

Paper laid on
9/2/2016



MURANG'A COUNTY ASSEMBLY

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P. O. Box 731 – 10200
MURANG'A

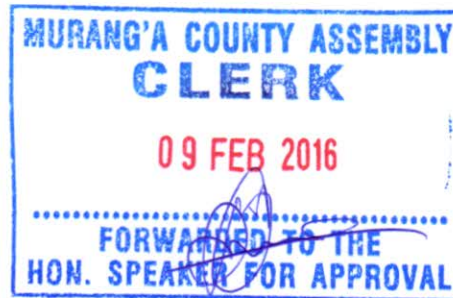
Along Kiriaini Rd, Opposite Ihura Stadium
Email: murangacountyassembly@gmail.com
Tel: 0719 – 802 495

February 8, 2016

The Hon. Speaker

Thro'

The Clerk
Murang'a County Assembly
P.O.Box 731



MURANG'A

RE: PAPER LAID

Hon. Speaker, I beg to lay the following Paper on the table of the House;

The Annual Progress Report on the execution of functions of the Murang'a County Public Service Board for the period ended 11th December 2015.

Thank You

Hon. Speaker

Hon. Jesse Mburu Gitau

Chairperson, Governance, Labour and Social Welfare and Justice and Legal Affairs Committee

MURANG'A PUBLIC SERVICE BOARD

ALL CORRESPONDENCE TO BE ADDRESSED:
THE SECRETARY, PUBLIC SERVICE BOARD



County Hall,
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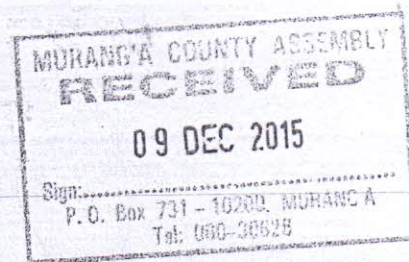
Monday, December 07, 2015

Our Ref: MCG/PSB/39/7

The Clerk

County Assembly of Murang'a

Murang'a



ANNUAL PROGRESS REPORT

The Board herewith forwards a report on the execution of its mandate for the period ended 11th December 2015

NANCY NJOROGE

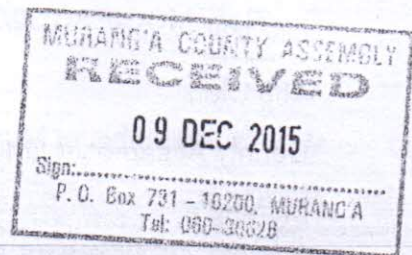
AG' CHAIRMAN – COUNTY PUBLIC SERVICE BOARD

Cc: County Secretary

Hon speaker
i) kindly approve
for tableting
ii) SCA list on the
order paper

REPUBLIC OF KENYA

MURANG'A COUNTY PUBLIC SERVICE BOARD



**REPORT ON THE EXECUTION OF THE FUNCTIONS OF THE
BOARD FOR THE PERIOD ENDED 7th DECEMBER 2015**

This report was approved and adopted by the Murang'a County Public Service Board for onward transmission to the Murang'a County Assembly

Date: 7th DECEMBER 2015

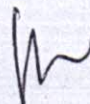


TABLE OF CONTENTS

1.0 Introduction.....3

1.1 Functions of the Murang'a County Public Service Board.....4

2.0 Execution of Board Mandate5

3.0 Conclusion.....7

4.0 Persons Recruited/promoted by the Board.....8

1.0 Introduction

The Murang'a County Public Service Board is a body corporate established under Sec. 57 of the County Government Act, 2012 being the actualization of Article 235 of the Constitution of Kenya 2010.

