

2020-21

Quarterly Report

مجلس البلديات
والمجالس المحلية

Local Government Authority



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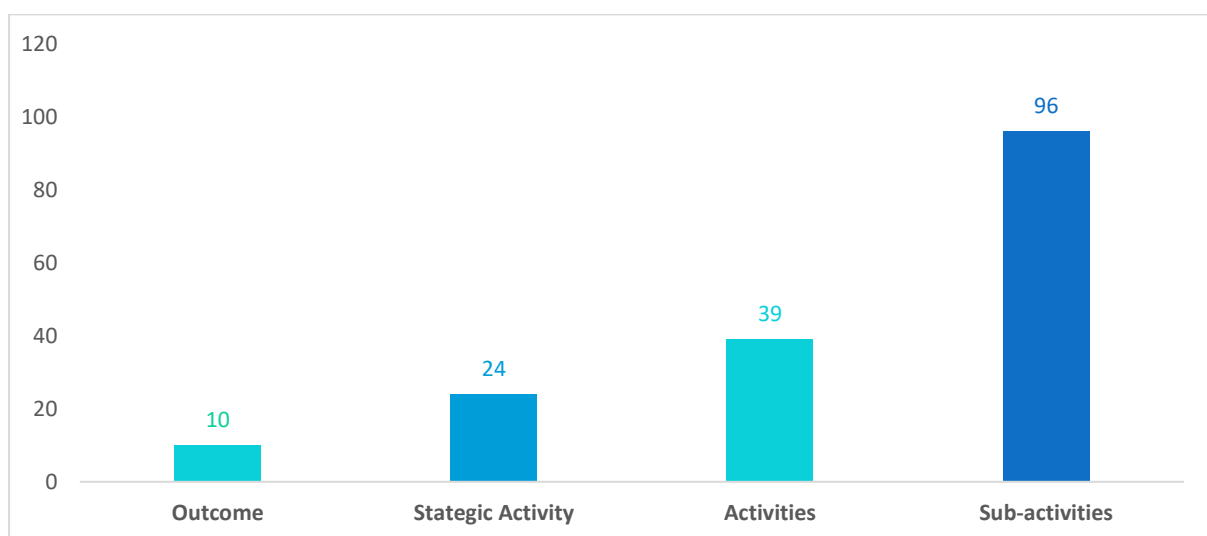
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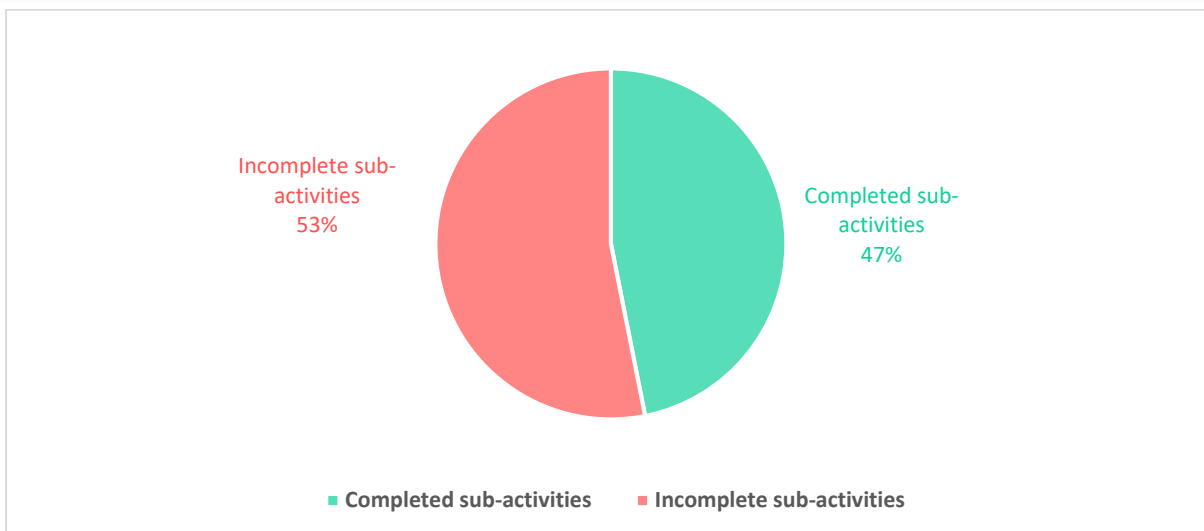
Introduction

As part of the monitoring and evaluation mechanism established to monitor the quarterly implementation of the activities and sub activities of the work plan 2020, this report highlights the implementation status of activities and sub activities set forth in the third quarter of 2020. The duration of quarter three is from 1st July to 30th September 2020. During this quarter, a total of 39 activities and 96 sub-activities were to be carried out to achieve 24 strategic activities and 10 outcomes. Out of the total sub-activities to be completed in the third quarter, 45 sub-activities were completed. As offices worked with minimum staffs as per the guideline of Health Protection Agency due to COVID-19 situation, some of the activities that were to be carried out during this quarter were not carried out. Some of the planned activities were postponed due to the postponement of 2020 Local Council Election and WDC Election.

The chart presented below shows status of completion of sub-activities carried out by LGA during the third quarter of 2021.

Number of sub-activities to be completed and number of sub-activities completed





Status of activities of Work Plan 2020

Policy 1: Promote and develop local economy

Strategic Activity	Activities	Sub-Activities	Responsible Division/Section	Due Date	Percentage Completed	Reason for incompletion
Development of Small Scale Business Enterprise at Local Level	Assist councils to work for the development of Small Scale Business Enterprise at Local Level	Develop a plan	Policy Planning & International Relations	5-Jul-20	100%	
		Develop presentat ions for SME opportun ities	Training & Advocacy	9-Jul-20	100%	
		Conduct online sessions for councils on SMEs	Training & Advocacy	16-Jul-20	100%	
		Assist with council in developin g project proposals	Policy Planning & International Relations	6-Aug-20	On hold	Proposals developed

Policy 2: Empower women politically and economically; and promote inclusive governance

Strategic Activity	Activities	Sub-Activities	Responsible Division/Section	Due Date	Percentage Completed	Reason for incompletion
Empower Women Development Committees (WDCs)	Monitoring of WDCs	Monitor publishin g of WDC governing regulatio n	Monitoring & Evaluation	20-Aug-20	100%	
Establish a mechanism to Collect & Maintain women related statistics of local islands	Collect information on women related statistics	Develop a template to collect informati on on women	Monitoring & Evaluation	5-Aug-20	100%	

		related statistics at local level.				
		Share template with councils	Monitoring & Evaluation	5-Aug-20	60%	Pending comments for template

