



REPUBLIC OF KENYA

WEST POKOT COUNTY ASSEMBLY

OFFICE OF THE CLERK



SECOND COUNTY ASSEMBLY

**BENCHMARKING REPORT TO ELGEYO MARAKWET COUNTY
ASSEMBLY**

**BY THE JOINT COMMITTEES ON IMPLEMENTATION AND
LABOUR&SOCIAL WELFARE**

Clerk's Chambers

County Assembly Building

February, 2019

1.0 PREAMBLE

1.1 Introduction

Hon. Speaker,

Following the Liaison committee meeting dated 22nd February, 2019 the committee approved under Standing Order SO 196(1); that two committees of the county Assembly considering similar matters may with the approval of the speaker, hold a joint sitting.

The two committees were; Select committee on Implementation and the sectoral committee on Labour & Social Welfare tasked to conduct a benchmarking visit to Elgeyo Marakwet County Assembly to compare matters on:

- i. The best practice by the County Assembly on Members' sitting allowances
- ii. Members' general welfare
- iii. Procedure conducted in committee sittings and
- iv. Infrastructural development

And report the findings to the assembly for adoption.

1.2 Establishment and Mandate of the Joint Committee

Hon. Speaker

The joint committee is mandated by Article 185 of the Constitution of Kenya 2010, which provides that;

(1) The legislative authority of a county is vested in, and exercised by, its county assembly.

(2) A county assembly may make any laws that are necessary for or incidental to, the effective performance of the functions and exercise of the powers of the county government under the Fourth Schedule.

Section 14 (a) (b) of County Government Act, 2012 on procedure and committees of county assembly provides that;

(1) A county assembly —

(a) May make standing orders consistent with the Constitution and this Act regulating the procedure of the county assembly including, in particular, orders for the proper conduct of proceedings.

Hon Speaker, the joint committee mostly drew its mandates from Standing Orders 216(5) (a-g) on select committees and Second Schedule on Sectoral committees:

1.3 Committee Membership

Hon.Speaker,

The joint Committee comprises of the following Members:

1. Hon. Solomon Angelei -Chairperson.....
2. Hon. Josphine Cheprum -Vice chairperson
3. Hon. Selina Longiro -Member
4. Hon. Patrick Lokomol -Member
5. Hon. Jackline Ripoo -Member
6. Hon. Toungole Jacob -Member
7. Hon. Susan C. Alew -Member
8. Hon. Benjamin Araule -Member

- 9. Hon. Esther Chepution -Member.....
- 10.Hon. Mary Mlee Cherop -Member.....
- 11.Hon. Elijah K. Lokori - Member.....
- 12.Hon.Ester Chepution -Member.....
- 13.Hon.Robert Komole -Member.....
- 14.Hon.Francis Krop -Member.....
- 15.Hon.Noel Jumamos -Member.....
- 16.Hon.Susan Aleu -Member.....
- 17.Hon.Mary Mlee -Member.....
- 18.Hon.David Kapelsiwa - Member.....
- 19.Hon.Philip Palor -Member.....
- 20.Hon.Pyatich Loporna - Member.....
- 21.Hon.Johstone Lokato - Member.....

2.0 EXECUTIVE SUMMARY

2.1 Introduction

Hon .Speaker,

The joint committee on Implementation and Labour&Social resolved to undertake a benchmarking visit to Elgeyo Marakwet County Assembly on 25th to 27th February, 2019 upon receiving an invitation from the aforesaid County Assembly. Elgeyo Marakwet County Assembly was the best of choice factoring in that the county has a lot of similarities to our County.

2.2 Background information

Hon Speaker,

Elgeyo Marakwet County covers a total area of 3029.9 km². It borders West Pokot County to the North, Baringo County to the East, Trans Nzoia County to the Northwest and Uasin Gishu County to the West. The county is divided into three topographic zones namely: The Highlands, Kerio Valley and The Escarpment: all of them separated by the conspicuous Elgeyo Escarpment.

Administratively, the county is divided into four sub-counties, namely: Marakwet East, Marakwet West, Keiyo South and Keiyo North each with several Divisions, Locations and Sub-locations.

Politically, the county is divided into four constituencies: Marakwet East, Marakwet West, Keiyo South and Keiyo North and twenty Wards; six in both Marakwet West and Keiyo South and four in Marakwet East and Keiyo North.

