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COUNTY GOVERNMENT OF BUNGOMA



COUNTY ASSEMBLY OF BUNGOMA  
OFFICE OF THE CLERK

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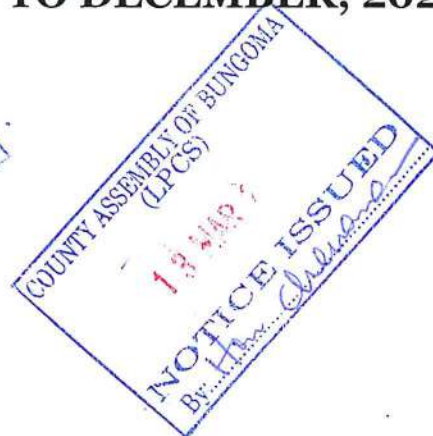
THIRD ASSEMBLY-THIRD SESSION

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LABOUR RELATIONS MEMBER SERVICE  
AND FACILITIES COMMITTEE

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ANNUAL REPORT ON COUNTY PUBLIC 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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## CHAPTER ONE

### 1.0 PREFACE

**Hon. Speaker,**

On behalf of The Labour Relations, Members Service and Facilities Committee 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 Annual Report of the Bungoma County Public Service Board, 2023.

### 1.1 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.*

## **1.2 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. Caleb Wanjala	Member
4. Hon. Anthony 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

## **1.3 Legal Framework.**

### **1.3.1 The Constitution of Kenya, 2010.**

The Constitution provides for the values and principles of public service. Article 232 (1) provides that— The Values and Principles of public service 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.
- (2) The values and principles of public service apply to public service in–
  - a) all State organs in both levels of government; and
  - b) all State corporations.

It is therefore expected that the County Public Service Board should comply with the above stated values and principles of public service in exercising its mandate.

The Constitution, 2010 in Article 235 (1) provides that a county government is responsible, within a framework of uniform norms and standards prescribed by an Act of Parliament, for–

- a) establishing and abolishing offices in its public service;
- b) appointing persons to hold or act in those offices, and confirming appointments; and
- c) Exercising disciplinary control over and removing persons holding or acting in those offices.

### **1.3.2 The County Government Act 2012.**

The County Governments Act pursuant to Article 235(1) part vii on County Public Service establishes the County Public Service Board. Section 59 of the County Governments Act makes provisions of the functions and powers of the County Public Service Board. Section 59 (1) provides that;

The functions of the County Public Service Board shall be, on behalf of the County Government, to–

- 1.4 establish and abolish offices in the county Public service;
- 1.5 appoint persons to hold or act in offices of the county public service including Boards of cities and urban areas within the county and to confirm the appointments
- 1.6 prepare regular reports for submission to the county assembly on execution of functions of the Board;



#### **1.4 Summary**

**Hon. Speaker,**

This report highlights the following aspects:

- a) First, the report is a fulfilment of Articles 10 and 232 of the Constitution of Kenya, 2010. It expounds on the establishment, composition and functions of the CPSB and its secretariat.
- b) Secondly, the report as an 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
- c) Thirdly, the report demonstrates the financial position and analysis of activities facilitated by the Board as at 31<sup>st</sup> December, 2023.
- d) The report presents the achievements and challenges during the period.
- e) Lastly, the report provides the Committee's observations and its recommendations.

#### **1.5 Committal of the CPSB Annual Report**

The 2022-2023 Annual report of the CPSB was tabled in the House on 20<sup>th</sup> February 2024 and as such, it stood committed to the Labour Relations, Members Service and Facilities committee for processing and reporting back. The committee retreated to consider the report from 29<sup>th</sup> March to 1<sup>st</sup> April, 2024 at Aturukan Hotel, Kitale and compiled this report for consideration by this Honourable House.

#### **1.6 Acknowledgement**

**Hon. Speaker,**

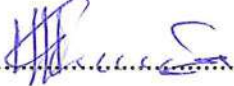
I would wish to take this opportunity to thank your Office and the Office of the Clerk for facilitating the Committee while discharging its mandate.

In addition, I wish to salute the distinguished Honourable 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.

