

Moldovan Score Card for Public Ethics at Local Level

How to complete the Score Card.

The current Score card is based on the European Score Card, which was adjusted to the Moldova legislative framework and practices in local public administration. It is made of 5 separate Chapters. Four Pilot participating authorities, by evaluating their activities against this Score Card will contribute to creation of a National Score Card.

It will be seen that the Score Card relies heavily on a limited number of key council documents. However, the participating authorities should also adapt the list of key documents to the local circumstances. The purpose of mentioning these sources of verification is to encourage councils to bring together a range of policies, procedures and practices into such documents. This is in part intended to streamline the source of guidance and controls on any activity or issue where there is an ethical dimension and integrate them into everyday council business. Many councils may have only partly achieved all the expectations in a single document or form, or may have achieved the same impact in different ways and by a variety of documents and procedures. The purpose of the Score Card is not only to explore how far the local authority addresses all the issues but also whether or not there are other means of verification or evidence that the council has in place: the appropriate policies, procedures (and with these recorded with the appropriate documents) to verify their scores.

Fill in the right hand ("Score") column by giving a score ranging from 0 to the maximum indicated in the "Max Score" column. A zero means "never/not at all", the maximum score means "completely/always": between these, councils may score at that point where they feel they have in place some but not all the expectations or requirements.

Chapter A. Status of Local Elected Representatives

SECTION / STATEMENT	ACTIVITY	STANDARD VERIFICATION/EVIDENCE STATEMENT	OTHER MEANS OF VERIFICATION/EVIDENCE (PLEASE DESCRIBE)	MAX SCORE	SCORE
1. General Framework					
A1.1	<p>The Council has developed a Code of Conduct that incorporates and builds on national legislation to include clear guidance to councillors as to what should be done in respect of:</p> <ul style="list-style-type: none"> duties and responsibilities, including service to the public – LPA, art 14 (1-4) mutual respect for rights and obligations on reporting breaches conflict of interest, gifts and hospitality disclosure disclosing any financial, family or other interest in any activity of the council, including meetings, appointments, dealing with officials etc, allowances, expenses and compensation for loss of wages LSLEO, art 23-25 holding incompatible posts LSLEO transparent decision making LPA not using official resources or facilities for party purposes – corruption and undue influence 	<p>Local Code covering all areas</p> <p>Law on Status of Local elected Officials</p> <p>Law on Local Public Administration (adopted by Parliament in December 2006)</p>		10	

A1.2	The local Code of conduct is publicly available in booklet form and through other available means (for example, council website)	Booklet or other means (eg web site,)		9	
A1.3	The council identified a committee to monitor the adherence to ethical norms stipulated in the Council's Code of Conduct, including the completion and publication of the register of violation of Code, and providing recommendations on the Code revisions to the full council	Committee Regulations The Register of Code's violations		10	
A1.4	All councillors are required to sign an undertaking before taking up office to adhere to the Code and its contents, and to agree to the disciplinary processes associated with the Code. The councillors should sign the Declaration to respect the Code	Signed Declarations, recorded by Council		8	
A1.5	All new councillors receive training/induction in the duties and roles of a councillor, including the purpose and contents of the Code, as well as the requirements on completing an entry in the special Council's register on disclosing interests during council proceedings	Training programme including a training design and a councillor's guide		8	
A1.6	The council has a register for all councillors to register financial or family interests, to be publicly available during office hours or published on the council website	Register of interests		10	
A1.7	The council has included the Code of Conduct within its wider rules and procedures used to govern all proceedings of the council	Administrative Procedures or Standing Orders document		10	
A1.8	All procurement and supply contracts contain a clause voiding contract if councillors' involvement is identified at any stage (including the evaluation or award process and having links to or involvement with the bidders)	Standard contract		10	
A1.9	The Code has requirements on councillors disclosing relevant interests in any aspect of council proceedings, including official dealings with government agencies, council officials and members of the public	Code of Conduct		10	
A1.10	All council and committee meetings have terms of reference for the conduct of such meetings. The terms of reference include a requirement that at the start of all meetings, councillors are invited to disclose any relevant interests. Any disclosure is formally taken down in the minutes	Committee terms of reference Council Regulation on meetings Committee minutes		8	
A1.11	The Council Regulations specify the Council policy on dealing with allegations of breaches of the Code and failures to make entries in the register or disclosures during council proceedings. The policy is publicly available and also covers the procedure for members of the public to make a complaint and the sanctions available for proven breaches	Code Council Regulations		8	
A1.12	The council has a committee designated to receive complaints about and adjudicate on failures to make entries in the register or to make disclosures during council proceedings, and other breaches of the Code. It makes recommendations on its findings to the full council, as well as indicating possible sanctions	Committee Regulations		10	

