

COUNTY GOVERNMENT OF MURANG'A

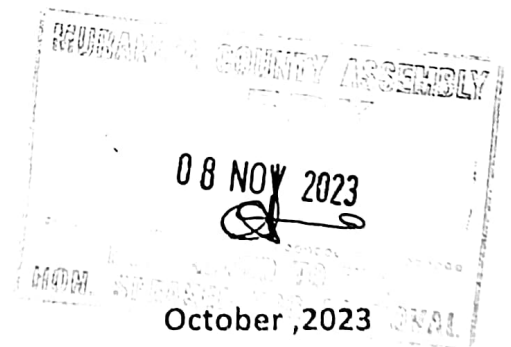


COUNTY ASSEMBLY OF MURANG'A

THIRD ASSEMBLY-SECOND SESSION

COMMITTEE ON GOVERNANCE, LABOUR, JUSTICE AND LEGAL AFFAIRS

A REPORT ON CONSIDERATION OF ANNUAL WORKPLANS FOR FY 2023/24 FROM
THE DEPARTMENT OF PUBLIC SERVICE AND ADMINISTRATION AND THE COUNTY
PUBLIC SERVICE BOARD



Clerk's Chambers
Murang'a County Assembly
MURANG'A

1 A report on consideration of Annual Workplans for FY 2023/24 from the department of Public
Service and Administration and the County Public Service Board

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Abbreviations & Acronyms

CECM -County Executive Committee Member

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Executive Summary

Hon. Speaker, a workplan is a blueprint of the objectives that any particular entity seeks to achieve over a stipulated time frame.

Hon. Speaker, it is good practice that county government entities prepare workplans for all the activities that they seek to accomplish in every financial year guided by the approved budgets which provide for programmes to be undertaken versus the costs allocated to fulfill the same. The standard components of a workplan are as follows; Introduction, preamble, department's/entity's functions, programmes, key performance indicators, costing of activities, responsible persons to undertake the said activities among others.

Hon. Speaker, the committee with the above stated knowledge requested for workplans from Department of Public Service and Administration and the County Public Service Board. This was for it to study the said documents as guided by the Standing Orders 204 on the roles of sectoral committees, identify areas of compliance and gaps as per the above requirements and generate a report for consideration in the assembly.

Hon. Speaker, the CEC Member for Public Service and Administration and the County Public Service Board submitted their workplans for FY 2023/2024.

Hon. Speaker, there were identified areas of compliance as well as gaps on contents of the workplans from Public Service and Administration Department and the County Public Service Board. The said are well outlined in the report under committee observations and findings.

Hon. Speaker, the CECM Public Service and Administration and the Secretary, County Public Service Board would be required to resubmit their workplans addressing the gaps identified as provided in this report.

Sign.....

Date16/10/23.....day of October, 2023

Hon. Jeremiah Gichobe Mbatia

Chairperson, Governance, Labour, Justice and Legal Affairs Committee

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1.0 Preface

On behalf of Governance, Labour, Justice and Legal Affairs Committee, it is my pleasure and duty to present to the County Assembly, the Committee's report on consideration of Annual Workplans for FY 2023/24 from the department of Public Service and Administration and the County Public Service Board.

1.1 Committee establishment and mandate

The committee on Governance, Labour, Justice and Legal Affairs committee is established under Standing Order 204 and is mandated to deal with all matters related to constitutional affairs, the administration of law and justice, including the elections, ethics, integrity and anti-corruption and human rights, and administrative justice, labour, trade union relations, manpower or human resource planning, County Public Service and ensuring and co-ordinating the participation of communities and locations in governance at the local level and assisting communities and locations to develop the administrative capacity for the effective exercise of the functions and powers and participation in governance at the local level.

1.2 Committee membership

- | | |
|---------------------------------|-------------------|
| 1. Hon. Jeremiah Gichobe Mbatia | -Chairperson |
| 2. Hon. Pauline Muchiri | -Vice Chairperson |
| 3. Hon. Moses Muchiri Maina | -Member |
| 4. Hon. Loise Mbogo | -Member |
| 5. Hon. Grace Sharleen Wambui | -Member |
| 6. Hon. Anthony Marubu Chege | -Member |
| 7. Hon. Laban Chomba Njaramba | -Member |
| 8. Hon. Bernard Ruiru Njeri | -Member |
| 9. Hon. Thomas Muteti Mwaura | -Member |
| 10. Hon. Mark Gicheru Wainaina | -Member |

1.3 Committee Secretariat

The Committee comprises of the following secretariat: -

1. John Kahari -Principal Clerk Assistant & Head of Secretariat
2. Paul Njoroge -Senior Clerk Assistant
3. Nevy Kimani -Hansard Reporter
4. John Macharia- Serjeant-at-Arms

2.0 Background

Annual Workplans are a blue print of how a department intends to achieve its objectives in line with its functions.