**Hon. Speaker,**

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

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

**Hon. Hentry Nyongesa,**

**MCA Bumula Ward,**

**Chairperson,**

**LABOUR RELATIONS, MEMBERS SERVICE AND FACILITIES COMMITTEE**



## **ABBREVIATIONS AND ACRONYMS**

AILFCD- Agriculture & Irrigation, Livestock & Fisheries & Cooperative Development

CEO - Chief Executive Officer

CPA - Certified Public Accountant

CPSB - County Public Service Board

CS - Certified Secretary

EACC - Ethics and Anti-Corruption Commission

FY - Financial Year

ICPAK- Institute of Certified Public Accountants of Kenya

P&P - Permanent and Pensionable

ToS - Terms of Service

## **CHAPTER TWO**

### **2.0 Committee Analysis of the County Public Service Board Annual Report**

#### **2.1 Establishment, Composition and Functions of the Board**

##### **2.1.1 Establishment**

**Hon. Speaker,**

Each County shall in accordance with Article 235 of the Constitution, have its own public service to be known as County Public Service and shall be headed by the County Secretary. The designation county public officer shall be restricted to an officer appointed by the county Government. The established County Public Service Board in each County shall be a body corporate with perpetual succession and a seal. It will be capable of suing and being sued in its corporate name.

##### **2.1.2 Composition of the County Public Service Board and its Secretariat**

**Hon. Speaker,**

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

The County Public Service Board shall comprise of:

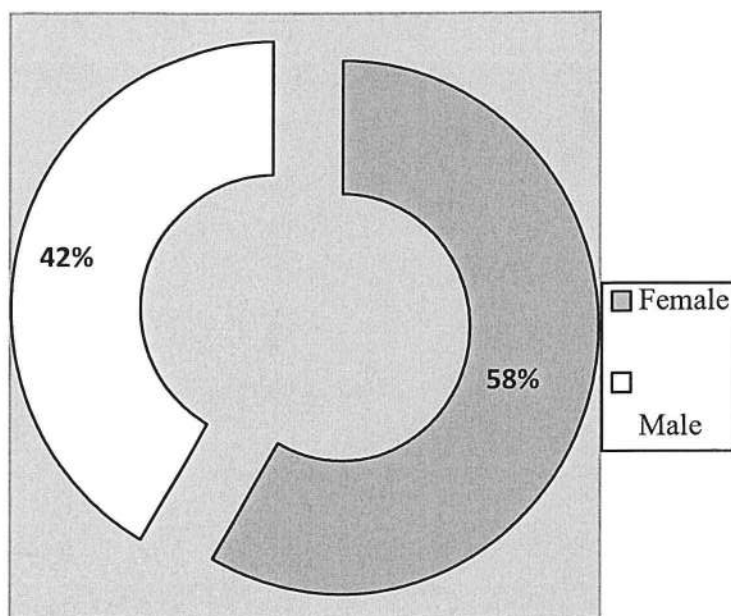
- a) a chairperson nominated and appointed by the county governor with the approval of the county Assembly.
- b) not less than three but not more than five other members nominated and appointed by the county governor, with the approval of the county assembly.
- c) a certified public secretary of good professional standing nominated and appointed by the governor with the approval of the county assembly who shall be the secretary to the board.

The appointment of the members of the County Public Service Board shall be through a competitive process.

The CPSB currently comprises of the Chairperson, five (5) members and the Secretary/Chief Executive Officer (CEO). The Board is supported by the Secretariat in the discharge of its mandate through provision of technical and operational support.

**Table 1.0.2 : Composition of the Secretariat Staff by Gender, Designation and Job Group**

No.	Designation	JG	Male	Female	Total No. of Officers
1.	County Deputy Director Human Resource Management	Q	1	0	1
2.	Assistant Director Accounting Services	P	1	0	1
3.	Senior Human Resource Management Officers	L	0	3	3
4.	Senior Information Communication Technology Officer	L	0	1	1
5.	Senior Supply Chain Management Officer I	L	0	1	1
6.	Senior Accountant	L	1	0	1
7.	Assistant Office Administrator II	J	0	1	1
8.	Chief Driver	H	1	0	1
9.	Clerical Officer I	G	1	0	1
10.	Clerical Officer II	F	0	1	1
<b>Total</b>			<b>5 (42%)</b>	<b>7 (58%)</b>	<b>12</b>



*Figure 1: Distribution of Secretariat Staff by Gender*

### **2.1.3 Functions and powers of the County Public Service Board**

#### **Hon. Speaker,**

The functions of the CPSB are enshrined in Section 59 of the County Government Act 2012 and they include;

