LLG Assessment 2026

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Biiso Town Council

(Vote Code: 273286)

Score 91/100 *(91%)*

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			PDM guidelines issued by Ministry of Local Government in February 2022 and signed by the President of the republic of Uganda were in place for all the wards. Ward Development Committee for all the wards were constituted as per page 30 of the PDM implementation guidelines and membership in all the wards was as follows; 1. Chairpersons LCII, 2. Parish Chiefs, 3. Chairperson women councils, 4. Chairperson Disability councils, 5. Chairperson youth Councils, 6. Chairperson NRM at parish, 7. Elders/Opinion leaders. In all the wards, WDCs were fully instituted and list of WDC members for each ward in the LLG were seen as follows; • Kahemura ward dated 20/8/2025 with Lukumu Seremoth as the WDC Chairperson. • Biiso ward dated 08/09/2025 with Nyakuni Rogers as the WDC Chairperson • Kihuha ward dated 06/07/2026 with Bainamugisa Francis as WDC Chairperson. • Kigungu ward dated 20/05/2026 with Okumu Albert as the WDC Chairperson. • Kampala ward dated 25/07/2026 with Anyolitho Richard Kakura as WDC Chairperson. Minutes of WDC sittings were in place for; • Kahemura ward dated 02/3/2026, 25/6/2026 and 11/11/2025 with Wandera Abbas, Mbageniki Edida and Wandera Noah in attendance.

• 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.	2	• Biiso ward dated 18/11/2025, 01/07/2025 and 10/3/2026 with Katusabe John, Bonabana Kyaligonza and Kyaligonza William in attendance. • Kihuha ward dated 24/09/2025, 18/9/2025 and 28/06/2026 with Bigambwenda Julius, Muhumuza John and Awachi Charles in attendance. • Kigungu ward dated 16/8/2025, 15/12/2025, and 10/3/2026 with Okumu Albert, Jarieko Alfred and Oyeni Pirwoth in attendance. • Kampala ward dated 20/8/2025, 19/12/2025 and 12/6/2026 with Omia Charles, Birija James and Ngamita Seberino in attendance. • All sets of Minutes were confirmed by WDC Chairpersons List of proposals submitted for the revolving funds were seen for; • Kahemura ward dated 22/8/2026 • Biiso ward dated 04/08/2025. • Kihuha ward dated 20/06/2026. • Kigungu Ward dated 20/6/2026. • Kampala ward dated 15/08/2025. Monitoring and Supervision reports on implementation of PDM activities seen for; • Kahemura ward dated 11/11/2025, 25/6/2026 and 22/02/2026 with an acknowledgement of receipt stamp by the Office of the LLG Council Speaker Hon. Angei Lambert. • Biiso ward dated 12/03/2026,08/05/2026 and 20/11/2025 with an acknowledgement of receipt stamp by the Office of the LLG Council Speaker Hon. Angei Lambert. • Kihuha ward dated 28/6/2026, 10/3/2026 and 18/12/2025 with an acknowledgement of receipt stamp by the Office of the LLG Council Speaker Hon. Angei

				Lambert. • Kigungu ward dated 16/8/2025, 23/12/2025 and 30/06/2026 with an acknowledgement of receipt stamp by the Office of the LLG Council Speaker Hon. Angei Lambert. • Kampala ward dated 20/8/2025, 19/12/2025 and 20/02/2026. Therefore, the LLG had duly constutited and functional Ward development Committee in all the wards.
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	SPEAR data reports were seen for all wards as follows; • Kahemura ward dated 12/6/2026 • Biiso ward dated 05/03/2026. • Kihuha ward dated 10/12/2025. • Kigungu Ward dated 16/01/2026. • Kampala ward dated 10/04/2026. Disaggregated Parish data reports seen for all wards as follows; • Kahemura ward dated 25/6/2026 • Biiso ward dated 02/07/2025. • Kihuha ward dated 24/04/2026. • Kigungu Ward dated 15/04/2026. • Kampala ward dated 24/04/2026. The LLG collected, compiled and analyzed data on ward/community profiling.

