

Report on the monitoring of local administration – **The municipality of Ivanjica**



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Summary

The Municipality of Ivanjica won a total of 92 points, out of a possible 262, with a final rating 2. The Municipal administration of the Municipality of Ivanjica achieved the best results in the areas of "Public financial management" and "Accountability". Within the area of "Public financial management", exceptional results were achieved in the field of „Public procurement procedures based on the principles of equal treatment, non-discrimination, proportionality and transparency“, and „Degree of compliance with the budget calendar and successful planning of income and expenses“, while in the field of „Transparency and accessibility of the budgetary documents“ Municipal administration of the Municipality of Ivanjica achieved somewhat weaker results. Within the area of "Accountability", the Municipal Administration of the Municipality of Ivanjica stood out in the field of „Proactivity of the local administration in publishing information on the official website“. The website of the Municipality of Ivanjica is quite well structured. It contains a large number of documents, data and information. A large number of data and information are easily available, in a maximum of three clicks. The page content search function works great. On the website there are special sections for the areas of public procurement, electronic services, the budget of the Municipality, documents. The content of the website is accurate, timely and up-to-date.

Somewhat weaker results were achieved in the areas of "Public services and human resources management" and "Service delivery". Within the area "Public services and human resources management", „Openness and transparency of recruitment into local administration“ was rated 2, while „Institutionalization of human resources management in local administration“ and „Effectiveness of measures for the promotion of integrity and prevention of corruption in the local administration“ was rated 1. In the area of "Service delivery", „Availability and quality of administrative services to citizens“ was rated 2.

The worst results were achieved in the areas of "Strategic framework for public administration reform" and "Policy development and coordination". For the „Existence of a planning document for improving the work of local administration and involvement of civil society in the process of development and structures for monitoring and coordination“, within the areas of "Strategic framework for public administration reform" and "Policy development and coordination", 0 out of 26 possible points were scored. In the area of "Policy development and coordination", 2 out of 12 points were awarded for the „Transparency of the council's work and the preparation of drafts and proposals of decisions in local administration, while 3 out of a possible 18 points were awarded for „Inclusiveness and openness of policymaking in local administration“.

Conclusions

The general impression is that the website of the Municipality of Ivanjica is quite well structured, that it contains a large number of documents, data and information; that many data and information are easily accessible, in a maximum of three clicks. The page content search function works great. On the website there are special subdomains for the areas of public procurement, electronic services, the budget of the Municipality, documents. The content of the website is quite accurate, timely and up-to-date.

The researcher would like to emphasize that he had very good and high-quality cooperation with the Municipal Administration of the Municipality of Ivanjica during the conduct of the research. The officials of the Municipal Administration were extremely cooperative and responsive. Officials of the Municipal Administration provided all information, data and documentation to the researcher in a timely manner and without reserve.



Strategic framework for public administration reform

The reform of the work of the municipal administration was not recognized as general priority goal in the Sustainable Development Plan of the Municipality of Ivanjica 2022–2028. Consultations with civil society and interested parties were carried out during the preparation of this planning document. Local mechanisms for the implementation and monitoring of the planning document have been formed, but they do not foresee the participation of civil society organizations. The inclusion of CSOs in local mechanisms was not carried out in the form of an open competitive procedure. With regard to the openness of the call for the inclusion of interested parties in consultations during the preparation of this planning document, the call for participation was publicly announced, and the public hearing lasted 32 days. CSO invitations are sent via e-mail, but irregularly and untimely.



Policy development and coordination

There is a section on the website where announcements are published, that is, information about the sessions of the Municipal Council. This information is easily accessible and can be reached in three clicks. The minutes of the sessions of the Municipal Council are not published on the website. Drafts and proposals of decisions from council's sessions are also not published on the LGU website. Resolutions, decisions and other acts adopted by the Municipal Council are published on the website. There is no practice of informing the general public through summaries. The report on the conducted process of the public debate on the budget is published on the website. There is no information about the consultations carried out. The municipal administration is conducting an online survey in order to involve citizens in the budget process. The development plans are published on the website. There is no information about the conducted consultations, nor about public hearings. The municipal administration uses three channels of communication. Consultations in the early stages were carried out during the process of developing the Sustainable Development Plan 2021–2030. There is no information available on the consultations carried out in the early stages during the process of drafting the budget, planning documents and the general urban plan.



