

OFORIKROM MUNICIPAL ASSEMBLY



2022 Composite Annual Action Plan

Prepared by:
Municipal Planning and Coordinating Unit (MPCU)

2022 REVISED ANNUAL ACTION PLAN FOR OFORIKROM MUNICIPAL ASSEMBLY

PROGRAMS/ PROJECTS/ ACTIVITIES	LOCATION	TIME FRAME (QUARTER)				OUTPUT INDICATOR	IMPLEMENTING AGENCIES	
		1	2	3	4		Lead	Collab.
Updating of the IBES data of the Assembly	Municipal Wide					IBES data updated	Statistics	MA
Collection of monthly markets data	Municipal Wide					Market Data Collected	Statistics	MA
Procure Furniture and office equipments/stationaries	Oforikrom					No. of furniture procured	Procurement	MA
Procure 50 No. plastic chairs and canopy	Oforikrom					No of items procured	Procurement	MA
Procurement of items for PWDs/Muslim communities	Oforikrom					No. of trainings conducted	Procurement	MA
Procurement of computers and accessories	Oforikrom					No.of computers and accessoires procured	Procurement	MA
Procurement of plant for the New Assembly Block-Generator	Oforikrom					No. of block generator procured	Procurement	MA
Organization of National Celebration	Oforikrom					National celebration organized	Central Adm.	MA
Gazetting of Fee-Fixing Documents/Bye-law	Oforikrom					Fee-fixing documents/Bye laws gazetted	Central Adm	MLGD&R D
Conduct auditing activities	Oforikrom					No. of auditing activities done	Central Adm.	MA
Organize fee-fixing Resolution and Stakeholders' Consultation	Oforikrom					Consultation undertaken	Budegt C'ttee, Central Adm.	Ass. Mem., Private sector

Prepare District Composite Budget and Annual Action Plan	Oforikrom					Plan prepared	MPCU, Budegt C'ttee,	Ass. Mem.
Conduct Planning and Budgeting activities	Oforikrom					No. activities conducted	Planning Unit, Budget Unkit	Central Adm
Support MP's capital project	oforikrom					No.of MP's capital projects supported		
Conduct M&E activities	Municipal Wide					No. activities conducted	MPCU	Central Adm
Conduct HIV/AIDS M&E Activities	Municipal Wide					No. of M&E activities	M&E Focal Person	Central Adm
Support Community Initiated Project	Oforikrom					No. of support provided	Central Adm	Gen. Ass
Monitor and Undertake the Ghana School Feeding Program (GSFP)	Municipal Wide					No. activities conducted	Co-ord, GSFP	GES
Celebration of international women day	Municipal wide					International women's day	Gender desk Officer	MA
Sensitization on parent-child communication and sexual reproductive rights for school children	Municipal wide					No. of activities sensitized	Gender desk Officer	MA
Procure Value Books	Oforikrom					No. books procured	Finance	Central Adm.
Support Implementation of GIFMIS	Oforikrom					GIFMIS Implemented	Finance	Central Adm.
Support Revenue Generation	Oforikrom					No. support provided	Finance	Central Adm.
Organise education campaign in the Municipality about revenue mobilization and utilization in the Municipality.	Municipal Wide					No. of educational campaign organized	ISD, Revenue	MA
Embark on sensitization exercises within the Municipality about the existence of marriage registry in the Assembly	Municipal Wide					No. of sensitization exercise organized	ISD	NCCE
Organise public education campaign on the Assembly's Bye-laws	Municipal Wide					No. of public education campaigns organized	ISD, NCCE	MA

Organise Public education on Spatial Planning and Development Control	Municipal Wide					No. public education and development control organised	Physical Planning Dept., Works Dept.	MA
Conduct Valuation on properties within the Municipality	Municipal Wide					Num. of properties valued	PPD, Works Dept. Procurement	MA
Organize Street Addressing Team (SATT), Technical-Sub Committee and Spatial Planning Committee (SPC) Meetings	MA					No. of SAT meeting organized	Physical Planning Dept.	MA
Procure signages for street naming and property addressing	Municipal Wide					No. signage procured	Physical Planning Dept., Works Dept.	MA
Acquire land for Official use and verify all lands zoned for public use	Municipal Wide					Public land acquired	Physical Planning Dept.	MA
Prepare Land Use Maps	Oforikrom					Num. of land Maps Prepared	Physical Planning Dept, Planning Unit	
Conduct spatial planning activities	Oforikrom					Num. of spatial planning activities conducted	Physical Planning Dept	
Conduct Premises Inspections and education (Domiciliary, Hospitality, Industrial, Healthcare, Sanitary Sites and Infrastructure etc.)	Municipal wide					No. of premises inspections organized	EHU	MA, Assembly Members
Implement GKMA Project/activities	Municipal Wide					No. activities undertaken	EHU	MA