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 conducted NGOs, CBOs & CSO mapping report was seen dated 22/09/2025 with Action for Health Uganda, World Vision and Uganda Rural Development Transformation (URDT) as NGOs, Lake Albert Children and Women Advocacy Organization (LACWADO) as a CSO. Buliisa Union of Person with Disabilities and Agency for Integrated Development as CBOs. The LLG involved World Vision in creating awareness about PDM and the Planning Cycle in a report dated 14/08/2025 with Ayesiga Joyce, Senyonyi Dickson and Nuru Kaliisa in attendance.
		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	2	The LLG provided guidance and information to the Village Executive committees and WDCs on approved programs/activities to be implemented within the parish for the current FY through circulars from the Town Clerk to WDC Chairperson copied to the Local Council ones as follows; • Kahemura ward dated 10/07/2026 • Biiso ward dated 08/05/2026. • Kihuha ward dated 06/05/2026. • Kigungu Ward dated 10/03/2026. • Kampala ward dated 10/06/2026.

	Priority enterprises that can be implemented in the parish score 2 or else 0	2	Lists of selected parish priority enterprises seen as follows; • Kahemura ward dated 20/8/2025 backed up by minutes of consultative meeting of enterprise selection dated 20/8/2025 with Tumusiime Frank, Olonyi Gershom, Obegiu James in attendance. • Biiso ward dated 07/11/2024 backed up by minutes of consultative meeting of enterprise selection dated 07/11/2024 with Mbabazi Cuthebert, Nyangoma Oliver and Angom Christine in attendance. • Kihuha ward dated 17/04/2026 backed up by minutes of consultative meeting of enterprise selection dated 17/04/2026 with Asaba Joyce, Hope Eunice and Bithum Moses in attendance. • Kigungu Ward dated 20/8/2025 backed up by minutes of consultative meeting of enterprise selection dated 20/8/2025 with Kiiza Sarah, Kugonza Jane and Apio Josephine in attendance. • Kampala ward dated 25/2/2026 backed up by minutes of consultative meeting of enterprise selection dated 25/02/2026 with Atugonza Joshua, Yoweri Andrew and Ayesiga Enid in attendance.

Assessment area: B. Planning and Budgeting

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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	Planning and Budgeting guidelines, Town council approved Development plan IV and Approved Annual work plan and Budget for FY 2026/27 were also seen. Investment Projects in the AWPB were; maintenance of urban roads, Opening of urban roads, renovation of community hall, procurement of desks and procurement of motorcycles on pages 03 and 07 of the AWPB. These investment projects were seen on page 02 of the Town Council approved Development plan IV, therefore investments in the LLG approved AWPB for the current FY was consistent with the LLG approved development plan IV.
	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	Reports of ward priorities seen as follows; Biiso ward report dated 04/9/2025, with investment projects like manual maintenance of roads, renovation of hall on page 3. Kigungu ward report dated 11/9/2025, with investment projects like opening of roads, procurement of desks on page 2. Kampala ward report dated 10/9/205 with investment projects like extension of tap water. Kihuha ward report. dated 20/09/2025 with investment project like opening of roads, procurement of desks All ranked priorities submissions were signed by the respective Town Agents and WDC Chairpersons. Therefore, investments in the AWPB incorporated Ward ranked priorities from all the respective wards.

		iii. Is based on the outcomes of the budget conference; score 1 or else 0	1	The investment priorities included (maintenance of urban roads, procurement of desks, procurement of desks, renovation of community hall and procurement of motorcycles). These were seen in the Budget Conference report dated 13/10/2025. Hence the approved investments in the AWPB were outcomes of the Budget Conference.
		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	Investments projects in the LLG AWPB on page 15 included; maintenance of urban roads, procurement of motorcycle, procurement of desks. All investment projects included in the AWPB would be financed by the LLG.
		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	Project Profiles for the current FY were developed for all capital investments like maintenance of urban roads, procurement of desks, procurement of a motorcycle and renovation of community hall.
		vi. That the LLG budget was submitted to the District/Municipality/City before 15th May; score 1 or else 0	1	The LLG AWPB for the current FY was submitted and received by the District central registry on 11/May/2026 as per acknowledgement of receipt stamp.
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 procurement plans were submitted and received by PDU on 26/03/2026 as per acknowledgement of receipt stamp. Therefore submission of LLG Procurement plans was done in time.

