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COUNTY ASSEMBLY OF BUNGOMA
(LPCS)
24 JUL 2024
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THIRD ASSEMBLY
THIRD SESSION

LABOUR RELATIONS MEMBER SERVICE
AND FACILITIES COMMITTEE

REPORT ON COUNTY ASSEMBLY SERVICE BOARD
FOR THE PERIOD JANUARY TO DECEMBER, 2023.

Clerks Chambers
County Assembly Buildings
P.O BOX 1886 - 50200
BUNGOMA, KENYA

MARCH, 2024.

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EXECUTIVE SUMMARY

Hon. Speaker,

The County Assembly Service Board is mandated by section 36 of the County Assembly Services Act 2017 to prepare a report containing the activities of the Board in respect to a calendar year under review for submission to the House. In the report, the Board submits information related to achievements and challenges in fulfilling the principles of good governance as envisioned in the Constitution of Kenya Article 10 and 232.

On Thursday 28th March 2024 during the afternoon sitting, the CASB annual report for the year 2024 was Tabled and committed to the Committee Labour Relations, Members Service and Facilities for processing and reporting back to the House. It is for this reason that the committee retreated to Aturukan Hotel Kitale from 29th March 2024 to 1st April 2024 to analyze the report which led to this compiled report which exhibits the committee's observations and recommendations for consideration by the Honorable House.

Hon. Speaker,

This report highlights the following aspects:

- a) Fulfillment of Articles 10 and 232 of the Constitution of Kenya, 2010 and Section 36 of the County Assembly Services Act, 2017. It expounds on the establishment, composition and functions of the CASB and its secretariat.
- b) Accountability mechanism; indicates the programs delivered during the period; career progression guidelines, appointments, manuals and policies, confirmation in appointment, promotions, re-designations, staff exits, staff training and development, attachments, litigations, service charter and strategic plan.
- c) Financial position and analysis of activities facilitated by the Board as at 31st December, 2023.
- d) Achievements and challenges during the period.
- e) Committee observations and probable recommendations.

The committee did not entirely rely on the written report but had consultations with the Board to seek clarity on pertinent issues for accurate reporting.

CHAPTER ONE

1.0 INTRODUCTION

Hon. Speaker,

On behalf of the Labour Relations, Members Service and Facilities Committee and in accordance with Section 36 of the County Assembly Services Act, 2017 and pursuant to the provisions of Standing Order 217 (5) (a), it is my pleasant duty to present this report on the 2023 Annual Report of the Bungoma County Assembly Service Board.

1.1 Legal framework

Hon. Speaker,

The preparation and submission of annual report by the CASB is a requisite by law enshrined in the Kenyan Constitution and various Acts.

It is a pre-requisite of good governance as espoused in Articles 10 and 232 of the Constitution of Kenya, for the County Assembly Service Board to prepare Annual report of its operations and submit to the County Assembly after every calendar year.

The mandate of the County Assembly Service Board is drawn from Section 11 of County Governments Act, 2017 read together with Section 11 of the County Assembly Services Act 2017.

The provision of submission of annual report by CASB is espoused in Section 36 of the County Assembly Services Act, 2017 which provides that:

1. *Within three months after the end of each Calendar year, the Board shall prepare and lay before the County Assembly, a report of its operations during that year.*
2. *The annual report shall in respect of the year to which it relates contain:*
 - a) *The activities the board has undertaken;*

- b) An evaluation on the extent to which the values and principles referred to in Article 10 and 232 of the Constitution are complied with in the public service;*
- c) Information relating to performance of the service and attendant challenges; and*
- d) Any other information that the Board may consider relevant.*

1.2 Committee Mandate

Hon. Speaker,

The Sectoral Committee on Labour Relations, Members Service and Facilities is constituted pursuant to the provisions of Standing Order 217 of the County Assembly of Bungoma and has executed its mandate in accordance with number (5) of the aforementioned Standing Order that provides:

- (a) investigate, inquire into, and report on all matters relating to the mandate, management, activities, administration, operations and estimates of the assigned departments;*
- (b) study the programme and policy objectives of departments and the effectiveness of the implementation;*
- (c) study and review all county legislation referred to it;*
- (d) study, assess and analyze the relative success of the departments as measured by the results obtained as compared with their stated objectives;*
- (e) investigate and inquire into all matters relating to the assigned departments as they may deem necessary, and as may be referred to them by the County Assembly;*
- (f) to vet and report on all appointments where the Constitution or any law requires the County Assembly to approve, except those under Standing Order 208 (Committee on Appointments); and*
- (g) Make reports and recommendations to the County Assembly as often as possible, including recommendation of proposed legislation.*

1.3 Committee Membership

Hon. Speaker,

The following are the Members of the Committee on Labour Relations, Members Service and Facilities Committee:

- | | |
|---------------------------|------------------|
| 1. Hon. Hentry Nyongesa | Chairperson |
| 2. Hon. Catherine Kituyi | Vice Chairperson |
| 3. Hon. Anthony Lusenaka | Member |
| 4. Hon. Joan Kirong | Member |
| 5. Hon. Milliah Masungo | Member |
| 6. Hon. Everton Nganga | Member |
| 7. Hon. Charles Nangulu | Member |
| 8. Hon. Jerusa Aleu | Member |
| 9. Hon. Linda Kharakha | Member |
| 10. Hon. Polycarp Kimeta | Member |
| 11. Hon. Metrine Wilson | Member |
| 12. Hon. Everlyne Anyango | Member |
| 13. Hon. Alice Kibaba | Member |
| 14. Hon. Brigid Katasi | Member |
| 15. Hon. Caleb Wanjala | Member |

1.4 Acknowledgement

Hon. Speaker,

May I take this opportunity to thank the office of the Speaker and the Office of the Clerk for facilitating the Committee while it discharged its mandate.

Additionally, I wish to appreciate Honorable Members of this Committee for their input and valuable contributions to the report.

The Committee also takes pride in the secretariat for their commitment and devotion in the compilation of this report.

It is therefore my pleasant duty on behalf of the Committee to present this report on compliance to the provisions of Section 36 of the County Assembly Services Act, 2017 by the County Assembly Service Board for approval by this Honorable House.

SIGNED.......... DATE.....

Hon. Hentry Nyongesa;

MCA Bumula Ward

Chairperson,

LABOUR RELATIONS, MEMBERS SERVICE AND FACILITIES COMMITTEE

CHAPTER TWO

2.0 ESTABLISHMENT, COMPOSITION AND FUNCTIONS OF THE BOARD

2.1 Establishment

Hon. Speaker,

The County Assembly Service Board is established vide Section 12 of the County Governments Act, 2012 and Section 11 of the County Assembly Services Act, 2017 as a body corporate with perpetual succession and a seal; and capable of suing and being sued in its corporate name.

2.1.1 Composition of the County Assembly Service Board and its Secretariat

Hon. Speaker,

Section 12 (3) of the County Governments Act, 2012 provides the composition of the County Assembly Service Board as follows: -

- a) The Speaker of the County Assembly, as the chairperson;
- b) Two Members of the County Assembly nominated by the political parties represented in the County Assembly according to their proportion of members in the County Assembly one of whom is the Vice Chairperson; and
- c) One man and one woman appointed by the County Assembly from amongst persons who are experienced in public affairs, but are not members of the County Assembly.

At the start of the calendar year under review, the CASB was not fully constituted since it lacked a female member representing the Public up to June when employment was done through a competitive process. After the employment, the Board was fully constituted as shown below until at the end of 2023 when one member, male representative of the public's term expired.

- | | |
|-------------------------|--|
| a) Hon. Emmanuel Situma | Chairperson/ Speaker |
| b) Hon. Joseph Juma | Vice chairperson/ Leader of Majority Party |
| c) Hon. Ali Machani | Member representing Minority Party |
| d) Mr. Anthony Mabele | Member/ Male Gender representing the Public |
| e) Ms. Jessica Mayabi | Member/Female Gender representing the public |
| f) Mr. Charles Wafula | Secretary/ Clerk of the County Assembly |

The Board is supported by a Secretariat who are headed by the Clerk who is the secretary to the Board.

2.1.2 Functions and Powers of the Board

Hon. Speaker,

The mandate of the CASB is stipulated in Section 12 of the County Governments Act 2012 and Section 11 of the County Assembly Services Act, 2017 and outlined as follows:

- a. Providing services and facilities to ensure the efficient and effective functioning of the County Assembly;
- b. Constituting offices in the County Assembly Services, and appointing and supervising office holders;
- c. Preparing annual estimates of expenditure of the County Assembly service and submitting them to the County Assembly for approval and exercising budgetary control over the services;
- d. Undertaking singly and jointly with other relevant organizations, programs to promote the ideals of parliamentary democracy; and
- e. Performing other functions necessary for well-being of members and staff of the County Assembly; or prescribed by National Legislation.
- f. Direct and supervise the administration of the services and facilities provided by, and exercise budgetary control over, the Service;
- g. Determine and review the terms and conditions of service of persons holding or acting in the offices of the Service;

h. Initiate, co-ordinate and harmonize policies and strategies relating to the development of the Service;

Initiate programs —

- i. for training and capacity building of members and staff of the County Assembly and other persons;
- ii. that promote ideals of parliamentary democracy as set out in Article 127(6)(d) of the Constitution; and
- iii. that promote public awareness and participation in the activities of the County Assembly; and

j) Do such other things as may be necessary for the well-being of the members and staff of the County Assembly.

In the period under review, the Board held regular meetings to deliberate on various subjects as per its mandate. The deliberations and decisions arrived at, instructions and guidelines were communicated by the secretary to various stakeholders.