- a) Establish and abolish offices in the county public service
- b) Appoint persons to hold or act in offices of the county public service including in the Boards of cities and urban areas within the county and to confirm appointments
- c) Exercise disciplinary control over, and remove, persons holding or acting in those offices
- d) Prepare regular reports for submission to the county assembly on the execution of the functions of the Board
- e) Promote in the county public service the values and principles referred to in Articles 10 and 232
- f) Evaluate and report to the County Assembly on the extent to which the values and principles referred to in Articles 10 and 232 are complied with in the county public service

- g) Facilitate the development of coherent, integrated human resource planning and budgeting for personnel emoluments in counties
- h) Advise the county government on human resource management and development
- i) Advise county government on implementation and monitoring of the national performance management system in counties and
- j) Make recommendations to the Salaries and Remuneration Commission, on behalf of the County Government, on the remuneration, pensions and gratuities for county public service employees.

**In the performance of its functions under subsection (e), the County Public Service Board has powers to—**

- a) Inform and educate county public officers and the public about the values and principles;
- b) Recommend to the County Government effective measures to promote the Values and Principles;
- c) Assist County Government in the formulation and implementation of programs intended to inculcate in public officers the duty to uphold the Values and Principles;
- d) Advise the County Governments on their obligations under international treaties and conventions on good governance in the County Public Service;
- e) Visit any County Public office or body with a view to assessing and inspecting the status of compliance with the Values and Principles;
- f) Investigate, on its own initiative or upon a complaint made by any person or group of persons, the violation of any Values and Principles;
- g) Recommend to the relevant lawful authority, any necessary action in view of the violation of the Values and Principles by any person or public body;
- h) Cooperate with other institutions working in the field of good governance in the Public Service; and
- i) Perform any other functions as the Board considers necessary for the promotion of the Values and Principles.

## **CHAPTER THREE**

### **3.0 Delivery of Programs** **Hon. Speaker,**

This Chapter highlights the various programmes undertaken by the Board during the year under review.

### **3.1 The County Public Service Board**

The Board holds regular meetings to deliberate on various correspondence and human resource matters in the Public Service. The Board's decisions, instructions and guidance are communicated to the respective Authorized Officers for implementation.

### **3.2 Career progression guidelines**

During the year under review, the board used the respective schemes of service for National Government to recruit, promote and re-designate staff.

### **3.3 Appointments, Translation of terms, Renewal of Contracts, Promotion, Re- designation and Absorption.**

**Hon. Speaker,**

The CPSB under Section 59 (1) (b) of the County Government Act 2012 is mandated to appoint persons to hold or act in offices in the County Public Service. In making appointments, the board takes cognizance of the constitutional requirement of merit as a basis of appointments while affording adequate and equal opportunities for men, women and members of all ethnic groups and persons living with disabilities. Further, the board considers suitability, prescribed qualifications and provable experience as provided for in the respective schemes of service.

#### **3.3.1 Appointments** **Hon. Speaker,**

During the year under review, the board managed to competitively appoint two hundred and sixty five (265) officers in various positions in the County Public Service. Among those appointed, one hundred and twenty four (124) were male representing 47% and one hundred and forty two (141) were female representing 53%.

Out of the two hundred and sixty five (265) personnel appointed, five (5) are PLWDs representing 2%