A good workplan should comprise of programmes to be undertaken, targets, actual allocation, source of funds, responsible persons and key performance indicators.

Relevance of workplans is to facilitate entities in planning for their activities over a particular period of time and within the available resources.

Request and scrutiny of workplans by the committee from the county executive department of Public Service and Administration and County Public Service Board is part of its mandates as supported by sections of Standing Orders 204(5) which include; investigation, inquiry into and reporting on all matters relating to the mandate, management, activities, administration, operations and estimates of the Department of public service and the county public service board; studying the program and policy objectives of Department of public service and the county public service board and the effectiveness of their implementation; studying, assessing and analyzing the relative success of the Department of public service and the county public service board measured by the results obtained as compared with their stated objectives; and lastly investigating and inquiring into all matters relating to the Department of public service and the county public service board as may be deemed necessary, and as may be referred to it by the House.

2.1 Terms of Reference/Objectives

1. To undertake scrutiny of the annual workplans from the Public Service and administration and the County Public Service Board and determine whether they are prepared in line with the said entities' functions.
2. To determine whether preparations of workplans by the Public Service Department and the County Public Service Board met all the requirements necessary in their development.
3. To generate a report with recommendations and findings for tabling in the assembly.

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2.2 Methodology

The committee while considering the workplans from the Public Service Department and the County Public Service Board undertook the following;

1. Held five committee meetings within precincts of the assembly
2. Held a meeting outside precinct of the assembly to consider and adopt the report

3.0 The County Public Service and Administration Department and the County Public Service Board

The County Public Service and Administration Department

Murang'a County Public Service and Administration department has the following functions;

- i. Ensuring efficient and effective management and development of Human Resource in the county.
- ii. Handling general administration services which include record management and general support services.
- iii. Establishing County Human Resource Committee to deliberate on all HR issues before recommending to the County Public Service Board for decision.
- iv. Ensuring appropriate organizational structures are developed and workload analysis carried out to determine optimal staffing level.
- v. Managing staff records in the county.
- vi. Develop and implement performance appraisal system.
- vii. Undertaking Human Resource Audit. This is to facilitate planning and budgeting of personal emolument. It further helps in identifying areas that needs intervention in terms of harmonization of terms of service, training, deployment of staff and other related HR issues
- viii. Development of County Integrated Payroll Personnel Database (IPPD) through support of the Transitional Authority (TA) and Directorate of Public Service Management (DPSM) which offers technical support to the county on system development and upgrade.
- ix. Offering training to improve work performance and personal development.

The County Public Service Board

Section 57 of the County Governments Act, 2012 provides that there is established a County Public Service Board in each County, which shall be a body corporate with perpetual succession and a seal; and capable of suing and being sued in its corporate name. Article 235 of the Constitution of Kenya, 2010 provides that a county government is responsible, within a

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framework of uniform norms and standards prescribed by an Act of Parliament, for establishing and abolishing offices in its public service; appointing persons to hold or act in those offices, and confirming appointments; and exercising disciplinary control over and removing persons holding or acting in those offices. It should be noted that section 57 of the County Governments Act, 2012 actualizes Article 235 of the Constitution, 2010.

The County Public Service Board is expected to perform the following functions on behalf of the county government pursuant to section 59 of the County Governments Act, 2012:

- i. establish and abolish offices in the county public service;
- ii. 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;
- iii. exercise disciplinary control over, and remove, persons holding or acting in those offices as provided for under this Part;
- iv. prepare regular reports for submission to the county assembly on the execution of the functions of the Board;
- v. promote in the county public service the values and principles referred to in Articles 10 and 232 of the Constitution, 2010;
- vi. 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;
- vii. facilitate the development of coherent, integrated human resource planning and budgeting for personnel emoluments in counties;
- viii. advise the county government on human resource management and development;
- ix. advise county government on implementation and monitoring of the national performance management system in counties;
- x. 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.