CHAPTER THREE

3.0 DELIVERY OF PROGRAMS

3.1 The Board Committees Hon. Speaker,

During the years under review, the Board discharged its functions through the Board committees as provided for in Section 13 of the County Assembly Services Act, 2017 and regulation 12 of Bungoma County Assembly Service Regulations.

In line with these provisions, the Board established four (4) sub-committees responsible for specific mandate(s) and each comprising three (3) Board members, one being the chairperson, and the secretariat. The four (4) sub-committees are as follows;

- (a) Finance Committee;
- (b) Human Resource and Administration Committee.
- (c) Procurement and Development Committee
- (d) Legal Audit and Compliance Committee

Each committee is responsible for specific core mandate(s) of the Board and they convene meetings at their own level. These meetings generate Board papers that form the agenda of the Board.

During the period under review, the committees dully discharged their mandate as enshrined in the law.

3.2 Organizational structure and staff establishment of the Board

3.2.1 Organizational structure

Hon. Speaker,

Section 24 of the County Assembly Service Act 2017 provides that the Board shall establish such offices in the service as it consider necessary or expedient for the efficient performance of the functions of the service. It further provides that the offices established shall be set out in the organizational structure established by the board.

To improve efficiency and guarantee staff an opportunity for career progression, the new structure during the period under review constitutes the following departments and sections.

1. The Administration and Management (Clerks' Section) which include;
 - (i) The Clerk of the County Assembly
 - (ii) The Deputy Clerk – Legislative Services and;
 - (iii) The Deputy Clerk – Administration Services
2. Departments

The County Assembly Service comprises of nine (9) departments as Follows:

- (i) Legislative and Procedures Services
- (ii) Committee Services
- (iii) Serjeant- At -Arms Services
- (iv) Legal Services
- (v) Hansard Services
- (vi) Human Resource and Administration Services
- (vii) Finance and Accounts Services

(viii) Fiscal Analysis Services (County Assembly Budget Office) and

(ix) Internal Audit Services

3. Sections in the service;

The County Assembly Service has three (3) sections namely;

(i) Procurement Section;

(ii) Research and Library Section and;

(iii) ICT and Public and media relations Section

3.2.2 County Assembly establishment of the Board

Hon. Speaker,

The establishment of the County Assembly in the year 2023 was at 347

Staff establishment

The County Assembly of Bungoma had a staffing level of 282 during the period under review categorized as below:

124 on permanent and pensionable terms

14 Casuals

2 Seconded officers

7 partisan staff

135 ward staff

3.2.3 Honorable members and members of the Board establishment

Hon. Speaker,

During the period under review, the County Assembly had a total of 63 members of the County Assembly.

Further, the County Assembly Service Board was fully constituted with two members of the Board male and female representing the public however, at the end of the year the term for the male representative had expired and therefore there was only one female member representing the public.

3.2.4 Audit committee

Hon. Speaker,

The Audit committee forms a key element in the governance process providing an independent expert assessment of the activities of the top management , the quality of risk management, financial reporting, financial management and internal audit to the Board of Directors and in this regard the County Assembly Service Board.

The committee is formed in compliance with the Public Finance Management Act 2012 and Pubic Finance Management Regulations 2015 which requires that each entity shall establish an Audit Committee.

The members of the Audit Committee are; the Chairman, the two members recruited from the public, and one member appointed by the Speaker from among the members of staff.

The members of the Internal Audit Department form part of the secretariat.

3.3 Recruitment, Staff exits, Promotions and Re- designations, Attachments and Discipline

3.3.1 Recruitment

Hon. Speaker,

In the year under review, there was recruitment for the Deputy Clerk Administration, Principal Finance Office and a female member of the County Assembly Service Board which was seamless during the month of June. Staffing concerns have been addressed with ease due to efficient collaboration with all parties.

3.3.2 Staff exits

Hon. Speaker,

Public servants exit service through resignation, termination, expiry of contract, dismissal, death, retirement under the '50 year' rule, attainment of mandatory

retirement age, medical grounds and abolition or reorganization of office structure. During the period under review, the service had one officer exit due to dismissal on disciplinary grounds and one male member of the County Assembly Service Board representing the public due to expiry of term of service.

3.3.2 Promotions and Re-designations

Hon. Speaker,

During the period under review, there were no promotions by the County Assembly Service Board.

3.3.3 Advisory and Discipline

Hon. Speaker,

Pursuant to Section 27 of the County Assembly Service Act 2017 (amendment 2020), the Board exercises disciplinary control as an integral part of human resource management function in the County Assembly. It is intended to contribute to performance improvement and productivity, maintenance of high standards of integrity and upholding the dignity of office to which public servants are appointed.

The Board handled 3 disciplinary cases and as a result one led to dismissal of an officer.

3.3.4 Industrial Attachment

Hon. Speaker,

The County Assembly provided opportunities to students in Colleges and Universities in line with the County Assembly Attachment Policy, 2020 and also upon requests received from students and learning institutions as a partial fulfillment of the requirements for their relevant academic programs.

