

AKYEMANSA DISTRICT ASSEMBLY
COMPOSITE ANNUAL ACTION PLAN - 2021

Adopted Goal: Build a Prosperous Society												
Programmes and Sub-Programmes	Activities (Operations)	Location	Output Indicators	Quarterly Time Schedule				Indicative Budget (GHC)			Implementing Agencies	
				1 st	2 nd	3 rd	4 th	GoG	IGF	Donor	Lead	Collaborating
Management and Administration	1. purchase of stationery and value books/printing materials	Akyem-Ofoase	No. of materials procured	*	*	*	*	37,000	12,000		Fin. Dept.	Cent. Admin.
	2. Purchase of office equipment	Akyem-Ofoase	No. of office equipment procured	*	*	*	*	30,000	3,000		Fin. Dept.	Cent. Admin.
Finance and Revenue mobilization	3. Organize 2no. training workshops on revenue mobilization strategies for revenue staff	Akyem-Ofoase	No. of staff trained.	*		*		10,000.00	10,000.00		Fin. Dept.	Cent. Admin., Consultant
	4. Operationalize 3no. revenue checkpoints	Chia, Abenase, Gyaha	3no. revenue checkpoints operationalized	*	*	*	*	20,000.00	10,000.00		Fin. Dept.	Cent. Admin.
	5. Deploy tax force for revenue mobilization	District wide	Tax force deployed	*	*	*	*		15,000.00		Fin. Dept.	Cent. Admin., GPS
	6. Update and prepare demand notices/Value books	Ofoase	demand notices updated and prepared	*	*			6,000	4,000		Fin. Dept.	Cent. Admin
	7. Develop software for collection of fees	Ofoase	software procured for collection of fees	*				25,000			Fin. Dept.	Cent. Admin
	8. Management and administration of the office (Fuel, allowances etc)		Activity carried out	*	*	*	*	100,000	50,000		Cent. Admin	Fin. Dept.
	9. Sensitize stakeholders on revenue mobilization	District wide	Stakeholders sensitized on revenue mobilization	*	*			1,500			Fin. Dept.	Cent. Admin

Economic Development	10. Undertake general extension, monitoring and evaluation by AEAs and DAO	District wide	general extension, monitoring and evaluation carried out	*	*	*	*	3,000.00		45,000.00	Agric. Dept.	Cent. Admin. MAG	
Agriculture Services and Management	11. Organise 1 District farmers' day celebration	Selected community	District farmers day celebration organised				*	50,000.00			Agric. Dept.	FBOs, Farmers, Cent. Admin.	
Economic Development	12. Carry out monitoring of GPSNP in the district	District wide	A number of Monitoring carried out	*	*	*	*			8,000.00	Agric. Dept.	MAG	
Agriculture Services and Management	13. Nurse and distribute 100,000 Oil Palm seedlings under Planting for Food and Jobs (PFJ)/PERD	District wide	Planting for Food and Jobs (PFJ) supported	*	*	*	*	20,000.00		58,300.00	Agric. Dept.	Cent. Admin	
	14. Purchase farm inputs	District wide	Farm inputs purchased		*			2,000.00		6,000.00	Agric. Dept.	Cent. Admin. MAG	
	15. Maintain and expand D/A oil palm plantation	Ofoase	D/A oil palm plantation Maintained and expanded		*			40,000.00			Agric. Dept.	Cent. Admin.	
	16. Train, meet, sensitize and demonstrate to farmers on improved technology	District wide	Activity carried out	*	*	*	*	13,000		60,000.00	Agric. Dept.	Cent. Admin. MAG	
	17. Sensitize 100 farmers on post-harvest losses by September, 2021	District wide	100 farmers sensitized on post-harvest losses			*				4,000.00	Agric. Dept.	Cent. Admin. MAG	
	18. Promote bee-keeping, grasscutter and rabbit rearing among 30 youth by December, 2021	District wide	Activity carried out	*	*	*	*			6,000.00	Agric. Dept.	Cent. Admin. MAG	
	19. Train 50 farmers on climate resilient storage facilities by September, 2021	District wide	50 farmers trained on climate resilient storage facilities		*	*				4,000.00	Agric. Dept.	Cent. Admin. MAG	
				Sub-total				927,426.22	30,000.00	245,000.00			