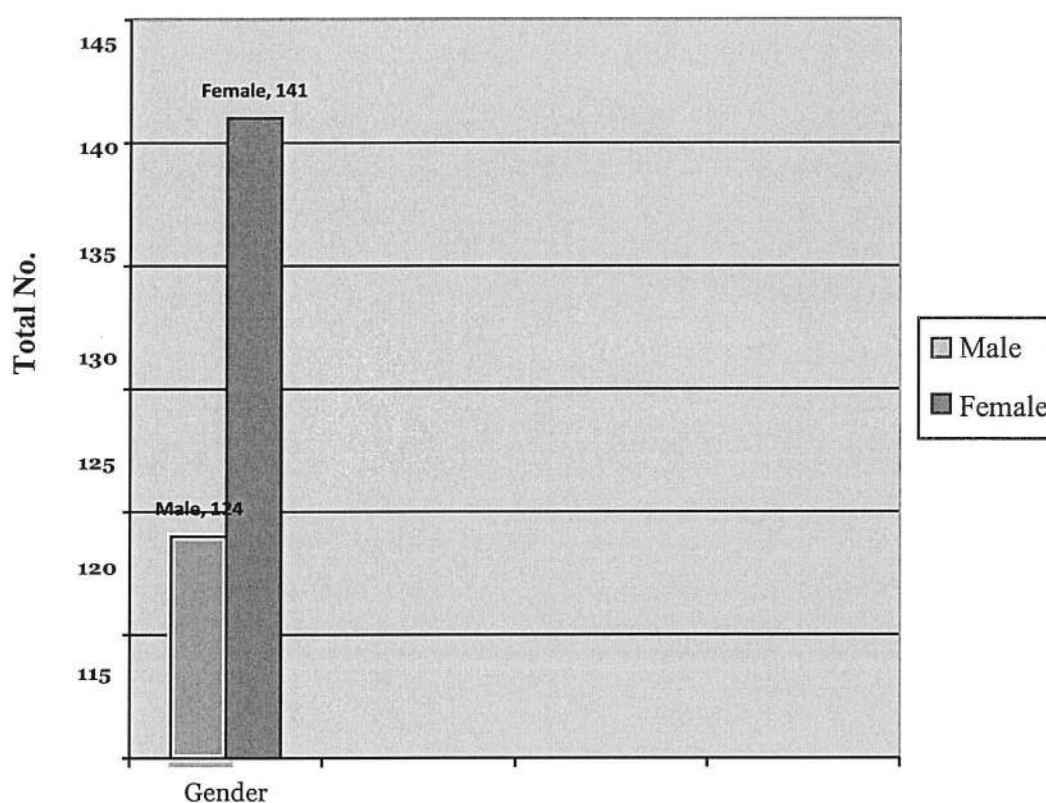
**Table 2.3.1: Summary of personnel appointed**

<b>S/No.</b>	<b>Designation</b>	<b>Total No.</b>	<b>ToS</b>
<b>Health and Sanitation</b>			
1.	Medical Officer JG "M"	20	P&P
2.	Dental Officer JG "M"	2	P&P
3.	Pharmacist JG "M"	5	P&P
4.	Assistant Public Health Officer III, JG "H"	14	P&P
5.	Dental Technologist III, JG "H"	6	P&P
6.	Radiographer III, JG "H"	5	P&P
7.	Pharmaceutical Technologist III, JG "H"	10	P&P
8.	Registered Clinical Officer III, JG "H"	15	P&P
9.	Senior Registered Clinical Officer (Anaesthetist), JG "L"	4	P&P
10.	Nutrition & Dietetics Officer, JG "K"	2	P&P
11.	Registered Nurse III, JG "H"	85	P&P
12.	Senior Registered Nurse (Anaesthetist), JG "L"	2	P&P
13.	Assistant Health Records and Information Mgt Officer III, JG "H"	6	P&P
14.	Medical Laboratory Technologist III, JG "H"	20	P&P
15.	Health Records and Information Management Assistant III, JG "G"	4	P&P
16.	Nutrition & Dietetic Technologist III, JG "H"	5	P&P
17.	Orthopaedic Trauma Technologist III, JG –HII	2	P&P
18.	Assistant Physiotherapist III- JG "H"	4	P&P
19.	Assistant Occupational Therapist III- JG "H"	5	P&P
20.	Health Administrative Officer III- JG "H"	3	P&P
21.	Medical Engineering Technologist III- JG "H"	5	P&P
22.	Community Oral Health Officer III- JG "H"	8	P&P
23.	Orthopaedic Technologist II- JG "H"	3	P&P
<b>Total</b>		<b>235</b>	
<b>Governor's Office</b>			
1.	County Chief Officer Cooperative Development, JG –SI	1	3 Years Contract
2.	County Chief Officer Education, JG –SI	1	3 Years Contract
3.	County Chief Officer Health And Sanitation, JG –SI	1	3 Years Contract
4.	County Chief Officer Public Service Management & Administration, JG –SI	1	3 Years Contract
5.	County Chief Officer Trade, JG –SI	1	3 Years Contract



