

COUNTY GOVERNMENT OF BUNGOMA



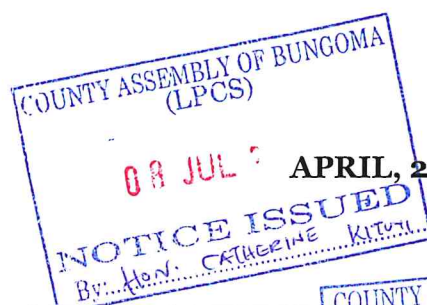
COUNTY ASSEMBLY OF BUNGOMA
OFFICE OF THE CLERK

THIRD ASSEMBLY
FOURTH SESSION

LABOUR RELATIONS MEMBER SERVICE
AND FACILITIES COMMITTEE

REPORT ON COUNTY ASSEMBLY SERVICE BOARD
FOR THE YEAR 2024.

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



Contents

EXECUTIVE SUMMARY	4
CHAPTER ONE	6
1.0 INTRODUCTION.....	6
1.1 Legal framework.....	6
1.2 Committee Mandate	7
1.3 Committee Membership.....	8
1.4 Acknowledgement	9
CHAPTER TWO	10
2.0 ESTABLISHMENT, COMPOSITION AND FUNCTIONS OF THE BOARD.....	10
2.1 Establishment	10
2.1.1 Composition of the County Assembly Service Board and its Secretariat	10
2.1.2 Functions and Powers of the Board.....	11
CHAPTER THREE.....	13
3.0 DELIVERY OF THE SERVICE BOARD'S MANDATE.....	13
3.1 The Board Committees	13
3.2 Organizational structure and staff establishment of the Board.....	14
3.2.1 Organizational structure	14
3.2.2 County Assembly staff establishment.....	15
3.2.3 Audit committee	15
3.3 Recruitment, Staff exits, Promotions and Re- designations, Attachments and Discipline	16
3.3.1 Staff exits	16
3.3.2 Gap Analysis and Re-designation of Officers	17
3.3.3 Industrial Attachment	17
3.3.4 Quality Management System ISO 9001-2015	18
3.3.5 General and Medical Insurances.....	18
3.4 Litigations.....	19
3.5 The CASA Games.....	21
3.6 Promotion of Values and Principles of Governance.....	22
3.7 The County Assembly Service Charter	23
3.8 Approved Policies.....	23
3.9 Feedback mechanism	24
CHAPTER FOUR.....	25

4.0	INSTITUTIONAL CAPACITY.....	25
4.1	Staff Training and Development.....	25
4.1.1	Collaborations and Partnerships.....	27
4.1.2	Information and Communication Technology.....	28
	CHAPTER FIVE	29
5.0	FINANCIAL REPORT.....	29
5.1	Budget utilization and absorption trends in the financial year 2024/25	29
5.2	Submission of Financial Statements for the period ended 30th June, 2024 to the office of Auditor General.....	30
5.3	Accrual Transition.....	31
	CHAPTER SIX.....	32
6.0	PROMOTION OF THE IDEALS OF PARLIAMENTARY DEMOCRACY & FACILITATION OF THE COUNTY ASSEMBLY BUSINESS.....	32
6.2	Promotion of Transparency in the Conduct of Legislative Business	33
6.2.1	Media Access and Coverage of Proceedings	33
6.2.2	Social Media Presence	33
6.2.3	Weekly Publications.....	33
6.3	Participation in National Events.....	34
6.4	Public Attendance of Plenary and Committee Sitzings	34
6.5	Committee Sitzings, Field visits and Public Outreach.....	34
6.6	Facilitation of County Assembly Business	34
	CHAPTER SEVEN.....	35
7.0	ACHIEVEMENTS AND CHALLENGES	35
7.1	Achievements.....	35
7.2	Challenges	38
	CHAPTER EIGHT.....	39
8.0	COMMITTEE GENERAL OBSERVATIONS, RECOMMENDATIONS	39
8.1	Committee Observations.....	39
8.2	Committee Recommendations.....	40
	ADOPTION SCHEDULE.....	42

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 13th March 2025 during the afternoon sitting, the CASB annual report for the year 2024 was Tabled and committed to the Committee on Labour Relations, Members Service and Facilities for processing and reporting back to the House. The Committee considered the report by the County Assembly Service Board and made recommendations therein for adoption by this 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, 2024.
- d) Achievements and challenges during the period.
- e) Committee observations and probable recommendations.

In the course of preparation of this report, the committee did not solely rely on the written report but held consultations with the County Assembly Service Board to seek clarity on pertinent issues for accurate reporting.

This report details key achievements and valuable lessons learned from the challenges encountered. It also outlines the CASB's strategic plans for furthering the County Assembly's core mandate of Legislation, Representation, and Oversight, ensuring transparency and accountability in its operations.

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 2024 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.

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.