Adopted Goal (s): Create Opportunities for All.												
Programmes and Sub-Programme	Activities (Operations)	Location	Output Indicators	Quarterly Time Schedule				Indicative Budget (GH¢)			Implementing Agencies	
				1 st	2 nd	3 rd	4 th	GoG	IGF	Donor	Lead	Collaborating
Social Services Delivery	20. Support the implementation of School Feeding Programme in the district	Ofoase	Programme carried out	*	*	*	*				GES	Cent. Admin.
	21. Construct 1no. Office Complex for GES	Akyem-Ofoase	1no. Office Complex for GES constructed	*	*	*	*	200,000.00			GES	Cent. Admin., Works Dept.
Education, Youth & Sports Development	22. Construct 1no. 2-bedroom bungalow for GES Director	Akyem-Ofoase	1no. 2-bedroom bungalow for GES Director constructed	*	*	*	*	100,000.00			GES	Cent. Admin., Works Dept.
	23. Construct 2No. 6 unit classroom block in the district	Akyekrom, Abenase	2No. 6 unit classroom block constructed			*	*	800,000			GES	Cent. Admin., Works Dept.
	24. Complete the construction of 1No.3unit classroom block	Asuboa, Brenase, Akokoaso	1No.3unit classroom block constructed	*	*	*		320,000			GES	Cent. Admin., Works Dept.
	25. Construct 1No.3unit and 1No.2unit semi-detached teachers quarters	Akyem Ofoase	A no. of teachers quarters constructed		*	*	*	470,000			GES	Cent. Admin., Works Dept.
	26. Furnish 1no.3 unit semi-detached teachers quarters	Akyem Ofoase	A no. of teachers quarters Furnished	*				88,558.00			GES	Cent. Admin.
	27. Provide support to students in the district	District wide	Number of students supported in the district	*	*	*	*	40,000			GES	Cent. Admin.

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				1 st	2 nd	3 rd	4 th	GoG	IGF	Donor	Lead	Collaborating
	28. Provide support to teachers and students in the district by the Hon. MP	District wide	Number of teachers and students in the district supported by the Hon. MP	*	*	*	*	150,000			MP	Cent. Admin./GES
	29. Supply of School Furniture (800 mono desks) in the district	District wide	A number of school furniture supplied	*	*	*	*	221,200.00			GES	Cent. Admin.
	30. Rehabilitate selected schools	District wide	A no. of selected schools rehabilitated	*	*	*	*		100,000.00		GES	Cent. Admin., Works Dept.,
	31. Conduct management training for officers and heads of schools	Akyem-Ofoase	Training of officers and heads of schools conducted	*	*	*	*		35,000.00		GES	Cent. Admin.
	32. Organise STMIE clinics for schools	District wide	STMIE clinic organised		*	*		18,000.00			GES	Cent. Admin.,
	33. Conduct MOCK Exams for JHS 3 students	District wide	MOCK Exams for JHS 3 students conducted	*	*					10,000.00	GES	Cent. Admin.
Social Services Delivery	34. Immunize children against the communicable diseases	District wide	Children immunized against communicable diseases	*	*	*	*	20,000.00			GHS	Cent. Admin.
Public Health Services and Management	35. Complete 1no. CHPS Compound	Akyem-Odumase	1no. CHPS Compound completed	*	*	*	*	224,271.29			GHS	Cent. Admin.