6.	County Chief Officer Agriculture, JG –SII	1	3 Years Contract
7.	Deputy Director of Administration, JG "Q"	1	Contract-pegged to Governors tenure of Office
8.	Deputy Chief of Staff, JG "R"	1	Contract-pegged to Governors tenure of Office
9.	Director Administration, JG "R"	2	Contract-pegged to Governors tenure of Office
10.	Advisor Public Relations, JG "R"	1	Contract-pegged to Governors tenure of Office
11.	Deputy Director Special Program, JG "Q"	1	Contract-pegged to Governors tenure of Office
12.	Principal Liaison Officer Media Relations, JG "N"	1	Contract-pegged to Governors tenure of Office
13.	Senior Administration Officer, JG "L"	1	Contract-pegged to Governors tenure of Office
14.	Senior Driver, JG "G"	1	Contract-pegged to Governors tenure of Office
15.	Clerical Officer II, JG "F"	1	Contract-pegged to Governors tenure of Office
16.	Senior Support Staff, JG "D"	2	Contract-pegged to Governors tenure of Office
17.	Principal Administration Officer, JG "M"	1	Contract-pegged to Governors tenure of Office
18.	Liaison Officer (between Assembly and Executive), JG "M"	1	Contract-pegged to Governors tenure of Office
19.	Community Civil Educator and Mobilizer, JG –JI	1	Contract-pegged to Governors tenure of Office
20.	Liaison Officer (between Assembly and Executive), JG "L"	1	Contract-pegged to Governors tenure of Office
Total		22	
<b>S/No.</b>	<b>Designation</b>	<b>Total No.</b>	<b>ToS</b>
<b>CS Office</b>			

21.	County Director Human Resource Management & Development, JG – RII	1	5 years contract
22.	County Deputy Director Human Resource Management, JG – QII	1	5 years contract
23.	County Deputy Director Human Resource Management, JG – QII	1	5 years contract
24.	Principal Programmes Officer, JG – NII	1	P&P
Total		5	
<b>Lands, Urban, Physical Planning and Housing</b>			
25.	Municipality Board Member, Bungoma Municipality	1	5 Years Contract Part Time Basis



**Table 2.3.1.2 Vacancies as advertised and current status**

S/No.	Designations	Vacancy (ies)	Current Status
Department of Environment, Tourism, Climate Change, Water and Natural Resources			
1.	V.NO.24/2023 ENVIRONMENT MANAGEMENT OFFICER II, JG –KII	4	Short listing done by the CPSB, Interviews scheduled on 19th to 21st December, 2023
2.	V.NO.25/2023 CLIMATE CHANGE OFFICERS JG –KII	4	
3.	V.NO.26/2023 INSPECTOR (WATER& SEWERAGE), JG –HII	15	
Department of Education and Vocational Training			
1.	V.NO 27/2023 ECDE TEACHERS (DIPLOMA), JOB GROUP –HII	90	Receiving of applications closed on 16th November, 2023, Waiting for onward processing.
2.	V.NO 28/2023 ECDE TEACHERS (CERTIFICATE) JOB GROUP –GII	110	
Governor's Office			
1.	V/NO. 29/2023: COUNTY CHIEF OFFICER, JOB GROUP –SII	6	Receiving of applications ongoing
2.	V/NO. 30/2023: COUNTY SOLICITOR, JG –SII	1	
Department of Finance and Economic Planning			
1.	V/NO. 31/2023: CHAIRPERSON OF THE COUNTY INTERNAL AUDIT	1	Receiving of applications ongoing

	COMMITTEE		
2.	V/NO. 32/2023: MEMBER OF THE COUNTY INTERNAL AUDIT COMMITTEE	3	

### 3.3.2 Translation of terms from contract to P&P

**Hon. Speaker,**

A total of two hundred and twenty two (222) personnel from the Department of Health and Sanitation and Department of Finance and economic Planning had their terms of service translated. Out of the two hundred and twenty two (222), One hundred and eleven (111) were male representing 50% and One hundred and eleven (111) were female representing 50%.

Two (2) officers among the two hundred and twenty two (222) officers were given contract terms of service according to their age while the remaining two hundred and twenty (220) were given Permanent and Pensionable terms of service.