The board has perpetual succession and is capable of suing and be sued under its corporate name. The Board is composed of the following: -

- | | |
|---------------------------|------------------------------|
| 1. Mrs. Nancy Njoroge | -Ag' Chair |
| 2. Mr. Andrew Ngunjiri | - Member (Acting Vice Chair) |
| 3. CS. Richard Kamami | - Secretary |
| 4. Mr. Titus Waithaka | - Member |
| 5. Mrs. Catherine Wanjiku | - Member |
| 6. Mrs. Mary Baaro | - Member |

1.1 Functions of the Murang'a County Public Service Board

The functions of the Board as given by Sec. 59 of the County Government Act, 2012 are as follows:-

- a) To establish and abolish offices in the County Public Service;
- b) To 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) To exercise disciplinary control over, and remove, persons holding or acting in those offices as provided for under this part;
- d) To prepare regular reports for submission to the County Assembly on the execution of the functions of the board;
- e) To promote in the County Public Service the values and principles referred to in Articles 10 and 232;
- f) To 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) To facilitate the development of coherent, integrated human resource planning and budgeting for personnel emoluments in the county;
- h) Advise the County Government on human resource management and development;
- i) To advise County Government on implementation and monitoring of the national performance management system in the county 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 as given by **Sec. 59 (1) (d) of the County Government Act, 2012** i.e. 'To prepare regular reports for submission to the County Assembly on the execution of the functions of the board' the Board presents the following report to the County Assembly of Murang'a.



A handwritten signature in black ink, consisting of a stylized 'W' followed by a horizontal line and a small flourish.

2.0 Execution of Board Mandate

For the period ended 7th December 2015, the Board in accordance with its mandate and powers undertook the following:

1. Establishing and abolishing offices in the County Public Service

The Board was part of the team that undertook the Capacity Assessment Rationalization Program. This exercise was jointly undertaken with the National Government, the Transitional Authority and a Consultant firm, Ernst and Young. The process was undertaken in line with the Operational framework set out in the Kenya Gazette Vol.CXVI –No. 56 of 2nd May 2014.

The Objectives of CARPS were as follows:-

- (i) Provide for well-organized structures that are based on given mandates and functions;
- (ii) Establish the existing human resource capacity at the County Government level and make recommendations on the optimal staffing levels based on the re aligned structures;
- (iii) Facilitate re-deployment and transfer of staff within and across the two levels of Government;
- (iv) Examine and analyse the existing human resource profiles and skills inventories to inform the rationalization programme; and
- (v) Recommend modalities for undertaking the rationalization exercise in accordance with relevant laws, statutes and conventions, and implement the recommendations.

Methodology

The execution of the CARPS programme followed the institutional framework for collaborative design and implementation of the CARPS programme as officially launched via Gazette Notice No. 2919, issued on 2nd May 2014. The framework provided for guidelines on the establishment of the institutional framework for a joint CARPS programme for the public service at the National and County Governments.

The CARPS Programme was conducted by the County Rationalisation Technical Team (CRTT) as constituted through the gazette notice. The CRTT worked under the direction and oversight of the County Rationalisation Steering Committee (CRSC) which was also constituted in line with the gazette notice.

The institutional review comprised of the following processes:

- (i) Document review and data analysis
- (ii) An assessment of the current situation within the County
- (iii) Review of the functions of the County Government
- (iv) Development of optimised organisation structures to support the execution of the functions of County Government
- (v) Workload analysis and the determining of optimal staffing levels

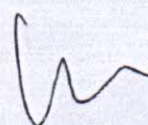
As part of the institutional review process functions, structures and staffing levels were discussed in accordance with the institutional framework.

Concurrently to the institutional review process, a comprehensive biometric exercise was administered. The objective of the exercise was twofold, namely:

- (i) Determination of the authenticity of the employees in the County Governments' payroll
- (ii) Gather a set of skills data for each staff

The Final Report from this exercise expected before the end of the year 2015 will guide the Board on the implementation of this mandate in the nearby future.

In addition, the board established several posts including positions within the Alcoholic Directorate, Tourism and Talent Officer.



2. 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.

