

COUNTY ASSEMBLY OF KITUI
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INTERNAL MEMORANDUM

TO: THE CLERK OF ASSEMBLY
THRO': IN CHARGE L.P AND P
FROM: CLERK ASSISTANT (T.C.8)
DATE: 21ST OCTOBER, 2020
REF: CAK ADM/15/22/VOL. IV/ (58)


Mr. Speaker
This report can only be laid as a paper for the members' information
forwarded by MPAP
Diemba
21/10/2020.
21/10/2020

SUBJECT: REPORT BY THE LIAISON COMMITTEE ON CONSIDERATION OF THE COUNTY ASSEMBLY COMMITTEES' ANNUAL WORK PLANS AND APPORTIONMENT OF COMMITTEES' BUDGET FOR THE FINANCIAL YEAR 2020/21

The above subject matter refers.

Forwarded herewith, please find the Report by the Liaison Committee on Consideration of The County Assembly Committees' Annual Work Plans and Apportionment of Committees' Budget for the Financial Year 2020/21.

Yours faithfully,


**ESTHER MWELE,
CLERK ASSISTANT
COUNTY ASSEMBLY OF KITUI.**

Approved
Simon
3/11

REPUBLIC OF KENYA



COUNTY GOVERNMENT OF KITUI

THE COUNTY ASSEMBLY

SECOND ASSEMBLY – (FOURTH SESSION)

REPORT OF THE LIAISON COMMITTEE ON CONSIDERATION OF THE
COUNTY ASSEMBLY COMMITTEES' ANNUAL WORK PLANS AND
APPORTIONMENT OF COMMITTEES' BUDGET FOR THE FINANCIAL
YEAR 2020/2021

CLERK'S CHAMBERS
P.O. BOX 694-90200
KITUI.

OCTOBER, 2020

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1.0 PREFACE

Mr. Speaker Sir, on behalf of the members of the Liaison Committee and pursuant to the provisions of Standing Order No. 191(2), I am pleased to present before the house, the report of the Liaison Committee on the observations, recommendations and subsequent approval of annual work plans for all the Committees for the financial year 2020/2021.

1.1 Mandate of the Committee

Mr. Speaker Sir, The Liaison Committee is a select committee established under the Kitui County Assembly Standing Orders No. 191(1) which states follows;

“There shall be a Select Committee to be known as the Liaison Committee which shall consist of the Chairperson of committees as the Chairperson and the Chairpersons of all committees of the County Assembly”.

The Liaison Committee derives its mandate from Standing Order No. 191(2). The committee’s functions include;

- i. To guide and co-ordinate the operations, policies and mandates of all Committees;
- ii. To deliberate on and apportion the annual operating budget among the Committees;
- iii. To consider the programs of all Committees, including their need to travel and sit away from the precincts of the County Assembly;
- iv. To ensure that committees submit reports as required by these Standing Orders;
- v. To determine, whenever necessary, the committee or committees to deliberate on any matter;

- vi. To give such advice relating to the work and mandate of select committees as it may consider necessary;
- vii. To consider reports of committees that have not been deliberated by the County Assembly.

1.2 Membership of the Committee

Mr. Speaker Sir,

The committee's membership comprises of all the chairpersons of committees. The committee is currently comprised of the following members;

- | | |
|-------------------------------|--------|
| 1. Hon. George M. Ndotto | Member |
| 2. Hon. Peter M. Kilonzo | Member |
| 3. Hon. Jacob Kavolonza | Member |
| 4. Hon. Jefason N. Kiruru | Member |
| 5. Hon. Johnson Kanandu | Member |
| 6. Hon. Dr. Grace Mutua | Member |
| 7. Hon. Boniface Kilaa Kasina | Member |
| 8. Hon. Elizabeth Ndunge | Member |
| 9. Hon. Geoffrey Mwalimu | Member |
| 10.Hon. Alexander M. Mbili | Member |
| 11. Hon. Philip Nguli | Member |
| 12.Hon. Munyoki Mwinzi | Member |
| 13.Hon. Jane Mutua | Member |
| 14.Hon. David Thuvi | Member |