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 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,

As at the time of this report, the following Members constituted the Committee on Labour Relations, Members Service and Facilities:

1. Hon. Hentry Nyongesa	Chairperson
2. Hon. Abraham Obama	Member
3. Hon. Anthony Lusenaka	Member
4. Hon. Joan Kirong	Member
5. Hon. Milliah Masungu	Member
6. Hon. Everton Nganga	Member
7. Hon. Charles Nangulu	Member
8. Hon. Orize Kundu	Member
9. Hon. Jeremiah Kuloba	Member
10. Hon. Polycarp Kimeta	Member
11. Hon. Martin Chemorion	Member
12. Hon. Caleb Wanjala	Member
13. Hon. Busolo Sudi	Member
14. Hon. Brigid Katasi	Member
15. Hon. Idd Owongo	Member

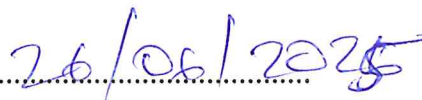
1.4 Acknowledgement

Hon. Speaker,

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 prides 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 2024 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. Jessicah Mayabi Member/Female Gender representing the public
- f) Mr. Charles Wafula Secretary/ Clerk of the County Assembly

The Board is supported by a Secretariat which is 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 THE SERVICE BOARD'S MANDATE

3.1 The Board Committees

Hon. Speaker,

The Board discharges its functions through established Board committees as provided for in Section 13 of the County Assembly Services Act, 2017. The County Assembly Service Board draws a plan of activities to be undertaken during the year, alongside the targets to be achieved. This is set out in the Strategic Plan, Departmental work plans, Management Committees' work plans and the Board's general work plan.

In fulfilling these provisions, the Board has established four (4) Committees, each comprising three (3) Board members and the secretariat. The four (4) committees are:

- 1) Finance Committee whose mandate is to ensure timely preparation and submission of planning documents to relevant offices; timely preparation and submission of Annual and Supplementary Budgets, Financial Statements, Audit responses and Budget implementation review reports among others.
- 2) Human Resource and Administration and ICT Committee whose mandate covers both Human Resource and ICT. This includes but not limited to Remuneration of employees and Members of County Assembly; identification of training needs of employees; increase productivity; career development and capacity building; succession Planning to the organization; ICT infrastructure enhancement and ensuring that an ICT governance charter and policies are established and implemented. The charter and policies outline the decision-making rights and accountability framework for ICT governance enables the desirable culture in the use of ICT within the Assembly.
- 3) Procurement Committee whose core mandate is to ensure compliance to procurement laws and reporting timelines.
- 4) Legal, Audit and Compliance Committee whose primary mandate is to assist the Board supervise the administration on compliance to legal and audit issues affecting the Assembly.

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.

In order to improve the efficiency of the Service and guarantee staff an opportunity for career progression and promotion, the structure during the period under review constituted the following departments and sections among other positions:

1. The Administration and Management (Clerks' Section) which include;

- i) The Clerk of the County Assembly
- ii) The Deputy Clerk – Administrative Services
- iii) The Deputy Clerk – Legislative Services

2. Departments

The County Assembly Service comprises of nine (9) departments as follows;

- i) Legislative, Procedural and Chamber Services Department;
- ii) Committee Services Department;
- iii) Sergeant At –Arms Services;
- iv) Legal Department;
- v) Hansard Department;
- vi) Human Resource and Administration Department;
- vii) Finance and Accounts Department;
- viii) Fiscal Analysis Department (County Assembly Budget Office)
- ix) Internal Audit Department

3. Sections in the Service;

During the period under consideration, the following three (3) sections were part of the County Assembly structure:

- i) Procurement Section;
- ii) Records section
- iii) Research and Library Section and
- iv) ICT and Public and Media relations Section

3.2.2 County Assembly staff establishment

Hon. Speaker,

The establishment of the County Assembly in the year 2024 was at 345

Staff establishment

The establishment of the County Assembly was as follows:

1. Sixty three (63) Members of the County Assembly
2. Two members of the Board (male and female) represent the public
3. One hundred and twenty four (124) members of staff on permanent and pensionable terms
4. Fourteen (14) casual staff
5. Two (2) seconded officers
6. Six (6) partisan staff in the reporting period
7. Ward staff are one hundred and thirty five (135)

3.2.3 Audit committee

Hon. Speaker,

The Public Finance Management Act 2012 and Public Finance Management Regulations 2015, require each entity to establish an Audit Committee whose main function shall be to:

- a) Support the accounting officers with regard to their responsibilities for issues of risk, control and governance and associated assurance; and
- b) Follow up on the implementation of the recommendations of internal and external auditors.

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 County Assembly Service Board.

The Audit Committee's term came to an end in October, 2024 and the Board renewed its term for three years as from 7th January, 2025.

During the year under review, the Committee was able to improve the Assembly's operations on accountability and transparency by recommending control measures in addressing audit gaps, thus supporting the Assembly receive unqualified audit opinions. The Committee further guided the management on governance by recommending development of key policies that have since been put in place

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

3.3.1 Staff exits

Hon. Speaker,

Public servants exit service through-

1. Resignation
2. Termination
3. Expiry of contract
4. Dismissal
5. Death
6. Retirement under the '50 year' rule,
7. Attainment of mandatory retirement age,
8. Medical grounds
9. Abolition or reorganization of office structure

During the period under review, one member of staff did exit through retirement on 20th September, 2024 bringing the total number of permanent and pensionable staff to 123.

3.3.2 Gap Analysis and Re-designation of Officers

Hon. Speaker,

During the period under review, the County Assembly Service Board conducted a Gap Analysis at the County Assembly and recommendations given. During the year, five officers were re-designated to enhance effective service delivery.

3.3.3 Industrial Attachment

Hon. Speaker,

The County Assembly facilitates student attachments by offering opportunities to College and University students in accordance with the County Assembly Attachment Policy, 2020. This is done either upon request from students or learning institutions as part of the academic requirements for their respective programmes.