In pursuit of this mandate, the Board approved promotion of various Officers as attached under Appendix 11.

The Board also recruited for the cadres shown as Appendix 1.

3. Exercise disciplinary control over, and remove, persons holding or acting in those offices as provided for under this part;

In pursuit of this mandate, the Board in 2014 did the following:-

- a) Advised the Executive Arm of Government to constitute a County Human Resource Advisory Committee that handles matters related to discipline, promotions and training requests from the County Public Service. The Committee is now in place.
- b) The Board made a decision to terminate the contract for an employee who was found to have forged a university degree certificate.
- c) The Board developed a draft disciplinary policy and the same is to be subjected to public participation.

Promotion in the County Public Service the values and principles referred to in Articles 10 and 232 and evaluation and reporting to the County Assembly the extent to which the values and principles referred to in Articles 10 and 232 are complied with in the County Public Service;

In pursuit of this mandate, the Board in the month of June 2015 has continuously sensitized the public service and the general public. conducted a sensitization workshop on values and principles in all the sub counties. The Board also held induction programs for newly recruited officers during the year and sensitized them on values and principles as stipulated under the articles 10 and 252 of the Constitution. The Board has been liaising with educational institution to assist in

authenticating certificates presented to it. The Board has also developed a draft policy on values which awaits public participation. More programs are expected to be rolled out in due course.

4. Advise the County Government on human resource management and development;

In the pursuit of this mandate:-

- The Board was instrumental in the development of the 2015/2016 Human Resource budget that was subsequently approved by the County Assembly.
- The Board conducted inductions training for the various staff recruited in public service in the month of May 2015
- The Board has approved the following training programs to be undertaken within the financial year. i.e. Records Management, Pre-retirement training, First Aid and defence, Employee education program, Strategic Management Courses, Training on laws and the constitutions GIS , E – Procurement etc
- The Board has developed a draft training policy awaiting public participation.

5. To advise the County Government on implementation and monitoring of the national performance management system in the county;

In pursuit of this mandate, the board has:-

- Participated in the training of senior staff on performance contracting which has been rolled out with effect from 1st July 2015.
- The Board participated in the negotiations of the Performance contracts developed by the various departments.
- On a continuous basis, the Board has monitored implementation of the performance appraisal system through the offices of CECM Public Service and Administration, County Secretary and Director Human Resource Management.

6. 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 pursuit of this mandate, the Board has continuously consulted with SRC as regards this mandate more so on matters relating to remuneration of staff in county public service and allowances payable to County Boards and committees.
- The Board was involved in the Job Evaluation exercise for Murang'a County by SRC.

The job evaluation report is expected to be received by mid-2016.

The Board has been involved in the National Public Service Forum that seeks to towards establish a county pension scheme for all county government employees.

After having held consultative meetings with various Pension providers, the Board advised that newly recruited staff to join CPF.

3.0 CONCLUSION

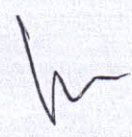
The Board will continue engaging all stakeholders in line with the requirements of the Constitution and County Government Act as it pursues achievement of its mandate.

APPENDIX 1

4.0 Table 1.0: Persons Appointed By PSB 2014/2015

Cadre Recruited For	Number Recruited
Youth Polytechnic Instructors	79
ECD DICECE officers	14
Principal Valuer	1
Accountants	8
Radiographers	3
Sub County Administrators	1
Administration Clerks	3
Medical Doctors-Interns	24
Deputy Director –Agriculture- Coffee production	1
Medical Doctor-Dentist	1
Deputy Director–Agriculture-Milk Production and Development	1
Assistant Director-Alcoholics Control Directorate-Advocacy and Training	1
Assistant Director-Alcoholics Control Directorate-Treatment and Rehabilitation	1
Deputy Director-Alcoholics Control Directorate-Licensing Compliance and Risk reduction	1
Member-Sub County Alcoholic Drinks Control Committee	21
Director-Agriculture-Coffee Production & Development	1
Optometrist	1
Nursing Officer	1
CHEWS	87
Ophthalmologist	1
Trade Development Officer	1
Pharmaceutical Technological Officer	2
Principal Talent Officer	1
Principal Tourism Officer	1
Dental Technologist	2
Quality Controller	1
Records Officer	2
Information Officer	2