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	Investment projects in the approved LLG DDEG Budget for the current FY were; renovation of community hall, monitoring and supervision ,data collection and support to nutrition committee which complied with the investment menu in the DDEG Grant, Budget and Implementation 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	From the AFS FY 2025/2026 on page 35, OSR budget was 133,751,196 Actual OSR collected was 129,573,096 as seen on page 35 of AFS 2025/26. Therefore, (Actual OSR/ OSR budgeted) *100% was (129,573,096 / 133,751,196) x100% = 97% Meaning the LLG OSR performance was less by only 3% which was within the -/+10%.
8	Increase in LLG own source revenues from last financial year but one to last financial year. Maximum score 1	Evidence that the OSR collected increased from previous FY but one to previous FY by more than 5 %, score 1 or else score 0	1	OSR from AFS of 2024/25 FY on page 34 was 108,096,223 OSR from AFS of 2025/2026FY was 129,573,096 Increase in the OSR collection was (129,573,096 - 108,096,223) = 21,476,873 Percentage Increase in OSR = (21,476,873/108,096,223) x 100% = 20%. Therefore, OSR collected increased from previous FY but one to previous FY by 20%. Which was more than 5%.

9	The LLG has properly managed and used OSR collected in the previous FY			Actual Revenue collected FY 2025/26 as seen from AFS for FY 2025/26 on page 34 was 129,573,096/= 25% Mandatory share to administrative units was 25% x 129,573,096) = 32,393,274
	Maximum score 4	Evidence that the LLG: i. Has remitted OSR to the administrative units, score 1 or else score 0.	0	Evidence of Actual remittance to administrative units was as per the following vouchers. Voucher No Amount 03/04/2026 10,000,000/= 06/06/2026 10,400,000 /= Total 20,400,000 The LLG remitted a minimum of 20,400,000 to administrative units which was contrary to the mandatory share that is expected to be remitted.
		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	Actual OSR collected FY 2025/26 from AFS of 2025/26 FY on page 34 was 129,573,096/=. (20% of 129,573,096) = 25,914,619 Expenditure on councillors' allowances was 23,479,000 as seen from AFS of 2025/26 on page 47. The LLG thus did not use more than 20% of OSR on Councillors allowances .
		iii. Have budgeted and used OSR funds on operational and maintenance in previous FY, score 1, else score 0	1	Expenditure on O&M as seen on Page 47 of AFS of 2025/26 FY was 3,653,508. Percentage expenditure of O&M was (3,653,508 /129,573,096) x 100%=2.8%, The LLG thus budgeted and spent 2.8% on O&M.
		iv. Publicised the OSR and how it was used for the previous FY, score 1, else score 0.	1	OSR collection and Usage was publicized on the LLG notice board.

Assessment area: D. Financial Management

10	The LLG submitted annual financial statements for the previous FY on time Maximum score is 4	Evidence that the LLG submitted its Annual Financial Statement to the Auditor General (AG) on time (i.e. by August 31), score 4 or else score 0	4	AFS for FY 2025/26 was submitted to OAG Hoima branch and received on 27/08/2026 as per the acknowledgement of receipt stamp.
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	Q1 submitted to the LG Accounting Officer on the 10/10/2025.
		ii. Q2 by 15th January score 1 or else 0	1	Q2 submitted to the LG Accounting Officer on the 13/01/26
		iii. Q3 by 15th April score 1 or else 0	1	Q3 submitted to the LG Accounting Officer on the 10/4/2026.
		iv. Q4 by 15th July score 3 or else 0	3	Q4 submitted to the LG Accounting Officer on the 10/7/2026