During the period under review, the Assembly enrolled one hundred and two (102) students on attachment as follows:

Department/Section	Male	Female	Total
ICT	10	5	15
Human Resource	4	7	11
Finance & Accounts	8	8	16
Internal Audit	5	1	6
Works	7	7	14
Committee Services	1	4	5
Procurement	2	5	7
Research & Library	0	0	0
Budget	3	5	8
Legal	1	0	1

Hansard	2	5	7
Public Communications	4	4	8
Records	1	2	3
Clerk's office	0	1	1
Legislative Services	0	0	0
Sergeant-At-Arms	0	0	0
Total	48	54	102

3.3.4 Quality Management System ISO 9001-2015

Hon. Speaker,

The County Assembly of Bungoma initiated Quality Management System (QMS) in alignment with the ISO 9001:2015 standard, demonstrating its commitment to excellence in governance and service delivery. The launch/roll out of Quality Management System took place on 14th October, 2024. As at the close of the period under consideration, the first internal audit had been conducted to assess the extent of QMS implementation. It yielded an average performance rating of 64%. This marked a significant step towards full certification and enhanced operational efficiency.

3.3.5 General and Medical Insurances

Hon. Speaker,

For the period January to June 2024, General Insurance for all assets was provided by Madison general insurance company.

The County Assembly engaged the services of the Kenyan Alliance Insurance Company Limited for the provision of general insurance coverage. The engagement covered the period from 8th July 2024 to date. The purpose was to provide the County Assembly with comprehensive general insurance coverage that is designed to protect the Assembly against a range of risks, including fire and special perils, burglary, public liability, Work

Injury Benefits Act (WIBA) employer liability, group personal accident and political violence and terrorism. The insurance ensures that the County Assembly's assets, personnel, and operations are adequately safeguarded against these potential threats. Motor vehicle general Insurance for the period above was provided by Detrop Insurance Company.

Medical insurance cover is a non-monetary compensation employers provide to their employees above their normal salary, for the purpose of caring for their health and wellbeing. In the quest to prioritize the health of its members and staff, the County Assembly Service Board secured a medical insurance cover with APA Insurance that was operational from 18th October, 2023 to 10th October, 2024 for provision of medical insurance.

After the lapse of APA Insurance in October, 2024, the Board secured a contract with Star Discover Insurance that became operational from October, 2024 to October, 2025 for provision of medical insurance services. The insurer offers the following services; outpatient, inpatient, dental, optical, treatment of pandemics such as Covid-19, provision of vaccines and maternity care. Members of the County Assembly and staff together with their dependents had access to various healthcare facilities and services for treatment and hospitalization.

3.4 Litigations

Hon. Speaker,

Public service allows public servants not satisfied with internal processes to proceed to court of law. During the year 2024, the County Assembly was involved as a party in 12 cases, some of which were concluded in favour of the County Assembly whilst one was determined in favour of the petitioners. Two matters are pending hearing and one matter is pending determination.

No	Case No.	Parties	Court	Advocate	Nature of Claim/Case	Status
1	BUNGOMA ELRC PETITION E011	FRANCIS V TOME V	ELRC	J.O MAKALI & CO.	CLAIM FOR COMPENSATION	Pending Judgment

	OF 2022	COUNTY ASSEMBLY OF BUNGOMA SERVICE BOARD, & 2 OTHERS		ADVOCATES	FOR UNFAIR /WRONGFUL DISMISSAL, PAYMENT OF UNPAID LEAVE AND REINSTATEMEN T	on Appeal
2	ELC PETITION NO. E003 OF 2023	JAMIN SAMMY CHEROP AND 11 OTHERS V COUNTY GOVT OF BUNGOMA, HON JACOB PSERO & 2 OTHERS	ELC	LEGAL COUNSEL	PETITION FOR DECLARATION OF INFRINGEMENT OF RIGHTS, COMPENSATION AND CONSERVATORY ORDERS	MATTER struck out and dismissed in 2024
3	ELRC CASE NO.E.003 OF 2021	MARTIN ADAMS WAMUKOTA V CASB, SPEAKER/CHA IR CASB & CLERK	ELRC	OMUNDI BWONCHIRI & CO	CLAIM FOR UNFAIR/WRONG FUL TERMINATION, COMPENSATION	MATTER pending in court. Ruling on 24 th March, 2025 on application for

						reinstatement of the suit
4	NYAHURURU HIGH COURT PETITION NO. E005 OF 2025	COUNTY ASSEMBLY OF LAIKIPIA V CASA, CAF and COUNTY ASSEMBLY OF BUNGOMA	HIGH COURT	LEGAL COUNSEL	PETITION SEEKING ORDERS TO BAR BUNGOMA FROM HOSTING CASA GAMES AND LAIKIPIA TO HOST INSTEAD	petition dismissed in 2024
5	BGM HIGH COURT PETITION NO 2 OF 2020	HON. FRED MUSEBE & 13 OTHERS V CASB & 15 OTHERS	HIGH COURT	OMUNDI BWONCHIRI & CO	APPLICATION FOR CONTEMPT AGAINST THE CLERK AND THE SPEAKER FOR ALLEGED DEFIANCE OF COURT ORDERS	matter dismissed in 2024