15.Hon. Anne Mumo (Vice chairperson representing the committee of Trade, Co-operatives and Investments)

16.Hon. Eliud Ndinguri (Vice Chairperson representing committee of Justice and legal affairs)

ACKNOWLEDGEMENT

Mr. Speaker Sir, the committee would like to acknowledge and appreciate all the members of the Liaison Committee who participated in the process and worked diligently to ensure that the work was accomplished. The committee also extends its appreciation to the Offices of the Speaker, the Clerk of the County Assembly and the Senior Fiscal Analyst, Mr. Charles Nyaga, for the necessary support accorded to it while discharging its mandate.

Mr. Speaker Sir, it is therefore my pleasant duty and privilege, on behalf of the Liaison Committee, to table the Report on the consideration of all committees' work plans and apportionment of budgets for the year 2020/2021 and recommend it to the House for adoption.

Thank you.

HON. DATE.....

(DESIGNATED MEMBER, LIAISON COMMITTEE)

COUNTY ASSEMBLY OF KITUI

Sumobotto
Ag. Chair/ - Liaison Committee
Presiding

REPORT PREPARED BY:

1. ESTHER MWELE – CLERK ASSISTANT

2.0 PREFACE

Overview of the County Assembly's Budget for the financial year 2020-2021

The Assembly has a total approved budget of Kshs 881,002,159 for the year 2020/2021. This amount comprises of Kshs 836,025,472 for Recurrent Expenditure as approved in the County Allocation of Revenue Act (CARA), 2020, and Kshs 44,976,687 for Development Expenditure.

This budget is divided into two major departments namely:-

- a) General Administration, Planning and Support Services (Clerks Office). This budget caters for all the departments that fall under the Office of the Clerk and it totals Kshs. 300,263,978 which translates to 34% of the total budget.

The General Administration, Planning and Support Services (Clerks Office) budget of Kshs 300,263,978 (34%) is further split into:-

- ❖ Compensation to Employees Kshs 133,180,571
- ❖ Use of Goods and Services Kshs 116,068,920
- ❖ Other Recurrent Expenditure Kshs 6,037,800
- ❖ Development Expenditure Kshs 44,976,687

- b) Legislation, Representation and Oversight (Speakers Office). This budget caters for:-

- i. Plenary services.
- ii. Committee Services.
- iii. County Assembly Service Board
- iv. Ward Office Operations

The total budget for this department is Kshs. 580,738,181 which translates to 66% of the total budget. (66%)

This budget is further split into;

- ❖ Compensation to Employees Kshs 304,636,881
- ❖ Use of Goods and Services Kshs 267,101,300
- ❖ Other Recurrent Expenditure Kshs 9,000,000

2.1 Approval of Committee Work Plans and Apportionment of Budgets

Mr. Speaker Sir, the Liaison Committee is authorized under Standing Order No. 191(2) (b), and (c) to deliberate on and apportion the annual operating budget among the Committees in addition to considering the programs of all committees, including their need to travel and sit away from the precincts of the County Assembly.

Mr. Speaker Sir, it is on this basis that the Liaison committee proceeded for a retreat to Mombasa, from 12th October to 18th October, 2020 so as to scrutinize the proposed committee work plans and budgets before subsequently aligning them as the Committee deemed fit.

3.0 COMMITTEE OBSERVATIONS

3.1 Committees' Budgets

Mr. Speaker Sir,

In determining the criteria to be adopted in apportioning the budgets, the Liaison Committee considered the size of each Committee (as pertains the membership), its mandate and any other statutory obligation as conferred by law.

