



# **2023 ANNUAL ACTION PLAN**

PREPARED BY:

**MUNICIPAL PLANNING CO-ORDINATING UNIT  
(MPCU)**

**SEPTEMBER 2022**

## DEVELOPMENT DIMENSION 1: ECONOMIC DEVELOPMENT

Programmes (PBB)	Sub-Programmes (PBB)	Broad Activities	Location	Timeframe (2023)				Cost			Programme Status		Implementing Institution/Dept.	
				Q1	Q2	Q3	Q4	GoG	IGF	Others	New	Ongoing	Lead	Collaborating
Management and administration	Finance and audit	Preparation of Annual Revenue Improvement Action Plan	Mun. Admin	X	X	X	X	60,000				X	Finance Dept/ Revenue	Budget Unit
		Preparation of Annual Fee Fixing Resolution	Mun. Admin	X	X	X	X	80,000				X	Budget Unit	Finance Dept./ Revenue
		Organisation of Audit committee meetings	Mun. Admin	X	X	X	X	25,000				X	Internal Audit Unit	Finance Dept.
		GIFMIS management	Mun. Admin	X	X	X	X	20,000				X	Budget/ Internal Audit	Finance Dept
Economic development	Trade and industrial development	Carry out disease surveillance and mass vaccination of animals	Mun. Wide	X	X	X	X	5,000				X	Agric Dept.	Finance Dept
		Support farmers and market women on the storage of agricultural produce, food safety and post-harvest technology	Mun. Wide	X	X	X	X	100,000				X	Agric Dept.	Finance Dept
		Support for Planting for Foods and Jobs flagship programme	Mun. Wide	X	X	X	X	100,000				X	Agric Dept.	Finance Dept
		Support Modernizing Agricultural in Ghana (MAG)	Mun. Wide	X	X	X	X	80,000				X	Agric Dept.	Finance Dept
		Training of footwear artisans on branding and packaging of leather works	Mun. Wide	X	X	X	X	25,000				X	BAC	Finance Dept.
		Support to One District, One Factory (1D1F) Initiative	Mun. Wide	X	X	X	X	100,000				X	MOTI	MPCU
		Facilitate the training on business formalization, banking culture and registration	Mun. Wide	X	X	X	X	75,000	15,000			X	BAC	Finance Dept.
		Organise financial management training for MSMEs	Mun. Wide	X	X	X	X	75,000	15,000			X	BAC	Finance Dept.

## DEVELOPMENT DIMENSION 2: SOCIAL DEVELOPMENT

Programmes (PBB)	Sub-Programmes (PBB)	Broad Activities	Location	Time Schedule (2023)				Cost			Programme Status		Implementing Institution/Dept.	
				Q1	Q2	Q3	Q4	GoG	IGF	Others	New	Ongoing	Lead	Collaborating
Social services delivery	Education, youth and sports services	Rehabilitation of educational facilities	Mun. Wide	X	X	X	X	2,000,000				X	Works Dept.	Finance Dept
		Const. of 1No. 6-unit classroom block with office & store	Ulthmaniya Islamic Sch.	X	X	X	X	810,000			X		Education Dept.	Finance Dept
		Const. of 2No. 2-unit KG classroom block with ancillary facilities	Father Chrishe, Pankrono RC Schools	X	X	X	X	784,000			X		Education Dept.	Finance Dept