It is an essential part of a student's academic programme which normally lasts for a minimum period of eight weeks and a maximum of twelve weeks.

An Industrial attachment should challenge the student to examine the values of the organization involved in the experience, and to assess the student's education as it relates to the work environment.

During the period under review, 77 students were enrolled on attachment as shown below:

Department	Males	Females	Total
ICT	7	4	11
Human Resource	4	3	7
Finance	8	9	17
Audit	4	5	9
Works	3	1	4
Committee services	1	2	3
Procurement	2	4	6
Research & Library	0	1	1
Budget	4	2	6
Legal	0	2	2
Hansard	3	2	5
Public Communications	2	2	4
Records	1	0	1
T O T A L	37	40	77

3.4 Medical Insurance Cover

Hon. Speaker,

The County Assembly Service Board took a significant step in prioritizing the health and well-being of its members and staff by securing medical insurance coverage with CIC Insurance, operational from January to August, 2023. This initiative aimed to provide Assembly members and staff with access to various healthcare services, ensuring

coverage for medical treatments and hospitalization. This insurance coverage also played a pivotal role in fostering a healthy and supportive working environment within the County Assembly of Bungoma.

However, there was a significant delay occasioned by prolonged procurement process that resulted in members of County Assembly and staff going for a month without insurance coverage in the month of September. Despite the initial success of securing medical insurance with CIC Insurance, the subsequent lapse in coverage due to the extended procurement process posed a challenge to the continuity of healthcare benefits for assembly members and staff.

In October 2023, the Assembly once again secured medical insurance coverage with APA Insurance to run for 12 months.

3.5 Litigations

Hon. Speaker,

Dispute resolution mechanisms, the public service allows public servants not satisfied with internal processes to proceed to court of law.

During the year 2023, the County Assembly was involved as a party in 12 cases, some of which were concluded in favor of the County Assembly whilst one was determined in favor of the petitioners. Two matters are pending hearing.

- i) The case of Francis Simiyu versus the County Assembly on wrongful dismissal and reinstatement. As at the time of reporting the matter had been determined.
- ii) The matter on Hon. Psero who had been sued for construction of a road in Chesikaki Ward.
- iii) One matter by Mr. Wamukota versus the County Assembly on matters wrongful dismissal and reinstatement. The suit was determined by way of dismissal.

3.6 The County Assembly Strategic Plan (2022-2031)

Hon. Speaker,

The Board during its operation in the year under review, through a consultative process managed to institutionalize for the first time a ten (10) year Strategic Plan (2022-2031) for Bungoma County Assembly in its effort to contribute to the recognition of devolution and its objects as brought out in the Constitution of Kenya (2010).

It is aligned to the Vision 2030, the Constitution of Kenya 2010, the County Governments Act, 2012 and County Assembly Services Act, 2017

The County Assembly in its strategy envisions having a model County Assembly through 8 pillars as follows;

1. Effective representation, legislation and oversight;
2. Excellence in service delivery;
3. Public trust and need for enhanced public engagement with County Assembly;
4. Embrace and implement an e-County Assembly and need to leverage on ICT for improved performance and communication;
5. Provision of modern facilities and secure working environment for members and staff of county assembly;
6. Strengthen knowledge and evidence-based decision making in the legislature and mainstreaming monitoring and evaluation of legislation and oversight;
7. Effective organizational structure; enhanced staff capacity and strengthens coordination and teamwork between the board, departments and staff.
8. Enhanced and sustained financial resource base.

3.7 Implementation Status Report

Hon. Speaker,

The Strategic Plan is implemented through the Performance Management Framework.

The CASB is in the process of conducting a Mid Term Review of its Strategic Plan (2022-2031) through the Strategic Implementation Committee to align to the Medium-Term Plan IV of the Kenya Vision 2030. This will include review of the achievements of the plan and identification of gaps in the implementation process; documentation of emerging issues and proposed interventions; and development of strategies and activities to accommodate the operational gaps identified with accompanying targets over the remaining period of the plan. This review will provide a basis to inform the review of the organization structure, staffing needs and financial resource requirements to support the implementation of the second and final phase of the plan.

3.8 The County Assembly Service Charter

Hon. Speaker,

During the year under review, the County Assembly Service Board, developed and approved the Bungoma County Assembly Service Charter which is an expression of the commitment by the County Assembly to provide high quality services to our clients.

The Service Charters are displayed in different floors of the administration Block. In the expedition of efficient service delivery, the County Assembly will observe the service standards as prescribed under the provision of information to clients. The Board is also in the process of preparing the Board Charter that sets standards, obligations and timelines for service delivery and conduct of County Assembly Service Board business.

