) sets of PPC meeting minutes to the Ministry of Lands, Housing and Urban Development (MoLHUD). Consequently, this indicator was evaluated as Non-Compliant / Not Met, resulting in a score of 0.
		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	The LLG failed to meet the performance requirement for street naming, plot numbering, and road surveying and demarcation to the mandatory 90% implementation threshold for the previous financial Year. During the assessment exercise, no documentary evidence was submitted to verify execution against the annual work plan, nor were any records produced from a computerized street addressing or plot numbering database. Consequently, physical field verification of sample roads could not be substantiated, resulting in a verdict of Non-Compliance
		Evidence that the LLG has a functional Development Control Team score 1 or else 0	0	The LLG failed to meet the performance requirement for maintaining a functional Development Control Team. During the assessment exercise, the LLG provided no documentary evidence such as formal appointment letters, meeting records, routine building inspection logs, or enforcement reports to verify the constitution or operational sittings of the team. Consequently, the indicator was evaluated as Non-Compliance.

32	The LLG has developed and implemented a solid waste management plan Maximum score 2	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 failed to meet the performance requirement regarding the preparation of an implementation status report on the approved solid waste management plan for the previous Financial Year. During the assessment exercise, no documentary evidence or source documentation such as quarterly/annual waste management plan, progress reports, monitoring reports, or review submissions to Council was presented to the assessment team. Consequently, this indicator was evaluated as Non-Compliant.
		If the LLG has conducted awareness campaigns on the management of solid waste during the previous FY score 1 or else 0	1	The LLG complied with the performance criterion regarding community sensitization on solid waste management in the previous financial year. During the assessment exercise, the LLG presented verifiable source documentation, including an official solid waste awareness campaign report dated 31st October 2025,
33	Operation and Maintenance of infrastructure Maximum score is 3	If the LLG has prepared Annual Infrastructure inventory and condition survey report; score 1 or else 0	1	The LLG fully complied with the performance requirement for preparing an Annual Infrastructure Inventory and Condition Survey Report for the previous financial year. Assessment verification confirmed that the report, prepared by the Town Council Engineer for submission to the District Engineer, contained a comprehensive inventory detailing all named road sections across the urban authority, covering a total road network of 46.48 kilometers.
		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 did not comply with the performance requirement for preparing an Operations and Maintenance (O&M) Annual Plan based on the Annual Infrastructure Inventory and Condition Survey. During syndicate verification with the assessment team, the LLG failed to present any documentary evidence, draft plan, or operational budget to prove that an O&M plan had been formulated. Consequently, the LLG failed to satisfy the assessment criteria for this indicator.
		If the LLG has spent own source revenues of not less than 20% on O&M score 1 or else 0	0	The LLG did not meet the performance requirement of spending at least 20% of its collected Own Source Revenue (OSR) on Operations and Maintenance (O&M). During financial verification, the LLG failed to present complete payment vouchers demonstrating that the 20% minimum threshold was achieved relative to total OSR collections. The only evidence submitted to the assessment team was a single payment voucher of UGX 1,470,000 for compound maintenance against an allocated O&M budget of UGX 2,000,000. Due to the absence of sufficient financial documentation confirming compliance, the LLG was scored 0.

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	Both extension officers deployed at the LLG; the Veterinary and Crop Officers—compiled and submitted their respective technical data to the LG Production Office. A review of the Quarter 4 veterinary report (dated 6th July 2026) showed detailed livestock production and health figures across pages 1 to 4. Similarly, crop statistics were comprehensively covered in a separate report dated 9th June 2026 (pages 1 to 3). With both sub-sectors fully documented and submitted on time, the performance requirement was satisfied.
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	Agricultural awareness and mobilization campaigns were actively conducted across both crop and livestock sub-sectors during the financial year. Files provided by the Senior Assistant Town Secretary / Town Clerk contained detailed activity reports, attendance registers, and farmer engagement logs submitted by the LLG's extension staff to the District Production Office. Documentation for veterinary sensitization included Q1 (17th/11/ 2025, pg. 4–7), Q2 (14th/2/ 2026), and Q3 (4th/5/ 2026) awareness reports. On the crop side, field mobilization was evidenced by quarterly submissions dated 7th/10/ 2025 (Q1, pg. 1–3), 10th/2/ 2026 (Q2), 10th April 2026 (Q3), and 13th July 2026 (Q4).
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	Verification of agricultural monitoring activities was confirmed through sector documentation availed by the Assistant Town Clerk. Extension staff regularly tracked field implementation—including pest and disease surveillance, post-harvest handling, and farmer adoption of improved practices—by embedding technical monitoring findings directly into their quarterly sector progress submissions to the LG Production Office. The Veterinary Officer captured livestock monitoring data within the quarterly submissions dated 17th November 2025, 14th February 2026, and 4th May 2026, alongside a consolidated report dated 30th June 2026. Likewise, crop monitoring aspects were detailed across the four quarterly reports dated 7th October 2025, 10th February 2026, 10th April 2026, and 13th July 2026. The presentation of these comprehensive monitoring records satisfies the assessment criteria in full.

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	Farmer capacity-building and technical extension sessions were systematically conducted and reported to the District Production Office during the period under review. Documentation provided by the LLG confirmed that extension workers facilitated targeted trainings focusing on agronomic practices, micro-scale irrigation demonstrations, and pest and disease control strategies. Specific training and field intervention reports submitted for review included the specialized Crop Pest and Disease Management report dated 3rd September 2026, alongside records detailing micro-scale irrigation technology transfer and practical field demonstrations. Because the extension staff effectively documented and submitted reports covering crop agronomy, pest management, and irrigation training, the assessment requirements were fully satisfied.
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	Extension staff provided continuous technical support and advisory services to individual farmers and farmer groups across crop management and animal husbandry sub-sectors. Verified records submitted to the District Production Office demonstrated hands-on technical guidance covering agronomy, livestock health, post-harvest practices, and market linkages. Substantiating documentation for crop extension support included a detailed field advisory report dated 3rd September 2026. On the livestock and animal husbandry side, technical assistance was captured in the Quarter III veterinary report dated 4th May 2026 (page 3) and the Quarter IV veterinary report dated 6th September 2026 (page 3).