Sensitize school feeding caterers and food vendors on nutrition packages	Municipal wide				No. of sensitization organized	EHU	MA, SF Focal Person
Undertake fumigation ,evacuation of refuses and maintenance of public sanitary facilities	Municipal wide				No. of activities supported	EHU	MA, Zoomlion
Educate the public on noise control and air pollution	Municipal wide				No. of education organized	EHU	MA
Construct 1 No. Skip pad and procure 5No. Skip containers	Municipal wide				No. of Skip pad constructed and procured	Works Dept.	MA, EHU
Procure Sanitary Tools/Equipment & chemicals and noise detective machines	Municipal wide				No. of sanitary tools/equipment procured	EHU	MA
Support the burials of deceased Paupers/COVID-19 cases	Municipal wide				No. of burials supported	EHU	MA, Police Service, Ass. Members, GHS
Grass cutting works of overgrown weeds Undertake weeds clearing and collection at public places and Median	Municipal wide				No. of weeds clearing and collection supported	EHU	MA
Grassing of school fields and public places	Municipal wide				No. of school fields and public places grassed	EHU	MA
Sensitize community members on the benefits of Household Toilets	Municipal wide				No. of communities sensitized	EHU	MA
Organize Monthly clean-up exercise and routine sweeping public places	Municipal Wide				No. of clean-ups conducted	EHU	MA
Monitoring and Supervision by DD Supervision and Circuit Supervisors	Municipal Wide				No. of monitoring conducted	GES	MA
Rehabilitation / renovation of school building	Ayigya MA				No. of rehabilitation done	Works Dept., Proc. Unit	GES
Construct 1No. 3- Unit Classroom Block with office and store	Bomso MA				No. of classrooms constructed	Works Dept., Proc. Unit	GES
Construct 1No. 12- Unit Classroom Block	Weweso MA				No. of classrooms constructed	Works Dept., Proc. Unit	GES

Procure Dual Desk, Mono-Desk, Tables and Chairs	Selected Schools				No. of Desk procured	Works Dept., Proc. Unit	GES
Construct Fence Wall for public School	Emena MA				No. of wall constructed	Works Dept., Proc. Unit	GES
Support Brilliant but Needy student	Municipal Wide				No. of support provided	Mun. Ass	GES
Organise quiz and debate & Mock Exams	St. Louis SHS, KNUST				Activitiy organized	GES	MA
Implementation of Guidance and Counselling activities	Municipal Wide				Activity implemented	GES	MA
Support the organization of STMIE programme	Municipal Wide				STMIE supported	GES	MA
Organize "My First Day at school" and Best Teachers Award	Municipal Wide				My first da at school organized	GES	MA
Organize culture and sports Activities	Municipal Wide				Sporting activities conducted	GES	MA
Conduct quiz competition for JHS students	Municipal Wide				Quiz competition conducted	NCCE	GES
Conduct education on road safety	Municipal Wide				No. of education conducted	NCCE	MA
Conduct seminar on drug abuse for SHS students	Municipal Wide				No. of seminar conducted	NCCE	GES
Purchase and distribute relief items to victims of disasters	MA				No. of items distributed	NADMO	MA
Conduct dredging of water ways	Selected communities				No. of dredging conducted	NADMO	Works Dept
Conduct Disaster Risk Reduction & Climate Change Adaptation (DRR &CCA) Advocacy	Municipal Wide				Activitiy conducted	NADMO	MA
Organize Disaster prevention and management programmes	Municipal Wide				No. of training organized	NADMO	NGFS/MA
Manufacturing and maintenance of Furniture	Oforikrom				No. of furniture maintained and manufactured	Procurement Unit	MA