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				1 st	2 nd	3 rd	4 th	GoG	IGF	Donor	Lead	Collaborating
	36. Established laboratory services in 4no. health centres	Anyinase, Akokoaso, Gyaha, Abemase	laboratory services in 4no. health centres established	*	*			90,000.00			GHS	Cent. Admin., Works Dept.,
Social Services Delivery	37. Complete the construction of 1No. 3-Unit Nurses Quarters (1 bedroom, Living room, Kitchen, Porch, Toilet & Bath for each unit)	Chia	1No. 3-Unit Nurses Quarters constructed	*	*	*	*	270,000.00			GHS	Cent. Admin.
Public Health Services and Management	38. Complete the construction of 1No. 3-Unit Nurses Quarters (1 bedroom, Living room, Kitchen, Porch, Toilet & Bath for each unit)	Kofi Nimo	1No. 3-Unit Nurses Quarters constructed	*	*	*	*	250,458.00			GHS	Cent. Admin.
	39. Complete the construction of 1No. CHPS Compound and Nurses Quarters with a mechanized borehole and Overhead polytank (Nurses Quarters: 2 bedrooms, Living room, Kitchen, Porch, Toilet & Bath) Polytank: 2,500 litres capacity	Subinso	1No. CHPS Compound and Nurses Quarters with a mechanized borehole and Overhead polytank constructed	*	*	*	*	400,000.00			GHS	Cent. Admin.
	40. Rehabilitate three (3) Health Centres	Gyaha Mukyia Adwafo	Health Centres rehabilitated	*	*	*	*	50,000.00			GHS	Cent. Admin.
	41. Facilitate the construction 1No. District Hospital	Ofoase	1No. District Hospital Constructed	*	*	*	*	300,000.00		700,000.00	GHS	Cent. Admin., Works Dept.,
	42. Support district response initiative for Malaria programmes	District wide	Activity carried out	*	*	*	*	15,000.00			GHS	Cent. Admin.,

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				1 st	2 nd	3 rd	4 th	GoG	IGF	Donor	Lead	Collaborating
	43. Support district response initiative on HIV/AIDS programmes	District wide	HIV/AIDS cases in the district reduced	*	*	*	*	200,000.00			GHS	Cent. Admin.
	44. Educate expectant mothers and caregivers on Exclusive Breastfeeding	District wide	Mothers and caregivers educated on Exclusive Breastfeeding	*	*	*	*	8,000.00			GHS	Cent. Admin.
	45. Intensify advocacy on complementary feeding	District wide	Advocacy on complementary feeding intensified	*	*	*	*	6,000.00			GHS	Cent. Admin.
Social Services Delivery	46. Medically screen all food and drink handlers for TYPHOID, T.B and issue certificate of fitness	District wide	All food handlers are medically screened	*	*	*	*	20,000.00			EHU Cent. Admin	Food vendors Depts./ Agencies
Environmental Health and Sanitation	47. Organize communal clean up exercise in the district	District wide	Clean up exercise organized	*	*	*	*	60,000.00			EHU Cent. Admin	All departments/ Agencies / Assembly members
	48. Procure sanitary tools and equipment	DA (Ofoase)	A no. of sanitary tools and equipment procured		*				30,000.00		EHU Cent. Admin	Cent. Admin (procurement unit)
	49. Acquire five (5) communal containers	DA (Ofoase)	Five (5) containers acquired	*				60,000.00			EHU	Cent. Admin (procurement unit)
	50. Procure cleaning materials	Ofoase	A no. of cleaning materials procured	*			*	20,000	9,000		EHU	Cent. Admin

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				1 st	2 nd	3 rd	4 th	GoG	IGF	Donor	Lead	Collaborating	
	51. Evacuate refuse and dislodge some public toilet facilities.	District wide	Activity carried out	*	*	*	*	82,000				EHU	Cent. Admin
Infrastructure Development and Management Public Works, Rural Housing and Water	52. Construct Police Post	Akokoaso	Police post constructed	*	*	*	*	80,000.00				Cent. Admin	Works Dept.
	53. Construct 1No. 2-unit Nurses Quarters	Akyem-Ofoase	1No. 2-unit Nurses Quarters constructed	*	*	*	*	300,000.00				Cent. Admin	Works Dept.
Social Services Delivery	54. Solve all child welfare cases (Child Abuse, Defilement, Rape, Child maintenance and Family Reconciliation) in the district	Department Office-Ofoase	All Cases solved and handled	*	*	*	*	5,000.00	2,000.00	5,000.00		DSWCD	Cent. Admin
Social Welfare and Community Services	55. Facilitate registration and renewal of PWDs and LEAP onto NHIS	NHIS Office-Office	All PWDs and LEAP beneficiaries registered onto NHIS	*	*	*	*	5,000.00	2,000.00	5,000.00		DSWCD	Cent. Admin
	56. Sensitize all LEAP beneficiaries on good eating habits	Ofoase	All LEAP beneficiaries sensitized		*	*				5,000		DSWCD	Cent. Admin
	57. Organize education on child protection and gender-based violence for 500 community members in 10 selected communities	Selected Communities	500 community members educated		*	*		7,500.00	2,000.00	7,500.00		DSWCD	Cent. Admin
	58. Provide Support to PWD's in the district	District wide	Total no. of PWDs supported	*	*	*	*	200,000				DSWCD	Cent. Admin
	59. Monitor the activities of Persons with Disabilities (PWDs) on how their funds are utilized	District wide	Activity carried out	*	*	*	*	5,000.00	2,000.00	5,000.00		DSWCD	Cent. Admin

