

SPECIAL ISSUE

COUNTY ASSEMBLIES FORUM (CAF)
P. O. Box 73552 - 00200,
NAIROBI, KENYA

Kericho County Gazette Supplement No. 11 (Bills No. 6)



REPUBLIC OF KENYA

***KERICHO COUNTY GAZETTE
SUPPLEMENT***

BILLS, 2016

NAIROBI, 9th September, 2016

CONTENT

Bill for Introduction into the County Assembly of Kericho —

PAGE

The Kericho County Equitable Development Bill, 2016 1

**THE KERICHO COUNTY EQUITABLE DEVELOPMENT
BILL, 2016**

COUNTY ASSEMBLIES FORUM (CAF)
P.O. Box 73552 - 00200,
NAIROBI, KENYA

ARRANGEMENT OF CLAUSES

Clause

PART I—PRELIMINARY

- 1—Short title.
- 2—Interpretation.
- 3—Objects and purpose of the Bill.

**PART II—EQUITABLE AND EQUAL DEVELOPMENT AND
OPERATION MECHANISM**

- 4—Minimum development standards.
- 5—Equal allocation of development funds to wards.
- 6—Equitable of development funds allocations to wards.
- 7—Reports on absorption of development funds.
- 8—Public Procurement Act and regulations to be observed.
- 9—Conflict of interest.
- 10—Public participation.
- 11—Monitoring and evaluation of projects.
- 12—Projects to align to county development plan.
- 13—Stalled projects.
- 14—Residents to seek information on projects.
- 15—County treasury to provide guidelines.

**PART III—ADMINISTRATION AND PROJECT
IMPLEMENTATION**

- 16—Establishment of the Ward Development Committee.
- 17—Composition of the Development Committee.
- 18—Functions of the Development Committee.
- 19—Powers of the Ward Development Committee.
- 20—Conduct of business of the Development Committee.
- 21—Project Management Committees.
- 22—Composition of the project Management committee.

**PART IV—FINANCIAL MANAGEMENT**

- 23—Ward fund account.
- 24—Records of disbursement to be kept.

PART V—MISCELLANEOUS PROVISIONS

- 25—Remuneration of members.
- 26—County equitable development Sub- Committee.
- 27—Offences and Penalties.
- 28—Review of the operations of this Bill.
- 29—Regulations

**FISRT SCHEDULE—PROVISIONS RELATING TO THE
CONDUCT OF BUSINESS AND AFFAIRS OF THE
DEVELOPMENT COMMITTEE**

**SECOND SCHEDULE—ANNEXURE TO THE REPORT BY THE
DEVELOPMENT COMMITTEE**

**THE KERICHO COUNTY EQUITABLE
DEVELOPMENT BILL, 2016**

COUNTY ASSEMBLIES FORUM (CAF)
P. O. Box 73552 - 00200,
NAIROBI, KENYA

A Bill for

AN ACT of the County Assembly of Kericho to provide for the realization of equal and equitable allocation of resources for development projects within wards; to provide for the establishment of a ward development and project implementation committees giving them powers, functions and responsibilities to deliver services and for connected purposes

ENACTED by the County Assembly of Kericho, as follows—

PART I—PRELIMINARY

1. This Act may be cited as the Kericho Equitable Development Act, 2016 and shall come into operation on the date of publication in the *Gazette*. Short title and commencement.

2. In this Bill, unless the context otherwise requires— Interpretation

“county chief officer” means any person appointed as such by the county government under section 45 of the County Government Act, 2012;

“County development funds” means funds appropriated by the county assembly as development fund in any financial year; No. 17 of 20 12

“County Flagship Projects” means County projects as provided for in the County Integrated Development plan approved by the County Assembly;

“County government” means the county government of Kericho;

“County secretary” means the office established under section 44 of the county government’s Act;

“County treasury” means the county treasury as created under the Public Finance Management Act, 2012; No. 18 of 2012

“Development Committee” means the Ward Development Committee established under section 16 of this Bill;



“Development plan” has the same meaning as provided for in the interpretation of the public finance management Act;

“Executive Committee Member” means the county executive committee member under the County Governments Act, 2012.

