



THE BUNGOMA LEGISLATOR

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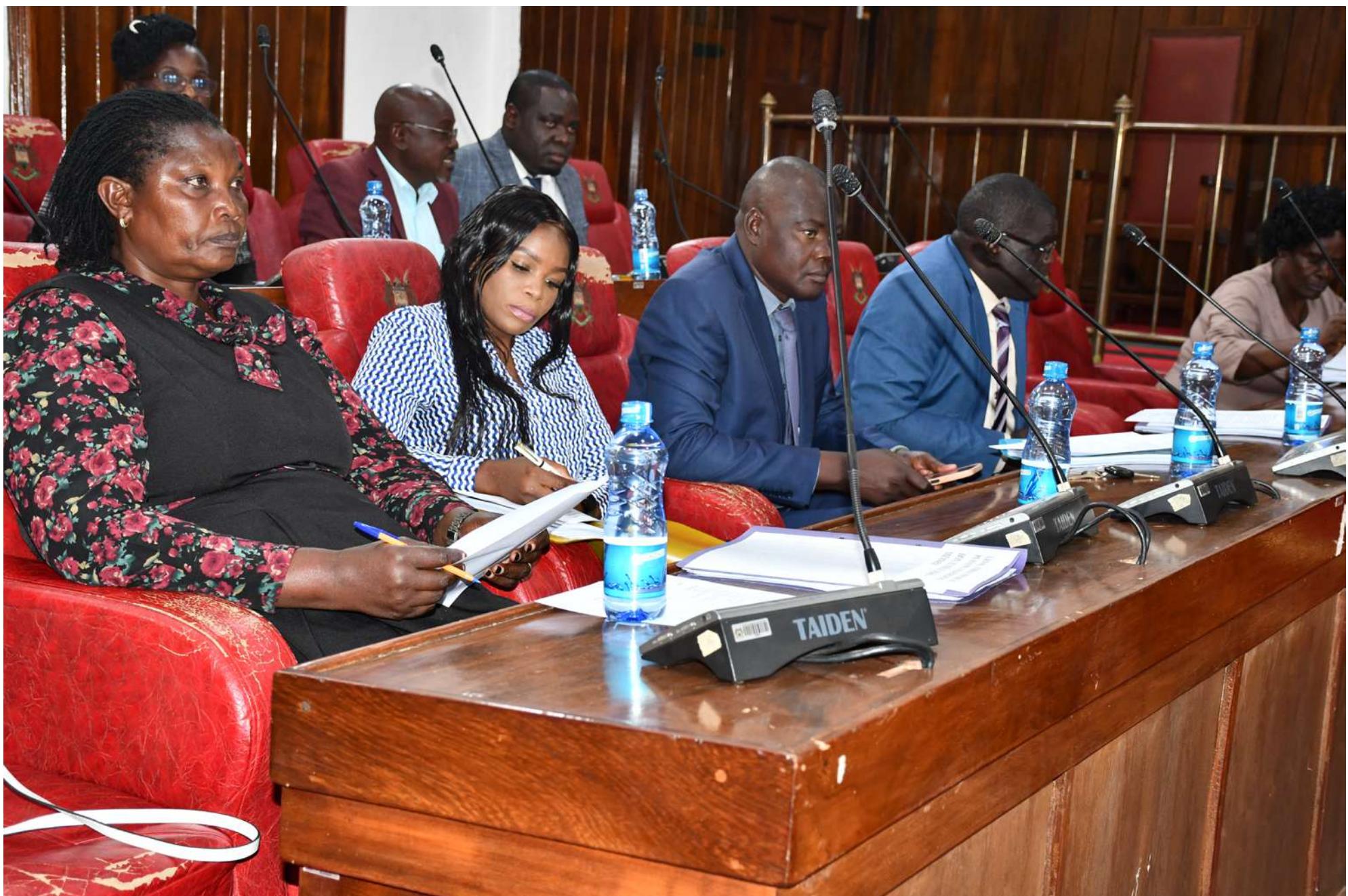


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Bungoma County Assembly resumes sittings after recess

By County Assembly Communications Team



The County Assembly of Bungoma has reconvened after a month-long recess, during which Honorable Members engaged closely with their constituents. The break provided a crucial opportunity for the members to address local concerns and gather feedback from the community.

On Wednesday 28th August, 2024 the House Business Committee convened to outline the agenda for the upcoming sessions, set to begin on Tuesday at 2:30 PM. According to the

Speaker, the Assembly will prioritize the review and processing of audit reports prepared by the County Assembly Public Accounts Committee (PAC). These reports are especially timely as they will be under scrutiny during the Senate's "Senate Mashinani" sessions in Busia County.