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				1 st	2 nd	3 rd	4 th	GoG	IGF	Donor	Lead	Collaborating
	60. Organize women groups for local food processing	District wide	Activity carried out	*	*	*	*	5,000.00	2,000.00	5,000.00	DSWCD	Cent. Admin
	61. Register and Monitor activities of NGOs in the district	District wide	NGOs registered and monitored	*	*	*	*	5,000.00	2,000.00	5,000.00	DSWCD	Cent. Admin
	62. Register and monitor Day care centres	District wide	Day care centres registered and monitored	*	*	*	*	10,000			DSWCD	Cent. Admin
	63. Organize three (3) women groups in income generating activities	District wide	Activity carried out	*	*	*	*	5,000.00	2,000.00	5,000.00	DSWCD	Cent. Admin
	64. Organize seminar on LED activities	Ofoase	A no. of Seminar on LED activities organized		*	*		5,000			DSWCD	Cent. Admin
				Sub-total				10,408,000.00	315,000.00	10,000.00		

Adopted MDA Goal(s): Safeguard the Natural Environment and Ensure a Resilient Built Environment												
Programmes and Sub-Programmes	Activities (Operations)	Location	Output Indicators	Quarterly Time Schedule				Indicative Budget (GH¢)			Implementing Agencies	
				1 st	2 nd	3 rd	4 th	GoG	IGF	Donor	Lead	Collaborating
	65. Maintain District Assembly Admin. Block/office equipment	Akyem-Ofoase	District Ass. Admin. Bock maintained		*			10,000.00			Works Dept.	Cent. Admin
	66. Maintain and run Official motorbikes and vehicles	Akyem-Ofoase	Official motorbikes and vehicles maintained	*	*	*	*	140,000.00	35,300		Cent. Admin	Works Dept.
	67. Rehabilitate 2no. Area councils	Akokoaso Abenase	2no. Area councils rehabilitated	*	*	*	*	200,000.00			Cent. Admin	Works Dept.
	68. Construct and maintain toilets, urinals and baths for selected schools, markets & other public institutions in the district	Area Councils	A no. of toilets, urinals and baths for selected schools, markets & other public institutions constructed and maintained	*	*	*	*	128,555.59			Cent. Admin	Works Dept.
	69. Reshape of selected feeder roads	District wide	Selected feeder roads reshaped	*	*	*	*	200,000.00			Works Dept.	Cent. Admin
Infrastructure Development and Management	70. Prepare, Review and update local plans	Ofoase	A no. of local plans Prepared, Reviewed and updated	*	*			3,000.00	1,000.00		PPD	Cent. Admin.
Spatial Planning	71. Carry out site inspection and related activities	District wide	Activity varied out	*	*	*	*	4,624.00			PPD	Works Dept/ Cent. Admin

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Programmes and Sub-Programmes	Activities (Operations)	Location	Output Indicators	Quarterly Time Schedule				Indicative Budget (GH¢)			Implementing Agencies	
				1 st	2 nd	3 rd	4 th	GoG	IGF	Donor	Lead	Collaborating
	72. Document all assembly lands and assets	Ofoase	All Assembly lands documented	*	*			20,000	1,500		PPD	Cent. Admin
	73. Undertake Property valuation exercise in the district	District wide	Property valuation exercise embarked on	*	*	*	*	50,000			PPD	Finance Dept./ Cent. Admin
	74. Facilitate the preparation of layout and embark on Development control exercise	District wide	Activity carried out	*	*	*	*		6,000.00		PPD	Cent. Admin
	75. Continue street naming exercise	District wide	No. of streets named	*	*	*	*	10,000.00			PPD	Cent. Admin., SAT Members, Communities,
	76. Organize Spatial planning committee meetings	Ofoase	Spatial planning committee meetings organized	*	*	*	*	5,000.00			PPD	Cent. Admin.,
Environmental and Sanitation Management	77. Organize livelihood support programmes for DVGs	Selected communities	livelihood support programmes for DVGs organized	*	*	*	*	19,000.00			NADM O	Cent. Admin
Natural Resource Conservation and Management/ Disaster Prevention and Management	78. Public education and sensitization programmes on fire, flood, climate change and Disease epidemics	District wide	Activity carried out	*	*	*	*	7,500.00			NADM O	Cent. Admin
	79. Organize capacity building programme for staff	Ofoase	capacity building programme for staff organized	*	*	*	*	5,000.00		45,859	NADM O	Cent. Admin