Policy 3: Ensure fiscal decentralization; and assist local councils in creating vibrant local economies

Strategic Activity	Activities	Sub-Activities	Responsible Division/Section	Due Date	Percentage Completed	Reason for incompleteness
Transfer of fees from resources, assets & properties within council jurisdiction	Arrange meeting with relevant authorities and councils to ensure transfer of fees	Arrange meeting with relevant authorities and councils to ensure transfer of fees	Policy Planning & International Relations	30-Aug-20	100%	
		Make arrangements to facilitate transfer of fees within 6 months	Council Corporate Services	10-Sep-20	50%	Requested for fees list from MIRA.
Develop a policy regarding supplementary budget	Develop a policy regarding supplementary budget & passing a supplementary budget	Arrange meeting with Ministry of Finance	Policy Planning & International Relations	30-Aug-20	100%	
		Develop policy on Supplementary budget	Council Corporate Services	15-Sep-20	0%	Due to increased workload

Policy 4: Build trust among citizens and Government for the local governance system

Strategic Activity	Activities	Sub-Activities	Responsible Division/Section	Due Date	Percentage Completed	Reason for incompletion
Ensure smooth implementation of PSIP projects of councils	Prepare a guideline on implementation of PSIP projects by councils	Prepare SOPs for Projects handling and Monitoring	Council Digitalisation & Projects	31-Jul-20	100%	
Assist councils to conduct property audits	Facilitate the preparation of councils properties audit	Prepare auditing guideline	Monitoring & Evaluation	30-Sep-20	50%	Pending receipt of comments on Audit guideline
		Share guideline with councils	Monitoring & Evaluation	30-Sep-20	50%	Pending receipt of comments on Audit guideline
		Procure asset / land management software	Monitoring & Evaluation	30-Sep-20	50%	Software to be developed in-house.
		Create portal within e-council for data collection	Monitoring & Evaluation	30-Sep-20	50%	Pending due to Workload.
	Facilitate in conducting audit of properties leased to third parties	Amend ownership titles to current title holders within 6 months	Monitoring & Evaluation	30-Jul-20	100%	

Policy 5: Make local councils accountable and responsible

Strategic Activity	Activities	Sub-Activities	Responsible Division/Section	Due Date	Percentage Completed	Reason for incompletion
Strengthen institutional capacity of local councils and provide opportunities for human resource development	Increase the capacity of atoll councils in providing technical support (such as legal advice, planning, financial management) to island councils	Develop materials on council transitional arrangements	Training & Advocacy	1-Jul-20	100%	
		Conduct online training on council transitional arrangements	Training & Advocacy	10-Jul-20	100%	
Establish a mechanism to monitor the reports/plans/statements to be submitted by councils	Monitoring of 6 months report of councils	Review 6 months report format of councils	Monitoring & Evaluation	30-Sep-20	100%	
		Share Report Format with councils	Monitoring & Evaluation	30-Sep-20	100%	
		Develop Social Media Posts for Awareness	Monitoring & Evaluation	30-Sep-20	100%	
		Collect reports	Monitoring & Evaluation	30-Sep-20	100%	
		Develop media report for 6 months Reports	Monitoring & Evaluation	30-Sep-20	100%	

		Publish Media Report for 6 Months Report	Monitoring & Evaluation	30-Sep-20	100%	
		Review 6 Months Reports of All Atoll Councils	Monitoring & Evaluation	30-Sep-20	100%	
	Monitoring of local councils Annual reports	Delegate to atoll council to collect reports from island councils	monitoring & Evaluation	20-Jul-20	100%	
		Publish Media Report for Annual Reports (To be done by atoll councils)	Monitoring & Evaluation	31-Aug-20	100%	
		Review Annual Reports of All Atoll Councils	Monitoring & Evaluation	31-Aug-20	100%	
		Compile all reports from councils	Monitoring & Evaluation	30-Aug-20	100%	
		Submit compiled report to Majlis	Monitoring & Evaluation	30-Aug-20		Report compilation pending

	Monitoring of local councils work plan	Review Annual Work Plan Format (Island councils)	Monitoring & Evaluation	30-Sep-20	100%	
		Share Work Plan Format	Monitoring & Evaluation	30-Sep-20	100%	
		Develop Social Media Posts for Awareness	Monitoring & Evaluation	30-Sep-20	100%	
		Develop Media Report for Work Plan	Monitoring & Evaluation	30-Sep-20	50%	Pending receipt of work plan from councils
		Publish Media Report for Work Plan	Monitoring & Evaluation	30-Sep-20	50%	Pending receipt of work plan from councils
		Review Work Plan of Randomly Selected island Councils	Monitoring & Evaluation	30-Sep-20	50%	Pending receipt of work plan from councils

Policy 6: Leverage use of ICT for an empowered, effective and efficient local governance system

Strategic Activity	Activities	Sub-Activities	Responsible Division/Section	Due Date	Percentage Completed	Reason for incompleteness
Establish a mechanism to digitalize the PI evaluation system	Develop module to incorporate performance index in e-council	Develop module	Council Digitalisation & Projects	31-Jul-20	100%	
		Test module	Council Digitalisation & Projects	31-Aug-20	100%	
Establish e-learning platform to conduct trainings and sessions in collaboration with educational institutions	Establish e-learning platform to conduct trainings and sessions in collaboration with educational institutions	Deployment of 'Kiyeveni' Portal	Council Digitalisation & Projects	31-Jul-20	On hold	To be combined with e-learning portal developed in collaboration with UNDP

Policy 7: Strengthen Local Government Authority

Strategic Activity	Activities	Sub-Activities	Responsible Division/Section	Due Date	Percentage Completed	Reason for incompleteness
Prepare plans/reports to monitor works at LGA	Conduct staff evaluation on a regular basis	Set targets for staffs to achieve throughout the year-2019	Human resources	30-Jul-20	40%	Incomplete as offices were closed down and due to work from home working arrangement supervisors were unable to send the forms to HR
		Conduct mid-term review for all staffs-2019	Human resources	31-Jul-20	30%	Office was closed due to COVID/ sent to all supervisors