The county's total population was 370,712 in 2009 (National Population and Housing Census). The 2012 population projection was 401,989. The inter-census population growth rate for the county is 2.7 percent per annum.

On poverty levels, human development indicators show that the county has 57 percent of residents live below the poverty line compared to the national poverty level of 46 percent.

The levels of poverty in the county are geographically distributed. At the Escarpment and The Kerio Valley, poverty levels are as high as 67 percent of the population while in the Highlands poverty levels average 47 percent.

2.3 Objectives of the visits

Hon Speaker

The objectives of the committee during the visits were:

- i. To learn hands on the best practices by the County Assembly on Members' sitting allowances
- ii. To establish Members' general welfare at the County assembly
- iii. To find out the Procedures conducted in committee sittings and
- iv. To establish the County Assembly's Infrastructural development

2.4 Methodology of work

Hon.Speaker

The following methods were used during the Committee's visit:

- i. Interactive sessions
- ii. Observations
- iii. Taking of photographs

ACKNOWLEDGEMENTS

1. The Committee wishes to sincerely thank the Office of the Speaker and that of the Clerk to the County Assembly for the facilitation and the technical support given to the Committee in executing its mandate.
2. The Committee wishes to wholeheartedly thank Elgeyo Marakwet County Assembly leadership, MCAs and staff of various departments visited by the Committee and above all the Elgeyo Marakwet County Assembly Committee on Implementation and Labour&Social Welfare for the warm reception and hospitality given to our Committee during the visit.
3. The Chairman of this Committee wishes to wholeheartedly thank the Members of the Committee and for their punctuality, commitment, time and selfless service that led to the completion of this report.
4. The Committee earnestly thanks the staff of the County Assembly attached to the Committee and the technical experts for their expertise and unlimited support.

Hon Speaker, it is my pleasant duty and privilege, on behalf of the Joint Committee and pursuant to the provisions of County Assembly Standing Order No 193 to present this report for adoption by this Honorable House.

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

HON.ANGELEI SOLOMON-CHAIRPERSON LABOUR&SOCIAL WELFARE

5.0 OBSERVATIONS AND FINDINGS

Hon Speaker

The committee received a warm welcome by the Elgeyo Marakwet County Assembly House Leadership. The Committee proceeded for an interactive meeting with its counterpart Committee on Implementation and Labour&Social Welfare. Present were the two chairs: Chair Implementation-Hon.Elisha Kiplagat (MCA Kapyemit Ward),Chair Welfare-Hon.David Kipketer(MCA Sengwer Ward) and members of the two committees who informed the joint Committee of the achievements and plans in place.

The Committee therefore got an opportunity to interrogate and satisfactorily made the following observations:

5.1 MEMBERS' COMMITTEE SITTINGS

Hon Speaker

- i. On committee sittings the joint committee observed that Elgeyo Marakwet Assembly has a weekly committees' timetable for all committees
- ii. Each committee sits twice in a week which translates to four sittings weekly for a member. Translating to the maximum sixteen committee sittings in a month
- iii. The committee observed that there **MUST** be a committee sitting and the committee attendance register is closed immediately after the meeting
- iv. That the committee clerk assistant proceeds thereafter to generate minutes of the meeting based on the proceedings of the meeting
- v. The attendance register is submitted to finance on or before 15th of every month to be factored in the payroll
- vi. The attendance registers were submitted for payments without minutes attached. Committee minutes were used only as reference journals

5.2 BEST PRACTICES IN MANAGEMENT OF COMMITTEES

Hon Speaker,

The success of a legislature depends on the efficiency and effectiveness of each committee's performance. Having this in mind, the committee had an extensive interactive session with their host assembly and made the following observations on best practices:

- i. That Committees in Elgeyo Marakwet have a weekly committee timetable prepared by the office of the Clerk and approved by Liaison; indicating the day,time,committee,venue and the concerned committee clerk assistants
- ii. That the County assembly have two labelled committee rooms for conducting their weekly committee sittings
- iii. Each Committee had a maximum of one hour for every sitting
- iv. That every committee sitting was organized by a committee chair and
- v. The various chairs generate agendas as stipulated in the Standing Orders
- vi. The committee observed that the various committee work plans were synchronized to one booklet highlighting various programs subdivided into 1st ,2nd,3rd and 4th quarters
- vii. Every committee program indicates the activity, dates and the amount in each quarter
- viii. The committee work plans were prepared by various committee clerk assistants, synchronized by head of committee services and approved by Liaison committee