A1.13	An annual report is made by the ethical committee to council and/or a central government agency reviewing ethical framework in terms of Code/Legislation, documentation, procedures, work with other agencies, breaches, and imposition of sanctions	Annual report		6	
2. Disqualification, suspension and termination of office					
A2.1	Subject to any central government body responsible for local government elections, all candidates for local council elections must sign a form attesting that they do not hold any office whose membership would be incompatible with election to the council or any other incompatibility. Upon election, all successful candidates for local council elections must again sign such a form	Pre-election incompatibility form, lodged with Election Commission Post-election incompatibility form, lodged with Election Commission		9	
A2.2	The council has a written policy on reporting any incompatibility which has been drawn to its attention to the appropriate central government agency	Council Regulation		8	
3. Rights and obligations of elected representatives					
A3.1	The council ensures that, in relation to colleagues, officials and members of the public all councillors agree to: <ul style="list-style-type: none"> • Work in the public interest • Avoid discriminatory conduct • Avoid unsuitable or inappropriate behaviour • Adhere to the council Code of Conduct/Regulation on ethics and national legislation • Report breaches of Laws by others • Avoid conflict of interest in relation to personal, financial, family interests or holding other appointments and ensure that everything is disclosed • Exercise budget prudence • Act transparently in making decisions • Do not practice nepotism and canvass for posts, contracts, etc • Furnish information as requested within the appropriate council policy • Avoid unauthorised disclosure of information • Promote anti-corruption stance of council 	Code of Conduct Law on Status of Local elected Officials Law on Local Public Administration (adopted by Parliament in December 2006)		10	
A3.2	The council has included in its Administrative Regulations or Standing Orders procedures to deal with allegations of failure to adhere to any of the expectations of a councillor listed in A3.1	Council Regulations		10	
A3.3	The Committee designated at A1.12 is identified as responsible for receiving, considering, reporting potential breaches and enforcing any sanctions	Committee Regulations		10	
4. Liability of elected representatives					

A4.1	The council has a policy on recovery from a member or official concerned where official negligence is identified by ethical committee or other relevant body	Law on Local Public Administration Committee Regulations		9	
A4.2	The Council Regulations give guidance on responsibility for official negligence	Council Regulations		8	
A4.3	The Council Regulations, and Committee Regulations, specify the counting and recording of votes	Council Regulations Committee Regulations		7	
A4.4	The council has designated an official as responsible for giving guidance to councillors and officials on the implications of negligence allegations.	Job Description; Terms and Conditions of Service for post Council Regulations		8	
5. Remuneration, working conditions and careers of local elected representatives					
A5.1	Stated policy on remuneration or compensation for elected members for expenses, loss of earnings and allowances. Local authorities publish annually: remuneration/ compensation paid to elected members; and expenses claimed by elected members.	Law on Status of Elected Officials, art. 23-27, Law on Local Public Administration Annual reports		9	
A 5.2	The Council has a special meeting room aimed at: - ordinary and extraordinary meetings - meetings with citizens - library containing materials for councillors. The office has necessary equipment.	Council office		10	
6. Training, informing and co-operating with local elected representatives					
A6.1	The council has a Councillor's guide for councillors	Guide		10	
A6.2	The council in conjunction with local authority's office provide a training course, possibly shared with neighbouring councils, on the duties and responsibilities of a councillor, the structure and working of the council, the Code, etc	Training course programme and materials		8	

Chapter B. Status of local public servants

SECTION/ STATEMENT	ACTIVITY	STANDARD VERIFICATION/EVIDENCE STATEMENT	OTHER MEANS OF VERIFICATION/EVIDENCE (PLEASE DESCRIBE)	MAX SCORE	SCORE
1. General framework					
B1.1	Adoption of Code of Conduct for public servants by Central government to include clear guidance to public servants as to their performance.	Code of conduct for public servants		10	
B1.2	The Code of Conduct is mandatory for all public servants. Upon hiring, they sign a Declaration to respect the Code of conduct.	Declaration to respect the Code		10	