**Table 2.3.2: Analysis of personnel whose terms of service were translated.**

No.	Designation	Total No.
<b>DEPARTMENT OF HEALTH AND SANITATION</b>		
1.	Mortuary Attendant [3], JG "D"	2
2.	Chief Driver, JG "H"	15
3.	Medical Lab Technologist[3], JG "H"	17
4.	Medical officer, JG "M"	7
5.	Medical Specialist[1], JG "Q"	1
6.	Physiotherapist[3], JG "H"	3
7.	Radiographer[3], JG "H"	2
8.	Registered Clinical Officer [3], JG "H"	33

9.	Enrolled Nurse[3], JG "G"	1
10.	Registered Nurse[3], JG "H"	98
<b>Total</b>		<b>179</b>
<b>DEPARTMENT OF FINANCE &amp; ECONOMIC PLANNING</b>		
1.	Accountant I, JG – K	2
2.	Accountant II JG – J	2
3.	Administration Officer II JG – J	16
4.	Administration officer III JG – H	13
5.	Clerical Officer II, JG – F	5
6.	Economist II JG – K	2
7.	Finance Officer III, JG – J	1
8.	SCM Officer II, JG – J	1
9.	Senior Support Staff, JG – D	1
<b>Total</b>		<b>43</b>

### 2.3.1.2 Appointments yet to be processed

Various vacancies from different departments have been advertised by the CPSB and the process of recruitment is ongoing.

**Table 2.3.3 : Summary distribution of personnel whose contract was renewed per cadre;**

No.	Cadre/JG	Total
1.	Community Health Extension Worker, JG –G	52
2.	Registered Clinical Officer [3], JG –H	23
3.	Community Oral Health Officer [3], JG –H	3
4.	Assistant Health Records & Information Management Officer [3], JG –H	15
5.	Medical Lab Technologist[3], JG –H	17
6.	Enrolled Nurse[3], JG –G	27
7.	Registered Nurse[3], JG –H	67
8.	Nutrition & Dietetics Technologist III, JG –H	4
9.	Nutrition & Dietetics Technician, JG –G	1
10.	Occupational Therapist III, JG –H	1
11.	Orthopaedic Trauma Technician, JG –G	2
12.	Pharmaceutical Technologist[3], JG –H	12
13.	Assistant Public Health Officer III, JG –H	13
14.	Assistant Physiotherapist III, JG –H	3
15.	Radiographer[3], JG –H	7
<b>Total</b>		<b>247</b>

### 3.3.3 Promotions

A total of two hundred and thirty two (232) serving officers were promoted to various grades in the County Public service during the year under review.

**Table 2.3.4: Distribution of Promotions by Departments**

S/No.	Department(s)	Total No.
1.	Health	231
2.	Lands, Urban, Physical Planning and Housing	1
<b>Total</b>		<b>232</b>

### 3.3.4 Re-designations

A total of one hundred and one (101) serving officers were re-designated to various grades in the County Public service.

**Table 2.3.5: Distribution of Re-designations by Departments**

S/No.	Department (s)	Total No.
1.	Health	88
2.	Lands, Urban, Physical Planning and Housing	1
3.	CPSB	1
<b>Total</b>		<b>90</b>



#### **3.3.4.1 Promotions and re-designations yet to be processed**

The County Public Service Board received requests for promotions and re- designations of officers from the following departments; Agriculture & Irrigation, Livestock and Fisheries and Cooperative Development, Finance and Economic Planning, County Secretary's Office, Roads, Infrastructure and Public Works, Education and Vocational Training, Trade, Energy and Industrialization and Water and Natural Resources. The Board is still waiting for confirmation of funds for promotion for the respective departments from the County Executive Committee Member (CECM) Finance for onward processing.

#### **3.3.5 Absorption of staff**

The County Public Service Board absorbed ten (10) devolved Library Officers and one Accountant from the National Government into the County establishment. Among those absorbed nine (9) were male representing 82% and two (2) were female representing 18%.

#### **3.3.6 Exit of Officers from Service**

Grounds for exit of Public Officers from service include; resignation, mandatory retirement age, Early retirement under 50 year rule, end of contract, dismissal, death, transfer of service among others.

During the year, a total of one hundred and thirty five (135) officers exited the County Public Service. Out of these, sixty seven (67) were male representing 49.7% while sixty eight (68) were female representing 50.3%.

**Table 3.3: Distribution of exits by Nature of Exits**

<b>S/No.</b>	<b>Nature of Exit</b>	<b>Total No.</b>
1.	Mandatory Retirement	92
2.	Death	23
3.	End of Contract	5
4.	Early retirement under 50 year rule	2
5.	Dismissal	6
6.	Transfer of service	7
<b>Total</b>		<b>135</b>

### 3.4 Promotion of Values and Principles

In compliance with the provisions of The Public Officer Ethics Act 2003, County employees are in the process of declaring their income, Assets and liabilities for the period 2022/2023. The declaration is also in fulfillment of Section 59 (1) c, e, f, and i and the whole of 59 (4) of the County Government Act, 2012. The declaration process is still ongoing.

