

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



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Summary

The Municipality of Tutin scored 91 out of a possible 262 points, which in the final total is 2. The Municipal Administration of the Municipality of Tutin achieved the best results in the areas of "Public financial management" and "Accountability". Within the field of "Public financial management", exceptional results were achieved in the field of Public procurement procedures are based on the principles of equal treatment, non-discrimination, proportionality and transparency, while in the fields of Degree of compliance with the budget calendar and successful planning of income and expenses and Transparency and accessibility of the budgetary documents achieved somewhat weaker results. Within the area of "Accountability", the Municipal Administration of the Municipality of Tutin stood out in the field of Proactivity of the local administration in publishing information on the official website. The website of the Municipality of Tutin is quite well structured. It contains a large number of documents, data and information that are easily accessible, 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, municipal budget, 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". In the area of "Public services and human resources management", Openness and transparency of recruitment into local administration and Effectiveness of measures for promotion of integrity and prevention of corruption in local administration were rated 2. In the area of "Services delivery", Accesibility and quality of provision of administrative services to citizens was rated 1.

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 the 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. Within the area of "Policy development and coordination", 0 out of 12 points were scored for Transparency of council's work and the preparation of drafts and proposals for decisions in local administration, while 5 out of possible 18 points were scored for Inclusiveness and openness of policymaking in local administration.

Conclusions

The general impression is that the website of the Municipality of Tutin is quite well structured, that it contains a large number of documents, data and information; that many 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 subdomains for the areas of public procurement, electronic services, municipal budget, 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 Tutin during 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

Improving the work of the Municipal Administration is not recognized at the level of a general priority goal in the Sustainable Development Plan of the Municipality of Tutin 2022–2028. Consultations with civil society and interested parties were carried out during the preparation of this planning document. Local mechanisms for implementation and monitoring of the planning document have not been formed. The inclusion of CSOs in local mechanisms was not carried out in the form of an open competitive procedure. Regarding the openness of the call for the inclusion of interested parties in consultations during the preparation of this planning document – the call for participation has not been publicly announced.



Policy development and coordination

Information about holding sessions of the Municipal Council is published in the form of news. The agenda and timetable are not published – they are not publicly available. The minutes of the sessions of the Municipal Council are not published on the website. Drafts and proposals of decisions from the sessions of the Municipal Council are not published on the 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. Reports on the conducted public debate process on the budget are published on the website. There is no information about the consultations carried out. The development plans are published on the website. There is no information about the conducted consultations, nor about public hearings.

The call for public discussion on the Development Plan was published on the website. There are no publicly released reports on public hearings. Invitations to public consultations are published on the website, on the front page, in the "News" section. Calls for public hearings related to the budget are published on the website, in the "Budget" section (link: <https://www.tutin.rs/dokumenta/budzet-opstine-tutin/>). The Minutes of the public hearing and the Report on the public hearing regarding the budget for 2021 and 2020 have been published. Calls for public hearings related to spatial and urban plans have not been published.

The municipal administration of the Municipality of Tutin has two channels for informing the public. The Facebook profile exists, but is completely inactive. The municipal administration of the Municipality of Tutin consolidates information about all public consultations in one place on its official website, so that they are easily accessible (not more than 3 clicks from the home page) to external interested parties. The Internet presentation has a separate section where information about public hearings is published (link: <https://www.tutin.rs/dokumenta/javne-rasprave-2/>).

Consultations in the early stages are not carried out. In terms of the availability of reports on public consultations that were carried out during the development of local regulations and policies, there are reports that are publicly available, but not easily accessible (more than 3 clicks are needed) and that is for less than 50% of the analyzed cases.



Public services and human resource management

In the structure of the organization, there is a systematized Department for Human Resources Management, within the Department for General Administration and Joint Affairs. Within the service, two jobs have been systematized. The appropriate institutional framework has not been established. Personnel records are kept and contain all the elements provided for by the Law, but no reports are prepared based on them or reports are prepared but the number and structure of employees is not published.

Information about public competitions for filling executive positions is publicly available on the website of the Municipality of Tutin. The ads are written in bureaucratic language. They contain all the necessary data and information prescribed by law. Advertisements are also published in the language of the national minority. 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 competitions were conducted in accordance with the legal procedure.

Information about public competitions for filling the positions of civil servants is not available on the website. Information on dismissals of officials in the position is not available. The Code of conduct for officers and officials has not been adopted. An appeal commission was formed within the Municipal Administration of Tutin Municipality. The Rules of Procedure on the work of the Complaints Commission were also adopted.



Accountability

Organizational chart of the municipal administration, Information sheet on the work 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 hearing) are published on the website. The contact information of the organizational units is on the official website, complete, up-to-date and easily accessible, but not published in the language of the national minority (Bosnian language). 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. On the eUprava portal, the services of registering a child in kindergarten and Information about the location are available. Although the Statute of the Municipality states that in the territory

of the Municipality of Tutin, the Serbian language and the Cyrillic alphabet and the Bosnian language and the Latin alphabet are in official use, in practice it is not possible to access to public services in the language of the national minority. Persons with disabilities have access to facilities where administrative services are provided. The website does not contain all the listed information. The eUprava portal contains all the information for all the services provided by the Municipal Administration, but there is no information on the website of the Municipality.



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-responsive goal. According to the decision on the budget, expenses and expenditures are presented according to program classification of all 17 programs. The average degree of deviation between planned and real income is 24.79%. The average degree of deviation between planned and real expenses is 16.82%.

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 LGU 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. The average number of bidders in public procurement procedures is 1.56. The share of public procurement procedures that were awarded to the only bidder who participated in the procedure is 63.64%. 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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