3.9 Approved Policies

Hon. Speaker,

The Board developed 23 policies and manuals to guide human resource management in the County Assembly service. The policies and manuals are periodically reviewed to

capture changes in structure, legislation and respond to emerging real life situations at the work place. They include the following;–

1. Communications Policy, 2023
2. ICT Policy and Manual, 2023
3. Procurement Policy Manual, 2023
4. Hansard Production Guide, 2023
5. Finance Policy and Procedures Manual, 2023
6. Committee Operational Manual, 2023
7. Standard Operating Procedure and Conduct, 2023
8. Security and Safety Policy, 2023
9. Bribery and anti-corruption Policy, 2023
10. Disability mainstreaming Policy, 2023
11. Environmental Management and Sustainability Policy, 2023
12. National Cohesion Mainstreaming Policy, 2023
13. Alcohol, Drug and Substance Abuse Policy, 2023
14. Whistle Blowers' Policy, 2023
15. Road Safety Policy, 2023
16. Gender Mainstreaming Policy, 2023
17. Occupational Health and Safety Policy, 2023
18. Ward Operations Policy, 2023
19. Casual and Contract Policy and Procedure Manual, 2023
20. Discipline Manual, 2023
21. Corporate Social Responsibility Policy, 2023
22. Career Planning and Succession Management Policy, 2023
23. Separation Procedures Policy Manual, 2023.

3.10 Feedback mechanism

Hon. Speaker,

In facilitating complaints handling and access to information the County Assembly has the following registers in place; complaints register, conflict of interest register, whistleblowers register, gifts received registers and gifts given register.

There are suggestion boxes together with customer feedback forms to encourage reporting and compliments.

3.11 Jitume Programme

Hon. Speaker,

Jitume Program is an initiative under the ministry of Information Communication and the Digital Economy being implemented by the Konza Technopolis Development Authority (KoTDA). The program seeks to empower the youth socially and economically and facilitate them to access digital job opportunities both locally and internationally.

Bungoma County Assembly was considered as a beneficiary of the Jitume Program as a result of the directive by the President of the Republic of Kenya, Dr. William Samoei Ruto during his visit to the County Assembly on 27th August 2023 to commission the new Administration Block.

As at the time of compiling this report, the County Assembly had received 100 desktop computers from the Ministry of Information Communication and the Digital Economy. The computers are to pave way for the commencement of digital library in the County Assembly.

3.12 Stakeholder Collaboration and Partnerships

Hon. Speaker,

The MOU with Kibabii University was initiated during the year under review with the following areas of collaboration:

- a) Joint research programmes in areas of mutual interest.

- b) ICT services and support
- c) Mutual training programmes
- d) Arrangements and delivery of consultancy services in line with Government to Government guidelines.
- e) Exchange of E-Library and other E-resources of interest
- f) Joint resource mobilization.

3.13 Office Space and Mobility

Hon. Speaker,

The County Assembly Service Board has one Office Block accommodating all the staff and Honorable Members, the board plans to construct new chambers and Speakers residence.

The Board has 8 motor vehicles and one Yamaha motorbike.

3.14 Devolution Conference and CASA Annual Festival.

Hon. Speaker,

The Board facilitated the participation of honorable members in the Devolution Conference 2023 from 15th – 19th August 2023 at Eldoret Sports Club, Uasin Gishu County. The Conference which marked a decade since the coming into force of sub-national governments was themed: 10 Years of Devolution: The Present and the Future and whose Sub-theme was Driving Transformation from the local level: County Governments as the Centre of economic development.

The board further facilitated members of the Assembly and staff to attend the County Assemblies Sports Association (CASA) Games that took place from 19th to 27th August 2023 in Nakuru County. The CASA Games served as a platform to promote talents and sportsmanship among County Assemblies.

CHAPTER FOUR

4.0 INSTITUTIONAL CAPACITY

Hon. Speaker,

Human resource management is critical in boosting organizational goals. The Board strived to ensure that there is adequate staffing, proper management, placement and proper utilization of human resource management.

4.0.1 Staff Training and Development

Hon. Speaker,

The County Assembly Service Board enhanced professional skills and knowledge of its staff through a varied array of training programs involving over a hundred staff and Members of the County Assembly. These training initiatives encompass both individual and group sessions, ensuring a comprehensive approach to addressing various areas of expertise. The following trainings and workshops were undertaken:

Secretaries Workshop, Kenya Institute of Supplies Management (KISM), Government Protocol training, Driver's Refresher course, ITAX and NSSF training, Public Finance.

Leadership courses undertaken included:

Trainer of Trainer, Strategic Leadership, Senior Management and trainings by the professional bodies of Institute of Human Resource Management (IHRM), the Institute of Certified Public Accountants of Kenya (ICPAK), and the Public Relations Society of Kenya (PRSK) which ensured that members of staff are well-equipped with industry-specific expertise.

The Service Board also placed importance on employee well-being through Guiding & Counseling programme.