“Financial year” means the period of twelve months ending on the thirtieth June in each year;

“Fiscal plan” means the plan developed by the county government having met the requirements in the constitution and the public finance management Act

“Governor” means the Governor of Kericho

“Ward” means the wards as created under the constitution of Kenya, 2010.

3. The Objects and Purpose of this Act is to—

Objects and purposes of the Act.

(a) create equality in development projects in wards within the county;

(b) create equitable development among all the wards in the county;

(c) enhance accountability mechanisms in development related matters in the county;

(d) ensure direct, continuous public participation in project identification, prioritization, implementation and oversight of projects and;

(e) align development projects to the county integrated development plan.

PART II - EQUITABLE AND EQUAL DEVELOPMENT AND OPERATION MECHANISIM

4. (1) The Executive Committee Member shall, not later than the 31st day of August in each year, on the advice of the Ward Development and Implementation committee, after consultation with each ward in the county, set a minimum development requirement for each ward for the coming financial year.

Minimum development requirement for each ward.

(2) The County Executive Committee, in consultation with the County Assembly, shall ensure that at least forty percent (40%) of the total annual Budget is allocated for county development.

5. (1) Each County Chief Officer shall ensure that sixty percent (60%) of the funds appropriated to the department for development purposes are equally shared among the wards in the county.

(2) Where a development project is run by the county government directly, the responsible chief officer shall ensure that wide consultations in identifying the project location are carried out and no funds of the county, grants, loans or donations may be spent on a unilateral decision of an arm of government.

(3) Any decision made by the responsible chief officer under subsection (2) shall be approved the county assembly before any funds are spend in relation thereto.

(4) Where the recipient is the county assembly, on behalf of the county government, such money shall be appropriated in accordance with the ordinary budgetary process.

6. (1) Each County Chief officer shall ensure that forty percent (40%) of the funds allocated to the department for development purposes are equitably shared among the wards.

Equitable
allocation of
development funds
to wards.

(2) In sharing out the funds under subsection (1) above, the county chief officer shall use a pre-determined formula of consideration approved by the county assembly.

(3) For avoidance of doubt, the following formula shall be used in coming up with the pre-determined sharing of the funds with appropriate modifications and considerations used, and in particular consideration are that—

- (a) 8% shall be allocated in accordance with the population
- (b) 23% shall be allocated in accordance with County flagship projects
- (c) 38% shall be shared according to poverty index in the wards;
- (d) 24% shall be shall be allocated in accordance in accordance with the land area;
- (e) 5% shall be allocated for emergencies;
- (f) 2% shall be allocated in accordance with the fiscal responsibility and

(4) Once approved by the County Assembly, the formula shall apply to all county Chief Officers in discharging their mandate.

(5). The chief officer responsible for Finance and Economic planning shall in consultation with the chief officer responsible for finance and economic planning jointly be responsible for updating county database on clause 6 (3) of this Act. This data shall be —

- (a) updated annually
- (b) submitted to the County Assembly not later than the 31st day of August every year.

7. (1) All county chief officers must submit quarterly reports to the county assembly on the absorption and non-absorption of development funds which reports shall be in accordance with the requirements of the Public Finance Management Act, 2012.

Reports on
absorption of
development funds.

(2) All reports made under subsection (1) shall contain a statement of compliance with sections 5 and 6 of this Bill and an annex to the report in the form provided in the Second Schedule.

No. 18 of 2012

(3) The county assembly shall, upon receipt of any report under subsection (1), consider and debate on the report and may summon any person to appear before it as it may deem fit.

(4) The findings of the report shall be made available to any member of the public on request.

8. (1) In carrying out any development project or activity, the Public Procurement and Asset Disposals Act, 2015, and any other law shall be followed and adhered to at all times and in particular —

Public procurement
Act and
Regulations to be
observed.

- (a) no contract or tender may be awarded to any person or body that is not prequalified in the financial year; Cap. 412
- (b) all contracts must be made public and criteria for award made clear;
- (c) no member of the executive, his or her close relative, or a company in which the member is a director may bid for a contract while the member is in office;

- (d) youth, women and persons with disability are to be given special consideration upon being recognized by the relevant authorities, and at least thirty percent (30%) of all County tenders shall be awarded to them in accordance with relevant laws.