3.5 The CASA Games

Hon. Speaker,

The County Assembly of Bungoma was awarded the rights to host and resolved that the games to be held from 18th to 27th October, 2024 in Bungoma County. The Honorable

Speaker of the County Assembly of Bungoma was the patron of the 2024 CASA Edition. The County Assembly of Bungoma exemplified commendable performance at position one in overall performance. Various teams performed as follows:

	Team	Performance	Award
1	Choir set piece	Position 1	Trophy
2	Cultural dance	Position 1	Trophy
3	Football	Position 1	Trophy
4	Scrabble	Position 3	
5	8 ball Pool	Preliminary stage	
6	Short put	Position 2	Certificate
7	Volley ball men	Position 1	Trophy
8	Volley ball ladies	Position 1	Trophy
9	Netball	Quarter finals	
10	Tug of War	Position 2	Trophy
11	Table Tennis men	Semi finals	
12	Table Tennis women	Semi finals	
13	Darts	Quarter finals	

3.6 Promotion of Values and Principles of Governance

Hon. Speaker,

The National Values and Principles of Governance in Article 10 of the Constitution of Kenya bind State officers, public officers and all persons whenever they apply or interpret the Constitution; enact, apply or interpret any law; or make or implement public policy decisions. Under Article 232 (1), the Values and Principles of Public Service apply to public service in all state organs in both levels of government; and all state corporations.

During the year, the County Assembly undertook the following activities aimed at promotion of Values and Principles in the public service:

- i) Sensitized staff on departmental policies;

- ii) Promoted efficiency, effectiveness and economic use of resources through automation of some service delivery;
- iii) Enhanced service delivery through utilization of mainstream media, social media platforms and publicizing of the service charter;
- iv) Promoted democracy and public participation in Committee activities and House proceedings;
- v) Through stakeholders engagements;
- vi) Adhered to procurement processes;
- vii) Ensured timely Financial reporting;
- viii) Held consultative forums and use of suggestion, whistle blowers' and complaint boxes; complaint, conflict of interest and whistle blowers' registers; and
- ix) Promoted corruption prevention mechanisms through corruption reporting boxes and approval of the Whistle-Blowers' Policy.

3.7 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.

3.8 Approved Policies

Hon. Speaker,

During the year under review, the Board approved the following Policies and Manuals to guide operations in the County Assembly Service;–

- i) The Records Management Policy and Records Management Procedures Manual, 2024
- ii) Budget office Operations and Procedures Manual, 2024
- iii) Legal Department Operating Procedures Manual, 2024
- iv) Accounts Payable Policy, 2024
- v) Corporate Tax Policy, 2024
- vi) Assets and Liability Management Policy, 2024
- vii) Per diem Policy and Procedures Manual, 2024

3.9 Feedback mechanism

Hon. Speaker,

Customer feedback is any information that customers provide to an organization about their experience in Service. It includes their opinions, reactions, preferences, complaints, and insights which help an organization understand its customers' needs. It also helps an organization to identify areas for improvement, understand customer complaints and enhance overall customer satisfaction.

During the period under review, the County Assembly was in receipt of sixteen (16) complaints. By the end of the review period, all the complaints had been resolved.

CHAPTER FOUR

4.0 INSTITUTIONAL CAPACITY

Hon. Speaker,

Human Resource Management is critical in boosting organizational goals. To discharge its mandate effectively, the Service Board strived to ensure that there is adequate staffing, proper management, placement and proper utilization of Human Resource Management.

4.1 Staff Training and Development

Hon. Speaker,

The County Assembly Service Board has been actively dedicated to enhancing the 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:

TYPE OF TRAINING AND INSTITUTION OFFERING TRAINING	NUMBER OF OFFICERS
Strategic Leadership and Development Programme – KSG	5
Senior Management Course –KSG	6
Supervisory Skills –KSG	6
Finance Technical Team Workshop	2
Assurance Workshops for Internal Auditors and Risk Managers	5
Retirement-KSG	4
Public relations/Customer Care-KSG	1
Data Analysis in Skills Development-KSG	1

Digital Transformation-KSG	2
Integrated Payroll and Personnel Management-KSG	4
Government Protocol-KSG	2
Capacity Building in Music-KSG	1
Management Accounting and Strategy-KSG	1
Legislative Practices and Procedures-CPST	8
Trainer of Trainers-CPST	3
E-Records Management-CPST	5
Devolution Law-CPST	2
Table Office Management- CPST	4
Safety and Security Management-CPST	7
Budgeting –CPST	2
IPPD/IFMIS-KESSRA	2
Tax Administration- KESSRA	1
Tax Audit-KESSRA	1
Payment of Tax-KESSRA	2
Records Management Policy-KARMA	3
Digital Record Keeping-KARMA	2
Critical ICT and Network Security-CSK	2
Procedures and Practices Manuals-KIM	1
Sign Language-KISE	1
Secretaries Workshops-KENASA	3
ITAX-KRA	4
Driver Refresher-KIHBIT	3
Financial Reporting-ICPAK	2
Sensitization of the NSSF Act-NSSF& LAPFUND	2
Mediation-East Africa Institute of Mediation	1
Road Safety Training- Committee and Drivers-CASB Customized Trainings	11
Guidance and Counseling-FAM Connect Therapy	8

Centre	
Gender Mainstreaming-National Gender Commission	6
Total	126

Furthermore, Members of the Board attended training by the Institute of Certified Secretaries at Lake Naivasha Resort, Transformative Leadership Course at KSG, Strategic Leadership Development Programme at KSG and training on Quality Management System.