4.0 Request for Workplans from the Public Service and Administration Department and County Public Service Board

The workplans from the Public Service and Administration Department and the County Public Service Board were requested through a resolution by the committee conveyed to the CECM Public Service and Administration on August 9 and 15, 2023 in a letter referenced MCA/GOV/VOL IV/2022/27 & 30.

The CEC Public Service and Administration and the County Public Service Board responded through correspondences referenced and dated August 28, 2023 MCG/PS/HRM/027/VOL.8(44) and MCG/PSB/39/1/VOL.2/87 , August 25, 2023 respectively.

5.0 Committee observations /Findings

1.The committee made the following observations in respect to the workplan from the Department of Public Service and Administration;

Areas of compliance

1. All the programmes to be undertaken by the department were costed with an indicated source of funds.
2. There was an assigned responsible person for every activity stipulated in the workplan
3. Key performance indicators were included as a parameter for measuring output on every activity.

Gaps

1. The workplan had no introduction/preamble
2. Departmental functions were not provided
3. There was no breakdown on timeframes regarding implementation of programmes/ sub programmes as per the quarters indicated in the workplan.
4. There were no specific locations where some of the activities such as Boards, Committees, HR conferences and seminars would be undertaken
5. There was no activity in the work plan pertaining consideration of any legislative proposal which could jointly be undertaken with Governance committee of the assembly.

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2. The committee made the following observations in respect to the workplan from the County Public Service Board;

Areas of compliance

The County Public Service Board had displayed compliance in respect to submission of reports to the County Assembly on the extent to which Values and Principles of Article 10 and 232 were complied with in the Public Service. They had committed to submit the same in FY 2023/24.

Gaps

- ✓ The workplan had no introduction/preamble
- ✓ County Public Service Board functions were not provided
- ✓ There was no breakdown on timeframes regarding implementation of programmes/ sub programmes as per the quarters indicated in the workplan.
- ✓ There were no specific locations where some of the activities such as capacity building training, and sensitization workshops would be undertaken
- ✓ There was no activity making provision for consultative meetings between the County Public Service Board and the county assembly committee on Governance, Labour, Justice and Legal Affairs.
- ✓ All the outlined activities in the workplan were not costed.

6.0 Recommendations

The following were the recommendations made;

1.The CEC Member for Public Service and Administration should amend the department's workplan for FY 2023/24 and include the following;

- i. Introduction/preamble
- ii. Department's functions
- iii. Breakdown on timeframes regarding implementation of programmes/ sub programmes as per the quarters indicated in the workplan.
- iv. Specific locations where some of the activities such as Boards, Committees, HR conferences and seminars would be undertaken
- v. Consideration of any legislative proposal which could jointly be undertaken with Governance committee of the assembly.

2.The County Public Service Board in an effort to address the gaps identified in some sections of its annual workplan for FY 2023/24 should amend the same and include the following;







- i. Introduction/preamble
- ii. County Public Service Board functions
- iii. Breakdown on timeframes regarding implementation of programmes/ sub programmes as per the quarters indicated in the workplan.
- iv. Specific locations where some of the activities such as capacity building training, and sensitization workshops would be undertaken
- v. Provision for consultative meetings between the County Public Service Board and the county assembly committee on Governance, Labour, Justice and Legal Affairs.
- vi. Costing on all the outlined activities in the workplan.

3.The CEC Public Service and Administration and the Secretary to County Public Service Board should amend their annual workplans for FY 2023/24 as advised and forward the revised versions within fourteen days upon receipt of this report.

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7.0 Report adoption

The following committee members adopted the report as stipulated in the tabulation hereunder,

S/No	NAME	DESIGNATION	SIGNATURE
1.	Hon. Jeremiah Gichobe Mbatia	Chairperson	
2.	Hon. Pauline Muchiri	Vice Chairperson	
3.	Hon. Moses Muchiri Maina	MCA	
4.	Hon. Loise Mbogo		
5.	Hon. Grace Sharleen Wambui		
6.	Hon. Anthony Marubu Chege		
7.	Hon. Laban Chomba Njaramba	MCA	
8.	Hon. Bernard Ruiru Njeri		
9.	Hon. Thomas Muteti Mwaura	MCA T.M. MUTETI MWaura	
10.	Hon. Mark Gicheru Wainaina	MCA	

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