

SPECIAL ISSUE

West Pokot County Gazette Supplement No. 1 (Bills No. 1)



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

NATIONAL COUNCIL FOR
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REPUBLIC OF KENYA

**WEST POKOT COUNTY GAZETTE
SUPPLEMENT**

BILLS, 2014

NAIROBI, 6th January, 2014

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

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**WEST POKOT COUNTY ASSEMBLY SKILL AND
CENTER DEVELOPMENT SUPPORT FUND
DISBURSEMENT BILL, 2014**

A Bill for

**AN ACT of West Pokot County Assembly to make
provisions for procedures and guidelines for the
efficient disbursement of fees, bursaries and such
other related matters**

PART I – PRELIMINARY

1. This act may be cited as the West Pokot County Assembly Skill and centre Development Support Fund Disbursement Regulations, 2014 and shall come into operation on such date as the executive committee member may, by notice in the gazette, appoint.

Short title and
commencement

2. The purpose of the bill is to establish procedures and guidelines for efficient allocation and disbursement of fees, bursaries and other related scholarships by County Government of West Pokot.

Purpose of the bill

3. In this Act, unless the context otherwise requires—

Definition

“Chief Officer” for a public entity, means the person appointed or in an acting capacity when discharging the functions of accounting officer for an administrative unit or department of the County

“Executive Committee Member” means the person in charge of Education, Information, Communication and Technology in the County

“Fund” means, money set aside by the County Government to support skill development

“Public entity” means County Government or department under the County Government or department under the County Government

“Regulations” mean guidelines under this act

“Secretariat” means a body at the County headquarters charged with the mandate of overseeing fund management

“Ward appraisal committee” means a body at the ward created to coordinate allocations of fees support

West Pokot County Skill Development Support Fund Disbursement
2014

4. This act will apply in respect to –

Application of the bill

- (a) Disbursement of county government bursary and fees support
- (b) Management of all sponsorship channelled through the county government

5. If there is a conflict between this law and any other law of West Pokot County Assembly as relates to matters of school fees support, bursary and skill development centres and grants, this law shall prevail

Conflict with other laws

6. (1) If there is a conflict between this law, the regulations or any directions of the secretariat and a condition imposed by the donor of funds, the terms in the memorandum of understanding agreed together between the county government and the donor of funds shall prevail in respect to fees support that uses those funds

Conflict with donated funds

(2) This section does not apply if the fees support funding is from a public entity

PART II – INSTITUTIONS INVOLVED IN FUND ALLOCATION

A. COUNTY SECRETARIAT

7. (a) There is established a secretariat, which shall have powers necessary to perform its functions; the secretariat shall be an oversight body

Establishment of the secretariat

(b) The secretariat shall be an institution of exemplary administrative and technical competence;

(c) Every member of the secretariat shall respect the non-partisan nature of the secretariat

(d) The secretariat shall uphold and maintain the highest ethical standard in the discharge of its functions

(e) Maintain honesty, accountability and integrity in the delivery of services, having regard to the principles of political neutrality, professionalism, economy, efficiency, equality, fairness, courtesy and discipline

8. (1) The secretariat shall consist of the following;

Composition of secretariat

(a) Nine members appointed by the governor. The

nine members shall comprise;

- (b) The executive committee member incharge of education
- (c) The other seven members shall be as follows;
 - (i) Chief of staff, office of the governor
 - (ii) Chief officer, finance and economic planning
 - (iii) One female representative resident in the county
 - (iv) Ngo representative
 - (v) Religious representative
 - (vi) One male representative resident in the county
 - (vii) One youth or student representative resident in the county
 - (viii) A representative from the county education board

(2) The female and male representative appointed by the governor must be persons of high integrity, good moral standing and have wide experience in management of education in the county.

FUNCTIONS OF THE SECRETARIAT

- 9.** The secretariat shall;
- (a) Equitably share the funds among the 20 wards existing in the county
 - (b) Review allocations to ensure support offered is adequate and sufficient
 - (c) Approve disbursement of fee support to awarded students
 - (d) Monitor allocations of support to ensure needy and deserving students benefit
 - (e) Conduct periodic county skills surveys to identify critical skills for the purpose of refocusing support and encouraging students to pursue necessary disciplines
 - (f) Maintain an updated database of all applicants and beneficiaries of the fund
 - (g) Periodically produce and share disbursement

Functions of the
secretariat

reports with the governor and the county assembly

Procedure and conduct of business of the secretariat

10. (a) The chairperson shall convene a meeting of the secretariat at least four times every financial year

Procedures and
conduct of business of
the committee of
secretariat

(b) Except as agreed under the minimum operation procedures and requirements, the secretariat may regulate its own operations.