Subsequently, the Service Board was able to capacity build Honorable members of the County Assembly on how to discharge their respective mandates both in Committees and during House proceedings. In this regard, capacity building of nine (9) Committee Chairpersons and one (1) vice chairperson took place during the year.

4.1.1 Collaborations and Partnerships

Hon. Speaker,

During the year under review, the Board sought to collaborate and partner with various stakeholders through holding consultative meetings as highlighted below:

- a) **Kibabii University:** Implementation of the MOU with Kibabii University. During the year under review, induction of team members, training on preparation of grant proposals and identification of funding opportunities and approvals for establishment of e-library resources took place.
- b) **Konza Technopolis Development Authority:** The County Assembly held several meetings with Konza Technopolis Development Authority to explore areas of partnership and corporation. Following the meetings, the Authority donated 100 Virtual desktop Infrastructure to the County Assembly for its Digital Lab as part of the Jitume Program. The Board also signed an MOU with KoDTA for provision of digital solutions for documenting attendance of meetings (Sajili).
- c) **Information Communication Authority (ICTA):** The engagement with ICTA aims to facilitate the hosting of key digital services including the website,

email, digital asset register, e-library, Teammate and network infrastructure. A formal request was submitted and ICTA acknowledged receipt hence providing initial guidance. As at the close of year under review, network infrastructure migration, e-library and Teammate were underway while the website, email, digital asset register were being optimized.

4.1.2 Information and Communication Technology

Mr. Speaker,

The Board undertook various interventions to improve internal business processes and service delivery efficiency through ICT integration through the following activities:

1. Ensured uninterrupted and secure internet connectivity to support seamless organizational operations and ensure improved access to ICT services by MCAs and staff.
2. Ensured support of critical systems to ensure optimal functionality and efficiency in supporting Assembly's core process. The systems included: Electronic Procurement Management Information System (EPMIS) and Human Resource management Information System(HRMIS)
3. Enhanced official e-mail services to improve internal communication and collaboration across the Assembly.
4. Ensured the County Assembly website was regularly updated and managed to provide up-to-date information and resources for both staff and the public.
5. Initiated the process of establishing a digital library to support knowledge management and access to e-resources.
6. Acquired and installed anti-virus software to safeguard critical systems and data against emerging threats.
7. Automation and continuous update of the asset register.

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. 1,071,362,230 in the Financial Year 2023/2024. The amount consisted of Kshs. 40,000,000 allocated for payment of Kenya Revenue Authority dues as per their demand notice issued in the year. Kshs. 1,031,362,230 was allocated as per the County Allocation of Revenue Act, 2023.

In the Financial Year 2024/2025, the County Assembly had a total budget of Kshs. 1,356,950,433 comprising of Kshs. 1,166,950,433 for recurrent programmes and Kshs. 190,000,000 for development programmes.

The initial CARA 2024 allocated the Assembly a total recurrent ceiling of Kshs. 1,166,950,433 compared to Kshs. 1,031,362,230 allocated in the CARA 2023. There was an increase of Kshs. 135,588,203.

5.1 Budget utilization and absorption trends in the financial year 2024/25

Hon. Speaker,

In the half year period of the Financial Year 2024/2025, the Assembly spent a total of Kshs. 412,470,416 out of a total Budget of Kshs. 1,356,950,433. This translates to 30% absorption rate.

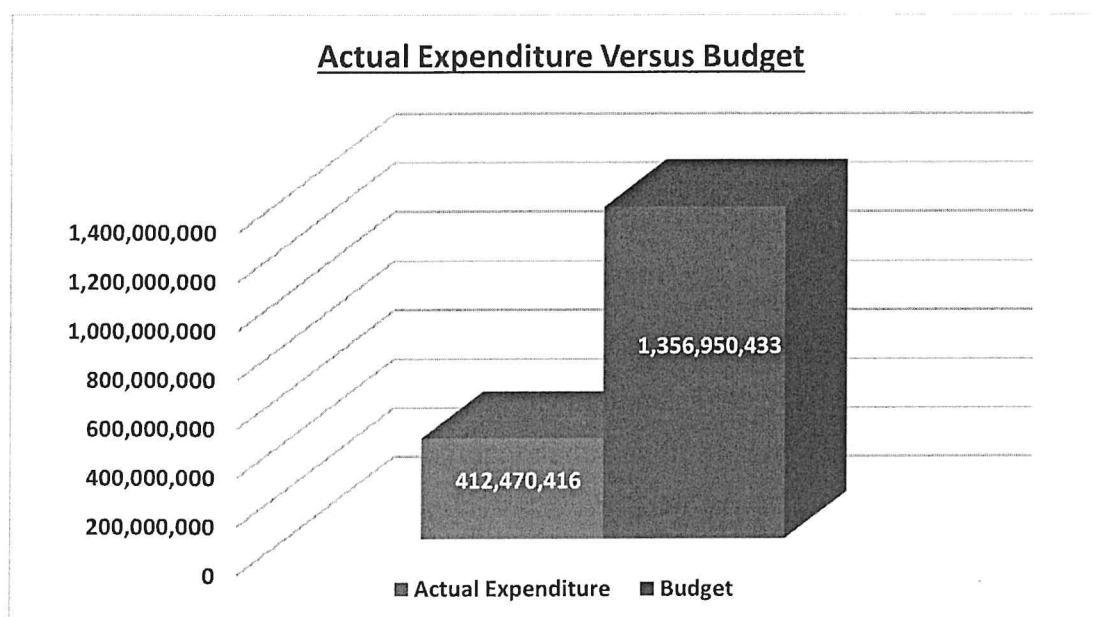


Figure 1: Budget performance

The actual expenditure for the half year period of the Financial Year 2023/24 based on economic classification was; personnel emoluments Kshs. 176,845,185; operations and maintenance Kshs. 176,919,797 and finally an actual expenditure of Kshs. 58,705,434 on development.