For this current financial year 2020/2021, the total budget allocation sharable amongst committee and non - committee work is Kshs. 75,901,900 consisting of:

3.1.1 Domestic travel and Accommodation

This item has an allocation of Kshs. 55,111,500. From this amount, 80% (Kshs 44,089,744) is to be utilized by the committees while the balance of 20% (Kshs. 11,021,756) is to be left in a common pool to be used by all the members of assembly whenever they go out for non-committee related issues such as general trainings/seminars.

3.1.2 Committees, Conferences and Seminars

There is a budgetary allocation of Kshs. 20,790,400 for this item. From this sum, 90% which is (Kshs. 18,711,382) is to be utilized for committee work while the balance (Kshs. 2,079,018) is to be utilized by the members of assembly on non – committee related activities.

Therefore, the total sharable income for the committees in this financial year is Kshs. 62,801,126 which arises from the sum total of the amount allocated for domestic travel and accommodation (Kshs.44,089,744), and committees' conferences and seminars (Kshs. 18,711,382).

The total sharable amount of Kshs. 62,801,126 is to be shared as follows:-

- i. 70% of the total to be shared amongst all the committees as per the percentages below which was approved by the committee:

Committee	Proposed Percentage Allocation per Committee 2020/2021	No. of Committees	Total Percentage Allocation
Sectoral	5.230%	11	57.53%

Budget and PIAC	8.850%	2	17.70%
Liaison and House Business	4.500%	2	9.00%
Procedure & Rules and Powers & Privileges	2.762%	2	5.52%
Appointment	2.12%	1	2.12%
Selection	3.13%	1	3.13%
Implementation	5.00%	1	5.00%
Total Allocations to Committees		20	100.00%
Emergency	10%		10.00%

ii. 20% of the total sharable amount of Kshs. 62,801,126 is to be shared amongst all the eleven sectoral committees as additional allocation. In order to ensure an equitable distribution of this additional allocation, the eleven sectoral committees were grouped into three categories on the basis of their mandate and work load as follows:

a) **First Category** - These committees will share equally 50% of this amount. This category is comprised of:

- Lands, Infrastructure and Urban Development Committee
- Trade, Industry, I.C.T and Co-operatives Committee
- Agriculture, Water and Irrigation Committee
- Health and Sanitation Committee

b) **Second Category** - These committees will share equally 40% of this amount. This category is comprised of:

- Environment, Energy, and Mineral Investment Development Committee
- Basic Education, Training and Skills Development Committee
- Tourism and Natural Resources Committee
- Finance and Planning Committee
- Justice and Legal Affairs Committee

c) **Third Category-** These committees will share equally 10% of this amount. This category is comprised of:

- Public Service and Administration
- Labour and Social Welfare Committee

iii. 10% of the total to be set aside as an emergency fund

Mr. Speaker Sir,

The duly approved committees' budget as allocated by the Liaison Committee for the financial year 2020/2021 is as contained in the plan annexed hereto (**Annex 1**).

3.2 Committees' Work plans

Mr. Speaker Sir, the Liaison committee went through the committees' work plans and noted that most committees had requested for amounts that exceeded what the Liaison apportioned for the year 2020/2021. Therefore, the chairperson of each committee should ensure that their work plans are realigned to be in line with the apportioned budgets.

CONCLUSION

The Liaison committee noted with concern that the apportionment of budgets and approval of work plans was done six months after the start of the financial year. This proved quite challenging since most of the committees had already used up the budget apportioned. The apportionment of budgets should in future be done at the beginning of the financial year to enable the committees prioritize the activities in their work plans.

4.0 GENERAL RECOMMENDATIONS

The Committee made the following recommendations:

- i. The liaison committee should apportion the committees' budgets immediately the county annual budget estimates are approved by the Assembly.
- ii. The committee clerks must ensure they keep an updated record of all their respective committees' expenditures in order to keep a track of the committees' balances.
- iii. Committee work plans as approved by the Liaison Committee under standing order 191(2), need to be strictly adhered to. This will improve efficiency of the committees and also ensure fairness in the way committee travels are approved.
- iv. It is important for the Liaison committee to first get an overview of the performance of each committee before they proceed to apportion the budgets. This is so as to ensure that committees are given money that is pro-rata to their activities and performance in the previous year. This will further motivate the non performing committees to improve on achieving their mandate.
- v. It is paramount that the budget should provide for a contingency funds to cater for emerging unforeseen expenditures.