(2) Priority shall be given to eligible companies and registered groups in the ward where the tender is ward based.

9. Where a person officially participating in any proposed project has any interest in a project in a personal capacity such person shall declare that interest at the inception stage of the project and shall not participate in the conduct of the matters of the project any further than is necessary for handing over the control of the project.

Conflict of interest.

10. (1) County officers shall promote and sustain public participation and to that effect shall involve the communities, organizations and the people to be affected by any development project or activity in the county, sub-county, ward and all other units established under the County Government Act, in all stages of decision making process of the project or activity.

Public participation.

(2) Without prejudice to the generality of subsection (1) above, the communities, organizations and the people shall—

- (a) before the commencement of any project, be involved in the development of a plan for their wards and the prioritization of projects;
- (b) during the implementation of any project, be informed, through the Ward Development Committee, of the funds allocated to each project and the commencement and completion dates of the project;
- (c) at the completion of the project, be informed of the true value of the project and be allowed to submit opinions on the project in presence of the Executive Committee Member or the chief officer in the office through which the project is implemented.

(3) The views of the communities, organizations and the people shall be recorded in the minutes or memorandum



of the meeting by the Development Committee and sent to the relevant member of the county assembly and the committee of the assembly concerned.

11. (1) The county Executive committee Member responsible for a development project shall within ninety days of completion of a project, in conjunction with the Development Committee, report to the county assembly on the impact assessments of the project in the ward.

Monitoring and evaluation of projects.

(2) The report under subsection (1) shall contain all details as to how the project was implemented and its impact to the people of the ward in which the project was carried on.

(3) At the end of every financial year, each ward shall have a one day open forum where the Executive Committee Member shall report on all projects implemented in the ward in the financial year ending and the members of the public shall submit their questions, memoranda and petitions relating to the report and projects within sixty days after the end of the financial year.

12. County chief officers shall ensure that all projects within the wards have been approved and are in the county development plan and all projects shall be guided, in their implementation, by the County Integrated Development Plan (CIDP).

Projects to align to county integrated development plan.

13. (1) A county chief officer may revive any stalled project in a ward if the communities and the people of the ward feel the revival is absolutely necessary and the initial investor had unnecessarily abandoned the project.

Stalled projects.

(2) Without prejudice to the provisions of subsection (1) above, an officer may allocate funds to a project that is already running with another or partner, subject to this Act and any other law.

(3) No funds may be allocated to a different project with a similar impact within a ward if an existing project stalled.

14. (1) Any resident of a ward may, with or without giving reasons, and through the Development Committee, seek to have more information about a project.

Right of residents to seek information on projects.

(2) A resident may in writing, if the information required under subsection (1) is not within the knowledge of

the Development Committee, request the relevant county chief officer for the information required.

(3) The residents may through the, Development Committee petition for the stopping of a project if impropriety is alleged and where such a petition is received no further funds may be paid to the project until all allegations of impropriety are dispensed with.

15. (1) The county treasury shall, in accordance with section 105 (f) of the Public Finance Act, issue guidelines relating to the implementation of the principle of equalization and equality under this Bill, to accounting officers in charge of projects.

County treasury to provide guidelines.

(2) The guidelines issued under subsection (1) shall be formulated as a proposal in the budget of each financial year and adopted by the county assembly during the budgetary process of that financial year.

PART III—ADMINISTRATION AND PROJECT IMPLEMENTATION

16. There is established in every ward a Ward Development Committee which shall be a body corporate with perpetual succession and a common seal and may, in its corporate name—

Establishment of the Ward Development Committee.

- (a) sue and be sued;
- (b) take, purchase or otherwise acquire, hold, charge or dispose of movable and immovable property; and
- (c) do or perform all other things or acts that may be lawfully done or performed by a body corporate for the proper discharge of its functions under this Act.

17. (1) The Ward Development Committee shall be composed of—

Composition of the Development Committee.