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	0	The LLG Staff were appraised in the previous FY as follows; • Kabahumuza Faridah Assistant Town Clerk was appraised on 30/6/2026. • Atugonza Ireen Principal Town Agent was appraised on 29/6/2026. • Kabayaga Triffin Principal Town Agent was appraised on 28/6/2026. • Akugizibwe Muhamud Principal Town Agent was appraised on 29/6/2026. • Asiimwe Gilbert Ag.Treasurer appraisal was not appraised. • Akello Polly fisheries Officer was appraised on 23/6/2026. • Aliganyire Comline an Office Attendant was appraised on 28/6/2026. • Abidra Benson Law enforcement Officer was appraised on 29/6/2026. • Atuhairwe Filomas Ass. Veterinary Officer was appraised on 25/6/2026. • Businge Ronny Principal Town Agent was appraised on 29/6/2026. It was observed that not all staff were appraised in the last FY.
		• Primary School Head teachers in public primary schools in the previous school calendar year (by 31st December) – score 2 or else 0	2	Primary school head teachers in public primary schools were appraised by 31st December 2025 as follows; Musabe Donata headteacher St. Mary’s Biiso P/s was appraised on 15/12/2025. Tugume Proscovia headteacher Biiso P/s was appraised on 3/12/2025.
		• HC III & II In-charges in the previous FY (by June 30th) – score 2 or else 0.	0	There was no evidence to show that the In charge of Biiso HC IV was appraised by 30/06/2026.

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 list of all the LLG staff was publicized on the Noticeboard.
		• Produced monthly analysis of staff attendance with recommendations to CAO/TC score 2 or else 0	2	The LLG produced monthly analysis of staff attendance with recommendations to CAO as follows; • Staff analysis for July 2025 submitted on the 7/8/2025. • Staff analysis for August 2025 submitted on the 28/11/2025. • Staff analysis for September 2025 submitted on the 5/9/2025. • Staff analysis for October 2025 submitted on the 31/10/2025. • Staff analysis for November 2025 submitted on the 28/11/2025. • Staff analysis for December 2025 submitted on the 31/12/2025. • Staff analysis for January 2026 submitted on the 30/1/2026. • Staff analysis for February 2026 submitted on the 27/2/2026. • Staff analysis for March 2026 submitted on the 31/3/2026. • Staff analysis for April 2026 submitted on the 30/4/2026. • Staff analysis for May 2026 submitted on the 29/5/2026. • Staff analysis for June 202 submitted on the 30/6//2026.
		• CAO/Tc took action on recommendations; score 2 or else 0	0	There was no evidence to show that CAO took action on the 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	• LLG Approved Annual Budget and Work Plan seen with a total DDEG Budget of 10,962,450. • DDEG grant, Budget and implementation guidelines were seen and in place. • The LLG planned to execute the following projects and activities using DDEG grants in the Previous FY. • Infrastructure investments (Land Titling) at 8,769,960 (80%) • Support to Parish/ward activities at 876,996(8%) • Investment servicing and monitoring at 1,096,242 (10%). • Support to Nutrition Committee at 219,249 (2%). • The LLG planned and spent DDEG on eligible projects and activities as per DDEG grant Budget and implementation 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	2	Page 13 of Annual Financial Statements submitted to OAG Hoima Branch on 27/08/2026 indicated that there was a deviation of 0% which was in the range of +/-10% in main programs as follows; The LLG under Human Capital Development as a program planned for 6,000,000 and spent 6,000,000 hence a variation of 0%. The LLG under Governance and security as a program planned for 153,349,000 and spent 153,384,000 with a deviation of 0% The LLG under Agro industrialization as a program planned for 10,800,000 and spent 10,800,000 with a deviation of 0%

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	Tukututu for Gabbage collection procured and delivered by Simba Automotive under delivery note dated 29/05/2026 was seen parked at the LLG Headquarters. Biiso Health Centre IV land Title (BDLO/LAF/APRIL/4083) was also seen. Therefore, All the Planned investment projects were completed as per the work plan by the end of the FY.

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 Planned and implemented only one project of Surveying and Titling of Biiso Health Centre IV Land with didn't require Environmental and Social Screening.
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 appointed focal person (Mr. Businge Ronny Ag. CDO) for grievance management dated 24/5/2025. The LLG also had a list of Staff constituting the Grievance Management Committee with Businge Ronny as the Secretary, Businge Godfrey as the Chairperson and Ejangi Dorcus as a member. Complaints logbook was seen with 08 cases recorded for the FY. Therefore, the LLG has a specified mechanism for recording, investigating and responding to grievances.
		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 Publicized the Grievance Redress mechanism dated 22/09/2025 to guide the aggrieved parties on where to report and get redress on the LLG Noticeboard.