Renovation of zonal councils	Oforikrom, Bomso, Ayigya, Boadi				No. of zonal councils renovated	Works dept	MA
Construct 1No 12 Seater W/C Toilet with mechanized boreholes	Weweso				No. W/C toilet Constructed	Works Dept, MEHU	Proc. Unit
Procurement and maintainace of Street light/electrical accessiores/ construction materials	Municipal Wide				No. of street light procured and maintained	Works Dept., Procurement	MA
Organize site inspections throughout the year to control development	Municipal Wide				No. of inspections conducted	Works Dept. / PPD	MA
Drilling and mechanization of 5 No, boreholes	MA				No.of boreholes drilled and mmechanized	Works Dept.	MA
Conduct COVID-19 related activities and support Health care service	Municipal Wide				No. of activities conducted	MHD	Health Facilities
Undertake HIV/AIDS Activities	MA				No. activities done	MHD	Health Facilities
Construction of CHPS compound	Oforikrom				No. of CHPS constructed	MHD	Health Facilities
Organize 2021 Mid-Year and Annual Performance Review Meeting	MA				Annual meeting organised	MHD	Health facilities
Training On Infection Prevention And Control	Municipal wide				No.of infection prevention and control trained	MHD	Health facilities
National Immunization Day (Novelle Polio vaccination)	Municipal wide				National immunization day celebrated	MHD	Health facilities
Undertake Agric. Extension Service	Municipal Wide				No. of service conducted	Extension Officers	MOFA
Procure Office equipment and stationery	Bomso				No. of procurement done	Procuremt Unit, Agric.	MOFA
Farm and home visitation	Municipal wide				No. of farms and homes visited	Extension Officers	MOFA
Conduct surveillance of Agricultural farms (Control of pests and insects)	Municipal Wide				No. of farms conducted	EXTENSION/ MDA	MOFA

Undertake Vaccinating of crops and seedlings	MA				No. of vaccination undertaken	MIS/MDA	RADU/M&E/MA
Training of vegetable farmers on safe use, handling and storage of agro-chemicals	Municipal Wide				No. of farmers trained	PPRSD/MDA	RADU/PPRSD/MA
Conduct fall army worm sensitization and distribution of agro-chemicals to maize farmers within the Municipal	Municipal Wide				No. of farmers trained	PPRSD/MDA	RADU/PPRSD/MA
Planting of trees	MA				No. of trees planted	MDA	EHU
Animal healthcare delivery services	Municipal wide				No. of animals healthcare delivered	MDA	MOFA
Implement “ Planting for Food and Jobs and MAG	Municipal Wide				No. of activities implemented	MDA	MOFA
Farmers’ day celebration	Municipal Wide				Famer’s day celebrated	EXTENSION/CROPS/MDA	MA
Monitor the activities and operations of 10 NPOs	Municipal Wide				No. of NPOs monitored	SWCD	MA,
Register new NPOs and renew the certificates of 2 existing NPOs and collaborate with 1 NPOs to support 3 vulnerable in 1 community	Municipal Wide				No. of NGOs registered, certificates renewed and supported	SWCD	MA, NGO DIRECTORS, DEPT OF SW, ASSEMBLY MEMBERS
Renew and register NHIS cards of 100 beneficiaries,25 registered PWDs and inmates under the indigent package.	Municipal Wide				No. of cards renewed and registered	SWCD	M/A, LMS, PFIs, CFP, NHIA
Monitor and supervise the 6 payment cycles of the 161 beneficiary households	Municipal Wide				No. of payment cycles of household monitored and supervised	SWCD	M/A, LMS, , CFP PFIs, NHIA
Identify and support 30 PWDs and sensitize 4 communities on issues of PWDs in the municipality.	Municipal Wide				No. of PWDs identified,sensitized and registered	SWCD	MA, OPWDs,

							Ass. Mem, NHIA
Monitor the 3 Residential Home Centers and Conduct social investigation for the purpose of licensing of 1 RHC in the municipality	Municipal Wide				No. of RHC monitored and social investigation conducted	SWCD	M/A, DIRECTO RS OF RHCs, DEPT OF SW, NHIA
Educate 5 communities on case work/Child & Family Welfare Policy, identify and support 5 vulnerable children in the municipality through C/ and, follow-up & manage on 5 reported cases	Municipal Wide				No.of communities vulnerable children, reported cases and stakeholders identified,supported,mana ged and workshop	SWCD	UNICEF, CHRAJ, NCCE, DOVVSU, HEALTH, EDUCATI ON, MA
Sensitize 8 communities (parents & caregivers) on Child Protection (CP) activities (teenage pregnancy, drug abuse, child abuse/neglect, gender etc.) using the CP facilitation tool-kit ,sensitize 7 schools (pupils & teachers) on child rights and responsibilities, child abuse/molestation, teenage pregnancy, drug abuse etc. using CP facilitation tool-kit and organize durbar on gender-based violence and organise st	Municipal wide				No of communities and schools sensitized and organized	SWCD	NCCE, DOVVSU, CHRAJ, UNICEF, HEADS OF SCHOOLS, ECUCATI ON UNIT, MA
Identify and register 2 new Day Care Centers (DCCs),renew the certificates of 8 DCCs and monitor the activities of 20 day care centres.	Municipal Wide				No. of day care centers identified,registered,renew ed and monitored	SWCD	PROPREIT ORS, DEPT OF SW, PHYSICAL PLANNIN G, WORKS,

