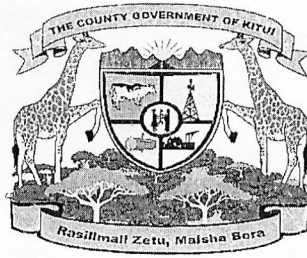


REPUBLIC OF KENYA




COUNTY GOVERNMENT OF KITUI

THE COUNTY ASSEMBLY

THIRD ASSEMBLY – (THIRD SESSION)

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REPORT OF THE LIAISON COMMITTEE ON CONSIDERATION OF THE  
COUNTY ASSEMBLY COMMITTEES' ANNUAL WORK PLANS AND  
APPORTIONMENT OF COMMITTEES' BUDGET FOR THE FINANCIAL  
YEAR 2024/2025.

clear  
Approved.  
  
3/9/2024

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

AUGUST, 2024

11/11/11

REPUBLIC OF TEXAS

COUNTY GOVERNMENT OF BELL

COMMISSIONERS

RESOLUTION NO. 11-11-11

2/1/2012  
Approved  
Date

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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 to the House the report of the Liaison Committee. This report includes observations, recommendations, and the subsequent approval of the annual work plans for all County Assembly Committees for the financial year 2024/2025.

### **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 the County Assembly Committees. The membership is currently comprised of the following members;

1. Hon. Christopher Nzilu Nzioka	Chairperson.
2. Hon. Kevin Kinengo Katisya	Member
3. Hon. Antony Musyimi Musyoka	“
4. Hon. Bernard Mwangangi Munyasya	“
5. Hon. Judith Wanza Kasyoka	“
6. Hon. Alphonse Musyimi Mukwayu	“
7. Hon. Titus Munyoki Kasinga	“
8. Hon. Daniel Kimanzi Muange	“
9. Hon. Munyoki Mwinzi	“
10.Hon. Mark Kitute Nding'o	“
11. Hon. Daniel Ngoima Kimanzi	“
12.Hon. Peter Kitonyo Mwanza	“
13.Hon. Joseph Kasungi Kavula	“
14.Hon. Cyrus Kisavi Musyoka	“
15.Hon. Mathew Vuuthi	“
16.Hon. Cornelius Muthami Kiteme	“
17.Hon. Zacchaeus Syengo	“
18.Hon. Gabriel Mutunga Munyao	“

### 1.3 Acknowledgement

**Mr. Speaker Sir,**

The committee acknowledges and appreciates 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 and the Clerk of the County Assembly 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 present this report on the consideration of all committees' work plans and apportionment of budgets for the financial year 2024/2025 for implementation.

Thank you.

  
HON. CHRISTOPHER NZILU NZIOKA

DATE... 30<sup>th</sup> August 2024

CHAIRPERSON, LIAISON COMMITTEE.

COUNTY ASSEMBLY OF KITUI.

## **2.0. APPROVAL OF COMMITTEES' WORK PLANS AND APPORTIONMENT OF BUDGETS**

**Mr. Speaker Sir,**

Committees are crucial to the legislative process and enable the County Assembly to fulfil its legislative and oversight responsibilities as outlined in Article 185 of the Constitution of Kenya 2010. County Assembly committees are expected to develop and prepare work plans aligned with their mandates, outlining the activities they intend to undertake throughout the year.

**Mr. Speaker Sir,**

The Liaison Committee is mandated under Standing Order No. 191(2) (b), and (c) to deliberate on and apportion the annual operating budgets among 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 Mutomo Highway Cottages, from 26<sup>th</sup> to 30<sup>th</sup> August 2024, to scrutinize the proposed committees' work plans and budgets before subsequently aligning them as the Committee deems fit.

### **2.1 Committees' Budgets**

**Mr. Speaker Sir,**

In determining the criteria to be adopted in apportioning the budgets, the Liaison Committee considered;

- i. The size of each Committee (as pertains to the membership).
- ii. its mandate and any other statutory obligation as conferred by law.