Programmes (PBB)	Sub-Programmes (PBB)	Broad Activities	Location	Time Schedule (2023)				Cost			Programme Status		Implementing Institution/Dept.		
				Q1	Q2	Q3	Q4	GoG	IGF	Others	New	Ongoing	Lead	Collaborating	
		Construction of 1 No. 3-unit KG Classroom Block with Office and Store	TAPASS 'A' Primary Sch.	X	X	X	X	550,000				X		Works Dept.	Education Dept., Finance Dept.
		Supply of 280 No. Dual Desks, 380 No. Mono Desks for schools in the Municipality	Uthmaniya, Pankrono R/C, Rockanje, St Benedict, Old Tafo R/C	X	X	X	X	180,000				X		Works Dept.	Education, Finance Dept.
		Procurement of computers and accessories to schools and ICT centers	Mun. Wide	X	X	X	X	200,000					X	Education Dept.	Finance Dept.
		District Education Fund (2%)	Mun. Wide	X	X	X	X	299,770					X	Education Dept.	Finance Dept.
Social services delivery	Public health services and management	Construction of Municipal Health Directorate (phase I)	Mun. Wide	X	X	X	X	2,500,000					X	Works Dept.	Finance, Health Dept.
		Support for the National Malaria Prevention Campaign (0.5%)	Mun. Wide	X	X	X	X	141,280					X	Health Dept.	Finance Dept.
		Support for the Municipal Response Initiative (0.5%)	Mun. Wide	X	X	X	X	141,280					X	Health Dept.	Finance Dept.
		Mass immunization & education on health issues	Mun. Wide	X	X	X	X	80,000					X	Health Dept.	Finance Dept.
		Procurement of medical equipment and consumables	Mun. Wide	X	X	X	X	90,000					X	Health Dept.	Finance Dept.
	Social welfare and community development	Sensitize women and men on domestic violence	Mun. Wide	X	X	X	X	10,000					X	Gender Desk Officer	Finance Dept.
		Sensitization on female apprentices treatment at work	Mun. Wide	X	X	X	X	8,000					X	Gender Desk Officer	Finance Dept.
		Train women and men in leadership skills	Mun. Wide	X	X	X	X	10,000					X	Gender Desk Officer	Finance Dept.
		Educate female artisans on TVET scholarship programmes	Mun. Wide	X	X	X	X	5,000					X	Gender Desk Officer	Finance Dept.
		Social education on internet safety measures	Mun. Wide	X	X	X	X	12,000					X	SWCD	Finance Dept.
		Manage child protection cases in the area of maintenance, custody, welfare, paternity, missing children etc.	Mun. Wide	X	X	X	X	15,500					X	SWCD	Finance Dept.
		Sensitization on adolescent health and personal hygiene	Mun. Wide	X	X	X	X	10,000					X	SWCD	Finance Dept.
		Identify, register and monitor day care centers	Mun. Wide	X	X	X	X	3,000					X	SWCD	Finance Dept.
Sensitization of men and women on understanding leaders	Mun. Wide	X	X	X	X	5,000					X	SWCD	Finance Dept.		
Carry out LEAP activities for 55 beneficiaries	Mun. Wide	X	X	X	X	57,500					X	SWCD	Finance Dept.		

Programmes (PBB)	Sub-Programmes (PBB)	Broad Activities	Location	Time Schedule (2023)				Cost			Programme Status		Implementing Institution/Dept.	
				Q1	Q2	Q3	Q4	GoG	IGF	Others	New	Ongoing	Lead	Collaborating
	Social welfare and community development	Sensitization on child labour and indiscipline behaviour	Mun. Wide	X	X	X	X	10,000				X	SWCD	Finance Dept.
		Registration, training and support for PWDs with income generating activities	Mun. Wide	X	X	X	X	65,000				X	SWCD	BAC
Social services delivery	Sports development	Support to Municipal sports development	Mun. Wide	X	X	X	X	50,000				X	YEA	Finance Dept.