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				1 st	2 nd	3 rd	4 th	GoG	IGF	Donor	Lead	Collaborating
	80. Organize District Disaster Management Committee Meeting	Ofoase	District Disaster Management Committee Meeting organized	*	*	*	*	4,000.00			NADMO	Cent. Admin A
	81. Provide support to disaster victims and carry out early warning education in the district	Selected communities	Relief items distributed to disaster affected persons as well as early warning	*	*	*	*	40,000			NADMO	Cent. Admin
	82. Rehabilitate disaster affected institutions in the district	District wide	A no. of disaster affected institutions rehabilitated	*	*	*		45,000.00			NADMO	Cent. Admin
	83. Dredge major drains and clean up exercise	Selected communities	A number of major drains dredged	*	*	*	*	8,000.00			NADMO	Cent. Admin Agric. Dept.
	84. Tree planting exercise	District wide	Activity carried out	*	*	*	*	8,000.00			NADMO	Cent. Admin Agric. Dept.
	85. Carry out vulnerability analysis and assessment of disaster in the district	District wide	A number of discussions held on disaster activities	*	*	*	*	5,000.00			NADMO	Cent. Admin Agric. Dept.
				Sub-total				489,100.00	96,000.00	0.00		

Adopted MDA Goal(s): Maintain a Stable, United and Safe Society												
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				1 st	2 nd	3 rd	4 th	GoG	IGF	Donor	Lead	Collaborating
Management and Administration General Administration/ Human Resource Management/ Planning, Budgeting, Monitoring and Evaluation	86. Support capacity building programmes for staff/Assembly members/revenue collectors under DDF	Akyem-Ofoase	No. of staff/Assembly members/revenue collectors supported under DDF	*	*	*	*	45,859.00			Cent. Admin	MLGRD, OHLGS, ERCC, MoF
	87. Organize 2-day capacity building training on records management & report writing for record staff and heads of department	Assembly Hall (Ofoase)	2-day capacity building training organized			*	*	20,000.00			Cent. Admin	MLGRD, OHLGS, ERCC
	88. Support national programmes and events.	District wide	Amount of funding support.	*	*	*	*	50,000.00			Cent. Admin	Depts. of Assembly
	89. Organize District Chief Executives (DCEs) community Engagement Fora	District wide	DCEs community Engagement organized	*	*	*	*	60,000			Cent. Admin	Area Councils, Assembly members, CSOs/NGOs, citizens
	90. Organize quarterly town hall meetings/	Area Councils	No. of town hall, meetings organized.	*	*	*	*	120,000.00			Cent. Admin	Area Councils, Assembly members, CSOs/NGOs, citizens
	91. Carry out public education on Right to information bill	District wide		*				2,000			Cent. Admin	Info. Unit/ NCCE/citizens

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				1 st	2 nd	3 rd	4 th	GoG	IGF	Donor	Lead	Collaborating
	92. Sensitization on community information services	District wide	A no. of Sensitization programmes on community information organized	*	*			15,000			Cent. Admin	Area Councils, Assembly members, info. centre operators
	93. Provide Support to substructures of the Assembly	Area Councils	A no. of substructures of the Assembly supported	*	*	*	*	78,749.10	10,000		Cent. Admin	Area Councils, Assembly members
	94. Rehabilitate streetlight in the district	District wide	A no. of streetlight rehabilitated	*	*	*	*	100,000			Cent. Admin	Works Dept.
	95. Construct and rehabilitate existing boreholes in the district	District wide	A no. of boreholes Constructed and rehabilitated	*	*	*		100,000			Cent. Admin	Works Dept./EHU
	96. Provide Support to community projects by the Hon. MP	District wide	A no. of projects supported by the MP	*	*	*	*	300,000			MP	Cent. Admin, Area Councils, Assembly members
	97. Support for social intervention programmes by the Hon. MP		A no. of social intervention programmes supported by the MP	*	*	*	*	100,000			MP	Cent. Admin, Area Councils, Assembly members
	98. Payment of rent of residential accommodation for HOD's	Ofoase	A no. of residential accommodation rented for HODs	*	*	*	*	40,000			Cent. Admin	HODs