B1.3	The Code of Conduct is publicly available and, where possible, published on the LPA website	Publication or website		8	
B1.4	The relevant committee of the LPA annually reviews the Code	Committee Regulations Annual Report		8	
B1.5	The LPA publishes the procedure and person or committee responsible for dealing with alleged breaches of the Code in accordance with the law and established employment practice	Committee Regulations Contract		9	
B1.6	The council publishes an appropriate appeals procedure as part of the disciplinary process in accordance with the law and established employment practice	Committee Regulations		9	
2. Disqualification, suspension and termination of duties					
B2.1	All officials' terms and conditions of service contain the requirements on the registration, declaration and resolution of conflicts of interest, including what information to provide and to whom	Terms and Conditions of Service		10	
B2.2	The terms and conditions of service describe the disciplinary procedure on violation of terms and conditions of service	Terms and Conditions of Service		9	
B2.3	The Human Resources Dept. holds a confidential register on all financial and family interests that relate or may relate to activities of the council, hospitality connected with official duties, and any gifts that may indicate possible conflict with their official duties - all councillors or senior officials who consult their register will sign	Register held in Human Resources Dept.		8	
B2.4	All new staff receive induction training, including training on conflict of interest, on accountability and responsibility, customer service and adherence to service delivery charters	Training programme and materials		8	
B2.5	Each year, officials will sign a form confirming their awareness of the requirements on conflict of interest and confirm any entry on the register	Standard form		8	
3. Rights and obligations of local public servants					
B3.1	The public servants have standard terms and conditions of service	Standard Terms and Conditions of Service		10	
B3.2	The terms and conditions of service include a Code of Conduct that broadly covers the same issues as the Code of Conduct for councillors	Standard Terms and Conditions of Service Code of Conduct for public servants		10	
B3.3	The terms and conditions of service have clear guidance on second jobs, incompatible appointments, party membership, or outside income-earning activities	Standard Terms and Conditions of Service		10	
B3.4	The council ensures that each department has monthly meetings to discuss work-related issues	Work consultation meeting minutes		7	
B3.5	All officials have annual ethics awareness training	Training programme materials		8	
B3.6	All officials are surveyed annually on their awareness of the Code, register of interests and other ethical issues	Results of annual survey held by Secretary of Council or HR department		6	

B3.7	The LPA provides all officials on appointment with a statement of the legal and lawful requirements of their post, and guidance on what to do if they consider they are being asked to work outside such requirements	Standard Terms and Conditions of Service Whistle-blowing policy		9	
B3.8	The LPA has a policy on recruitment, including where posts are advertised, composition of selection committees, taking up references and feedback to unsuccessful candidates	HR personnel policy file		8	
B3.9	Within the requirements of Labour Code and Law on Public Service, the council has comprehensive and standard terms and conditions of service for all public officials that include the equivalent of the councillors' Code of Conduct	Standard Terms and Conditions of Service Code of Conduct		10	
B3.10	The terms and conditions of service have explicit information on disciplinary, sanctions and appeals process for any breach of the terms and conditions of service	Standard Terms and Conditions of Service		9	
4. Liability of local public servants					
B4.1	The LPA has a policy on recovery for a member or official concerned where official negligence is identified by Council or entitled authorities	LPA Internal Regulations		7	
B4.2	The LPA Regulations give guidance on responsibility for official negligence	Regulations or Standing Orders document		6	
B4.3	The LPA Regulations specify that the documentation or official advice on which voting decisions are made shall be recorded	LPA Administrative Procedures or Regulations		7	
B4.4	The LPA provides information on where to obtain legal advice for giving guidance to councillors and officials on the implications of negligence allegations	List of legal advisers		8	
B4.5	The LPA designates a representative as responsible for confirming payment to a member of the public and acting on recovery where a member is found negligent	Job Description; Terms and Conditions of Service for post		8	
5. Recruitment, remuneration, working conditions and career development of local public servants					
B5.1	The LPA has clear recruitment procedures on merit	HR personnel policy file		8	
B5.2	All posts have a specific job description, including qualifications and experience required	Job descriptions for all posts		7	
B5.3	All posts are publicly advertised, in the local media, on posters in Mayor's offices and/or on the Authority's website	Record of advertisements		7	
B5.4	The LPA documents the selection process, including membership, references, criminal violations, confirmation of qualifications. The human resources or personnel department manages the process. All appointments are only confirmed after receipt of references and other checks on the background of the applicants	Personnel policy file		8	
B5.5	Where there is a formal examination process, the council documents a process to deal with complaints	Personnel policy file		7	
B5.6	The LPA terms and conditions of service for officials provide clear guidance on eligibility for expenses and allowances for public servants	Terms and Conditions of service		9	
B5.7	The LPA publishes in its personnel manual/Regulations clear guidance on job descriptions, criteria for promotion, promotion procedures and	Personnel policy file		6	