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	Appointment letters for members of the Area Land Committee seen dated 30/5/2025 with Byaruhanga Dison as the Chairperson, Asiimwe Jeska and Anecho Boniface as members. Minutes of Area Land Committee were seen dated 24/06/2026, 08/04/2026 and 17/12/2025. Therefore the LLG had a functional land management system.

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

20	Awareness campaigns and mobilization on education services conducted in last FY Maximum score is 3	Evidence that the LLG has conducted awareness campaigns and parent's mobilization for improvement of education service delivery score 3, else score 0	3	The LLG conducted awareness campaigns and parents' mobilization for improvement of education service delivery as per reports seen dated 4/2/2026 and 29/9/2025.
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	4	The Town Clerk monitored schools (both private and public) in the previous three terms evidenced in the schools monitoring reports dated; 11/01/2025 for third term, 25/5/2026 for second term and 24/04/2026 for first term. List of issues in the monitoring reports were discussed in the Executive Committee dated; 26/04/2026 Discussed third term school monitoring report under Minute EXE 47/2/2026, and 29/4/2026 discussed first term school monitoring report under BITC CUO 144/APRIL/2025/2026.

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	Appointments letters of school management committee for all schools in the LLG seen dated 01/07/2025 referenced CR/BUL/214 seen with; • Anecho Boneface as the Chairperson for Biiso P/s. • Ayesiga Robert LC I Representative for Biiso P/s. • Andama Godfrey Member for Biiso P/s. • Angwena Scovia as treasurer for St. Mary's P/s. • Musabe Donata as secretary n for St. Mary's P/s. • Nyanzi Beatrice as a member for St. Mary's P/s. Minutes of School Management Committee seen as follows; • Biiso P/s dated; 10/3/2026, 10/62026 and 15/11/2025. Minutes submitted and received by DEO's Office as per acknowledgement of receipt stamp. • St. Mary's Biiso P/S dated 16/2/2026, 1/6/2026 and 10/10/2025. Minutes submitted and received by DEO's Office as per acknowledgement of receipt stamp. All minutes had action plans and implementation reports.

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	Reports on awareness campaigns and community mobilization for improvement of primary health care seen dated 20/11/2025,21/1/2026 and 26/9/2025.

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	Health service delivery monitoring reports seen dated 13/10/2025 and 11/12/2025. Reports were discussed in the Executive Committee sitting of 16/12/2025 under MIN NO. BITC-EXE 33/12/2025: Presentation and discussion of health monitoring reports.
25	Existence and functionality of Health Unit Management Committee Maximum score is 3	Evidence that the LLG have functional Health unit Management Committee for all Health Facilities in the LLG; score 3, else score 0	3	Composition of health Unit Management committee for Biiso Health Centre IV seen dated 23/1/2025 referenced CR/BUL/214 seen with; • Byaruhanga Nelson as the Chairperson. • Aseera Lillian as member. • Mugema Erika as member. Quarterly Minutes of Health Unit Management Committee seen dated 20/07/2025 for quarter one, 08/12/2025 for quarter two, 09/03/2026 for quarter three and 09/6/2026 for quarter four. Minutes were submitted and received by DHO’s office as per acknowledgment of receipt stamp.

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	1	• List of members of the Physical Planning Committee was seen dated 10/7/2025 with Businge Godfrey as Chairperson, Akugizibwe Juliet as Secretary and Tumusiime Darious as a member. • Building Plan Registration Book was seen with submissions of new investments/applications for development permits like Rental Houses for Bruno Kyabalire in Kampala B cell, Comercial House for Mugisa Ivan in Kampala B cell, residential House for Muhumuza Moses in Kijungu cell. • 4 sets Physical Planning Committee Minutes seen dated 27/03/2026, 22/12/2025, 26/06/2026 and 29/09/2025 • Physical Planning Committee Minutes were submitted to MoLHUD zonal offices in Masindi on the 11/09/2026.
		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	• Detailed Physical Plan and approved Action area Plan were in Place issued October 2017 for the period 2017-2040.
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	• List of new investments was seen with Rental Houses for Bruno Kyabalire in Kampala B cell, Comercial House for Mugisa Ivan in Kampala B cell, residential House for Muhumuza Moses in Kijungu cell. However the LLG wasn’t issued a Planning Compliance certificate.

