



THE REPUBLIC OF UGANDA

**GUIDELINES ON**

**HEALTH UNIT MANAGEMENT COMMITTEES**

**FOR HEALTH SUB DISTRICT (HSD) (HC IV)**

**Department of Quality Assurance**  
**Ministry of Health (2003)**

# GUIDELINES ON ESTABLISHMENT OF HEALTH SUB DISTRICT (HSD) MANAGEMENT COMMITTEE

## 1. FUNCTIONS:

The functions of the committees shall be:

- 1.1 To monitor the general administration of the Health sub district (HSD) on behalf of the District Local Council (DLC) and the Ministry of Health (MOH). This shall be done within the policy and guidelines of MOH.
- 1.2 Management of the HSD finances specifically:
  - to supervise management of HSD finances by ensuring that financial regulations and accounting instructions are observed.
  - to approve the annual budgets prepared by the HSD management teams;
  - to ensure that Annual Work Plans are drawn up reflecting priority needs;

- to monitor the performance of the approved budget
  
- to ensure that funds released to the HSD have been accounted for to the CAO and copied to the Permanent Secretary MOH, through the District Medical Officer.
  
- to authorize reallocations of funds within the HSD budget lines if need arises and with full approval of the CAO.
  
- to ensure that HSD funds are not diverted to other activities.

1.3 To advise upon, regulate, monitor the collection, allocation and use of finances from other sources.

1.4 To monitor the procurement, storage, and utilization of all HSD goods and services in line with local government regulations. In particular the HUMC should evaluate tenders and subsequent recommendation to the District Tender Board.

- 1.5 To foster improved communication with the public, thereby encouraging community participation in health activities within and outside the unit.
- 1.6 To encourage and facilitate staff development through Continuing Education.
- 1.7 To perform any other functions as directed by the appointing authority.

**2. COMPOSITION:**

The Committee shall consist of persons drawn from the following:

- (i) A prominent educated public figure with high integrity, (to be nominated by the DLC or municipal council) and should not be in a political position                      Chairperson
- (ii) The Medical Officer in charge of HSD    Secretary

- (iii) The Head, Nursing Division Member
  
- (iv) One representative of high integrity from each sub county, chosen by each sub county, or division in case of municipality and taking into consideration gender responsiveness. Member
  
- (v) Staff Representative (chosen by the unit employees) Member
  
- (vi) Assistant Chief Administrative Officer In charge of county or Assistant Town Clerk in case of municipality Member

3. **PROCEDURE:**

- 3.1 The Chairperson shall preside over all meetings and in his/her absence the members shall elect a Chairperson among themselves to preside over the meeting.

3.2 Two thirds of the members of the HUMC shall form a quorum for any meeting.

- (i) The HUMC shall meet at least quarterly (3 months) to conduct health unit business. They can meet more often if the agenda so requires.
- (ii) The meetings of the Committee shall as much as possible be held at the HSD premises.
- (iii) The Chairperson may at any time convene a special meeting of the Committee to consider a special subject on his/her own initiative or if requested in writing by not less than three members of the Committee.
- (iv) Issues discussed shall be decided upon by a simple majority of the members present through voting. The Chairperson shall have a deliberative and a casting vote.
- (v) To call members for a regular meeting, a minimum of fourteen days written notice (including the agenda) is required. For special

meetings, a minimum of two days written notice (with agenda) is sufficient. In the event of an emergency however, the Chairperson shall have powers to waive this time limit as he/she sees it necessary. For special meetings, written invitations should be delivered to the members in person.

- (vi) The minutes of the proceedings shall be entered in a minutes book maintained by the Secretary of the Committee. The minutes shall be circulated to the members within 14 days before the meeting. At the next sitting, they shall be confirmed.

3.3 Members appointed by different local councils including the Chairperson shall hold office for a term of three years. A member including the Chairperson shall not hold office for more than two consecutive terms.

3.4 A member appointed by LC including the chairperson may by notice in writing under his/her hand addressed to the Chairperson of the appointing local council, resign his/her

membership. In either case, a notice of one month is required.

3.5 If a vacancy occurs in the Committee, the appointing LC shall fill in the vacancy by appointing another member in that vacancy. The new member shall hold office for the tenure of the term of that committee.

3.6 The appointing Local Council may at any time recommend removal of a person from membership of the Committee if the Council is satisfied that the member:

- (a) is incapable by physical or mental illness
- (b) has been absent for 3 consecutive meetings without good reasons in writing.
- (c) has been convicted of a criminal offence in a Court of Law.



- (d) is involved directly or indirectly with the Health unit in a business transaction as a trader, supplier or contractor without having declared his/her interests to the committee.

3.7 The Committee may co-opt a person or persons to any meeting of the Committee provided it is considered beneficial. However, such persons shall have no voting rights.

3.8 The committee may appoint a subcommittee or subcommittees from amongst its members to deal with specific subjects. Such sub-committees will nominate their own Chairpersons.

3.9 The allowances will be paid from the HSD funds based on approved government rates.

These guidelines shall be revised in line with the current Ministry of Health policy.