**Table 3.4: Summary of the total Number of public officers on the payroll as at 31st October, 2023**

Item	Total
No. of public officers on the payroll as at 31st October.	6,212

### 3.5 Sensitization of the County Staff on Code of conduct and ethics

The Constitution of Kenya, 2010 establishes the County Government for each county and sets out their functions in part two of the Fourth Schedule. The County Governments Act, 2012 establishes a public service in the county to enable and ensure expedient discharge of county government functions to the people. Further, the Act establishes the County Public Service Board (CPSB) which is the body empowered to recruit and employ people within the county public service. Specifically, the County Governments Act, 2012 states that: *The County Public Service Board shall regulate the engagement of persons on permanent and pensionable terms, contract, volunteer and casual workers, staff of joint ventures and attachment of interns in its public bodies and offices.*

Subsequently, the County Government of Bungoma through the Bungoma County Public Service Board is committed to ensuring transparency, merit, diversity and equality among others while engaging persons. Further, the County government will strive to provide its employees with a working environment that is fair, consistent, caring and supportive of professional and individual growth.

It is against this backdrop, that the CPSB in consultation with EACC developed the Code of Conduct and Ethics (COCE) pursuant to the provisions of the Leadership and Integrity Act (LIA) 2012, further to the provisions of the Public Officer Ethics Act (POEA) 2003. The Code is to be observed by and binding upon Public Officers in the County Executive and Public Service. The Code is intended to establish standards of integrity and ethical conduct in the leadership and management of public affairs of the County Executive and Public

## CHAPTER FOUR

### 4.0 Financial Report

**Hon. Speaker,**

This chapter deals with historical financial resource allocation to the County Public Service Board since inception in the year 2013, programmes/activities implemented during the year under review, projected expectations with regard to financial requirements and recommendations by the Board.

### 4.1 Budget Historical Analysis of funds allocation to the County Public Service Board since 2013.

Financial year	Recurrent Allocation	Development Allocation	Total
2013/2014	70,000,000	-	70,000,000
2014/2015	56,043,678	10,500,000	66,543,678
2015/2016	38,484,295		38,484,295
2016/2017	49,603,947		49,603,947
2017/2018	60,450,350		60,450,350
2018/2019	51,058,618		51,058,618
2019/2020	45,871,151		45,871,151
2020/2021	47,102,840		47,102,840
2021/2022	33,714,920		33,714,920
2022/2023	60,539,321	10,000,000	70,539,321
2023/2024	44,641,488	30,000,000	74,641,488

## **4.2 Budget outlook for financial year 2023/2024**

**Hon. Speaker,**

The Board was allocated a total budget of Kshs. 74,641,488 distributed as; Kshs. 44,641,488 and Kshs. 30,000,000 to recurrent and development votes respectively. This is equivalent to 44% decrease from the initial financial requirement for the year. This however is equivalent to 6% increase from last financial year's approved budget.

The Board in the year under review has committed to undertake four major programmes:

- i. General Administration Planning and support Services
- ii. Human Resource Management and Development
- iii. Governance and National Values
- iv. Construction of office Administration block

As at 31st December, 2022, the Board had utilized a total of Kshs.12,472,601 equivalent to 28% of the recurrent budget and 0% development budget FY 2023/2024. The analysis below is the description of the activities undertaken by the Board during the first half of the financial year up to 31st December, 2023.

<b>No</b>	<b>Activity</b>	<b>Total (Kshs)</b>
1.	Facilitated recruitment in the County Department of water, environment and climate change	1,574,500
2.	Facilitated verifications, review and report writing on County casualties	931,000
3.	Facilitated members attend Annual Convention at Prideinn Paradise hotel Mombasa	1,174,745
4.	Payment of staff salaries for the period upto December 2023	4,775,756
5.	Facilitated administration of biannual wealth declaration exercise in the County Public Services	402,500

6.	Facilitated one officer to attend procurement training in Mombasa as organized by KISM held in Mombasa	134,500
7.	Office operation and administration costs	1,652,000
8.	Facilitated promotions and re-designations in the County Departments of Health and Lands	1,466,200
9.	Facilitated one HRM Officer attend Human Resource Training organized by IHRM in Nakuru	173,400
10.	Facilitated one officers attend the 40 <sup>th</sup> ICPAK Annual seminar in Mombasa	188,000
<b>Total</b>		<b>12,472,601</b>

### **4.3 Status of Office Block Construction**

**Hon. Speaker,**

The Board in the current financial year 2023/2024 was allocated Kshs. 30,000,000 towards construction of administration block, this is against contract sum of Kshs. 52,497,282.94. All procurement processes were done to the conclusion within the period and contract awarded to M/S Gaspas Engineering Works.