The table below shows the type of courses as well as number of officers who took part in the trainings

TYPE OF TRAINING AND INSTITUTION OFFERING TRAINING	NUMBER OF OFFICERS
Transformative Leadership for Board Members	5
Strategic Leadership and Development Programme –KSG	2
Senior Management Course –KSG	8
Trainer of trainers –CPST	3
Tax filing & Compliance –KESRA	9
Parliamentary Procedures –CPST	15
Security Management- CPST	7
Supervisory Skills –KSG	3
Public Procurement- KISM	5
Social Risk Management –KSG	13
IHRM Conference – IHRM	4
ICPAK Training	5
Integrated Library Management – KSG	2
Public Policy Making – KIPRA	1
Drivers Refresher and First Aid Course - - KIBHIT	4
Electronic Record Management- KARMA	1
PR Customer Care & Government Protocol - KSG	3
Records Management - KARMA	1
TOTAL	91

Subsequently, the Service Board was able to capacity build Hon. Members of the County Assembly on how to discharge their respective mandates both in committees and plenary. The courses undertaken included the following;

- a) Strategic Leadership and Development Programme

- b) Budget making process
- c) Parliamentary practice/procedure
- d) Leadership and integrity training (chapter 6 of COK)
- e) Committee management and operations
- f) Personal financial management skills
- g) Preparation for retirement training
- h) Investment skills
- i) Effective communication and grooming
- j) Interpersonal relationship skills

4.0.2 Performance Management

Hon. Speaker,

The County Assembly Service Board achieved a significant milestone on August 11, 2023, by launching its first-ever performance management system. This initiative reflects the assembly's dedication to realizing its vision of becoming a model county assembly.

The introduction of performance management represents a strategic shift towards a more structured and results-oriented approach to evaluate and enhance the efficiency of the assembly's operations.

By establishing clear performance goals, monitoring progress, and conducting regular evaluations, the Board aims to cultivate a culture of accountability, transparency, and continuous improvement among its staff. This endeavor is in line with the broader vision of transforming the County Assembly of Bungoma into a model institution, setting benchmarks for excellence and governance within the county. The implementation of performance management is a pivotal step in ensuring that the assembly operates at the highest standards of professionalism, contributing significantly to the overall development and success of Bungoma as a model county.

4.0.3 Quality Management System ISO 9001-2015

Hon. Speaker,

The County Assembly Service Board initiated Quality Management System (QMS) in alignment with the ISO 9001:2015 standard, demonstrating its commitment to excellence in governance and service delivery. The QMS at the assembly is a systematic framework designed to ensure the consistent provision of high-quality services and the continual improvement of its processes. By adhering to the ISO 9001:2015 standards, the assembly will establish internationally recognized best practices for quality management.

CHAPTER FIVE

5.0 FINANCIAL REPORT

Hon. Speaker,

Allocation of the County Assembly financial resources was guided by activities, programs and target outputs identified, formulated and approved in the annual development plan in line with the Assembly strategic plan 2022-2031.

The County Assembly of Bungoma was allocated a recurrent ceiling of Kshs. 890,983,497 in the financial year 2021/2022 as per the County Allocation of Revenue Act, 2021. In the financial year 2022/2023, it was allocated a ceiling of Kshs. 873,284,854 through the County Allocation of Revenue Act of 2022. There was a reduction in the ceiling of Kshs. 17,698,643 in Financial Year 2022/23 as compared to the amount allocated in the financial year 2021/2022.

In the financial year 2021/22, the County Assembly approved a total of Kshs. 107,000,000 for development expenditure while only Kshs. 106,793,185 was approved in the financial year 2022/23.

In the current financial year 2023/24, the County Assembly was allocated Kshs. 1,154,263,678 comprising of Kshs. 1,071,362,230 recurrent component and Kshs. 82,901,448 for development programs. There was an increment of Kshs. 157 million on recurrent allocation in the current financial year as compared to the recurrent allocation in the financial year 2022/2023. The budget increment was meant to cater for Motor Vehicle reimbursement to Honorable members as provided for by the salaries and remuneration commission.

5.1 Budget utilization and absorption trends in the financial year 2021/22 and half year period for financial year 2022/23

Hon. Speaker,

The County Assembly of Bungoma implemented its financial year 2021/22 approved budget by spending a total of Kshs. 959,626,230 against an allocation of Kshs. 1,028,179,505 translating to 93.3% absorption rate.

Actual expenditure on personnel emoluments in the period amounted to Kshs. 532,626,189 while operations and maintenance consumed Kshs. 385,433,820. The actual expenditure on development component was Kshs. 41,566,221 in the same period of financial year 2021/22.

5.2 Major Interventions Undertaken by the County Assembly Service Board in the Period under review.

Hon. Speaker,

The Board in its own wisdom implemented without a provision in the approved budget, some of the key benefits to Honorable Members as provided for in the Salaries and Remuneration Commission gazette notice No. 8795 dated 27th July, 2022.

The Board equally implemented monthly Car maintenance allowance of Kshs. 30,167 each per month for Hon. Deputy Speaker and all members of the County Assembly immediately after their swearing in ceremony.