Public services and human resource management

Within the organizational scheme of the Municipal Administration, there is a Department for joint affairs and human resources management affairs. Personnel records are kept and contain all the elements stipulated by the Law, and based on them, reports on the number and structure of employees are prepared and published. Information on public tenders for executive positions is publicly

available on the Internet presentation of the Municipality of Ivanjica. The ads are written in bureaucratic language. They contain all the necessary data and information prescribed by law. Advertisements are not published in national minority languages. Advertisements contain requirements that represent special burdens for external candidates. Candidates were not offered a choice whether to obtain the data for which official records are kept themselves, or whether the local government body can do it. The tenders were conducted in accordance with the legal procedure. Information about public competitions for filling the positions of civil servants is available on the website. The election procedure was conducted in accordance with the law.

Information on dismissals of officials in the position is not available. The Code of conduct for officers and officials has been adopted and is publicly available. An appeals commission was not formed within the Municipal Administration of the Municipality of Ivanjica. The anti-corruption plan has been adopted and is publicly available. A local anti-corruption forum was formed. There is no annual LAF monitoring report.



Accountability

Organizational chart of the municipal administration, Information sheet of the municipal administration for 2021, Statute of the municipality, Rulebook on the organization and systematization of workplaces, Annual public procurement plans, valid planning documents, as well as information related to the budget (Decision on the budget, Citizen's guide, Citizen participation, Report on the public discussion) are published on the website. The contact information of the organizational units can be found on the official website, they are complete, up-to-date and easily accessible. The information is partially tailored to citizens. All documents are easily accessible and follow the structure prescribed by the Law on Free Access to Information of Public Importance. The mentioned documents are not available in the language of national minorities.



Service delivery

There is no publicly available, adopted document that deals with increasing the quality of public services delivery to citizens by local government. A Single administrative point has not been established. There is no information on the level of satisfaction with the work of the Single administrative point. On the *eUprava* portal, the following services are available: Registration of a child in kindergarten and Location information (Informacija o lokaciji). Persons with disabilities have access to facilities where administrative services are provided. The LGU website contains all the necessary and easily accessible information about services and the way to provide services for citizens. The website contains all the information, it can be reached in a maximum of three clicks.



Public financial management

The instructions for the preparation of the budget for 2022 and 2021 were submitted within the legal deadline. The local administrative body responsible for finances submitted the Draft Decision on the budget to the competent executive body of the local government for 2022 and 2021 within the legal deadline. The competent executive body of the local government submitted the Proposal for a Decision on the Budget for 2022 and 2021 within the legal deadline. The Municipal Assembly passed the Decision on the budget within the defined period. The decision was submitted to the Ministry of Finance within the legal deadline. The decision on the budget for 2022 did not define a gender-re-

sponsive goal. According to the decision on the budget, expenses and expenditures are presented according to program classification according to all 17 programs. The average degree of deviation between planned and real income is 38.37%. The average degree of deviation between planned and real expenses is 28.55%.

Decisions on the budget for 2022 and 2021 are available on the website. No Budget Execution Report is available on the website. Decisions on the final account for 2021 and 2020 are not available on the JLS website. Budget reports for the last two fiscal years are not available on the LGU website. Reports on the use of budget reserve funds are not publicly available. The civic budget for 2022 and 2021 has been published on the website. These documents can be accessed easily, in a maximum of three clicks. Budget data is available on the "Budget Plan of Cities and Municipalities" portal, as well as on the "Open Data Portal".

The municipal administration has adopted an internal act that more closely regulates the public procurement procedure in accordance with the Law on Public Procurement. An organizational unit was established in the Municipal Administration, whose scope of work is the implementation of public procurement. There are personnel capacities for the implementation of public procurement in accordance with the regulations. The municipal administration uses the Public Procurement Portal to implement all public procurement procedures. There is no data on the average number of bidders in public procurement procedures. The share of public procurement procedures that were awarded to the only bidder that participated in the procedure is 50%. The share of public procurement procedures in which the Republic Commission for the Protection of Rights in Public Procurement Procedures issued a decision prohibiting the procedure, conclusion or execution of public procurement contracts is less than 15%. Public procurement procedures are carried out by a competent commission in accordance with the Law on Public Procurement. Information on the initiation and outcome of the public procurement procedure is available on the website of LGU.



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