(c) The quorum of the secretariat shall be five members

- a. The secretariat may invite any member of the public to attend any of its meetings as long as such person shall not have voting rights
- b. The secretariat shall have at most four meetings in every financial year; however special sittings of the secretariat may be convened as long as such meetings do not exceed three in a fiscal year
- c. The meetings shall be convened and chaired by the executive committee member in charge of education, or in the absence of the CEC, the secretariat shall be chaired by a member of the secretariat appointed by the secretariat in that sitting
- d. The chief officer in charge of education, information, communication and technology shall be the secretary to the secretariat
- e. A member of the secretariat, other than an ex officio member, may be removed from office by the appointing authority upon the recommendation of the secretariat committee, if such member –
 - i. Has been absent for three consecutive meetings of the board without permission of the chairperson
 - ii. Is in the opinion of the secretariat, otherwise unable or unfit to discharge the functions of his office

A WARD APPRAISAL COMMITTEES

11. (a) There is established a ward appraisal committee

Establishment and
composition of ward
appraisal committees

(b) There shall be twenty (20) ward appraisal committees with respect to the twenty (20) wards as

presently constituted

(c) The ward appraisal committee shall consist of the following: -

- (a) The member of county assembly for that ward shall be the patron
- (b) The ward administrator for that ward, who shall be the secretary to the committee;
- (c) Nine members of the public resident in that particular ward proposed by members of the public in a public baraza and duly appointed by the CEC Education. These seven members shall consist of:-

Youth representative; women representative; minority representative/religious representative; Ngo or CBO representative; people with disability representative; one person conversant and with vast experience in the management of education in the county; village administrator or his/her representative

12. The ward appraisal committee shall perform the following functions;

Functions of the committee

- (a) Invite applications for fees support
- (b) Receive applications
- (c) Scrutinize and verify all applicants
- (d) Nominate students to be supported with proposed amounts
- (e) Maintain an updated database of all raw applicants
- (f) Forward to the county secretary minutes and records of nominated fees support beneficiaries

13. The seven members of ward appraisal committees shall be competitively and transparently elected by members of their respective categories wards

Election of representatives to the committee

14. The role of the patron shall be as follows

Role of patron

- (a) Call the first meeting of the members to order
- (b) Provide leadership to the committee
- (c) Provide liaison between the committee and other institutions within and outside the ward that

West Pokot County Skill Development Support Fund Disbursement Plan
2014

supports students

15. (1) The chairperson and the vice chairperson, shall be elected from among members during the first sitting of the committee

Role of committee
chairperson

(2) The following shall be the roles of the chairperson:-

- (a) Act as the spokesperson of the committee
- (b) Schedule and call committee meetings
- (c) Chair committee meetings
- (d) Ensure committee agenda is exhaustively addressed
- (e) Ensure all members of the committee participate fully in all committee meetings and that consensus is reached in all decisions

16. The secretary to the committee shall perform the following functions:-

Role of Committee
secretary

- (a) Receive and document fees support applications
- (b) Keep records of the committee deliberations
- (c) Take minutes during committee meetings and circulate the same to the members
- (d) Rendering expert, non-partisan and impartial advice to the members of the committee on committee procedure and practice;
- (e) Carrying out such other duties as may be required of him by the committee and exercising powers as may be conferred on him by law

17. The ward appraisal committee:

Committee procedures

- (a) Shall have at least four meetings in every financial year
- (b) Special committee sittings may be convened but only by request of at least a third of total membership of the committee whenever an urgent fee request occurs; such special sittings shall not exceed three in a financial year
- (c) A fourteen day notice shall be issued before

any meeting of the committee is convened

- (d) A decision of the committee shall be by a simple majority constituting a quorum who is present; in the case of a stalemate in the voting, the person chairing shall have the deciding vote.
- (e) The ward appraisal committee shall serve for a five year term non renewable
- (f) Members of the committee shall be entitled to a sitting allowance and not wages or a salary
- (g) The allowances of the committee members shall be determined in accordance with existing rates of officers serving in voluntary public service as advised by SRC

PART 3 FUND ELIGIBILITY CRITERIA

18. For one to be eligible for support, he or she shall; Minimum eligibility criteria

- a) Be a resident of the ward for which fee support is being sought
- b) Be admitted or continuing student in secondary school or a higher institution of learning
- c) Be either a total or partial orphan with no financially stable guardian
- d) Be of good academic standing and moral character
- e) Be pursuing courses identified by the committee from time to time as requiring development
- f) All the bursary beneficiaries **must** submit their progress report before applying for the next bursary allocation

19. For strategic purpose of focusing the fund, Focus of the fund
students pursuing the following specialities shall be supported:

- a) Engineering
- b) Education
- c) Medicine, nursing and nutrition
- d) Humanities
- e) Journalism

f) IT Studies

20. (a) All eligible students shall be required to collect application forms from their ward offices free of charge

Mode of application
for the funds

(b) Duly completed application forms accompanied with all required attachments, signed and sealed forms shall be returned, received, dated at the ward administrator's office.

