

# Report on the monitoring of local administration – The municipality of Koceljeva



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## Summary

The municipal administration of Koceljeva responded in a timely manner to the requests for free access to information of public importance sent by the *Ars Nova club*, within the *Pratim JA* project. In the area of *Policy development and coordination* within the indicator *Transparency of council's work and the preparation of drafts and proposals for decisions in local administration* and the indicator *Inclusiveness and openness in policymaking in local administration*, low scoring results were recorded during the research. In the field of *Public services system and human resource management* within the indicator *Openness and transparency of recruitment into local administration*, a low score was also recorded. The mentioned indicators have zero points in the final scoring. In the area of *Public services and human resources management* within the indicator *Effective protection of senior civil servants' position from unwanted political interference*, as well as in the area of *Public financial management* within the indicator *the Degree of compliance with the budget calendar and successful planning of income and expenses*, high scoring results were recorded. The mentioned indicators have 4 rating in the final scoring. The overall impression of mutual cooperation is positive. The municipal administration of Koceljeva, according to the results of the research, did not achieve a high result in the final scoring, the total monitoring score for all areas, on a scale of zero to five, is two. There is a lot of room for improvement and certain items need to be improved in order for the functioning of the municipal administration of Koceljeva to be productive, transparent, open, accountable and proactive.

## Conclusions

The municipal administration of Koceljeva responded in a timely manner to the requests for access to information of public importance sent by the *Ars Nova club* regarding within the *Pratim JA* project. The municipal administration did not adopt a planning document for improving the work of administration. We recognized the improvement of the work of local self-government through special goals within the *Local Anti-Corruption Plan* for the Municipality of Koceljeva. The municipal administration of Koceljeva sent us a public invitation to participate in the public review of the local anti-corruption plan of the municipality of Koceljeva, where representatives of non-governmental organizations, public companies, schools and other interested parties are invited to review the draft LAP of Koceljeva, however, the

dates of the public invitation on the website and the public invitation sent to us by the Municipality do not match. We did not come across concrete information whether non-governmental organizations and interested parties had insight into the LAP of Koceljeva Draft. We note that the municipal administration did not hold consultations with civil society, there are no reports that they were carried out.

Insight into the report of the working group for the preparation of the LAP of Koceljeva, give us the conclusion that there is no evidence of the consideration of individual comments. The municipal administration formed a working body to monitor the LAP of Koceljeva, but they do not have the minutes from the meetings of the working groups for monitoring and reports on implementation. During the investigation of the transparency of the work of the council and the preparation of drafts and proposals in the municipal administration of Koceljevo, the basic principle according to which they would score this indicator was not satisfied. The municipal administration of Koceljeva does not have publicly available data on the sessions of the Municipal Council on its official website, the decisions made at the sessions of the Council, as well as minutes from the sessions. In the research of inclusiveness and openness in the creation of public policy documents in the local self-government of Koceljeva, the basic principle of indicators in order to perform scoring was also not met. According to the submitted evidence and a search of the website of the Municipal Administration of Koceljeva, we cannot conclude that consultations were held in 50% or more. In the process of passing *Decisions on the budget*, the website of the municipality was used for the dissemination of information, which is partially correct. There is no publicly available report on the conducted public consultations. Within the framework of indicator 4 (*Institutionalization of human resources management in the local administration of Koceljeva*), we conclude that the municipal administration of Koceljeva does not have an adopted planning document with stated goals, measures and plans for human resources management, and no institutional framework has been established for performing tasks related to human resources. The municipality of Koceljeva maintains up-to-date personnel records, but analytical reports on the number and structure of employees in the municipal administration are not prepared based on the personnel records. In the framework of indicator 5 (*Openness and transparency of recruitment into local administration of Koceljeva*) in the local self-government of Koceljeva, the basic principle of the indicator in order to perform scoring is not satisfied. We did not have a sample of the last 3 public competitions, since in the period from 2017 to 2021 there is only one public competition for the mayor of Koceljeva municipality from 2019, accordingly for all elements within this indicator 0 points were assigned. Within the framework of indicator 6 (*Effective protection of senior civil servants' position from unwanted political interference*), the municipality of Koceljeva achieved high results during scoring. In the municipal administration of Koceljeva, we note that information about public competitions for filling the positions of civil servants is available to the public. In the municipal administration of Koceljeva, there have been no cases of unsuccessful public competitions since the beginning of the implementation of the Law on Employees in AP and LGUs. Also, the municipal administration of Koceljeva did not have a single case of dismissal of an official. Within indicator 7 (*Effectiveness of measures for the promotion of integrity and prevention of corruption in local administration*), the municipal administration of Koceljeva adopted the Code of Officials and Deputies of the Municipal Administration of Koceljeva, however, the mentioned document is not publicly available on the website of the municipality and the municipal administration of Koceljeva does not prepare an *Annual Implementation Codex Report*. The municipal administration of Koceljeva formed the *Complaints Commission*, but the *Rules of procedure* is not adopted. The municipal administration of Koceljeva also adopted the *Local Anti-Corruption Plan for the Municipality of Koceljeva*, and a body was formed to monitor and report on the implementation of the *Local Anti-Corruption Plan for the Municipality of Koceljeva*, but there is no report on the implementation of the LAP.