5.2 Submission of Financial Statements for the period ended 30th June, 2024 to the office of Auditor General

Hon. Speaker,

The County Assembly Service Board in compliance with Section 149(2) (h) of the Public Finance Management Act, 2012 prepared and submitted its Financial Statements for the said period to the Auditor General on 25th September, 2024 which was within the 30th September deadline as provided for in the Act. However, this deadline has since been revised to 31st August every year, effective submission of Financial Statements for 2024/2025.

All the four Quarterly Financial Statements for the County Assembly and Funds were prepared and submitted to relevant institutions in time throughout the Financial Year.

The Financial Statements were audited and certificates issued by the Office of Auditor

General on 31st December, 2024. The office of Auditor General's opinion on the Assembly's three Financial Statements was as follows:

- a) County Assembly of Bungoma Annual Report and Financial Statements for the Financial year ended 30th June, 2024 got an **Unqualified opinion**
- b) Bungoma County Assembly Employee Car Loan & Mortgage Scheme Fund Financial Statements for the year ended 30th June, 2024 got an **Unqualified opinion**
- c) Bungoma County Assembly Members Car Loan & Mortgage Fund Financial Statements for the year ended 30th June, 2024 got a **Qualified opinion**

5.3 Accrual Transition

Hon. Speaker,

On 7th March 2024, the Cabinet approved the transition from a cash basis of accounting to an accrual basis of accounting, effective from 1st July, 2024. This transition, to be undertaken over a three-year period, would see Financial Statements for the year ending 30th June, 2025 prepared on an IPSAS accrual basis. The phased approach includes the first transitional IPSAS accrual Financial Statements by 30th June 2025, covering all financial assets and liabilities, with the option to include identified non-current assets and inventories. By 30th June 2026, the second transitional Financial Statements will encompass all financial assets, liabilities, and inventories, with the possibility of including non-current assets. The transition will culminate in fully compliant IPSAS accrual Financial Statements by 30th June 2027, including all financial assets, liabilities, and non-financial assets, such as inventories.

CHAPTER SIX

6.0 PROMOTION OF THE IDEALS OF PARLIAMENTARY DEMOCRACY & FACILITATION OF THE COUNTY ASSEMBLY BUSINESS.

Hon. Speaker,

The mandate of the County Assembly Service Board (CASB) is to promote the development of an effective County Assembly and to undertake programs either independently or in collaboration with other relevant organizations aimed at advancing the principles of Parliamentary Democracy.

Parliamentary Democracy, at its core, is founded on democratic governance principles where the people elect the County Government and the Government remains accountable to them. In this regard, the Board played a vital role in fostering the ideals of Parliamentary Democracy by building public trust, enhancing transparency, ensuring open governance at the County level and promoting inclusivity, public participation and the rule of law.

Further, strategic pillar no. 3 of the County Assembly Strategic Plan 2022-2031 on public Trust seeks to actualize Article 196 and 201 of the Constitution on public access and participation in Parliamentary processes and business, including the consideration and approval of Public Finances. The Board has thus been instrumental in providing critical support to ensure that the House continues to build public trust through initiatives such as access to County Assembly proceedings by the public and student visitation programme.

The key activities in this chapter are summarized in three thematic areas as follows:

- 1 Promotion of transparency in the conduct of Legislative business;
- 2 County Assembly outreach; and
- 3 Highlights of business transacted by the County Assembly during the period under review.

6.2 Promotion of Transparency in the Conduct of Legislative Business

Mr. Speaker,

During the period under review, the Board promoted public involvement in Legislation and Oversight by facilitating people centered activities.

6.2.1 Media Access and Coverage of Proceedings

During the period under review, the County Assembly facilitated media coverage of House proceedings, key events and Member s' communications with the public through press statements and interviews. Notable events covered included the vetting of nominees, Budget deliberations, and Policy approvals.

6.2.2 Social Media Presence

The Public Communications and Media Relations Section actively engaged the public by sharing content about the County Assembly activities on social media, primarily through Facebook and X formerly Twitter. Content focused on Legislative activities and Committee work. This ensured public participation and easy access to information for journalists.

During the period under consideration, one hundred and one posts were published on the County Assembly Facebook page, which has six thousand three hundred followers. Each post received between five to twenty five reactions and comments. Regular updates were also published on the County Assembly website to ensure timely dissemination of information.

6.2.3 Weekly Publications

The County Assembly facilitated the publication of Bungoma Legislator, a digital newsletter released weekly to inform Members, staff and the public about the business of the County Assembly. Since its launch, eight editions have been published consistently.