21. (a) At the end of the application period, the ward appraisal committee shall meet to open and record all applications

Selection process

(b) The ward appraisal committee shall hold its meetings in public with members of the public present

(c) Selected applicants for fee support shall be publicly displayed in the ward, schools, public notice boards, churches or such other places that are accessible and which are frequented by the public

(d) Successful applicants will be notified through county gazette notice as well as written communication and any other convenient means

(e) Fees for successful applicants will be paid into their school or college accounts through a cheque or direct funds transfer

22. (1) the following shall be the mode of splitting the funds

Applicable allocations
per category of
students

a) 30% of the funds shall go towards supporting students pursuing degree, diploma, certificate courses both technical and other institutions of higher learning

b) 30% of the fund shall be for secondary school students

c) 40% of the remaining shall be for skills development centres and grants

(2) In awarding fees support, the following shall be the minimum allocations per student per category;

a) Degree applicant Ksh. 25,000/=

b) Diploma applicants Ksh. 20,000/=, certificate

applicants Ksh. 15,000/=

- c) Secondary school applicants Ksh. 10,000/=
- d) Skills development centres shall be allocated a minimum of 30,000

23. (1) while ensuring the principal of equity and fairness is observed at all times, the committee will also be required to give priority to special category of students or applicants

(2) Special category applicants will include the following; Special category of students/ applicants

- (i) Bright but total orphans with no financially capable guardians
- (ii) Persons with disability
- (iii) Members of marginalized and disadvantaged minority groups within the Ward

(3) Full support and assistance will be accorded to this category

(4) Any student /applicant being supported by other donors/funds shall not be considered to avoid duplication. Incase of double funding to any applicant a return of the allocated bursary shall be done, At an event of non-refund the applicant shall not benefit anymore.

24. In case of any dispute arising from the ward in relations to the disbursement process, the county secretariat shall have the final word. Dispute resolution

PART IV: MISCELLANEOUS

25. (1) Application form. The following shall be the adopted application form which prospecting students and applicants will require to fill and submit to the Ward administrator.

(2) The form will from time to time be reviewed to capture important information that will aid both the Secretariat and the Ward Appraisal committee to make informed decisions during fund disbursement.

SCHEDULES

Schedule 1

Application form to be submitted to the ward administrator duly signed in the prescribed format.

This form will from time to time be received as the secretariat may deem fit and as it may be necessary to capture new information.

COUNTY GOVERNMENT OF WEST POKOT

STUDENT COUNTY BURSARY APPLICATION FORM

Name of Applicant: Surname..... Middle..... First.....

Date of Birth: (YY) (MM) (DD)

(Attach Birth Certificate)

Gender: Male.....Female.....

Sub-County: Ward..... Village.....

Enrolled Institution:

1. University.....

2. Middle Level College/Polytechnic.....

3. Secondary School

Admission Number: Year of Study.....

(Please attach Admission Letter of Institution)

(please attach progress report).

Marks for Entry/Grade: KCPE KCSE

Diploma/First Degree.....

Name of Ward Administrator:

Signature/Stamp.....

Member of County Assembly:

Signature.....

(Rubber Stamp)

Name of Parent/ Guardian:

Signature/Thump.....

(Attach Copy of ID of Parent/Guardian)

Contact Address: P.O. Box..... Cod..... Tel.....

WARD AWARD DECISION

Amount Requested: Ksh.....

Personal Contribution:.....

Balance from Institution's.....

(Attach Fee Statement/ structure)

Application Approved/or Declined.....

Amount Granted:

FOR OFFICIAL USE (SECRETARIAT ONLY)

Amount Requested: Ksh.....

Application Approved/or

Declined.....

Amount Granted:

REASON FOR DEVIATION/VARIANCE FROM WARD AWARD:

.....
.....
.....

Signed and Dated:

Chief Officer in charge of Education, Information, Communication and
Technology

Signed and Dated:

Chief Officer in charge of Finance and Economic Planning

Signed and Dated:

Chief of Staff

Signed and Dated:

Dated 2nd January, 2014.

GLADYS CHEMWETICH KIIYAPYAP,
*County Executive Member,
Education, Information, Communication and Technology*