	appeals against failed promotions				
B5.8	The terms and conditions of service require that all officials undertake work as stipulated but that transfers and other movements are made on clear and transparent grounds	Terms and Conditions of service		9	
B5.9	The Code of Conduct/Regulations in the terms and conditions of service states that the council will treat as a disciplinary offence any proven allegation of discrimination, notably on the ground of age, disability, sex, marital status, sexual orientation, race, colour, ethnic or national origin, social background, political or philosophical opinions or religious beliefs	Regulations Standard Terms and Conditions of Service Code of Conduct		8	
B5.10	The LPA undertakes an annual review to assess the availability of the appropriate staff levels, resources and facilities to deliver the work outlined in the job description	Annual LPA structure chart, with numbers, types of post and associated salary grades, in report or on website if available		6	
B5.11	The LPA requires all department managers to undertake annual appraisal to assess competences, resources and training requirements of staff to undertake work	Personnel policy file		6	
B5.12	Administrative Procedures and Standing Orders contain requirements that all officials, on leaving the service or employment of the local public authority, must refrain from working on behalf of their new employer negotiating with former colleagues or councillors in relation to any local authority's activity, such as contracting or seeking planning permission, and that failure to do so may void the decision/contract agreed	Standard Terms and Conditions of Service Code of Conduct		10	
6. Training, information, co-operation and transparency					
B6.1	The Authority has an annual training programme across authority's departments. The HR Dept is in charge of designing an annual training program	Training programme and materials		7	
B6.2	The annual training programme has an ethics module whose delivery includes representatives from agencies responsible for the promotion or investigation of ethical conduct and misconduct	Training programme and materials		8	
B6.3	The HR Dept seeks to share the annual training programme with other institutions	Training programme and materials		7	
B6.4	The Local Authority makes an annual report on its training activities	Annual report (see A1.16), and website if applicable		7	
B6.5	The LPAI holds regular briefings for local media	Confirmation by council press officer or mayor's staff, and by local media		6	
B6.6	The council undertakes an annual public survey on perceptions of ethics and conduct and on service satisfaction	Annual report (see A1.16), and website if available		8	
B6.7	The council publishes an annual anti-corruption strategy, with risk assessments and actions taken	Annual report (see A1.16), and website if available		6	

Chapter C. Transparency, administrative procedures, anti-corruption campaigns and evaluation