Furthermore, a provision of Kshs. 68,572,000 was factored and approved during processing of first supplementary budget of the financial year 2022/2023 to cater for Motor Vehicle Reimbursement for thirty one (31) members. A provision of a similar amount was factored in the financial year 2023/2024 budget to ensure all the members are catered for. 8 Honourable members benefited from motor vehicle reimbursement during the period under review with more set to benefit during the 2024 calendar year.

The Board addressed the salary payment delays as occasioned by delays in exchequer releases by the National Treasury by way of resolution, where Kenya Commercial Bank

was requested and agreed to pay monthly Net salaries for the Assembly Honorable Members and employees.

5.3 Approved Budget vs. Actual expenditure trend Analysis

Hon. Speaker,

Budget trend analysis over a period of four financial years

Items	2019/2020	2020/2021	2021/2022	2022/2023
Personnel emoluments	338,775,062	401,956,408	531,062,016	482,978,090
Operations	536,203,069	505,138,563	390,117,489	600,864,145
Development	110,102,353	168,758,630	107,000,000	106,793,185
TOTAL	985,080,484	1,075,853,601	1,028,179,505	1,294,353,579

Approved budget allocations vs Actual expenditure

Items	FY 2020/2021		FY 2021/2022		FY 2022/2023	
	Budget	Actual	Budget	Actual	Budget	Actual
Salaries	401,956,408	351,190,799	531,062,016	532,626,189	482,978,090	404,258,139
Operations and maintenance	505,138,563	494,024,387	390,117,489	385,433,820	600,864,145	783,297,934
Development	168,758,630	114,857,601	107,000,000	41,566,221	106,793,185	68,711,337
Totals	1,075,853,601	960,072,995	1,028,179,505	959,626,230	1,294,353,579	1,256,267,410

CHAPTER SIX

6.0 PROMOTION OF VALUES AND PRINCIPLES UNDER ARTICLES 10 AND 232 OF THE CONSTITUTION

Hon. Speaker,

Sections 36 (2) (b) of the County Assembly Services Act No. 24 of 2017 requires the County Assembly Service Board to promote in the County Assembly Service, national values and principles referred to in Articles 10 and 232 of the Constitution of Kenya 2010 and evaluate and report to the County Assembly on the extent to which the values and principles therein have been complied with.

The promotion of the national values and principles of public service creates a positive influence on work ethics and productivity, and further instills professionalism and responsiveness in service delivery

In the year 2023, the Board carried out sensitization on the national values and principles in different fora including during the induction of over 50 newly recruited officers in the County Assembly Service Board.

The National Values and Principles of Governance under Article 10 of the Constitution of Kenya 2010 include: -

- Patriotism, national unity, sharing and devolution of power, the rule of law, democracy and participation of the people;
- Human dignity, equity, social justice, inclusiveness, equality, human rights, non-discrimination and protection of the marginalized;
- Good governance, integrity, transparency and accountability; and,
- Sustainable

The Values and Principles of Public Service outlined in Article 232 of the Constitution of Kenya 2010 include:

- a) High standards of professional ethics;
- b) Efficient, effective and economic use of resources;
- c) Responsive, prompt, effective, impartial and equitable provision of services;

- d) Involvement of the people in the process of policy making;
- e) Accountability for administrative acts;
- f) Transparency and provision to the public of timely, accurate information;
- g) Subject to paragraphs (h) and (i), fair competition and merit as the basis of appointments and promotions;
- h) Representation of Kenya's diverse communities; and,
- i) Affording adequate and equal opportunities for appointment, training and advancement, at all levels of the public service, of:
 - i) men and women;
 - ii) the members of all ethnic groups; and
 - iii) persons with disabilities.

CHAPTER SEVEN

7.0 ACHIEVEMENTS AND CHALLENGES

7.1 Achievements

Hon. Speaker,

The following are the achievements that the County Assembly Service Board takes pride in for the year under review:

- 1. Office space;** In the year under review The County Assembly Service Board furnished and equipped the administration block thus providing conducive working environment for both honorable members and staff. The board further appreciates honorable members for setting aside funds for equipping the offices and furnishing Pascal Nabwana auditorium that has been used to host public participation forums. The administration block was officially commissioned on 27th August 2023 by H.E Dr, William Samoei Ruto
- 2. SRC Benefits;** The SRC in its gazette notice No. 8795 dated 27th July, 2022 provided a number of benefits to members of the County Assembly . These include car loan, mortgage, motor vehicle purchase reimbursement, medical cover and group life insurance. In its effort to ensure Hon Members are remunerated as provided for by SRC, the Board advanced Car Loan and Mortgage to all Hon Members as a benefit provided by the Commission.
- 3. Medical cover and group life insurance;** The County Assembly Service Board procured medical cover for both honorable members and staff from APA insurance.
- 4. Organized capacity building training for both Staff and Members;** The Service Board made a conscious decision to invest in the training of Hon members and Staff. During the period under review, most of the Hon. Members had undertaken training either individually or through Committees. Some also had an opportunity to attend other conferences in relation to execution of their mandate.
- 5. Policies and Manuals;** The Board developed 23 policies and manuals in line with

the attendant Acts, Regulations and the Strategic Plan in order to improve efficiency and effectiveness. This creates an environment of accountability and measurement of performance in the service.