CONSIDERATION AND ADOPTION OF THE REPORT BY THE COMMITTEE

We, the honourable members of the Liaison Committee, do hereby affix our signatures to this report to affirm its accuracy, validity and authenticity:-

- | | | |
|--------------------------------|--------|---|
| 1. Hon. George M. Ndotto | Member |  |
| 2. Hon. Jefason N. Kiruru | " |  |
| 3. Hon. Jacob M. Kavolonza | " |  |
| 4. Hon. Geoffrey Mwalimu | " |  |
| 5. Hon. Peter M. Kilonzo | " |  |
| 6. Hon. Johnson Kanandu | " |  |
| 7. Hon. Elizabeth Ndunge | " |  |
| 8. Hon. Alexander M. Mbili | " |  |
| 9. Hon. Anne Mumo | " |  |
| 10. Hon. Eliud Ndinguri | " |  |
| 11. Hon. Philip Nguli | " |  |
| 12. Hon. Dr. Grace Mutua | " |  |
| 13. Hon. Munyoki Mwinzi | " |  |
| 14. Hon. Boniface Kilaa Kasina | " |  |
| 15. Hon. Jane Mutua | " |  |
| 16. Hon. David Thuvi | " |  |

S. No.	Details	2020/2021 Allocation	Percentage Sharing to Committees	Amount Sharable	Balance for Whole House
1	Domestic Travel and Accommodation	55,111,500	80%	44,089,744	11,021,756
2	Committees and Conferences	20,790,400	90%	18,711,382	2,079,018
	TOTAL SHARABLE			62,801,126	13,100,774

COUNTY ASSEMBLY OF KITUI
APPORTIONMENT OF COMMITTEE BUDGETS AMONGST COMMITTEES
FOR FINANCIAL YEAR 2020/21

		SHARABLE AMOUNT						
		Domestic Travel and Accommodation		44,089,744				
		Committees, Conferences and Seminars		18,711,382				
		Total Sharable Amount		62,801,126				
		10% Emergency Fund		6,280,113				
		20% Equalisation Fund		12,560,225				
		Sharable Balance		43,960,788				
		Percentage Share of Equalisation Fund						
		First Category Committees	50%	4	6,280,113	1,570,028		
		Second Category Committees	40%	5	5,024,090	1,004,818		
		Third Category Committees	10%	2	1,256,023	628,011		
				11	12,560,225			
		SHARE AMONGST COMMITTEES						
S. No.	Committees Name	Membership	Percentage Share	Share Based on Percentages	Share from Equalisation Amount	Total Allocation	Expenditure to 7th Oct, 2020	Balance
1	Agriculture, Water and Irrigation	11	5.230%	2,299,149	1,570,028	3,869,177		3,869,177
2	Basic Education, Training and Skills Development	11	5.230%	2,299,149	1,004,818	3,303,967		3,303,967
3	Land, Infrastructure and Urban Development	11	5.230%	2,299,149	1,570,028	3,869,177	2,092,200	1,776,977
4	Environment, Energy, Mining and Natural Resources	11	5.230%	2,299,149	1,004,818	3,303,967	151,200	3,152,767
5	Trade, Industry, ICT and Co-operatives	11	5.230%	2,299,149	1,570,028	3,869,177		3,869,177