	Compile quarterly report for Q1	Compile Report	Policy Planning & International Relations	7-Jul-20	100%	
		Finalise report	Policy Planning & International Relations	7-Jul-20	100%	
		Share with all staffs and media for uploading in website	Policy Planning & International Relations	8-Jul-20	100%	
	Compile quarterly report for Q2	Collect required information from sections	Policy Planning & International Relations	31-Jul-20	100%	
		Compile Report	Policy Planning & International Relations	31-Jul-20	100%	
		Finalise report	Policy Planning & International Relations	31-Jul-20	100%	
		Share with all staffs and media for uploading in website	Policy Planning & International Relations	31-Jul-20	100%	
	Formulate LGA Action plan 2021	Conduct working group sessions with LGA staffs	Policy Planning & International Relations	7-Jul-20	100%	
		Allocate budget for the activities and finalise the activities for 2021	Policy Planning & International Relations	12-Jul-20	100%	
	Develop LGA budget for 2020	Develop LGA budget for 2021	Finance	31-Aug-20	100%	

Conduct Board Meetings	Conduct Board Meetings	Conduct Board Meeting 7	Bureau	31-Jul-20	100%	
		Conduct Board Meeting 8	Bureau	31-Aug-20	100%	
		Conduct Board Meeting 9	Bureau	30-Sep-20	100%	
Review and revise regulations and mandates	Revise Staff Regulation	Share final draft with CEO	Human resources	6-Jul-20	100%	
		Present to Board and Finalize	Human resources	4-Aug-20	0%	Draft shared with CEO
	Review and revise section mandates	Review division/s section mandates	Human resources	31-Jul-20	60%	Drafted, Get CEO comment and approval from Board
		Revise division/s section mandates	Human resources	31-Aug-20	0%	Drafted, Get CEO comment and approval from Board
Staff capacity building	Identify staff trainings for 2021	Prepare LGA training requirement for 2021	Human resources	30-Sep-20	100%	

Policy 8: The local Governance System is reviewed and strengthened

Strategic Activity	Activities	Sub-Activities	Responsible Division/Section	Due Date	Percentage Completed	Reason for incomplection
Revise legal and regulatory framework required for restructuring local councils	Review and amend all regulations and policies that contradict the Decentralisation Act	Revise other policies to align with changes to Decentralization Act	Legal and Investigation	31-Aug-20	0%	Work deprioritised due to additional tasks
		Incorporate comments and finalise revised policies	Legal and Investigation	15-Sep-20	0%	Work deprioritised due to additional tasks

		Finalise and share revised policies	Legal and Investigation	30-Sep-20	0%	Work deprioritised due to additional tasks
Increase knowledge, awareness and evidence to support advocacy on local governance	Conduct research and performance reviews/impact evaluations on the functioning of decentralisation system	Conduct research on 'Challenges to decentralization system'	Policy Planning & International Relations	30-Aug-20	30%	Due to COVID-19 situation
		Prepare research paper	Policy Planning & International Relations	30-Sep-20	30%	Due to COVID-19 situation
Devolve work of line ministries provided at local level to local councils	Facilitate the transfer of tasks devolved from line ministries to the councils	Send details of works changed to councils from ministries	Council Corporate Services	15-Sep-20	10%	Letter sent to ministry to identify the works. Reply from ministry not yet received - Work in progress
Ensure councils receive compensation for assets & investments within council jurisdiction	Formulate a regulation to compensate for assets and investments within council jurisdiction (56-2س)	Get comments	Legal and Investigation	15-Jul-20	0%	Work deprioritised due to additional tasks
Ensure support from police to provide municipal services	Prepare policy regarding support from police to provide municipal service (66-2س)	Coordinate with police and draft policy	Legal and Investigation	31-Jul-20	0%	Work deprioritised due to additional tasks
		Finalise policy	Legal and Investigation	15-Aug-20	0%	Work deprioritised due to additional tasks

		Publish & share policy with councils	Legal and Investigation	31-Aug-20	0%	work deprioritised due to additional tasks
Statistics of vulnerable groups and people with special needs are maintained at local level	Collect & maintain a registry of vulnerable groups and people with special needs at local level	Develop a format to collect statistics of vulnerable groups & people with special needs at local level	Council Digitalisation & Projects	15-Sep-20	100%	Completed
Establish a registry of resources & assets owned by local councils	Collect & maintain a registry of resources & assets owned by local councils	Inform councils to prepare the registry of resources & assets at local level	Council Corporate Services	10-Sep-20	0%	Format for registry of resources and asset at local level is not finalised
		Monitor preparation of Land use plans by councils	Monitoring & Evaluation	31-Jul-20	On hold	Postponed to next year and included in the budget of 2021 with the postponement of election to 2021

Policy 9: Strengthen the performance of local councils through performance monitoring

Strategic Activity	Activities	Sub-Activities	Responsible Division/Section	Due Date	Percentage Completed	Reason for incompleteness
Calculate and publish performance index 2019 results	Calculate CPI and Rank Councils	Verify data from councils	Monitoring & Evaluation	4-Aug-20		Moved to Q4 due to workload. Send for data collection

		Re-check the data	Monitoring & Evaluation	30-Sep-20		Moved to Q4 due to workload. Send for data collection
		Enter CPI data	Monitoring & Evaluation	30-Sep-20		Moved to Q4 due to workload. Send for data collection

Policy 10: Create a better working environment at LGA

Strategic Activity	Activities	Sub-Activities	Responsible Division/Section	Due Date	Percentage Completed	Reason for incompletion
Conduct staff activities to create a better work environment among staffs	Conduct monthly staff meetings	Conduct Monthly Assembly 7/ staff birthday celebration	Human resources	14-Jul-20	0%	No meetings due to COVID-19
		Conduct Monthly Assembly 8 / staff birthday celebration	Human resources	11-Aug-20	0%	No meetings due to COVID-19
		Conduct Monthly Assembly 9 / staff birthday celebration	Human resources	15-Sep-20	0%	No meetings due to COVID-19
	Conduct monthly LGA Club executive committee meetings	Conduct monthly LGA Club executive committee meeting 7	LGA Club	31-Jul-20	100%	
		Conduct monthly LGA Club executive committee meeting 8	LGA Club	31-Aug-20	0%	Members unavailable for meeting
		Conduct monthly LGA Club executive committee meeting 9	LGA Club	30-Sep-20	100%	