- (a) the county assembly member representing the ward in the county assembly and any specially elected member being an ex-officio member;
- (b) one person representing the private sector in the ward;
- (c) one person representing Non-governmental organizations or Community Based Organization within the ward;

- (d) one person representing religious groups in the ward;
 - (e) one person representing the youths of the Ward;
 - (f) one person representing the women from the Ward;
 - (g) one person representing persons with disability in the ward;
 - (h) one person representing professionals in the Ward;
 - (i) The Ward Administrator who shall be the secretary and
 - (j) One representative of the local administrators who shall be ex-officio members to the Development Committee
- (2) The Development Committee may co-opt not more than three members with specialized knowledge or expertise to assist in the discharge of specific functions of the Committee on such terms as the Committee may specify.
- (3) The term of office of the members of the Ward Development Committee shall be three years and may be renewed as may be prescribed under regulations made under subsection (4).
- (4) The Executive Committee Member shall, with the approval of the County Assembly, make regulations on the qualifications for eligibility to be elected to the Development Committee and the procedures for election of the members.
- (5) Subject to subsection (4), the office of a member shall fall vacant if a member—
- (a) misses three consecutive sittings of the Development Committee without a reasonable explanation;
 - (b) is bankrupt, is of unsound mind or his or her integrity is put to question;
 - (c) is found guilty of a crime; or
 - (d) is found to hold undeclared conflict of interest while holding office when one contravenes the provisions of chapter 6 of the constitution of Kenya

(6) Whenever a vacancy occurs in the Ward Development Committee by reason of resignation, incapacitation or demise of a member, the vacancy shall be filled from the same category of persons where the vacancy has occurred.

18. The functions of the Development Committee shall be to—

Functions of the
Development
Committee.

- (a) co-ordinate all county development matters in the ward;
- (b) deliberate on project and development proposals from the Ward and any other development which the Committee considers beneficial to the Ward and draw up a priority list, both immediate and long term, to be submitted to the relevant County Executive Committee member
- (c) ensure that the public is continuously informed and involved in projects and other developments of the county government;
- (d) receive and disseminate public views on projects and development matters in the wards;
- (e) organize and coordinate meetings between the county government and the people of the wards on development matters;
- (f) ensure that projects are in line with the wards development plans and the county integrated development plan;
- (g) organize and co-ordinate stakeholders in ward development plans;
- (h) ensure that the funds allocated for the different projects are totally spent on the relevant projects and connected purposes;
- (i) ensure that projects implemented in wards involve and benefit the residents of the relevant ward from inception to conclusion; and
- (j) exercise any other power or role as is necessary for the discharge of its functions.

19. The Development Committee shall have all the powers necessary for the proper performance of its functions under this bill and, in particular but without

Powers of the Ward
Development
Committee

prejudice to the generality of the foregoing, the Committee shall have power to—

- (a) on behalf of the relevant government departments, ward tenders for ward based contracts in compliance with public procurement and asset disposals act 2015;
- (b) monitoring and evaluating projects within the Ward;
- (c) ensure compliance with the contracts and terms of the award of contract;
- (d) recover monies from contractors and project management committees who have failed to comply with the terms of the award of contracts;
- (e) build the capacity of residents to take part in tendering of projects;
- (f) co-ordinate activities of the Project Management Committees implementing and managing county government funded projects in the ward;
- (g) receive quarterly reports from Project Management Committees in the ward; and
- (h) Submit quarterly consolidated reports on projects and development activities in the Ward to relevant county chief officers and the county assembly.

20. (1) Subject to subsection (2), the business and affairs of the Development Committee shall be conducted in accordance with the First Schedule.

Conduct of
business of the
Development
Committee.

(2) Except as provided in the Schedule, the Development Committee may regulate its own procedure.

21. (1) There is established a Project Management Committee.

Project
Management
Committees

(2) The Project Management Committee shall be responsible for the effective implementation and management of the project for which it is appointed and without prejudice to the generality of the foregoing the Management Committee shall—

- (a) operate a bank account opened under section 23 and receive monies from the County Government departments for development and particular projects.

- (b) undertake management of specified development projects in the Ward;
- (c) undertake procurement of goods and services in liaison with the line department and in any event not exceeding five million shillings;
- (d) receive, manage and control the administration of all funds allocated for the implementation of the relevant projects subject to approval by the Ward Development Committee;
- (e) prepare work plans based on estimates and cause to be kept books of accounts and records of income, expenditure and liabilities of the projects;
- (f) ensure linkages between county plans and the project, implementation and management;
- (g) ensure meaningful engagement of citizens in the ward in the project management process; and
- (h) quarterly account for funds allocated to the specific project to the Ward Development Committee and submit certified books of accounts and financial performances reports as may be prescribed.