### DEVELOPMENT DIMENSION 3: ENVIRONMENT, INFRASTRUCTURE AND HUMAN SETTLEMENT

Programmes (PBB)	Sub-Programmes (PBB)	Broad Activities	Location	Time Schedule (2023)				Cost			Programme Status		Implementing Institution/ Dept.	
				Q1	Q2	Q3	Q4	GoG	IGF	Others	New	Ongoing	Lead	Collaborating
Infrastructure delivery and management	Roads management	Rehabilitation of Arizona road (269m), Abed Roundabout road (114m) and Richard Appiah road (446m)	Pankrono East	X	X	X	X	3,455,480				X	Urban Roads Dept.	Works Dept.
		Rehabilitation of 2km OKESS - Kwasi Oppong roads	Ahenbrunum North	X	X	X	X	6,398,200				X	Urban Roads Dept.	Works Dept.
		Rehabilitation of 2km Akrugu, Pia, Dabanka and Sir John roads	Ahenbrunum	X	X	X	X	6,398,200				X	Urban Roads Dept.	Works Dept.
		Installation of speed bump and road signs	Trinity, Okomfo Anokye roads	X	X	X	X	105,000				X	Urban Roads Dept.	Works Dept.
		Provision of road markings for road safety	Tafo Pankrono roads	X	X	X	X	75,000				X	Urban Roads Dept.	Works Dept.
		Pothole patching on selected road	Mun. Wide	X	X	X	X	200,000				X	Urban Roads Dept.	Works Dept.
		Spot improvement	Dabanka	X	X	X	X	210,000				X	Urban Roads Dept.	Works Dept.
		Grading works on selected roads	Bediako, Estate, Boawene, Asuo Afram, Dabanka	X	X	X	X	1,750,000				X	Urban Roads Dept.	Works Dept.
Infrastructure delivery and management	Public works services	Sensitization sessions with all electoral areas on greening the environs	Mun. Wide	X	X	X	X		10,000			X	NCCE	Information Unit
		Plant and nurture 500 seedlings in 5 schools	Mun. Wide	X	X	X	X		10,000			X	Agric Dept	Env't Health Unit, NADMO
		Public education for preventive and mitigation of possible disaster outbreaks	Mun. Wide	X	X	X	X		48,000			X	NADMO	Assembly members, Env't Health Unit
		Relief administration (distribution of relief items to victims)	Mun. Wide	X	X	X	X		75,000			X	NADMO	Finance Dept.

Programmes (PBB)	Sub-Programmes (PBB)	Broad Activities	Location	Time Schedule (2023)				Cost			Programme Status		Implementing Institution/ Dept.	
				Q1	Q2	Q3	Q4	GoG	IGF	Others	New	Ongoing	Lead	Collaborating
		Undertake tree planting exercise	Mun. Wide	X	X	X	X		45,000			X	Agric. Dept.	NADMO, Env't Health Unit
		Organise public education on climate change and its effects	Mun. Wide	X	X	X	X	105,000				X	NADMO, Env't Health	Agric. Dept.
		Construction of 4No. 250m long 4x4 rectangular reinforced storm drains	Bediako, Pankrono Abed, Tafo Zongo, Ahenbrorum	X	X	X	X	15,570,000			X		Urban Roads	Works Dept.
		Construction of 3m x 1.5m Storm Drain 200m, 1.2m U-drain (50m), 0.9m U-drain (165m) and 0.6m U-drain (50m)	Santan	X	X	X	X	1,600,000				X	Urban Roads	Works Dept.
		Construction of 3.5m x 1.5 Storm Drain 138m	Santan	X	X	X	X	1,400,000				X	Urban Roads	Works Dept.
		Construction of gender friendly household and institutional toilet facilities with water connection (WASH)	Mun. Wide	X	X	X	X	10,725,000				X	GKMA-SWP	Env't Health Unit
		Construction of 1.2m reinforcement drain	Adabraka	X	X	X	X	115,000			X		Urban Roads Dept.	Works Dept.
		Preparation of Municipal drainage master plan	Mun. Admin	X	X	X	X	50,000			X		Urban Roads Dept.	Works Dept.
		Construction of 0.9m U-drain	Moro Market	X	X	X	X	200,000			X		Urban Roads Dept.	Works Dept.
		Paving of the new administration block of the Old Tafo Municipal Assembly	Pankrono Estate Junction	X	X	X	X	450,000				X	Works Dept.	Urban Roads Dept.
		Construction of phase I of a multi-purpose recreational urban park	Ahenbrorum North	X	X	X	X	8,983,648			X		Works Dept.	Finance Dept.
		Construction of 3 No. metal footbridges over rivers/streams in selected communities	Boawene, Ahenbrorum,	X	X	X	X	580,000				X	Urban Roads Dept.	Works Dept.
		Construction of 3No. culvert bridges over drains	Boawene, Adabraka, Adompom	X	X	X	X	500,000				X	Works Dept.	Finance Dept.
		Construction of 4No. mechanised boreholes in some selected communities	Dabanka, Kwame Senti	X	X	X	X	120,000				X	Works Dept.	Finance Dept.
		Conduct fumigation exercise	Mun. Wide	X	X	X	X	725,000				X	Env't Health Unit	Finance Dept.
		Solid & liquid waste management	Mun. Wide	X	X	X	X	1,000,000				X	Env't Health Unit	Finance Dept.
		Organise clean up exercises, noise control and air quality management	Mun. Wide	X	X	X	X	21,000				X	Env't Health Unit	Finance Dept.
		Organise food safety and hygiene education and registration of food vendors	Mun. Wide	X	X	X	X		35,000			X	Env't Health Unit	Finance Dept.
		Awareness creation on acquisition of building permit	Mun. Wide	X	X	X	X		12,000			X	Physical Planning Dept	Works Dept.