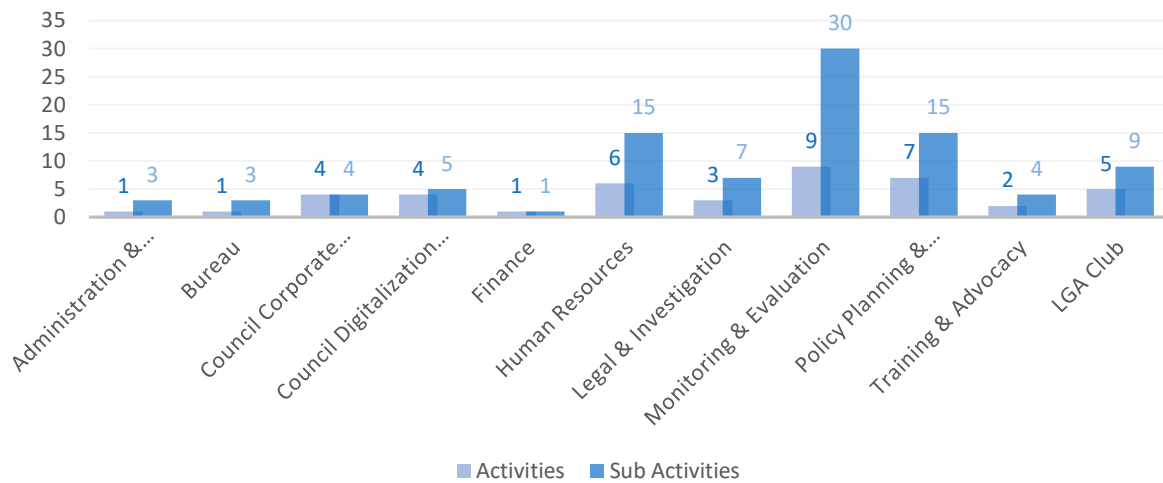
	Day trip 2	Day trip 2	LGA Club	30-Sep-20	0%	Due to COVID-19 situation
	Staff award printing	Staff award printing	LGA Club	30-Sep-20	0%	Due to COVID-19 situation
	Conduct Mental health series	Mental health series - session 3	LGA Club	30-Sep-20	0%	Due to COVID-19 situation
	Staff Meeting Tea	Tea for Staff meeting 7	LGA Club	31-Jul-20	0%	Due to COVID-19 situation
		Tea for Staff meeting 8	LGA Club	31-Aug-20	0%	Due to COVID-19 situation
		Tea for Staff meeting 9	LGA Club	30-Sep-20	0%	Due to COVID-19 situation
	Celebrate LGA anniversary	Plan Activities	Administration & support service	31-Jul-20	0%	Due to COVID-19 situation
		Arrange Logistics	Administration & support service	31-Jul-20	0%	Due to COVID-19 situation
		Conduct an Event	Administration & support service	4-Aug-20	0%	Due to COVID-19 situation
	Host staff award ceremony to acknowledge the performance of staffs	Evaluate Performance Appraisal	Human resources	15-Jul-20	85%	Forms not received from supervisors
		Finalize the List	Human resources	15-Jul-20	0%	Postponed due to COVID-19 situation

	Plan the Event	human resources	15-Jul-20	0%	Postponed due to COVID-19 situation
	Arrange Logistics	Human resources	31-Jul-20	0%	Postponed due to COVID-19 situation
	Host the Event	Human resources	4-Aug-20	0%	Postponed due to COVID-19 situation

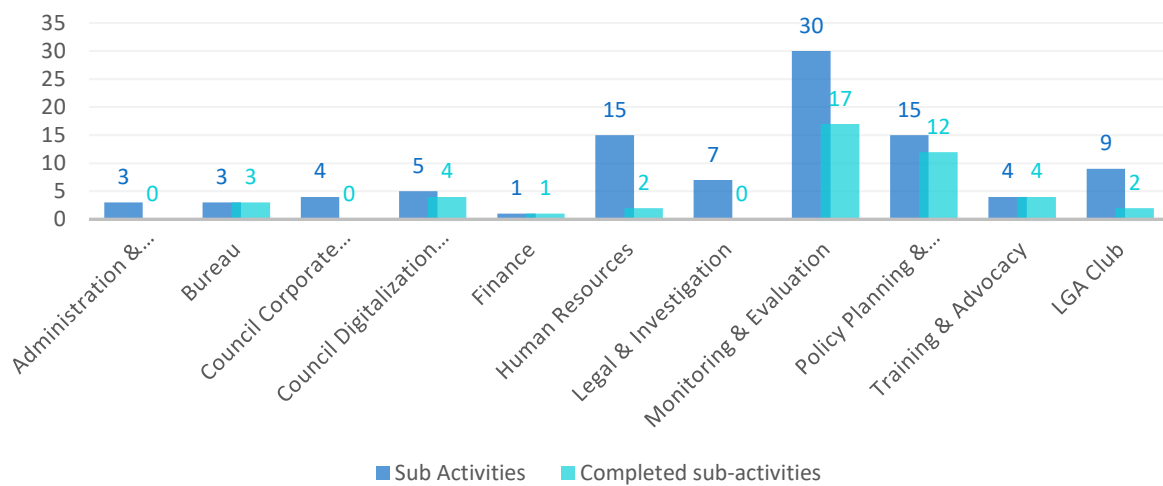
Activities and sub-activities assigned to sections/units

The chart below shows the number of activities and sub-activities assigned to section/unit(s). Details of status of the sub-activities of each section/unit are given under activities completed per section/unit.

Number of activities and sub-activities assigned to each section/unit

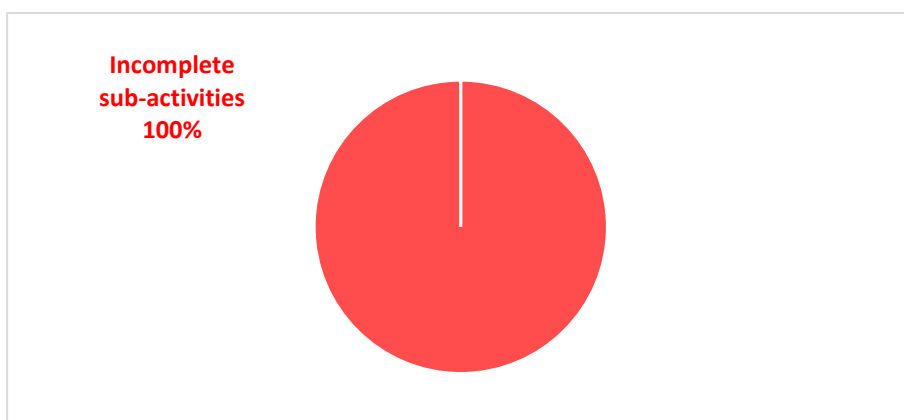
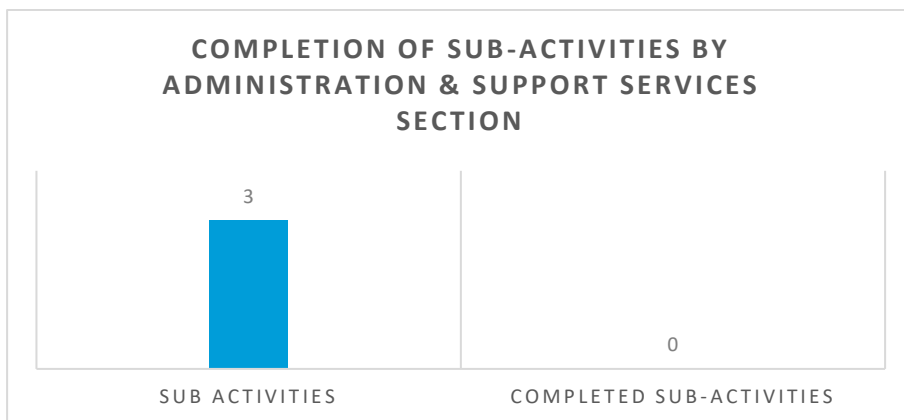