6.3 Participation in National Events

Mr. Speaker,

The County Assembly facilitated the participation of House Leadership in National celebrations and government events. Notable events attended by Members included:

- International Day for Disability Mainstreaming;
- Opening of a Regional Office by the Office of the Registrar of Political Parties;
- Mashujaa Day, Jamhuri Day, Labour Day, and Madaraka Day (held at Masinde Muliro Stadium in Bungoma); and
- County Assemblies Sports Association (CASA) Games hosted by Bungoma County Assembly.

6.4 Public Attendance of Plenary and Committee Sittings

The County Assembly facilitated public participation in House and Committee proceedings, allowing stakeholders to present views on Legislative Proposals and during approval hearings.

6.5 Committee Sittings, Field visits and Public Outreach

To ensure that the County Assembly remained connected and accountable to the people it serves, the Board facilitated the Committees of the Assembly to hold their Sittings within and outside the County Assembly.

6.6 Facilitation of County Assembly Business

The County Assembly Service Board provided the service and facilities necessary for effective and efficient functioning of the County Assembly. This included provision of the necessary Human Resource, ensuring Budgetary provision for the House and provision of the necessary infrastructure.

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 the year under review:

1. Groundbreaking for the Construction of a Modern Debating Chamber

The Hon. Speaker of the National Assembly, Rt. Hon. Dr. Moses Wetang'ula, presided over the groundbreaking ceremony for the construction of an ultra-modern debating Chamber at the County Assembly of Bungoma. The facility, currently under construction, will include offices to enhance Legislative operations.

2. Construction of the Official Residence for the Speaker

The County Assembly Service Board initiated the construction of an official residence for the Hon. Speaker, a project that is currently underway. This initiative aims at providing the Speaker with a dignified and functional official residence.

3. Establishment of the Jitume ICT Lab

Through successful lobbying, the County Assembly secured the establishment of the Jitume ICT Lab within its premises. The Lab was officially opened by the Hon. Speaker of the National Assembly, Rt. Hon. Dr. Moses Wetang'ula. The facility is fully equipped with computers and ICT infrastructure to support digital skills training, innovation and monetization of ICT-related activities.

4. Successful Launch of the Quality Management System (QMS)

The County Assembly successfully launched its Quality Management System (QMS), a significant step towards enhancing efficiency and effectiveness in service delivery. With this milestone, the Assembly is now working towards ISO certification.

5. Winning the Financial Reporting (FiRe) Award

The County Assembly of Bungoma emerged as the winner in the County Executives and County Assemblies category at the prestigious Financial Reporting (FiRe)

Awards, held at Nairobi Safari Park Hotel. The award, recognized as East Africa's top honor in Financial reporting, celebrates institutions that uphold high standards in financial governance, accountability and sustainability.

6. Unqualified Opinion

The County Assembly of Bungoma received unqualified opinion on the Annual Report and Financial Statements for the year ended 30th June, 2024; and on the Employee Car Loan & Mortgage Scheme Fund Financial Statements for the year ended 30th June, 2024.

7. Hosting of Benchmarking and Courtesy Delegations

The County Assembly hosted several high-profile delegations for benchmarking and courtesy visits. Notable guests included:

- The Bamasaba Cultural Leader, Omukuuka Jude Mike Mudoma.
- Registrar of Political Parties, Dr. Anne Nderitu.
- Clerk of Kilifi County Assembly, Mr. Michael Bidii Ngala, and his delegation.
- Representatives from the Commission on Revenue Allocation (CRA).
- A delegation from the Salaries and Remuneration Commission (SRC) led by Commissioner Isaac Melly.

8. Hosting the 5th Edition of CASA Games

The County Assembly successfully hosted the 5th Edition of the County Assemblies Sports Association (CASA) games, bringing together Hon. Members and staff from County Assemblies across the country. The event was widely praised for its excellent organization and impact.

9. Procurement of Medical and General Insurance Cover

The County Assembly successfully procured medical insurance services from Star Discover Insurance Limited, ensuring comprehensive health coverage for Honourable Members and staff during the year.

General insurance was secured to safeguard Assembly assets, personnel and operations, ensuring that all activities are adequately protected against potential risks.

10. Approval of Key Policies

The Service Board approved The Records Management Policy and Records Management Procedures Manual, 2024; Budget office Operations and Procedures Manual, 2024; Legal Department Operating Procedures Manual, 2024; Accounts Payable Policy, 2024; Corporate Tax Policy, 2024; Assets and Liability Management Policy, 2024 and Per diem Policy and Procedures Manual, 2024.

The policies were approved by the Board to streamline operations and enhance service delivery within the County Assembly. These policies aim to improve governance, Financial Management, and Human Resource practices.

11. Training and Capacity Building for Hon. Members and Staff

Nine (9) Committee Chairpersons, One (1) Vice-chairpersons and staff underwent specialized training and capacity-building programs to enhance their skills and competencies. These initiatives are intended to improve Legislative efficiency and overall service delivery.

12. Annual Strategic Legislative Conference

The Board successfully organized an Annual Strategic Legislative Conference, bringing together Hon. Members, County Executive Committee Members, and Chief Officers. The conference provided a platform for dialogue on improving legislative quality and ensuring effective implementation of enacted laws.

13. Annual Staff Conference

The County Assembly also organized an Annual Staff Conference to foster teamwork, rejuvenate staff morale, and develop strategies for enhancing operational efficiency within the service.