Within indicator 8 (*Proactivity of the local administration in publishing information on the official website*) in the municipal administration of Koceljeva, according to the valid acts, there are 7 organizational units: 5 departments and 2 services, while on the website the information is published only about 4 departments. The *Information sheet* is published on the municipality's home page, last updated in September 2021 and is easily accessible. The Information sheet contains all prescribed elements from Art. 39 of the Law on Free Access to Information of Public Importance, except that data related to public procurement from Art. 39, Paragraph 1, Point. 15 of the Law are not available in the Information sheet itself, but there is a link to the section dedicated to public procurement on the website of the municipality. The *Statute of the municipal administration of Koceljeva* has been published and is publicly available on the Municipality's website. *The Rulebook on the systematization of workplaces*, as well as the Official Gazettes of the municipality, are generally not publicly available on the website. Within the framework of indicator 9 (*Accessibility and quality of provision of administrative services to citizens*), the Municipal Administration of Koceljeva did not achieve significant results during scoring. The municipal administration has not adopted a special document concerning the improvement of the quality of public services. In the municipal administration of Koceljeva, no Single administrative point has been established and no form of monitoring of citizens' satisfaction with the quality of services has been implemented. None of the 3 listed services are available on the eUprava portal of the municipality of Koceljeva. Within indicator 10 (*Degree of compliance with the budget calendar and successful planning of income and expenses*), the municipality of Koceljeva achieved high ratings. The municipal administration complied with all the defined deadlines from the Law on the Budget System. In measuring the degree of success of expenses planning in the LGU budget according to the *Decision on the final account for 2020* and the *Decision on the budget for 2020* in the Municipality of Koceljeva, the planned revenues amounted to 362,380,000.00 dinars, and the realized revenues amounted to 395,955,000.00 dinars, which means that the degree of deviation is 9.26%. Within indicator 11 (*Transparency and accessibility of the budgetary documents*), no high scores were observed during scoring. *Decisions on the budget* and *Decision on the final account for 2019* are publicly available on the website, but they are difficult to find. *Reports on the use of budget funds*, *Decisions on the final account for 2020 and 2021*, *Civic budget for 2022* are not publicly available on the website of the municipality, while the *Civic budget for 2021* was publicly available during the research, it is no longer available online. Within the framework of indicator 12 (*Public procurement procedures are based on the principles of equal treatment, non-discrimination, proportionality and transparency*) on the website of the municipality of Koceljeva, there are two rulebooks that more closely regulate the way of planning, conducting the public procurement procedure and monitoring the execution of public procurement contracts, the way of planning and implementation of procurements to which the law does not apply, as well as procurements of social and other special services, but a separate organizational unit for public procurements has not been established. Data on the initiation of all public procurement procedures and data on the outcome of the procedures are not available on the website of the municipality of Koceljeva.



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