Status of completion of sub-activities assigned to each section/unit



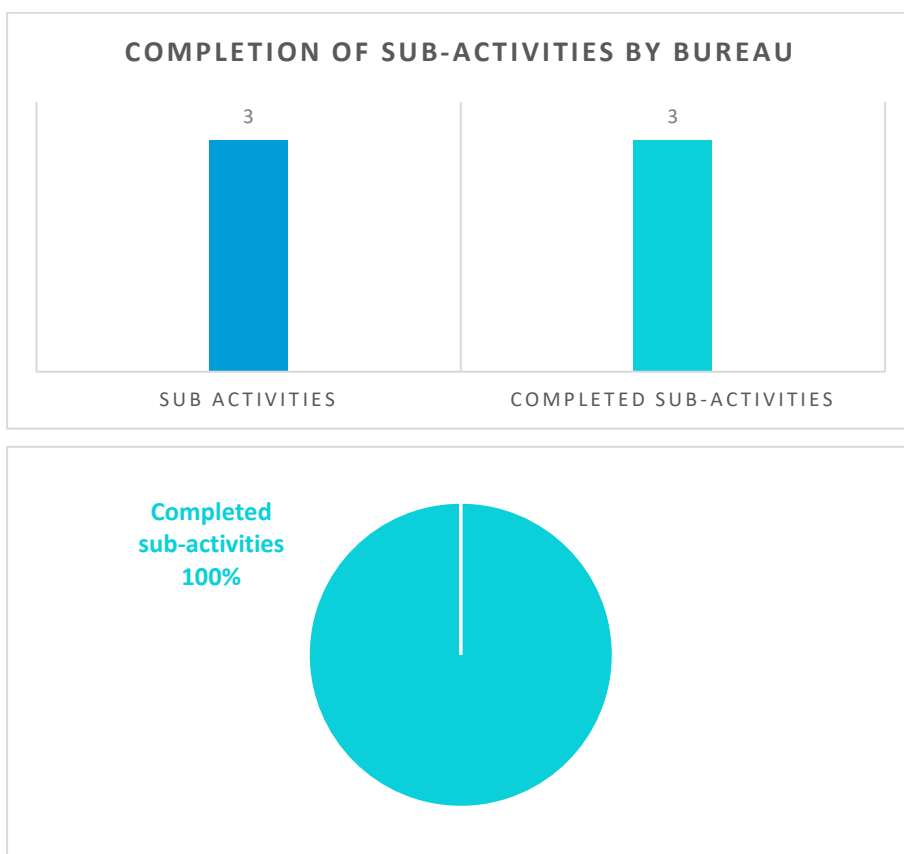
Administration & Support Service Section

During the quarter 3 of 2020 Administration and Support Service Section has not completed any of the sub-activities assigned to be completed by 30th September 2019 due to COVID-19. Details of sub-activities by Administration and Support Service Section is given in the chart below.



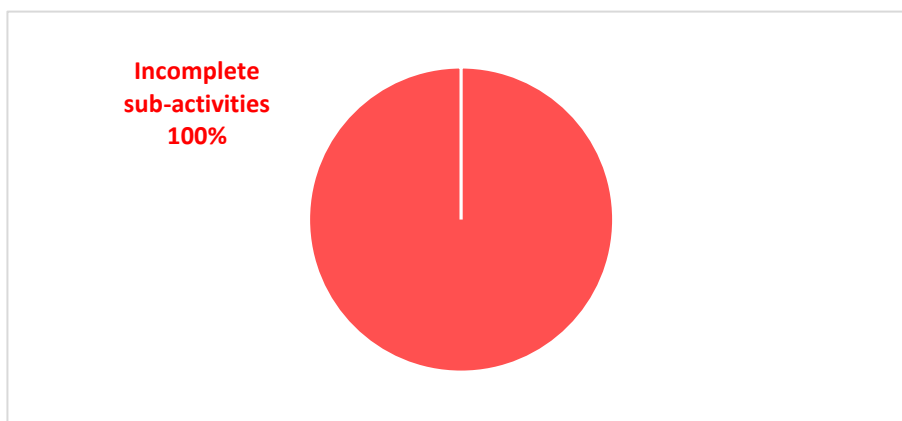
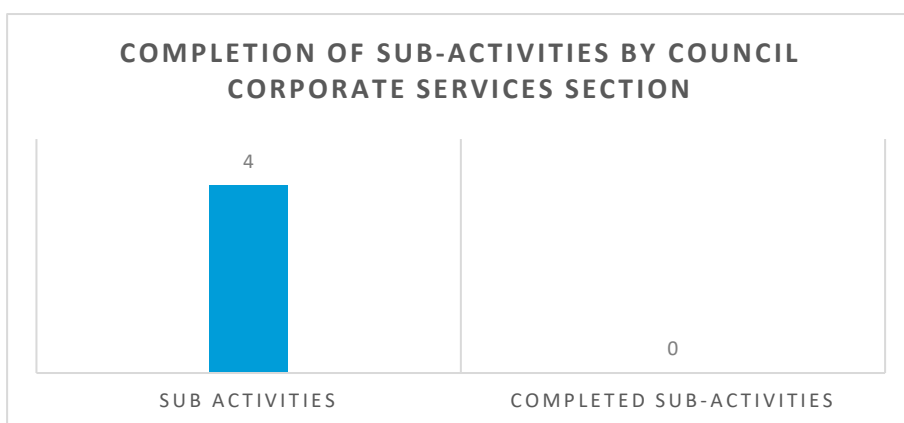
Bureau

During the quarter 3 of 2020 Bureau has completed all of the sub-activities assigned to be completed by 30th September 2020.