County Project Coordinator	1
Director Education	1
Clinical Officers	2
Planning Assistants	7
Physical Planners	3



APPENDIX 2:

PROMOTION REPORT 2014/2015

S/NO	FROM POSITION	NEW POSITION	EFFECTIVE DATE	NOS
1	Veterinary Officer 1 JG"L"	Senior Veterinary Officer JG"M"	10 th Dec 2014	2
2	Livestock production Officer II JG"K"	Senior Livestock Production Officer JG"L"	10 th Dec 2014	1
3	Chief Agricultural Officer JG"M"	Principal Agricultural Officer "N"	10 th Dec 2014	1
4	Assistant Agricultural Officer III JG"H"	Assistant Agricultural Officer II JG "J"	10 th Dec 2014	18
5	Assistant Agricultural Officer I JG" K"	Senior assistant agricultural Officer JG "L"	2013	10
6	Cleaning Supervisor II A JB"F"	Cleaning Supervisor I JG "G"	10 th Dec 2014	1
7	Junior Agricultural Assistant II B,JG "F"	Junior Agricultural Assistant II A	10 th Dec 2014	1
8	Accountant II JG "J"	Accountant I JG "K"	10 th Dec 2014	2
9	Accountant III JG "H"	Accountant I JG"K"	10 th Dec 2014	2
10	Assistant Office Administrator 1 JG "K"	Senior Assistant Office Administrator JG "L"	10 th Dec 2014	1
11	Office Administrative III JG "G"	Office Administrative Assistant II JG"H"	10 th Dec 2014	1
12	Clerical officer II JG"F"	Clerical officer I JG"G"	Aug 2013	5

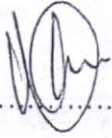
PROMOTION MADE TO MEDICAL OFFICERS

1	Medical Officer JG "M"	Medical Officer JG "N"	June 2015	7
2	Medical Officer JG "L"	Medical Officer JG "M"	June 2015	4
3	Medical Officer JG "N"	Medical Officer JG "P"	June 2015	2
4	Medical Officer JG "P"	Medical Officer JG "Q"	June 2015	1
OTHER CADRES				
1	Driver grade iii, JG 'D'	Driver grade ii, JG 'E'	18 th Sep 2015	2
2	Clerical Officer I, JG 'G'	Senior Clerical Officer, JG 'H'	18 th Sep 2015	3
3	Clerical Officer I, JG 'F'	Clerical Officer I, JG 'G'	18 th Sep 2015	4
4	Cleaning Supervisor II A, JG 'F'	Cleaning Supervisor I, JG 'G'	18 th Sep 2015	4
5	Cleaning Supervisor II A, JG 'D'	Cleaning Supervisor I, JG 'E'	18 th Sep 2015	1
6	Cleaning Supervisor II B, JG 'E'	Cleaning Supervisor II A, JG 'F'	18 th Sep 2015	3
7	Chief Agricultural Officer, JG 'M'	Principal Agricultural Officer, JG 'N'	18 th Sep 2015	4
8	Assistant Agricultural Officer III, JG 'H'	Assistant Agricultural Officer II, JG 'J'	18 th Sep 2015	1
9	Office Administrative Assistant I, JG 'J'	Senior office Administrative Assistant, JG 'K'	18 th Sep 2015	4
10	Office Administrative Assistant III, JG 'G'	Senior Office Administrative Assistant II, JG 'H'	18 th Sep 2015	2
11	Promotion Artisan II, JG 'F'	Artisan I, JG 'G'	18 th Sep 2015	1
12	Artisan III, JG 'E'	Artisan II, JG 'F'	18 th Sep 2015	1