In addition to audit reports, the Assembly will focus on advancing several key pieces of legislation currently pending before various committees. Quarterly Sectoral Reports, along with Policies and Regulations from the Executive, are

also on the docket for prompt attention. With a packed schedule ahead, the Assembly plans to hold extended sittings until December, when members will break for the long Christmas recess.

This upcoming session promises to be a significant period of legislative activity, with the Assembly determined to make substantial progress on its legislative and oversight mandates.

A section of MCAs during a Sitting of the House

County Assembly staff sensitized on Quality Management System

By County Assembly Communications Team

BUNGOMA—Staff members of the County Assembly of Bungoma have participated in a sensitization and awareness session on the Quality Management System (QMS) as part of the Assembly's efforts to achieve ISO certification by the end of this year.

The session was conducted by a consultant guiding the QMS implementation process.

During the session, staff were introduced to key components of QMS, including the Plan-Do-Check-Act (PDCA) cycle, which is essential for maintaining

and improving processes. The initiative, led by the Clerk of the County Assembly, Mr. Charles Wafula, aims to standardize operations and enhance the quality of service delivery across the Assembly.

The consultant highlighted the benefits of QMS, emphasizing that it

will drive efficiency, minimize errors, and improve customer satisfaction. The awareness session underscored the important role that all staff members will play in the successful rollout of the QMS, while also acknowledging the contributions of other stakeholders in this endeavor.



Mr Martin Wekesa facilitating a QMS sensitization workshop to County Assembly staff



Staff attending the sensitization workshop on QMS

CASA team in Bungoma to assess preparedness ahead of games

By County Assembly Communications Team

The County Assemblies Sports Association (CASA) National Executive Council County as the host for the 5th edition of the CASA games. is in Bungoma County, evaluating the County's preparedness and available facilities in anticipation of hosting the upcoming CASA sports bonanza.

Led by National Chairman Hon. Peter Imwatok, the team conducted thorough inspections of the county's sports fields, hotels, and other essential infrastructure. This assessment is a critical step before the council recommends Bungo-

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The CASA games are a significant event that gathers Members of County Assemblies (MCAs) and staff from all 47 county assemblies across Kenya.

During a visit to the Bungoma County Assembly, the CASA team announced plans to assess Laikipia County as well before making a final decision on the host location. The decision is expected soon to allow sufficient time for the necessary preparations.

Deputy Speaker Hon. Stephen

Wamalwa and Clerk Mr. Charles Wafula, who led the Bungoma County Assembly team, emphasized the importance of early communication regarding the host county. Mr. Wafula noted that hosting the games involves considerable logistical planning, underscoring the need for timely decisions.

The CASA team expressed satisfaction with Bungoma's facilities and infrastructure. MCAs present, including Tonny Barasa and Jack Kawa, reiterated Bungoma County's readiness to host the games.

Other notable attendees included National Secretary General Hon. Bernard Omboko, National Organizing Secretary Hon. John Kamande, National Deputy Organizing Secretary Hon. Jack Kawa, Western Cluster Coordinator Hon. Zakayo Manyasa, and NEC Chairperson Technical Mr. Simon Saiko. The CASA NEC Secretariat also attended.



CASA officials during a leaders meeting attended by the deputy Speaker Hon. Stephen .

Bungoma County Assembly enhances Staff knowledge of key operational finance policies

By County Assembly Communication Team



Staff during public participation on finance policies

County Assembly of Bungoma on 23rd of August, 2024 took a significant stride towards strengthening its operational framework by sensitizing members of staff on four fundamental policies namely: Accounts Payable Policy, Assets and Liabilities Management Policy, Corporate Tax Policy, and Per Diem Policy.

The comprehensive session sought to equip the staff with financial skills and ensure they are well-versed in the critical areas to enhance transparency, accountability, and efficiency in their daily operations.

1. Accounts Payable Policy

The Accounts Payable Policy is integral to maintaining financial integrity within the County Assembly. The facilitator delved into the following aspects:

- Timely Processing: Staff were educated on the importance of processing payments within

stipulated timeframes to avoid late fees and maintain positive relationships with vendors.

- Invoice Verification: The procedure for thoroughly verifying invoices before approval was discussed to ensure that only legitimate and authorized expenditures are processed.
- Record Management: Emphasis was placed on maintaining accurate records and documentation to support financial audits and reviews, thereby ensuring accountability.

This segment aimed to streamline payment processes and reduce financial discrepancies ultimately enhancing the County Assembly's operational efficiency.