14. Resolution of Public Complaints and implementation of Service Charters

The Assembly received a certificate of compliance for the FY 2023/2024 from the Commission on administrative Justice. There was notable improvement in the aggregate score from 68 % for the FY 2022/2023 to 90 % for the FY 2023/2024.

7.2 Challenges

The County Assembly Service Board (CASB) encountered several challenges in executing its mandate during the year under review, including:

1. **Budget Cuts** – The nationwide Gen Z protests led to withdrawal of the Finance Bill, 2024 leading to reductions in allocations to Counties. Subsequently, affecting budget ceilings for County Assemblies.
2. **Inadequate Recurrent Budget Ceiling** – The ceiling recommended by the Commission on Revenue Allocation (CRA) was insufficient to fully support Assembly operations.
3. **Delays in Exchequer Releases** – Late disbursement of funds hindered the timely implementation of Assembly programs. Every time there were delays, there was automatic delay in making payments some of which are mandatory in terms of timelines like Statutory deductions thus leading to penalties and interests imposed by the Statutory bodies.
4. **Slow or total IFMIS system failure**
The IFMIS and E-procurement system was at times slow and or in total failure causing delays in processing of payments in time. The failure of system was caused by the National Treasury during maintenance period.
5. **Change in Payroll system**
The introduction of Human Resource Information System payroll system and abolishment of the Integrated Payroll and Personnel Database posed some challenges in fast tracking payroll processing.
6. **Lack of Financial Autonomy** – The County Assembly relies on the County Treasury for exchequer approvals hence lack direct access to funds from the National Treasury.
7. **Human Resource Constraints** – Budgetary limitations, primarily due to the CRA ceiling, have restricted staffing.
8. **Limited Financial Resources for Training and Capacity Building** - This financial constraint poses a difficulty in sustaining the diverse and impactful training initiatives aimed at fostering a skilled, informed, and adept workforce within the Assembly.

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 adoption of the QMS aligns with the ISO 9001:2015 standards and demonstrates the Assembly's commitment to operational efficiency and excellence in service delivery.
2. The County Assembly has an establishment of 345 persons which includes 14 casual workers.
3. The Assembly's financial autonomy remains a concern due to its reliance on the County Treasury for exchequer approvals and budgetary constraints.
4. The Committee noted ongoing challenges with human resource constraints due to budgetary limitations and the need to prioritize capacity building despite limited financial resources.
5. The Committee noted stakeholder concerns regarding the performance of the newly contracted medical insurance service provider, particularly its limited integration with established healthcare institutions, which affected access to quality medical services.

8.2 Committee Recommendations

Hon. Speaker,

The committee recommends as follows:

1. **THAT**, the County Assembly Service Board should advocate for increased funding from the CRA and the Senate.
2. **THAT**, the County Assembly Service Board should improve budget execution efficiency in the management of the County Assembly budget.
3. **THAT**, the County Assembly Service Board should explore sustainable and compliant employment solutions for casual workers, given the legal limitation that their contracts cannot be renewed more than twice.
4. **THAT**, the County Assembly Service Board should maintain continuous and structured engagement with both the National and County Treasuries to ensure the timely disbursement of funds, thereby facilitating uninterrupted implementation of Assembly programs.
5. **THAT**, the County Assembly Service Board should initiate and advocate for legislative reforms aimed at achieving greater financial autonomy for the County Assembly, in order to enhance operational efficiency and effectiveness.
6. **THAT**, the County Assembly Service Board should formulate and support the adoption of policy frameworks that promote prudent utilization and optimal allocation of resources within the County Assembly.
7. **THAT**, the County Assembly Service Board should ensure there is thorough evaluation on the capacity and network coverage of prospective medical insurance providers during procurement to ensure alignment with the healthcare needs of Members and staff, including access to reputable and accredited medical facilities.
8. **THAT**, the County Assembly Service Board should institutionalize and prioritize continuous capacity building programs for both Honourable Members and staff, to strengthen institutional performance and service delivery across all departments.

9. **THAT**, the Board should expand Strategic Partnerships Beyond ICT and explore collaborations with local civil society organizations, legal aid institutions, and research bodies for broader knowledge sharing and innovation.
10. **THAT**, the County Assembly Service Board should fast-track Full Digitization of Assembly functions and prioritize integration of ICT tools such as e-library, asset register, and digital attendance systems into day-to-day operations with proper monitoring indicators.
11. **THAT**, the committee recommends for the approval of Bungoma County Assembly Service Board Annual report 2024.

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.

- | | |
|---------------------------|-------------|
| 1. Hon. Hentry Nyongesa | Chairperson |
| 2. Hon. Anthony Lusenaka | Member |
| 3. Hon. Busolo Sudi | Member |
| 4. Hon. Joan Kirong | Member |
| 5. Hon. Milliah Masungu | Member |
| 6. Hon. Everton Nganga | Member |
| 7. Hon. Charles Nangulu | Member |
| 8. Hon. Orize Kundu | Member |
| 9. Hon. Jeremiah Kuloba | Member |
| 10. Hon. Polycarp Kimeta | Member |
| 11. Hon. Abraham Obama | Member |
| 12. Hon. Martin Chemorion | Member |
| 13. Hon. Caleb Wanjala | Member |
| 14. Hon. Brigid Katasi | Member |
| 15. Hon. Idd Owongo | Member |

.....