13	Health Administrative Officer I, JG 'K'	Senior Health Administrative Officer, JG 'L'	18 th Sep 2015	1
14	Nutrition Officer III, JG 'H'	Nutrition & Dietetics Technologist II, JG 'J'	18 th Sep 2015	1
15	Senior Agricultural Officer, JG 'L'	Chief Agricultural Officer, JG 'M'	18 th Sep 2015	1
16	Enrolled Nurse III, JG 'G'	Enrolled Nurse II, JG 'H'	18 th Sep 2015	1
17	Registered Nurse III, JG 'H'	Registered Nurse II, JG 'J'	18 th Sep	2
18	Registered Nurse II, JG 'J'	Registered Nurse I, JG 'K'	18 th Sep 2015	1
19	Enrolled Nurse II, JG 'H'	Enrolled Nurse I, JG 'J'	18 th Sep 2015	3
20	Assistant Agricultural Officer, JG 'K'	Senior Agricultural Officer, JG 'L'	18 th Sep 2015	1
21	Registered Nurse I, JG 'K'	Senior registered Nurse I, JG 'L'	18 th Sep 2015	17
22	Enrolled Nurse I, JG 'J'	Senior Enrolled Nurse II, JG 'K'	18 th Sep 2015	1
23	Accountant II, JG 'J'	Accountant I, JG 'K'	18 th Sep 2015	1
24	Senior Clinical III JG 'H'	Clinical Officer II, JG 'J'	18 th Sep 2015	1
25	Clinical Officer II, JG 'J'	Clinical Officer I, JG 'K'	18 th Sep 2015	5
26	Medical Lab Technologist, JG 'K'	Senior Lab Technologist, JG 'L'	18 th Sep 2015	6
27	Pharmaceutical Technologist III, JG 'H'	Pharmaceutical Technologist II, JG 'J'	18 th Sep 2015	2
28	Senior Public Health Officer, JG 'L'	Chief Public Officer, JG 'M'	18 th Sep 2015	6
29	Public Health Officer I, JG 'K'	Senior Public Health Officer, JG 'L'	18 th Sep 2015	1

30	Assistant Public Health Officer III, JG 'H'	Assistant Public Health Officer II, JG 'J'	18 th Sep 2015	1
31	Assistant Health Records and Information Management Officer III, JG 'H'	Assistant Health Records and Information Management Officer II, JG 'J'	18 th Sep 2015	2
32	Assistant Health Records and Information Management Officer I JG 'K'	Assistant Health Records and Information Management Officer, JG 'L'	18 th Sep 2015	2
33	Registered Clinical Officer I, JG 'K'	Senior Registered Clinical Officer, JG 'L'	18 th Sep 2015	1
34	Registered Nurse II, JG 'J'	Registered Nurse I, JG 'K'	18 th Sep 2015	3
35	Senior Public Health Officer, JG 'L'	Chief Assistant Public Health Officer, JG 'M'	18 th Sep 2015	3
36	Fisheries Assistant II, JG 'G'	Fisheries Assistant I, JG 'H'	18 th Sep 2015	2
37	Records Management Officer I, JG 'K'	Senior Records Management Officer, JG 'L'	18 th Sep 2015	1
CONFIRMATION OF APPOINTMENT				
38	Officers on probation		18 th Sep 2015	10
39	Appointment as a Medical Laboratory Technologist JG 'K'		18 th Sep 2015	1
40	Appointment to Senior Nursing Officer, JG 'K'		18 th Sep 2015	1
REDESIGNATION				
41	Redesignation from Cleaning Supervisor, JG 'E'	Driver II, JG 'E'	18 th Sep 2015	1

SIGNED BY



NANCY NJOROGE

(AG. CHAIR MURANG'A COUNTY PUBLIC SERVICE BOARD)

DATE:

7/12/2015

25/1/2016