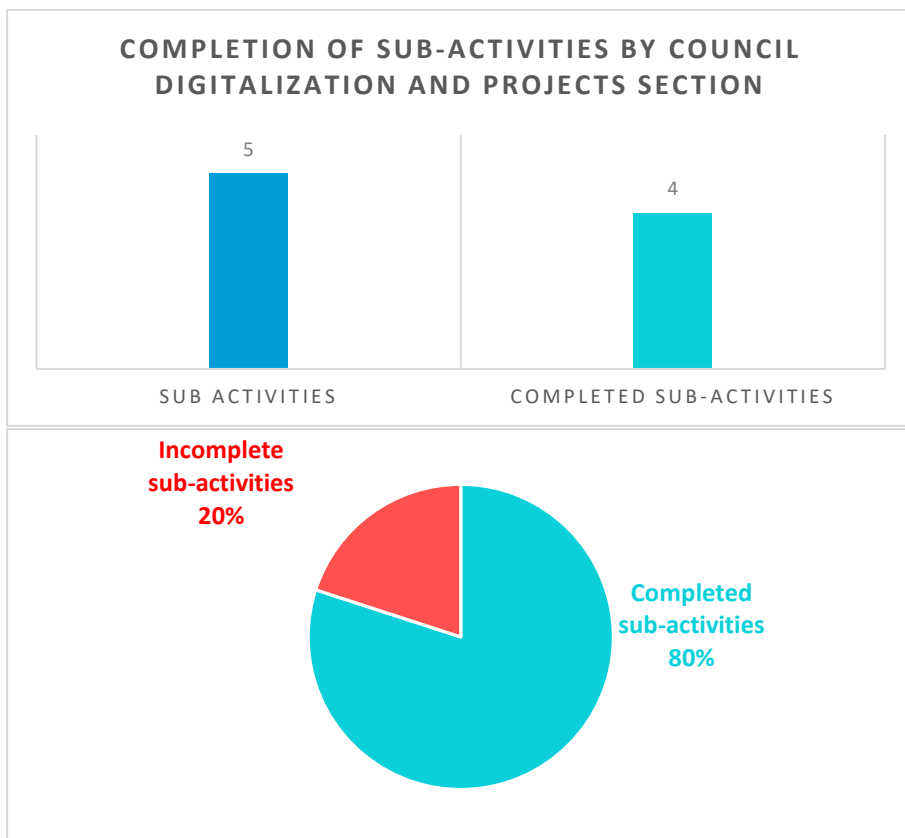
Council Corporate Services Section

During the quarter 3 of 2020 Council Corporate Services Section has not completed any of the sub-activities assigned to be completed by 30th September 2019 due to COVID-19. Details of sub-activities by Council Corporate Services Section is given in the chart below.



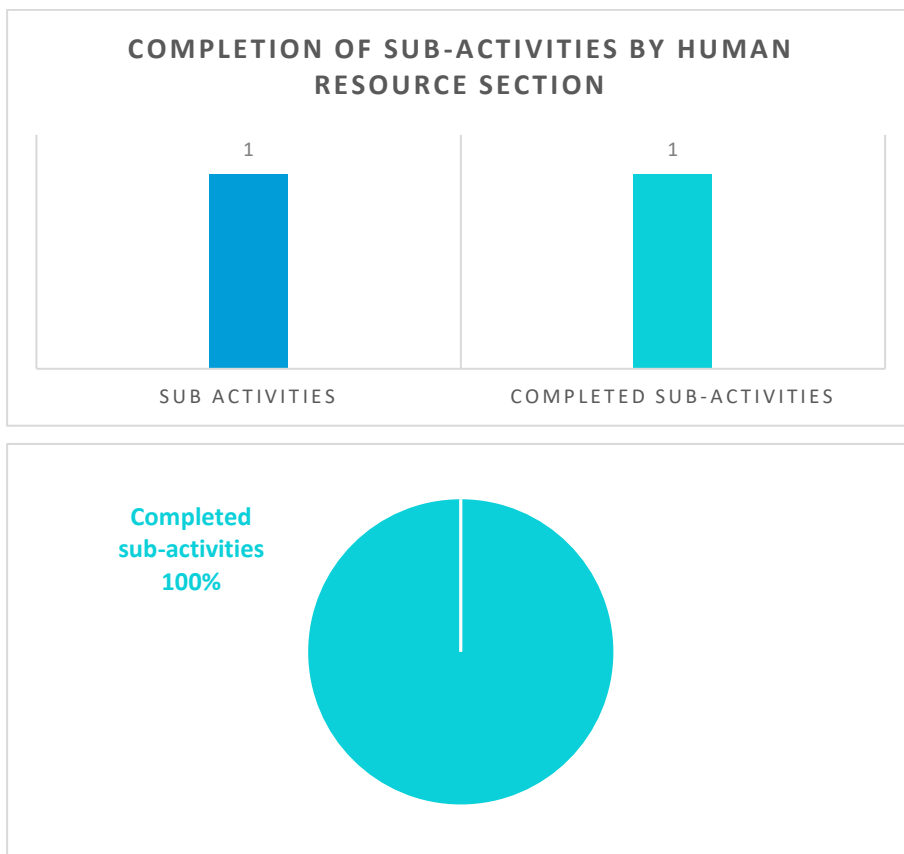
Council Digitalisation and Projects Section

During the quarter 3 of 2020 Council Digitalisation and Projects Section has completed 80% of sub-activities to be completed by 30th September 2020. However, 20% of the sub-activities remained incomplete as they have been postponed to 2021 due to COVID-19 pandemic.