2. Assets and Liabilities Management Policy

Effective management of assets and liabilities is crucial for the County Assembly's financial health. The workshop covered:

- Asset Tracking and Documentation: Attendees learned methods

for tracking and documenting assets accurately to prevent loss and mismanagement.

- Liability Oversight: Guidelines were provided on managing liabilities to ensure the Assembly's financial obligations are met without jeopardizing its operational stability.
- Depreciation and Valuation: The importance of proper asset valuation and accounting for depreciation was highlighted to reflect the true financial state of the Assembly.

The objective was to equip staff with the knowledge to manage resources prudently and maintain a solid financial footing.

3. Corporate Tax Policy

Navigating tax obligations is essential for legal compliance and financial planning. Key points discussed included:

- Compliance and Reporting: The workshop stressed the need for adherence to tax laws and timely filing of tax returns to avoid legal

repercussions.

• Strategic Tax Planning: Effective strategies for minimizing tax liabilities were shared to help the Assembly make informed financial decisions.

• Documentation Practices: Proper documentation for tax purposes was emphasized to support accurate and transparent reporting.

This training aimed to ensure that staff understand their tax responsibilities and manage tax-related matters efficiently.

4. Per Diem Policy

The Per Diem Policy governs how expenses incurred during official duties are reimbursed. The workshop addressed:

- Eligibility and Reimbursement Process: Clear guidelines were provided on what constitutes eligible expenses and the process for claiming per diem allowances.
- Reimbursement Limits and Rates: Participants were informed about the established limits and

rates for per diem allowances to ensure fairness and consistency.

- Required Documentation: The importance of submitting accurate documentation for reimbursement claims was discussed to ensure compliance with policy requirements.

The goal was to streamline the reimbursement process and ensure equitable treatment of staff members.

The workshop was designed to be interactive, allowing staff members to engage with the content, ask questions, and clarify doubts. This participatory approach ensured that attendees not only understood the policies but also felt confident in applying them to their roles.

Today's sensitization session at Paskari Nabwana Hall represents a critical investment in the County Assembly's commitment to operationalize excellence and good governance. By ensuring that all staff are well-informed and equipped towards implementing these policies, the Assembly aims to enhance its overall effectiveness and uphold the highest standards of financial and administrative management.

The insights gained from this workshop are expected to foster a more transparent, accountable, and efficient operational environment within the County Assembly. Members of staff are now better prepared to handle financial transactions, manage assets, and navigate tax responsibilities with greater precision and compliance.

As the County Assembly moves forward, these enhanced policies will likely lead to improved service delivery and governance for the people of Bungoma. By embedding these practices into daily operations, the Assembly is positioning itself as a model of effective governance and financial stewardship.

This workshop not only marks a significant step in reinforcing the Assembly's operational framework but also highlights the ongoing commitment to professional development and continuous improvement within Bungoma County's administrative structure.



A section of staff during public participation on finance policies

Quality Management System sets momentum in the County Assembly of Bungoma

By County Assembly Communication Team

In a significant development, the implementation of the Quality Management System (QMS) initiative in the County Assembly of Bungoma has set momentum, with the team of process owners attending a workshop for documentation.

The initiative, aimed at streamlining service delivery and ensuring accountability, has garnered support from the County Assembly Service Board led by the Speaker Hon Emmanuel Situma, and the Clerk Mr. Charles Wafula.

The process owners who comprised majorly of Heads of Departments developed documentation for QMS

procedures, contexts, quality objectives, master list of documents, formats of forms and registers, as well as Risk and Opportunity assessment documents.

Speaking at the official opening of the workshop, Hon Situma pronounced the County Assembly leadership position on attaining ISO 9001:2015 certification before the end of the year.

He affirmed the CASB's support for staff training and knowledge development, to make the County Assembly a model institution and pacesetter where other institutions will benchmark and learn from.

In his remarks, the Clerk of the County Assembly of Bungoma Mr. Charles Wafula stated that the QMS initiative is designed to enhance the efficiency of County Assembly operations by standardizing procedures across departments to eliminate bureaucratic delays, reduce wastage of resources, and improve service delivery to residents.

Citing the Gemba Kaizen principle of continuous improvement, the Clerk urged them to support implementing the QMS process through a commitment to undertaking the stipulated tasks.

"The key priority of my administration is staff development, knowledge development, and improvement of service delivery in the County Assembly," said Mr. Wafula.

After the successful completion of the workshop, the team is ready to incorporate QMS into its system through the efficiency and effectiveness of services for customer satisfaction.



Speaker Hon. Emmanuel Situma and the Clerk Mr Charles Wafula address County Assembly staff at a QMS training



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