22. The committee shall be composed of—

Composition of the
project
Management
committee.

- (a) The Village Administrator who shall be the secretary to the committee;
- (b) one person representing the private sector in the project area;
- (c) one person representing the non-governmental organizations or community based organizations in the project area;
- (d) one person representing the religious groups in the project area;
- (e) one person representing the youth in the project area;
- (f) one person representing the women in the project area;
- (g) one person representing persons with disabilities in the project area and
- (h) one person representing the professionals in the project area.

PART IV — FINANCIAL MANAGEMENT

23. (1) For purpose of disbursement of funds under this Bill, there shall be opened and maintained a ward account for every ward at any commercial bank, approved by the Executive Committee Member, into which all revenue allocated to the ward for development shall be kept. Ward fund account

(2) The bank account opened pursuant to subsection (1), shall be separate from that of the County treasury and shall be known by the name of the ward for which it is opened and each ward shall maintain only one account.

(3) At least three signatories shall be required for every cheque or instrument for actual payment or withdrawal of funds from a ward development account and the signing instructions shall be such that the signature of the Ward Administrator shall be mandatory and at least two signatures of the three members designated by the project management Committee.

(4) Funds from the ward development account shall only be withdrawn as disbursements for a particular project in accordance with the provisions of this Bill.

(5) Every payment or instruction for payment out of the ward development account shall be strictly on the basis of a recorded resolution of the Ward Development Committee.

(6) All unutilized funds shall remain in the ward development account and no investment elsewhere shall be permitted, but funds meant for a project that is cancelled or discontinued shall be returned to the account and may be dealt with under section 13.

24. (1) The Ward Development Committees shall keep and update accurate monthly records of all disbursements made for development projects and activities in every ward. Records of disbursement to be kept.

(2) The chairperson of the Ward Management Committee shall submit an annual report on the activities, operations and expenditure of the Committee under the Act to the county Assembly through the relevant chief officer.

25. (1) Members of the Development Committee shall operate on part- time basis and only be entitled to Remuneration of members.

allowances at a rate to be fixed by the Executive Committee Member responsible for finance and economic planning in consultation with the county treasury and the Executive Committee Member responsible for finance.

(2) For the avoidance of doubt members of the Development Committee shall not be employees of the county or the national government and shall not be remunerated as public officers or servants.

PART V—MISCELLANEOUS PROVISIONS

26. (1) The County Executive Committee shall monitor and ensure compliance to this Bill through its equitable development sub-committee consisting of—

County equitable
development Sub-
Committee.

- (a) the Governor, who shall be the chairperson;
- (b) the Executive Committee Member responsible for planning, who shall be the deputy chairperson;
- (c) the Executive Committee Member responsible for finance; and
- (d) the Executive Committee Member responsible for special interest groups.

(2) The function of the sub-committee shall be to ensure compliance with the provisions of the Act and be the executive consulting organ in reference to equitable development in the county.

27. (1) Any person who acts contrary to or contravenes any provision of this Bill commits an offence and is liable, on conviction, to a fine not exceeding five hundred thousand Shillings or to a term of imprisonment not exceeding three years or to both.

Offences and
Penalties.

(2) Where the offence committed under subsection (1) results in any financial or material loss to the county government, the county government shall be entitled to recover loss from the offender as a debt due to it.

28. (1) The operation of this Bill shall be reviewed every year, within three months after the end of the financial year, to assess its development impact in the ward in that year and where necessary a review of the Bill shall be undertaken to ensure better development impact.

Review of the
operations and the
Act.

(2) The review of the Bill undertaken under subsection (1) shall—

- (a) be approved by not less than a third of all the members of the County Assembly; and
- (b) shall come into effect after the financial year in which the review was done.

(3) The review of the Bill under subsection (1) may originate from the County Assembly, the county treasury or residents of the ward and if it originates—

- (a) in the treasury, it shall be in the form of a proposal contained in a memorandum to the assembly;
- (b) from the residents, it shall be in the form of a petition to the County Assembly.