S. No.	Committees Name	Membership	Percentage Share	Share Based on Percentages	Share from Equalisation Amount	Total Allocation	Expenditure to 7th Oct, 2020	Balance
6	Finance and Planning	11	5.230%	2,299,149	1,004,818	3,303,967		3,303,967
7	Health and Sanitation	11	5.230%	2,299,149	1,570,028	3,869,177	1,816,800	2,052,377
8	Public Service and Administration	11	5.230%	2,299,149	628,011	2,927,160		2,927,160
9	Committee on Tourism	11	5.230%	2,299,149	1,004,818	3,303,967		3,303,967
10	Justice and Legal Affairs	11	5.230%	2,299,149	1,004,818	3,303,967		3,303,967
11	Labour and Social Welfare	11	5.230%	2,299,149	628,011	2,927,160		2,927,160
12	Budget and Appropriations Committee	9	8.850%	3,890,530	-	3,890,530	1,692,000	2,198,530
13	Public Accounts and Investments Committee	5	8.850%	3,890,530	-	3,890,530	1,282,000	2,608,530
14	Liasion Committee	17	4.500%	1,978,235	-	1,978,235		1,978,235
15	House Business Committee	20	4.500%	1,978,235	-	1,978,235		1,978,235
16	Selection Committee	13	3.130%	1,375,973	-	1,375,973	1,697,800	(321,827)
17	Implementation	11	5.000%	2,198,039	-	2,198,039		2,198,039
18	Powers and Privileges	9	2.760%	1,213,318	-	1,213,318		1,213,318
19	Appointment Committee	6	2.120%	931,969	-	931,969		931,969
20	Procedure and Rules	5	2.760%	1,213,318	-	1,213,318		1,213,318
	TOTAL FOR COMMITTEES		100.000%	43,960,788	12,560,225	56,521,013	8,732,000	47,789,013
	Emergency					6,280,113	-	6,280,113
	GRAND TOTAL					62,801,126	8,732,000	54,069,126

**COUNTY ASSEMBLY OF KITUI
COMMITTEE EXPENDITURE
FOR FINANCIAL YEAR 2019/20**

S. NO.	COMMITTEE NAME	AMOUNT ALLOCATED	AMOUNT SPENT	OVER/UNDER EXPENDITURE
1	Agriculture, Water and Irrigation	4,259,044	2,882,593	1,376,451
2	Basic Education, Training and Skills Development	3,636,882	2,305,593	1,331,289
3	Lands, Infrastructure and Urban Development	4,259,044	4,786,100	(527,056)
4	Environment, Energy, Mining and Natural Resources	3,636,882	4,549,700	(912,818)
5	Trade, Industry, ICT and Co-operatives	4,259,044	3,800,400	458,644
6	Finance and Planning	3,636,882	6,274,400	(2,637,518)
7	Health and Sanitation	4,259,044	5,223,900	(964,856)
8	Public Service and Administration	3,222,107	3,408,393	(186,286)
9	Tourism, Sports and Culture	3,636,882	2,803,900	832,982
10	Justice and Legal Affairs	3,636,882	4,363,500	(726,618)
11	Labour and Social Welfare	3,222,107	2,995,300	226,807
12	Budget and Appropriations Committee	4,282,548	4,549,500	(266,952)
13	Public Accounts and Investments Committee	4,282,548	1,332,000	2,950,548
14	Liaison Committee	2,177,567	6,010,800	(3,833,233)
15	House Business Committee	2,177,567	491,806	1,685,761
16	Selection Committee	1,514,619	319,674	1,194,945
17	Implementation	2,419,519	1,741,900	677,619
18	Powers and Privileges	1,335,574	1,865,500	(529,926)
19	Appointment Committee	1,025,876	147,542	878,334
20	Procedure and Rules	1,335,574	1,191,151	144,423
	TOTAL	62,216,192	61,043,652	1,172,540

percentage

67.68%
63.39%
112.37%
125.10%
89.23%
172.52%
122.65%
105.78%
77.10%
119.98%
92.96%
106.23%
31.10%
276.03%
22.59%
21.11%
71.99%
139.68%
14.38%
89.19%