SECTION/ STATEM ENT	ACTIVITY	STANDARD VERIFICATION/EVIDENCE STATEMENT	OTHER MEANS OF VERIFICATION/EVIDENCE (PLEASE DESCRIBE)	MAX SCORE	SCORE
1. Transparency and access to information					
C1.1	The LPA has a general policy document on service delivery, on access to information, and on complaints procedures.	Internal Regulations		8	
C1.2	The LPA publishes a short policy statement on data protection and access to information. Where documents that may be accessed are not on the website, the council publishes the office and hours of opening where the documents may be accessed	Internal Regulations		8	
C1.3	The background papers to the policy reflect prior consultation with appropriate anti-corruption bodies	Papers held by LPA		6	
C1.4	Council Procedures have clear statement on days/times of council meetings which is published monthly, and ensure the right of access for the public.	Published schedule of meetings published		8	
C1.5	All official documents, including committee and council agendas and minutes, and procedures for all departments, are publicly available during office hours or on the council website	Evidence of access; booklet on access, or on website		8	
C1.6	The LPA has a policy on record keeping, and storage time of documents with a designated official responsible	Internal Regulations		6	
C1.7	The LPA has a designated person for relations with public and media.	Job description		7	
C1.8	The LPA has an official website, with a designated official to maintain it	Website		7	
C1.9	All services to the public issue a service delivery charter, to be available in relevant LPA offices	Departmental charters – on paper and on website		9	
C1.10	The local public officials as well as local public servants regularly organized meetings with the citizens (public hearings, districts meetings, job meetings, etc)	Minutes of the meetings		9	
C1.11	The Code of Conduct and officials' terms and conditions of service state that unauthorised disclosure is a disciplinary offence	Administrative Procedures or Standing Orders document Standard Terms and Conditions of Service Code of Conduct		9	
2. Administrative procedures					
C2.1	The Regulation require all grants and funding to be approved by the Council or designated committee rather than by administrative action, with allocations formally recorded in minutes	Regulations or Standing Orders document		9	
3. Anti-corruption campaigns and policies					
C3.1	There is a clear commitment against corruption from the local leadership and councillors, public servants and citizens are well aware of it	Speeches of the mayor and main councillors Council documents		10	
C3.2	There are regular campaigns to encourage citizens' resistance to bribe requests	Leaflets, brochures, website campaigns		8	
4. Evaluation of compliance with ethical standards					
C4.1	There is an anonymous and easily accessible system of collecting	Presence and accessibility of the box		9	

	complaints (complaints box)				
C4.2	The LPA undertakes an annual public survey on perceptions of ethics and conduct and on service satisfaction; the survey includes questions on the supply side (availability to pay bribes)	Annual report (see A1.16), and on website		6	
C4.3	Data from various sources (complaints box, administrative complaints, cases brought to court and solutions given, public survey) are regularly analysed, published and their evolution is monitored	Council documents and publications		10	

Chapter D. Local authorities' relations with the private sector

SECTION/ STATEMENT	ACTIVITY	STANDARD VERIFICATION/EVIDENCE STATEMENT	OTHER MEANS OF VERIFICATION/EVIDENCE (PLEASE DESCRIBE)	MAX SCORE	SCORE
1. Public contracts for the supply of goods or services, concluded by local authorities					
D1.1	The LPA has a standard manual or document stating its procurement policy, procedures and required paperwork	Standard procurement policy file and forms; Law on Public Acquisition		10	
D1.2	The manual on public acquisition specifies the levels of procedure and authorisation by value of contract	Manual on Public Acquisition		8	
D1.3	Administrative Procedures stipulate that a special created committee's approval is necessary to proceed with sole-tender contracts on a specified exemption basis	Administrative Procedures		9	
D1.4	The Local Authority has a procurement unit or designated official who will liaise with state audit and internal audit on procedures	Unit terms of reference Job descriptions		8	
D1.5	Each contract specification has published criteria for the selection procedure: quality, purpose, cost, lead-times, continuity, risks, sustainable development, job protection	Standard procurement policy file and forms		9	
D1.6	Each tender is published, with sensible closing dates, in the local or national media	Evidence of local media advertisements or on website		8	
D1.7	All tenders must be submitted with: <ul style="list-style-type: none"> • identification of bidders, owners and sub-contractors • signed agreement to good conduct, voiding and debarment clauses in the event of proven influence or corruption 	Standard procurement policy file and forms		10	
D1.8	All contract tender evaluation processes: <ul style="list-style-type: none"> • require due diligence and independent experts to be part of selection process • include scoring on quality and cost and will involve internal audit 	Standard procurement policy file and forms		9	
D1.9	The Administrative Procedures or Standing Orders specify that no contract extensions or variations may be permitted without a decision by	Administrative Procedures or Standing Orders document		9	