6. Assembly Website; The County Assembly of Bungoma created a new functional and interactive Website hosted by ICT Authority of Kenya. This has enabled visibility, security of information and accessibility.

7.CASB PROJECTS; the County Assembly service board initiated and concluded the tendering processes of the following projects i) ultramodern debating chambers ii) honorable members car ports

8. Catering services:- The management of catering affairs of Members and Staff is up and running. To this end, the Board outsourced the running of the catering services to the Bungoma County Assembly SACCO that is in charge of Members and Staff meals and coordinates those affairs.

9. Ward Offices; The CASB procured and delivered new furniture to all 45 Ward offices.

CHAPTER EIGHT

8.0 COMMITTEE GENERAL OBSERVATIONS, RECOMMENDATIONS

8.1 Committee Observations

Hon. Speaker,

From the report, the Committee made the following observations:

1. The committee takes cognizance of the Board's effort in compliance with the provisions of Section 36 of the County Assembly Services Act, 2017; in submission of the Annual reports to the County Assembly.
2. By the time of preparing this report it was reported that the County Assembly Service Board was not fully constituted since the expiry period of the male member of the Board representing the public.
3. As espoused in Section 4 of the County Assembly Services Act, 2017, the County Assembly Service Board of Bungoma has strived to be an exemplary service of both administrative and technical competence evidenced by low staff turnover.
4. There was recruitment that aimed at boosting service delivery through efficiency and effectiveness.
5. There are critical policies, manuals, Charter and Strategic Plan in place to provide strategic direction within the service.
6. The completed ultra-modern administration block for members of the County Assembly and staff was fully furnished to address the office space challenges that has been experienced previously over the years.
7. In the current financial year 2023/24, the County Assembly was allocated Kshs. 1,154,263,678 comprising of Kshs. 1,071,362,230 recurrent component and Kshs. 82,901,448 for development programmes. There was an increments of Kshs. 157 million on recurrent allocation in the current financial year as compared to the recurrent allocation in the financial year 2022/2023 to cater for motor vehicle reimbursement to Honourable members as provided for by the salaries and remuneration commission.

8. The County Assembly Service Board had made notable efforts towards addressing the problem of salary delays for honourable Members and Members of Staff in conjunction with the Banks.
9. There was no promotion of staff members during the period under review.
10. There was a notable lapse in the procurement for Medical Insurance cover for Honourable Members and Staff which led to members and staff going for 2 months without the medical cover.
11. By close of the calendar year 2023, 8 members had received their motor vehicle reimbursement.
12. The CASB has made efforts to train and capacity build Members of the County Assembly and members of staff even though not extensively.

8.2 Committee Recommendations

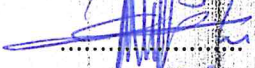



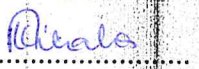
Hon. Speaker,

The committee recommends as follows:

1. **THAT**, the County Assembly Service Board makes necessary plans to curb salary delays for honourable members and members of staff.
2. **THAT**, the County Assembly Service Board should initiate the procurement process for the medical cover in time to avoid experiencing a lapse in the cover for Honourable members and members of staff.
3. **THAT**, the County Assembly Service Board should strive to ensure all members of the County Assembly benefit from the motor vehicle reimbursement owing to the fact that there was sufficient provision during the first supplementary budget towards the same.
4. **THAT**, the Members of County Assembly and the members of staff within the service should be considered for training and capacity building courses to various institutions to sharpen their professional prowess.

ADOPTION SCHEDULE

We the undersigned members of the Labour Relations, Members Service and Facilities Committee append our signatures adopting this report with the contents therein.

No.	Name	Designation	Signature
1.	Hon. Hentry Nyongesa	Chairperson	
2.	Hon. Catherine Kituyi	Vice Chairperson	
3.	Hon. Caleb Wanjala	Member	
4.	Hon. Antony Lusenaka	Member	
5.	Hon. Joan Kirong	Member	
6.	Hon. Milliah Masungu	Member	
7.	Hon. Everton Nganga	Member	
8.	Hon. Charles Nangulu	Member	
9.	Hon. Jerusa Aleu	Member	
10.	Hon. Linda Kharakha	Member	
11.	Hon. Polycarp Kimeta	Member	
12.	Hon. Metrine Wilson	Member	
13.	Hon. Everlyne Anyango	Member	
14.	Hon. Alice Kibaba	Member	
15.	Hon. Brigid Katasi	Member	