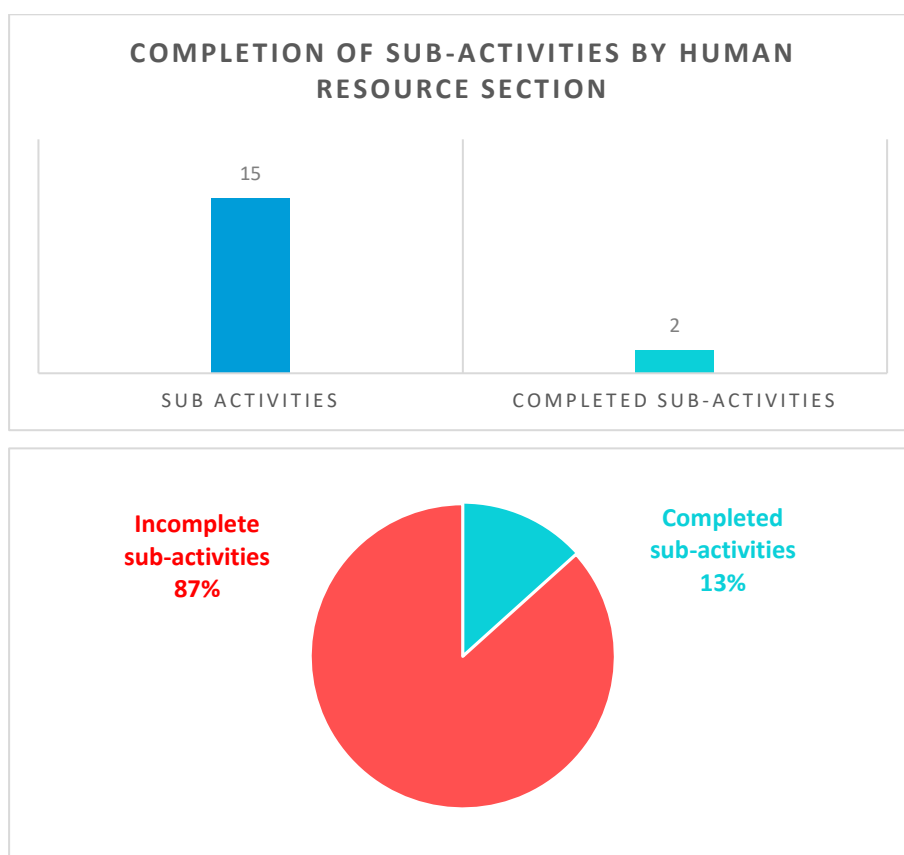
Finance

During the quarter 3 of 2020 Finance Section has completed all of the sub-activities assigned to be completed by 30th September 2020.



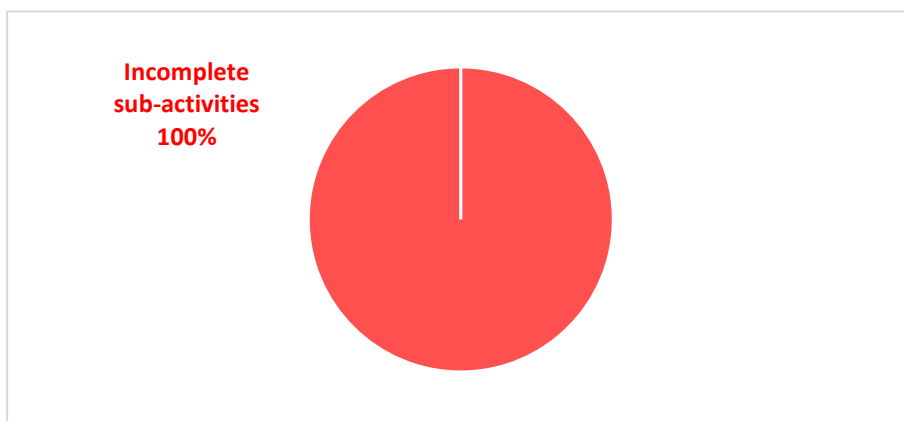
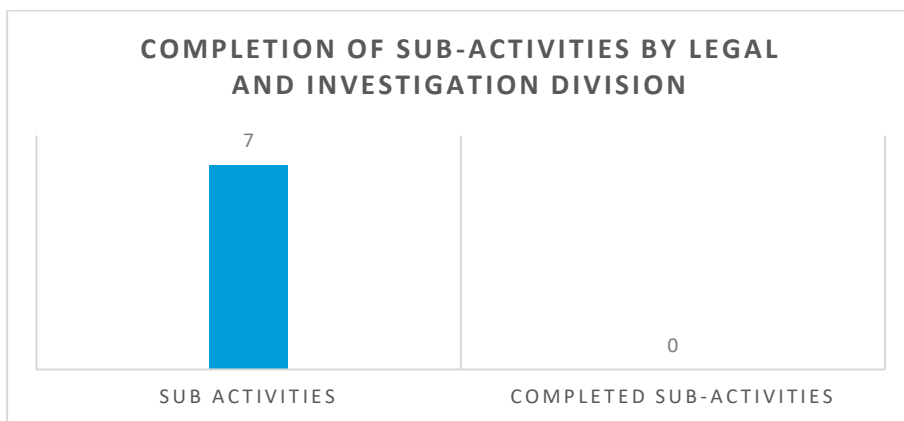
Human Resources Section

During the quarter 3 of 2020 Human Resource Section has completed 13% of the sub-activities assigned to be completed by 30th September 2020. However, 87% of the sub-activities remained incomplete due to COVID-19 pandemic. Details of completion of sub-activities by Human Resource Section is given in the chart below.



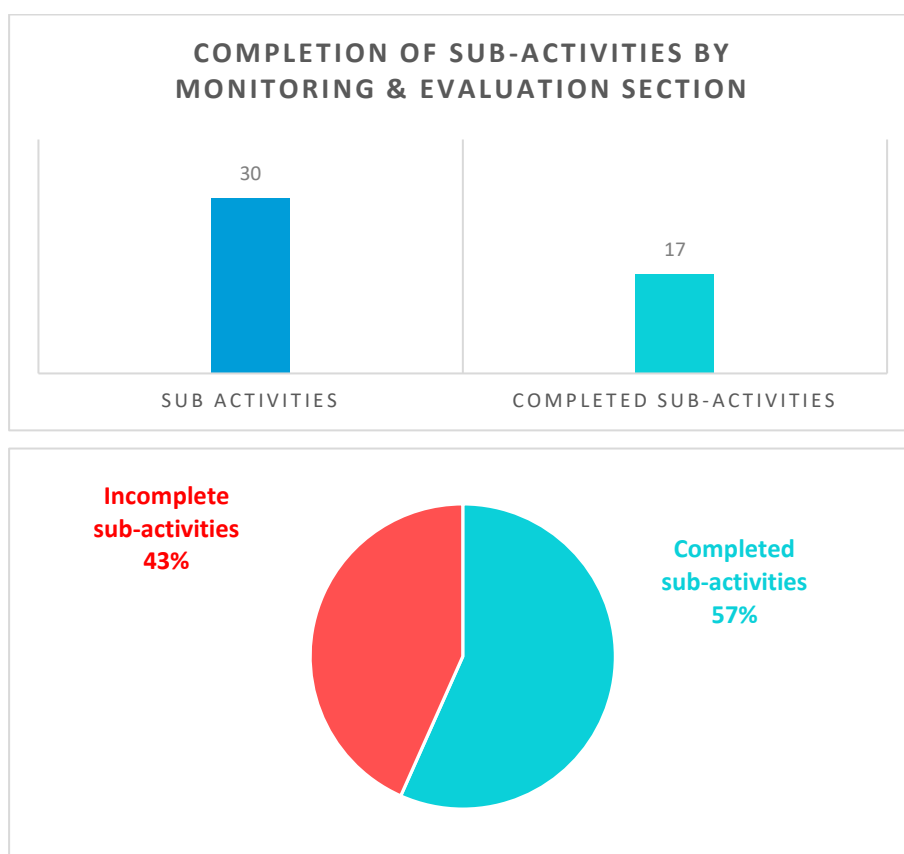
Legal & Investigation Division

During the quarter 3 of 2020 legal and investigation division has not completed any of the sub-activities assigned to be completed by 30th September 2019 due to COVID-19. Details of sub-activities by legal and investigation division is given in the chart below.