	the specialised committee				
D1.10	All failed or disqualified bidders are notified in writing as to the reasons why they were not selected	Standard procurement policy file and forms		8	
D1.11	Each contract involves the opportunity for public consultation on projects or contracts which may impact on the public (such as leisure facilities or planning permission)	Standard procurement policy file and forms		7	
D1.12	Any contract document specifies that proven allegations of undue influence or corruption could lead to debarment and voiding with regard to future contracts	Standard procurement policy file and forms		10	
D1.13	<p>The council's Regulations, Code of Conduct and terms and conditions of service:</p> <ul style="list-style-type: none"> • prohibit councillors and public officials from any involvement, either directly, or through others in responding to calls for tenders issued by their local authority • make it a disciplinary offence not to declare the involvement of any family member in any appointment, bid or contract • require confidentiality on the part of councillors and officials about sensitive aspects of the contract process • bar councillors and officials from accepting any hospitality from existing or prospective contractors and suppliers • allow the council to void any appointment, bid or contract where any councillor or official failed to disclose the involvement of any family member 	<p>Council Regulations</p> <p>Standard Terms and Conditions of Service</p> <p>Code of Conduct for local elected officials</p> <p>Code of Conduct for public servants</p>		10	
2. Delegation of public services to the private sector					
D2.1	All policies and procedures are compliant with central government guidance	Annual budget allocation report		9	
D2.2	All decisions on delegation of public services are the subject of a due diligence report by council officials and submitted to the relevant council committee, with a focus on the public interest and cost savings in favour of the public	Committee minutes		9	
D2.3	<p>A designated committee decides on any delegation proposal and agrees a contract that specifically addresses:</p> <ul style="list-style-type: none"> • supervision arrangements to protect the public's rights • clear and detailed funding, risk-sharing and delivery protocols • specified reporting arrangements and performance indicators • social provision clauses • clauses to cover pricing and level and range of delivery 	Committee minutes		8	
D2.4	All contracts include a requirement to take back the service without compensation if the delivery or charges exceed those agreed	Standard procurement policy file and forms		8	
D2.5	The LPA seeks to develop longer-term partnership projects with other councils with joint investment, joint risk agreements and agreed pricing and delivery	Evidence in any existing contracts		7	
3. Privatisation of public undertakings					
D3.1	There are policies on sale of public service organisations, including requirements on protection of staff transfer, supply of services back to	Administrative Procedures		9	

	the community, involvement of audit in the sales process, involvement of those affected in the decision on privatisation				
D3.2	Post-privatisation service level agreements are reviewed annually	Agreements		8	
D3.3	All contracts include a requirement to restore public ownership of the service at the price of original sale if the delivery or charges exceed those agreed	Standard procurement policy file and forms		9	
4. Relations with the non-profit sector: subsidising associations and delegating public services to them					
D4.1	There is a policy on funding of non-profit sector with clear criteria and reasons for decisions, including public interest and transparent management	Administrative Procedures / Regulations		8	
D4.2	Due diligence inspection of the association is carried out prior to decision	Administrative Procedures / Regulations		8	
D4.3	A designated committee of the council decides on funding and conditions associated with funding	Committee Terms of Reference Committee Minutes		7	
D4.4	Published and specific service level agreements are attached to funding decision	Standard procurement policy file and forms		7	
D4.5	Council policy bans councillors and officials from serving on funded associations	Administrative Procedures or Standing Orders document Standard Terms and Conditions of Service Code of Conduct		10	
D4.6	All funding arrangements include a requirement to re-negotiate or rescind any agreement if the delivery or charges exceed those agreed	Standard procurement policy file and forms		8	
5. Issuing licences/permits and certificates (particularly in town planning matters)					
D5.1	Service delivery charters are adopted and published governing applications for permits and planning, access to council premises and relevant documentation required	Copies of charters		9	
D5.2	There are official forms that state office/official responsible, timescale for decision, and reasons for decision	Application forms		9	
D5.3	Applications are available for public consultation during office hours	Charters; published office arrangements		7	
D5.4	There are formal public participation procedures for community-relevant licences, such as planning, etc	Charters; published office arrangements		7	
D5.5	Planning decisions are published in local media or on council website and are available for inspection in the council's offices	Charters; published office arrangements		9	
D5.6	There is a committee in charge of decision review and appeals	Committee terms of reference		8	
D5.7	There is an appeals procedure to external body on planning decisions	Charters; published office arrangements		7	
D5.8	There is a public statement in all application documents for licences and planning warning that influence or bribery will void any decision.	Application forms		8	
6. Management of municipal assets					
D6.1	There is a full, referenced, published inventory, available during office hours or on website	Asset register, in paper copy and published on website		8	
D6.2	An official responsible for managing assets is designated	Job Description; Terms and Conditions of Service for post		7	