Programmes (PBB)	Sub-Programmes (PBB)	Broad Activities	Location	Time Schedule (2023)				Cost			Programme Status		Implementing Institution/ Dept.	
				Q1	Q2	Q3	Q4	GoG	IGF	Others	New	Ongoing	Lead	Collaborating
Infrastructure delivery and management	Physical and spatial planning development	Street Naming and Property Address (SNPA) system	Pankrono Electoral Area	X	X	X	X	170,500				X	Physical Planning Dept	Works Dept.
		Spatial development framework and local plans preparation and EPA permits	Mun. Admin	X	X	X	X		100,000			X	Physical Planning Dept	Works Dept.

#### DEVELOPMENT DIMENSION 4: GOVERNANCE, CORRUPTION AND PUBLIC ACCOUNTABILITY

Programmes (PBB)	Sub-Programmes (PBB)	Broad Activities	Location	Time Schedule (2023)				Cost			Programme Status		Implementing Institution/ Dept.	
				Q1	Q2	Q3	Q4	GoG	IGF	Others	New	Ongoing	Lead	Collaborating
Management and administration	General administration	National days celebrations	Mun. Admin	X	X	X	X	360,000				X	NCCE, Information	MPCU
		Public engagements, policy dissemination and publications (stakeholders' fora & others)	Mun. Admin	X	X	X	X	260,000				X	NCCE, Information	MPCU
		Procurement and installation of streetlights, poles and fixtures	Mun. Wide	X	X	X	X	80,000				X	Procurement Unit, Works	Assembly Members
		Support to the security services	Mun. Wide	X	X	X	X	100,000			X		Works Dept.	Finance Dept.
		Support culture and tourism activities	Mun. Wide	X	X	X	X	25,000			X		Central Admin	Finance Dept.
		Valuation of properties	Mun. Admin	X	X	X	X	60,000				X	PPD, MIS	MPCU
		Support Municipal Sub-Structures - Zonal Councils	Mun. Wide	X	X	X	X	299,767			X		Zonal Councils	Finance Dept.
		Support to community-initiated projects	Mun. Wide	X	X	X	X	749,420			X		Works Dept.	Finance Dept.
		Residential accommodation rental	Mun. Admin	X	X	X	X	80,000				X	Works Dept.	Finance Dept.
		Maintenance and repairs of office vehicles	Mun. Admin	X	X	X	X	55,000				X	Central Admin.	Finance Dept.
		Maintenance of equipment and facilities	Mun. Admin	X	X	X	X	75,000				X	Central Admin.	Finance Dept.
		Procurement and supply of office consumables	Mun. Admin	X	X	X	X		50,000			X	Procurement Unit	Finance Dept.
		Construction of 3 storey office complex for Education, Agriculture and Health Directorate (Phase I)	Old Tafo	X	X	X	X	10,500,000			X		Works Dept.	Finance Dept.
		Renovation and maintenance of office buildings	Old Tafo	X	X	X	X	750,000			X		Works Dept.	Finance Dept.
Data collection and statistical survey and compilation	Mun. Wide	X	X	X	X	55,000				X	Statistics Dept.	Finance Dept.		