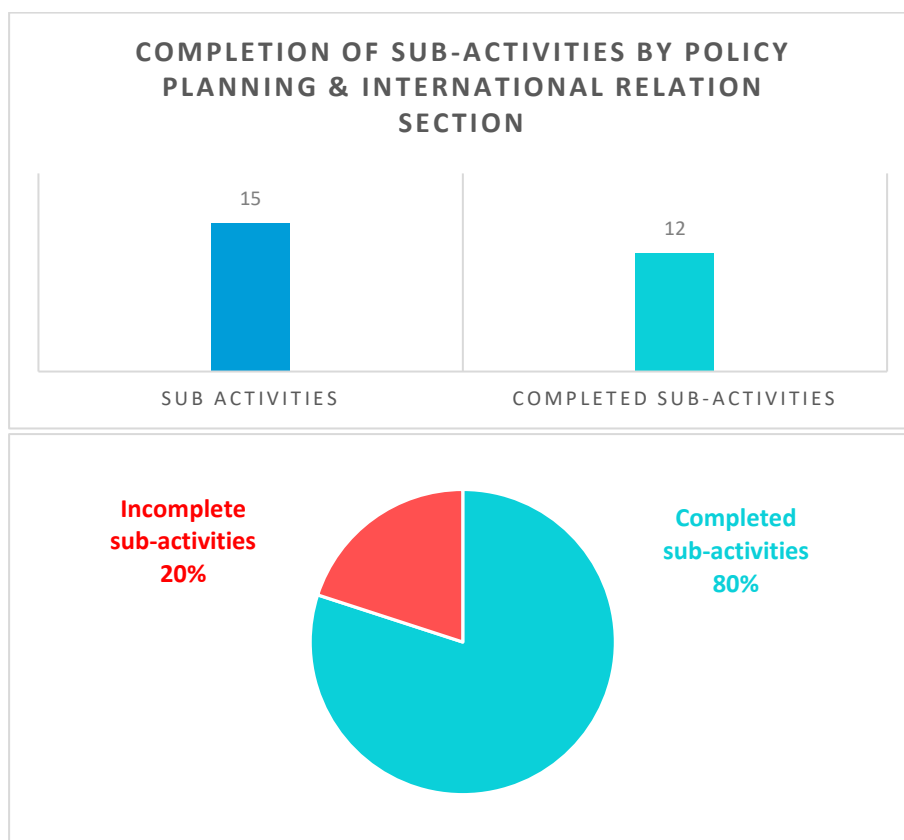
Monitoring & Evaluation Section

During the quarter 3 of 2020 Monitoring & Evaluation section has completed 57% of sub-activities to be completed by 30th September 2020. However, 43% of the sub-activities remained incomplete due to COVID-19 pandemic.



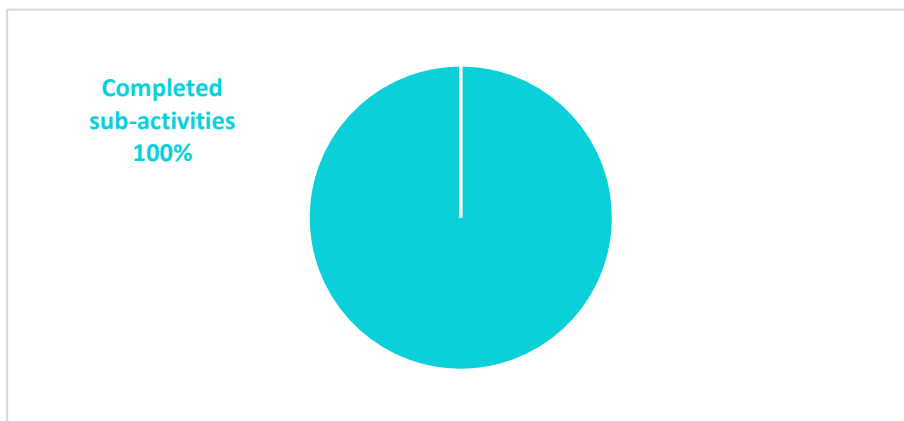
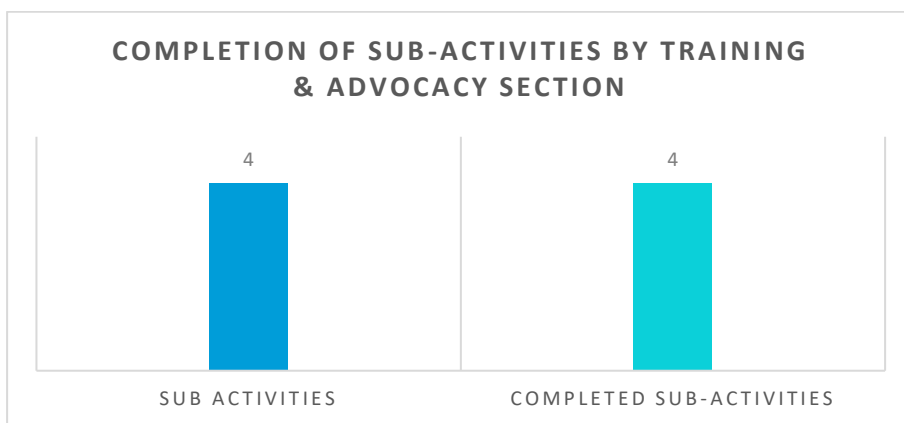
Policy Planning & International Relations Section

During the quarter 3 of 2020 policy planning and international relations section has completed 80% of sub-activities to be completed by 30th September 2020. However, 20% of the sub-activities remained incomplete due to COVID-19 pandemic.



Training & Advocacy Section

During the quarter 3 of 2020 Training & Advocacy section has completed all of the sub-activities assigned to be completed by 30th September 2020.



LGA Club

During the quarter 3 of 2020 LGA Club has completed 22% of sub-activities to be completed by 30th September 2020. However, 78% of the sub-activities remained incomplete due to COVID-19 pandemic.