							ENVTL HEALTH
Organize 2 capacity building training for staff.	MA				No. of capacity building done	SWCD	HR DEPT, RCC- DSWCD
Train 2 women's groups on income generating activities: (detergents production, fascinator and bead making) and train 40 women on basic home management & child care and organize a talk show for 60 young girls on carrier choosing, menstruation and reproductive health issues.	Municipal wide				No. of women trained	SWCD	MA, DRESSMA KERS ASSOC- OfMA, LEADERS OF WOMEN'S GROUPS, GIRL- CHILD COORDIN ATORS, HEALTH
Organize Child-Right activities and gender mainstreaming	Municipal Wide				No. activities organized	SWCD	MA, ASS. MEM COMMT. MEMBERS
Sensitize/educate 4 study groups on importance of paying their taxes to the Assembly, functions of the Assembly and available social services/Assembly projects, fire safety, sensitize three (3) drivers' unions on road safety campaign and pay your levy and identify and register 50 vulnerable groups under the indigent package.	Municipal wide				No. of study's group and driver's union trained	SWCD	ASSOC LEADERS, QUEEN MOTHERS (MARKET CENTERS), ROAD SAFETY, FIRE SERVICE,

							BUDGET UNIT, ASSEMBLY MEMBERS, NHIA
Support LEAP activities	Oforikrom				No. support provided	MA, SWCD	
Organize 5 mass meetings on Tropical issues(functions of Assembly, available social services, pay your levy campaign, government social polices etc)	Municipal wide				No. of mass meetings organized	SWCD	ASSEM/UNIT COMM, OPINION LEADERS, CHURCHES MOSQUES
Sensitization of activities of the B&D registry through information centers	Municipal Wide				No. sensitization done	Birth & Death Dept.	MA
Sensitize the communities of the need to register with births and deaths	Municipal Wide				No. sensitization done	Birth & Death Dept.	MA
Training of staff on Performance Contract Management	MA				No. of capacity building done	HR	MA
Monitor Human Resource activities	MA				No. of monitoring done	HR	MA
Training and commencement of the annual performance management cycle	MA				No. of capacity building done	HR	MA
Conduct end of year performance evaluation	MA				Evaluation conducted	HR	MA
Training of the Zonal Council Members and Technical staff assigned to the various Zonal Councils on their roles and responsibilities, the	MA				No. of Zonal members and Technical staffs trained		

Bye-laws of the Assembly as well as the Fee Fixing Resolution of the Assembly								
Training on Records management and Manual Procedure	MA					No.records management and manual procedures trained	HR	MA
Training on minutes writing	MA					No. of minutes writing trained	HR	MA
Training of Staff on Local Government Protocols	MA					No. of staff trained	HR	MA
Training on a refresher workshop and performance evaluation	MA					No.of refreshers trained	HR	MA
Conduct sensitization forum on HIV/AIDs for final year students	St. Louis SHS, KNUST SHS					No. sensitization done	Focal Person	GES Health Directorate
Conduct free health screening on HIV/ AIDS and organize world AIDS Day	Municipal Wide					No. of screening conducted	Focal Person	Health Directorate
Provide Support to facilitate activities of BAC	Oforikrom					Support provided	BAC/ NBSSI	Min of Trade
Provide support to facilitate One-District-One Factory							BAC/NBSSI	Min. of Trade
Construction Lay-by and scarification of roads	Ayeduse market/Emena and Appiadu					No. of facilities constructed	Works Dept, Transport Dept.	Roads and Highways dept.
Procurement of 1 no. vehicle , 2 no.tricycles and 4 no. motorbikes	Oforikrom					No. of vehicles , tricycle and motorbikes procured	MA	
Conduct sealing works on lorry station	Ayeduse					No.of works sealed	Works Dept, Transport Dept.	Roads and Highways dept.
Undertake Insurance policy for M.A Vehicles	Oforikrom					Exercise undertaken	Procurement, Transport Dept	Wrks Dept.

Maintenance of official vehicles	Oforikrom					No. of official vehicles maintained	Procurement, Transport Dept	Wrks Dept.
Construct Bridge and Culvert	Municipal Wide					No. of bridges and culvert constructed	Urban Roads	Works
Routine maintenance of road	Municipal wide					No. roads maintained	Urban road dept	Works
Construct speed humps	Selected communities					No. of Rump constructed	Urban road dept	works
Conduct dialogue and training programs	Municipal wide					No. of dialogue and training programs conducted	Culture and Tourism Dept.	MA
Undertake tourism resources development	Municipal wide					No.of tourism resources undertaken	Culture and Tourism Dept.	Planning Unit