The County Department of Lands, Urban and Physical Planning appropriated three sites as proposals for construction of offices. However, all the sites were considered unsuitable thus delay in commencement of construction works. Further consultations led to identification of a new site behind Teachers' SACCO opposite County Assembly offices.

### **4.4 Pending Bills**

**Hon. Speaker,**

Kshs. 7,559,830 was outstanding payments due to the suppliers as at 31st December, 2023. These pending bills were brought forward from the last financial year 2022/2023. Subsequently, this has been factored in the first supplementary budget for financial year 2023/2024 for consideration and allocation to enable payments the suppliers.

## **CHAPTER FIVE**

### **5.0 ACHIEVEMENTS AND CHALLENGES**

#### **5.1 Achievements**

**Hon. Speaker,**

During the period under review the Board boasts of the following accomplishments:

1. Appointed two hundred and sixty five (265) personnel in the departments of Health and Sanitation, Lands, Urban Physical Planning & Housing, Governor's Office and County Secretary's Office.
2. Translated terms of service for two hundred and twenty two (222) personnel in the Department of Health and Sanitation and Finance and Economic Planning.
3. Renewed Contract for two hundred and forty seven (247) Universal Health Coverage (UHC) Staff.
4. Promoted two hundred and thirty two (232) staff from the Department of Health and Sanitation, Lands, Urban Physical Planning & Housing.
5. Re-designated ninety (90) Staff from the Department of Health and Sanitation, Lands, Urban Physical Planning and Housing, and CPSB.
6. Absorbed eleven (11) staff from the Department of Finance and Economic Planning and Gender, Culture, Youth and Sports.
7. Sensitized seven hundred (700) County employees on Code of conduct and ethics.

#### **5.2 Challenges**

**Hon. Speaker,**

The CPSB encountered the following challenges:

1. Delay in disbursement of funds by the National Government. This affected the smooth operation of the board since there was no money to facilitate the Board's activities.
2. Insufficient funding due to reduction of the budget hence unable to fully facilitate board's programmes as expected, i.e. carrying out of sensitization exercise on values and principles.
3. Delay by some departments to make timely payments to media companies concerning adverts made on their behalf by the County Public Service Board.
4. Lack of office space.

## **CHAPTER SIX**

### **6.0 COMMITTEE GENERAL OBSERVATIONS, RECOMMENDATIONS AND CONCLUSION**

#### **6.1 Committee Observations**

**Hon. Speaker,**

From the report, the Committee made the following observations:

1. The Board saw recruitment of a new member of the County Public Service Board during the year under review.
2. There were delays by some departments to make payments to media companies in relation to adverts made on their behalf by the County Public Service Board.
3. There were delays in allocation of land for the construction of the CPSB Administration Block as a result of accessibility and space in the previously allotted pieces of land.
4. The County Public Service Board has kick-started the construction of its Administration Block behind Teachers' SACCO officers.
5. As at 31<sup>st</sup> December 2023, the CPSB had an accumulated Kshs. 7,559,830 as payments due the suppliers (pending bills)
6. There were delays in recruitment in the department of Tourism, Environment Water and Natural Resources and Department of Education, Vocational and Training Centres.
7. There is no consistency in the programs by the CPSB as a result, inconsistency in allocation towards the same.



## **6.2 Committee Recommendations**

**Hon. Speaker,**

The committee recommends as follows:

1. **THAT**, the set Laws governing establishment of CPSB be adhered to and separation of powers among government bodies be observed.
2. **THAT**, proper mechanisms to be put in place to reduce bureaucracy both in procurement and financial processes.
3. **THAT**, The funding towards the CPSB should be increased to facilitate efficient operations for the establishment.
4. **THAT**, the CPSB needs to develop and enforce policies on employment to enhance operations of the Board.
5. **THAT**, the Board should be consistent with its programs in order to avoid inconsistencies in budgetary allocation as observed throughout the years.

## 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	