D6.3	A policy on sale or rent of assets is adopted and published	Published document		7	
D6.4	There are formal public participation procedures for community- relevant sale or rent, such as open land or buildings currently used for community purposes	Published procedures		6	
D6.5	There is a committee to oversee sale, rent, use of and income from assets, including appropriate tender and bidding procedures	Committee Terms of Reference		7	
D6.6	Annual inspection of inventory of assets is performed	Annual report submitted to council		6	
D6.7	Annual audit confirmation of the use of and income from assets is effected	Annual report submitted to council		7	
D6.8	There is an annual audit statement of assets held, sold, rented to whom and income received	Annual report submitted to council or committee		7	

Chapter E. Control and audit of local authorities

SECTION/ STATEMENT	ACTIVITY	STANDARD VERIFICATION/EVIDENCE STATEMENT	OTHER MEANS OF VERIFICATION/EVIDENCE (PLEASE DESCRIBE)	MAX SCORE	SCORE
1. Internal Control					
E1.1	The LPA is responsible for deciding on conducting internal audit.	Law on Local Public administration, art 14, (m) Terms and Conditions of Service for audit group/individual		10	
E1.2	The LPA entitles the existing budget committee of the council to receive reports from the internal audit unit and then report to whole council	Committee Terms of Reference Report		9	
2. Judicial supervision					
E2.1	The LPA has a policy on co-operation and provision of information or documentation to any audit or law enforcement agency officially investigating allegations of financial irregularity or criminal activity	Annual audit plan		9	
E2.2	The LPA formally implements any judicial decision on the work of the council and makes public such decisions and follow up given to them	Legislation		9	
3. Alternative mechanisms					
E3.1	The audit unit elaborates the annual audit plan and submits it to the Council for approval	Annual audit plan		6	
E3.2	The LPA or appointed officials establish cooperation with private audit companies or individual auditors to clarify audit issues	Protocol Publication to council or a central government agency of an annual report (see A1.13)		6	
E3.3	The LPA ensures proper working conditions for auditors	Confirmation		6	
E3.4	The council undertakes biannual or annual public meetings by ward/constituency to discuss council activities and services	Minutes		6	

GENERAL RESULTS¹

Chapter	Section	Maximum possible	National Benchmark	Score
A. Status of Local Elected Representatives	1. General Framework	117		
	2. Disqualification, suspension and termination of office	17		
	3. Rights and Obligations of Elected Representatives	30		
	4. Liability of elected representatives	32		
	5. Remuneration, working conditions and careers of local elected representatives	36		
	6. Training, informing and co-operating with local elected representatives	18		
Total Chapter A		250		
B. Status of local public servants	1. General framework	54		
	2. Disqualification, suspension and termination of duties	43		
	3. Rights and obligations of local public servants	87		
	4. Liability of local public servants	36		
	5. Recruitment, remuneration, working conditions and career development of local public servants	91		
	6. Training, information, co-operation and transparency	49		
Total Chapter B		360		
C. Transparency, administrative procedures, anti-corruption campaigns and evaluation	1. Transparency and access to information	86		
	2. Administrative procedures	9		
	3. Anti-corruption campaigns and policies	18		
	4. Evaluation of compliance with ethical standards	25		
Total Chapter C		118		
D. Local authorities' relations with the private sector	1. Public contracts for the supply of goods or services, concluded by local authorities	115		
	2. Delegation of public services to the private sector	41		
	3. Privatisation of public undertakings	26		
	4. Relations with the non-profit sector: subsidising associations and delegating public services to them	48		
	5. Issuing licences/permits and certificates (particularly in town planning matters)	64		
	6. Management of municipal assets	55		
Total Chapter D		349		
E. Control and audit of local authorities	1. Internal control	19		
	2. Judicial supervision	18		
	3. Alternative mechanisms	24		
Total Chapter E		61		
GRAND TOTAL		1138		

¹ This is an example of a general results form to be used for self-assessment (in the preliminary self-assessment the Average Score column could be deleted) and Peer review assessment. It is based on the European Score Card and was updated for Moldova.