Programmes (PBB)	Sub-Programmes (PBB)	Broad Activities	Location	Time Schedule (2023)				Cost			Programme Status		Implementing Institution/ Dept.	
				Q1	Q2	Q3	Q4	GoG	IGF	Others	New	Ongoing	Lead	Collaborating
		Staff durbars / fora organization	Mun. Admin	X	X	X	X	80,000				X	Human Resources	Finance Dept.
		Staff development / capacity building	Mun. Admin	X	X	X	X	170,000				X	Human Resources	Finance Dept.
		Assembly members capacity building	Mun. Wide	X	X	X	X	80,000				X	Human Resources	Finance Dept.
		Composite budget preparation & execution	Mun. Admin	X	X	X	X	50,000	30,000			X	Budget Unit	Finance Dept.
		Procurement and contract management	Mun. Admin	X	X	X	X	25,000				X	Procurement	Finance Dept.
		Improve ICT Infrastructure in the Assembly	Mun. Admin	X	X	X	X	100,000	50,000			X	MIS, Procurement	Finance Dept.
		Support to Revenue Mobilisation Task Force	Mun. Admin	X	X	X	X		100,000			X	Finance Dept.	MPCU
		Organize quarterly revenue mobilization campaign on local FM stations/durbars	Mun. Admin	X	X	X	X		50,000			X	Information Unit	Finance Dept
		Organize training workshop for revenue collectors and key staff of the Assembly on revenue mobilization	Mun. Admin	X	X	X	X	50,000				X	Human Resources	Revenue Unit, Budget Unit

### DEVELOPMENT DIMENSION 5: EMERGENCY PLANNING AND RESPONSE (INCLUDING COVID-19 RECOVERY PLAN)

Programmes (PBB)	Sub-Programmes (PBB)	Broad Activities	Location	Time Schedule (2023)				Cost			Programme Status		Implementing Institution/ Dept.	
				Q1	Q2	Q3	Q4	GoG	IGF	Others	New	Ongoing	Lead	Collaborating
Social services delivery	Public health services and management	Educate households on how to keep their environment clean	Mun. Wide	X	X	X	X	15,000				X	Env't Health Unit	NCCE, Information Unit
		Educate school children on proper handwashing with soap in the municipality	Mun. Wide	X	X	X	X	10,000				X	Education Dept	NCCE, Information Unit
		Outreach programmes on COVID-19	Mun. Wide	X	X	X	X	25,000				X	NCCE, Information	Finance Dept.
		In-service training for health staff on IDSR	Mun. Wide	X	X	X	X	15,000				X	Health Dept	Finance Dept.

**DEVELOPMENT DIMENSION 6: IMPLEMENTATION, COORDINATION, MONITORING AND EVALUATION**

Programmes (PBB)	Sub-Programmes (PBB)	Broad Activities	Location	Time Schedule (2023)				Cost			Programme Status		Implementing Institution/ Dept.	
				Q1	Q2	Q3	Q4	GoG	IGF	Others	New	Ongoing	Lead	Collaborating
Management and administration	Planning, coordination and statistics	Monitoring & evaluation of development projects and programmes	Mun. Wide	X	X	X	X	190,000				X	Planning Unit	Finance Dept.