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	99. Payment of rent of office accommodation	Ofoase	Amount of money paid	*	*	*	*	15,000			Cent. Admin	Decentralized Depts.
	100. Complete payment of Assembly Block	Ofoase	Amount of money paid	*				15,000			Cent. Admin	Contractor
	101. Complete payment of Ofoase Area council	Ofoase	Amount of money paid	*				100,000			Cent. Admin	Contractor, Area Council
	102. Discuss revenue issues on radio stations in the district	Ofoase	Activity carried out	*	*	*			1,000		Cent. Admin	Decentralized Depts.
	103. Support Independence Day celebration and my first day at school	District wide	Independence Day celebration and my first day at school organized	*				50,000			Cent. Admin	Decentralized Depts.
	104. Provide funds for Zoomlion fumigation exercise/other statutory deductions	District wide	Activity carried out	*	*	*	*	200,000			Cent. Admin	EHU/Zoomlion
	105. Acquire new disposal sites for 4 area councils	Area councils	New disposal sites acquired	*	*			80,000			Cent. Admin	EHU/Area councils
	106. Undertake Health education and promotion activities in the district	District wide	Activity carried out	*	*	*	*		4,000		Cent. Admin	EHU/GHS
	107. Carry out public education and sensitization on public health emergencies	District wide	A no. of Public education programmes organized	*	*	*	*	10,000			Cent. Admin	EHU/GHS
	108. Update 2020-2023 DESSAAP	Ofoase	DESSAAP updated	*	*			10,000	15,000		Cent. Admin	EHU

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	109. Organize Sub-Committee, DPCU, Audit committee, Budget Committee and General Assembly meetings	Ofoase	Number of meetings organized	*	*	*	*	50,000			Cent. Admin	Area councils, HODs, Assembly members
	110. Review 2021 Annual Action Plan & Budget and prepare 2022 AAP	Akyem-Ofoase	2021 AAP and Budget reviewed			*	*	40,000.00			Cent. Admin	Area Councils, Depts. of Assembly
	111. Prepare 2022 Composite Annual Budget & Fee Fixing Resolution	Akyem-Ofoase	2023 Composite Annual Budget prepared				*	30,000.00			Budget C'ttee	Depts. of Assembly
	112. Gazette FFR and other Assembly documents	Ofoase	FFR and other assembly documents gazetted	*	*			200,000			Cent. Admin	Budget C'ttee, HODs
	113. Conduct monitoring of employees Appraisal	Ofoase	employees Appraisal monitored	*	*	*	*	4,000			Cent. Admin	HR Dept
	114. Carry out monitoring of programmes and projects in the district	District wide	Frequency of M&E	*	*	*	*	40,000.00			DPCU	Cent. Admin., Area Councils
	115. Prepare MTDP (2022-2025)	Ofoase	MTDP prepared		*	*	*	90,000.00			DPCU	Cent. Admin., All Stakeholders
	116. Education on Accountability, Rule of Law and Anti-corruption programme	District wide	Activity carried out	*	*	*	*	8,000.00			NCCE	Cent. Admin., GPS
	117. Education on COVID-19/Public health Emergency Preparedness	District wide	Activity carried out	*	*	*	*	20,000.00			Info. service	Cent. Admin. NCCE
	118. Prepare 2022 O&M Plan	Ofoase	2021 O&M Plan prepared				*	3,000.00			Works Dept.	Cent. Admin

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	119. Education on taxes and District Assembly's bye-laws	District wide	Activity carried out	*	*	*	*	4,000.00			NCCE	Cent. Admin. Fin. Dept.
	120. Public education on 2022 budget statement	District Wide	Activity carried out	*	*	*	*	1,000.00			Info. service	Cent. Admin.
	121. Provide support to self-help projects	District wide	A no. of Self-help projects supported	*	*	*	*	196,872.75			Cent. Admin	Community members, Area Councils
				Sub total				1,098,600.00	4,000.00	0.00		