Any amendment of this Bill must be approved by not two thirds of the Members of the County Assembly

29. The Executive Committee member may, with the approval of the county Assembly, make regulations generally for the better carrying into effect the purposes of this Bill. Regulations.

SCHEDULE (S. 20)

PROVISIONS RELATING TO THE CONDUCT OF BUSINESS AND AFFAIRS OF THE DEVELOPMENT COMMITTEE

1. (1) The Development Committee shall meet at such place as the chairperson may determine and the meetings shall be convened by the chairperson. Meetings

(2) The Development Committee shall have at least four meetings in every financial year and not more than three months shall elapse between one meeting and the next meeting.

(3) Unless three quarters of the members otherwise agree, at least seven days' notice in writing of a meeting shall be given to every member by the Secretary.

(4) The chairperson may, at his or her discretion or at the written request made by at least half of the members of the Development Committee and within seven days of the request, convene an extraordinary meeting at such time and place as the Chairperson may appoint.

(5) Every meeting of the Development Committee shall be presided over by the chairperson and in his or her absence; the vice- chairperson shall preside.

(6) The members of a Development Committee shall elect a vice- chairperson from among themselves—

(a) at the first sitting of the Development Committee; and

(b) whenever it is necessary to fill the vacancy in the office of the vice-chairperson.

(7) Where the chairperson or vice-chairperson is absent, the members shall appoint from among themselves, a person to chair the meeting of the Development Committee.

(8) The Development Committee may invite any person to attend any of its meetings and to participate in its deliberations, but such person shall not have a vote in any decision of the Development Committee.

2. (1) If any person has a personal or fiduciary interest in any matter before the Development Committee, and is present at a meeting of the Development Committee at which any matter is the subject of consideration, that person shall as soon as is practicable after the commencement of the meeting, declare such interest and shall not take part in any consideration or discussion of, or vote on any question touching such matter. Conflict of interest

(2) A disclosure of interest made under subparagraph (1) shall be recorded in the minutes of the meeting at which it is made.

3. (1) Subject to subparagraph (2), the quorum of at any meeting of the Development Committee shall half of the appointed members of the Development Committee. Quorum

(2) Where the persons present at a meeting of the Development Committee do not constitute the quorum necessary to hold a meeting under this Act or where by reason of exclusion of a member from a meeting, the number of members present falls below the quorum necessary to hold a meeting, the Development Committee shall postpone the consideration of the matter in question until there is a quorum.

4. A question before the Development Committee shall be decided by a simple majority of the members present and voting and the chairperson shall, in the case of an equality of votes, have a casting vote.



5. The Secretary shall cause minutes and proceedings of all the meetings of the Development Committees to be entered into the Minute-Book kept for that purpose.

Minutes to be kept.

6. Except as provided in this Schedule, the Development Committee and the project management committees may regulate its own procedure.

Committees regulate its procedure.

SECOND SCHEDULE
ANNEXURE TO THE REPORT BY THE DEVELOPMENT
COMMITTEE

Ward.....Amount received.....

Amount allocated for administrative purposes.....

Contingency reserve (if any).....

Nature of project: new..... Additional funding
partnering.....

Pending recovery suits

[illegible]

Signed by the chairman of the committee

Secretary of the
committee

COUNTY ASSEMBLIES FORUM (CAF)
P. O. Box 73552 - 00200,
NAIROBI, KENYA

Received by the CEC

date

signature

NB

State whether the project is complete or still pending indicate the expected completion date

The Committee shall fill this form and return it with their reports

This document shall be copied and posted in notice around the ward for the public

To be delivered personally by the chairperson to the office of the CEC

MEMORANDUM OF OBJECTS AND REASONS

Part I deals with the title, objects and purpose of the bill.

Part II elaborates the establishment of the fund and its operating mechanisms.

Part III establishes ward development committee, its composition and functions.

Part IV establishes the ward fund account and explains how records of disbursements will be kept.

Part V elaborates miscellaneous provisions specifically remuneration ward development committee members, offences and penalties, review of the operations of this bill and its regulations.

EDWARD S. RUTTO,
Member of County Assembly, Kipkelion Ward.