5.3 MEMBERS WELFARE

Hon Speaker,

Members welfare is prudent to enable members to effectively work and deliver on their roles which include; representation, legislation and oversight. During the visit, members made the following observations:

- i. All members have Customized Diaries, Notebooks and Tablets
- ii. The tablets were particularly for updating on committee Agendas, Reports, access to Order paper and any other relevant communication
- iii. The County Assembly has a restaurant with a lounge, furnished with red carpets and TV sets with operational decoders
- iv. That members were served with tea and snacks at the restaurant
- v. That the County Assembly had an ambient environment; maintaining high standard of cleanliness in and outside the offices
- vi. That members have pigeon holes available under lock and key with inscribed members' name
- vii. That Foreign and Local Travel for members **must** be accompanied by Committee clerk assistants
- viii. That the Sergeant-at-Arms must accompany members in their travels for security purposes
- ix. That all travels for members **must** be approved by the Liaison Committee

5.4 POLICIES AND LEGISLATIONS

Hon Speaker,

Members' legislative roles must be efficient for better delivery of services. During the visit members found the following;

- i. That the County Assembly of Elgeyo Marakwet have a Bill and a Motion tracker that provides an overview of current status of motion

- ii. That the motion tracker highlights; the house sitting number,subject,date motion forwarded to Executive, Maturity, Report received or Not and Status

5.5 INFRASTRUCTURAL DEVELOPMENTS

Hon Speaker,

On matters of infrastructural development, the committee observed the following:

- i. That Elgeyo Marakwet County Assembly has well-structured landscaping, providing serene environment
- ii. That the County Assembly public gallery is glass proofed to enhance security and orderliness in the Chambers
- iii. That the County Assembly chamber has a digitalized Clock in system

6.0 COMMITTEE RECOMMENDATIONS.

The Committee upon satisfactorily making its findings made the following recommendations:

- a) **THAT**, members sitting allowances should be incorporated in their pay slips backed by the committee attendance registers and weekly timetables
- b) **THAT**, all oversight activities must be approved by Liaison committee and the reports tabled thereafter in the House
- c) **THAT**, all committees local and foreign travel should be controlled by Liaison Committee and backed by approved Committee work plans
- d) **THAT**, all members travel; both local and foreign must be accompanied by the relevant committee clerk assistants.
- e) **THAT**, committee chairs be strict on their members' attendance.
Enhanced by adoption of attendance register that is closed immediately after the meeting by respective committee clerks

- f) **THAT**, the County Assembly should conduct an autonomous requisition of its total monthly ceiling from the County Revenue Fund (CRF) Account, independent from that of the Executive
- g) **THAT**, the office of the Sergeant-At-Arms be well equipped to enhance security within and outside the precincts of the Assembly
- h) **THAT**, the County Assembly cleaning services should be improved to create a conducive working environment
- i) **THAT**, members to be issued with tablets and customized diaries to enhance on updating on Agendas,Reports,Acess to Order paper and any other relevant communication
- j) **THAT**, committee clerks to be issued portable laptops to enhance effectiveness of work
- k) **THAT**, Honorable members be allocated letter heads, business cards and ward offices be equipped with Desktops and printers
- l) **THAT**, all travels by Members should be accompanied by an officer from the sergeant at arms for purposes of provision of security
- m) **THAT**, the Liaison Committee benchmark in best procedures from assemblies e.g Makueni,Machakos

6.0 CONCLUSION

Hon Speaker,

The Committee therefore requests this Honorable House to adopt this benchmarking report and its recommendations.

I wish to confirm that the recommendations of the Committee in this report were unanimous and I therefore beg the Members of this Honourable House to adopt this benchmarking report with or without amendments.

6.1 Adoption of report

We the members of the joint committee on Implementation, Labour and Social Welfare have pursuant to Standing Order 196(1) adopted this report and affix our signatures to affirm our approval and confirm its accuracy, validity and authenticity.

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| 1. Hon. Solomon Angelei | -Chairperson..... |
| 2. Hon. Josphine Cheprum | -vice chairperson..... |
| 3. Hon. Selina Longiro | -Member..... |
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7.0 ANNEXURES

Annex 1. Minute of the Committee

Annex 2 Adoption Minutes