		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 following roads were surveyed and demarcated; Bigirwenkya Stuart road in kigungu, Wandera Semu road in Kahemura, Mukitale Foundation in Biiso Trading Centre, Isaac – Kagoro – Nyamusenya road in Biiso Trading centre. Therefore the LLG Conducted Road survey and demarcation in the previous FY.
		Evidence that the LLG has a functional Development Control Team score 1 or else 0	1	• LLG organogram was seen dated 29/7/2026. • Staff List for Development Control Team seen dated 29/7/2026 with Tumusiime Darious as the Chairperson, Akugizibwe Juliet as a Secretary and Ejangi Dorcus as a member. • Minutes for the Development Control team seen dated 30/9/2025, 29/4/2026 and 28/8/2026. The DCT issued Development permits to 33 developers and identified 15 illegal developers.
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	1	• Approved Solid waste management plan was seen dated 02/10/2024 running from 2024 to 2028 prepared by the Town Clerk Mr.Businge Godfrey. • Status report was seen dated 09/09/2026 on implementation of Solid Waste Management Plan for 2025/26 was also in place authored by the Town Clerk Mr. Businge Godfrey.
		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 conducted activities of awareness campaign on the management of solid waste in the previous FY as evidenced in a report dated 26/06/2026 with objectives of promoting proper waste management. Rev. Opio Richard, Kwikiriza Monic and Asiimwe Rose were part of those that attended the meeting.

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	• Annual infrastructure Inventory and conditions survey report seen dated 01/07/2026 submitted and received by the District Engineer on the 08/07/2026.
		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	1	• O&M Annual work plan for the current FY based on the Annual infrastructure Inventory and conditions survey report was seen dated 08/07/2026.
		If the LLG has spent own source revenues of not less than 20% on O&M score 1 or else 0	0	Final Accounts indicated that 3,653,508/129,573,096 (3%) was spent on O&M in the Previous FY therefore less than 20% of OSR was 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	Production statistics report were seen for; • Crop dated 8/12/2025 • Fisheries dated 30/1/2026 and 27/2/2026. • Veterinary dated 25/5/206. Reports were submitted and received by DPO’s office.
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 carried out awareness and mobilization campaigns on all aspects of agriculture through farmer exchange visits as per reports seen for; • Fisheries dated 22/4/2026, 22/1/2026 and 30/10/2025. • Animal dated 19/5’2026 and 17/2/2026. • Crop dated 10/3/2026 and 3/2/2026. All reports were submitted and received by the District Production Office.

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 extension staff implemented monitoring activities on agriculture production for all the sectors as follows; Crop • Quarter one dated 26/9/2025 • Quarter two dated 29/10/2025 • Quarter three dated 11/3/2026 • Quarter four dated 18/5/2026 Fisheries. • Quarter one dated 18/8/2025 • Quarter two dated 14/10/2025 • Quarter three dated27/3/2026 • Quarter four dated 25/6/2026 Animal • Quarter one dated 17/7/2025 • Quarter two dated 25/10/2025 • Quarter three dated 7/1/2026 • Quarter four dated 11/5/2026 Reports were submitted and received by DPO’s office.
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 carried out farmer trainings on pest and diseases management, irrigated agriculture and operation and maintenance of equipment through field training sessions as evidenced in the following training reports; • Crop dated 28/10/2025 and 22/9/2025. • Fisheries dated 30/12/2025. • Animal dated 25/9/2025. All reports had attendance lists attached, submitted and received by District Production office.

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 extension support to farmers and farmer groups on crop management, animal husbandry, irrigation, operation and maintenance, postharvest handling, value addition and marketing through farmer visits as evidenced in the following farmer visits reports; • Animal dated 25/5/2026 and 20/2/2026. • Fisheries dated 29/9/2025, 30/10/2025 and 21/5/2026. • Crop dated 26/9/2025 and 10/3/2026. All reports had attendance lists attached, submitted and received by District Production office.