In this financial year 2024/2025, the total budget allocation shareable amongst committees is Kshs 82,421,200. This was shared by the Committee as follows;



S. NO	ACTIVITY	NAME OF COMMITTEE	NO. OF DAYS	VENUE	TRAVEL AND ACCOMMODATION	CONFERENCE CHARGES	TOTAL PER SECTORAL COMMITTEE	Cost Per Committee
1	Two oversight exercises	All Sectoral Committee except Finance Committee	5 days for each oversight exercise	Within the County	1,832,000	-	1,832,000	4,144,000
	Two report writing exercises	All Sectoral Committee except Finance Committee	5 days for each oversight exercise	Within the County	1,832,000	480,000	2,312,000	
	<b>TOTAL PER SECTORAL COMMITTEE</b>				<b>3,664,000</b>	<b>480,000</b>	<b>4,144,000</b>	
					<b>40,304,000</b>	<b>5,280,000</b>	<b>45,584,000</b>	<b>45,584,000</b>
2	Report writing on Finance Bill	Finance Committee	5 days	Within the County	916,000	240,000	1,156,000	4,384,000
	Report writing on ADP	Finance Committee	5 days	Within the County	916,000	240,000	1,156,000	
	One oversight exercise	Finance Committee	5 days	Within the County	916,000	-	916,000	
	Report writing on the oversight exercise	Finance Committee	5 days	Within the County	916,000	240,000	1,156,000	

3	Report writing on CBROP	Budget and Appropriations Committee	5 days	Within the County	850,000	225,000	1,075,000	
	Report writing on CFSP & DMSP	Budget and Appropriations Committee	5 days	Within the County	850,000	225,000	1,075,000	
	Report writing on Annual Budget Estimates	Budget and Appropriations Committee	10 days	Within the County	1,634,000	450,000	2,084,000	6,384,000
4	Report writing on 1st supplementary Budgets	Budget and Appropriations Committee	5 days	Within the County	850,000	225,000	1,075,000	
	Report writing on 2nd supplementary Budgets	Budget and Appropriations Committee	5 days	Within the County	850,000	225,000	1,075,000	
	Two report writing exercises	House Business Committee	5 days	Within the County	3,276,000	840,000	4,116,000	4,116,000

5	Two report writing exercises	Liaison Committee	5 days	Within the County	3,107,200	810,000	<b>3,917,200</b>	3,917,200
6	Two report writing exercises	Selection Committee	5 days	Within the County	3,072,000	780,000	<b>3,852,000</b>	3,852,000
7	Two report writing exercises	Public Accounts and Investments Committee	10 days Each	Within the County	2,600,000	600,000	<b>3,200,000</b>	3,200,000
8	Two report writing exercises	Powers and Privileges	5 days	Within the County	1,867,200	510,000	<b>2,377,200</b>	2,377,200
9	Two report writing exercises	Implementation	5 days	Within the County	1,832,000	480,000	<b>2,312,000</b>	2,312,000
10	Two report writing exercises	Delegated Legislation	5 days	Within the County	1,832,000	480,000	<b>2,312,000</b>	2,312,000
11	Two report writing exercises	Appointment Committee	5 days	Within the County	1,741,600	480,000	<b>2,221,600</b>	2,221,600
12	Two report writing exercises	Procedure and Rules	5 days	Within the County	1,371,200	390,000	<b>1,761,200</b>	1,761,200
	<b>TOTAL BUDGET</b>				<b>69,701,200</b>	<b>12,720,000</b>	<b>82,421,200</b>	<b>82,421,200</b>

### 3.0 COMMITTEE OBSERVATIONS

**Mr. Speaker sir,**

It is important to note that the Liaison Committee held several sittings to deliberate on this matter of Committee work plans and the apportionment of the operating budgets. Therefore, in her bid to ensure that there was fairness in the whole process, the committee made several observations from the presentations of annual work plans that the chairpersons of the Assembly Committees presented before the Liaison Committee;

1. That, Committees, through their chairpersons, presented realistic work plans that were admissible to the Liaison Committee. Those committees that did not present their proposed work plans will do so during subsequent committee sittings. These committees include; Selection Committee, Finance and Economic Planning and Culture, Youth, Sports and Social Services Committee.
2. That, there was a need for all sectoral committees to familiarize themselves with the County ministry's budget and work plans to ensure proper implementation of the budget by the relevant ministries as approved by the County Assembly. This will enhance the Committee's oversight role since they shall be operating with a guide which will act as a performance measurement tool.
3. There were disparities between the Committees' proposed budgets and budgetary apportionment by the Liaison Committee. This was occasioned by the fact that the Committees requested funding that exceeded the amounts approved for the financial year 2024/2025 as shown in the table below:

<b>Committees Name</b>	<b>Member ship</b>	<b>Percenta ge Share</b>	<b>Share- Based on Percentage</b>	<b>TOTAL ALLOCATI ON</b>	<b>Committee' s Proposed Request</b>	<b>Variance</b>
Agriculture, Water and Irrigation	11	5.028%	4,144,000	<b>4,144,000</b>	8,206,000	(4,062,000)
Basic Education, Training and Skills Development	11	5.028%	4,144,000	<b>4,144,000</b>	7,249,000	(3,105,000)
Lands, Infrastructure and Urban Development	11	5.028%	4,144,000	<b>4,144,000</b>	8,701,000	(4,557,000)
Environment, Energy, Mining and Natural Resources	11	5.028%	4,144,000	<b>4,144,000</b>	7,931,000	(3,787,000)
Trade, Industry, ICT and Co-operatives	11	5.028%	4,144,000	<b>4,144,000</b>	13,541,000	(9,397,000)
Finance and Planning	11	5.319%	4,384,000	<b>4,384,000</b>	4,384,000	-
Health and Sanitation Administration and Co-ordination of County Affairs	11	5.028%	4,144,000	<b>4,144,000</b>	6,733,100	(2,589,100)
Culture, Youth, Sports and social services	11	5.028%	4,144,000	<b>4,144,000</b>	4,620,000	(476,000)
Committee on Tourism	11	5.028%	4,144,000	<b>4,144,000</b>	11,407,000	(7,263,000)
Justice and Legal Affairs	11	5.028%	4,144,000	<b>4,144,000</b>	4,070,000	74,000
Labour and Social Welfare	11	5.028%	4,144,000	<b>4,144,000</b>	5,665,000	(1,521,000)
Budget and Appropriations Committee	9	7.746%	6,384,000	<b>6,384,000</b>	10,413,000	(4,029,000)
Public Accounts and Investments Committee	5	3.882%	3,200,000	<b>3,200,000</b>	7,617,500	(4,417,500)
Liaison Committee	18	4.753%	3,917,200	<b>3,917,200</b>	11,985,200	(8,068,000)
House Business Committee	20	4.994%	4,116,000	<b>4,116,000</b>	9,000,200	(4,884,200)
Selection Committee	21	4.674%	3,852,000	<b>3,852,000</b>	4,922,400	(1,070,400)
Implementation	11	2.805%	2,312,000	<b>2,312,000</b>	6,644,000	(4,332,000)
Delegated Legislation	11	2.805%	2,312,000	<b>2,312,000</b>	6,094,000	(3,782,000)
Powers and Privileges	9	2.884%	2,377,200	<b>2,377,200</b>	5,069,200	(2,692,000)

Appointment Committee	6	2.695%	2,221,600	<b>2,221,600</b>	3,162,500	(940,900)
Procedure and Rules	5	2.137%	1,761,200	<b>1,761,200</b>	1,917,000	(155,800)
<b>TOTAL</b>		<b>100.00%</b>	<b>82,421,200</b>	<b>82,421,200</b>	<b>156,621,250</b>	<b>(74,200,050)</b>

## 4.0 COMMITTEE RECOMMENDATIONS

**Mr. Speaker Sir,**

Having rigorously gone through the whole exercise of considering Committee work plans and apportioning the operating budget to the Assembly Committees, the Liaison Committee makes the following recommendations: -

1. That, the Committees' work plans as approved by the Liaison Committee under the standing order 191(2), be strictly adhered to. This will help in facilitating the committees to effectively achieve their planned activities as they seek to fulfil their mandate in a structured and orderly manner.
2. That, the committee clerks must ensure that they keep an updated record of all their respective committees' expenditures to keep track of the committees' balances. This will ensure that the committees are updated on their available budgets hence helping them prioritize their activities efficiently.
3. That, the Committees are at liberty to make necessary amendments to their work plans depending on the arising needs and circumstances (for instance matters of bills, policies, petitions among other legislative documents presented before the Committee or emergency issues affecting a particular committee) but, these changes or amendments must be presented before and approved by the Liaison Committee to ensure order and adherence to the Committees' work plans.
4. That, the Liaison Committee encourages the Committees to ensure that they achieve all the planned activities using the apportioned budget, by merging several activities that could be performed together. This will ensure that the Committees deliver on their mandate but within the available means.
5. That, in the subsequent financial years, Committees' budgetary allocations shall greatly depend on their performance in the previous financial year. This measure will ensure and encourage committees to perform optimally.







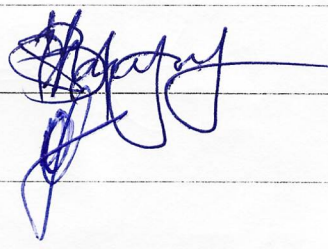






Further, the move shall motivate the non-performing committees to improve thus ensuring maximum utilization of the available resources and value for public funds.

6. That, in future, the budgetary allocation should provide for a contingency fund to cater for necessary emerging unforeseen activities. For instance, consideration of legislative documents such as bills, motions, policies, and petitions.



### ADOPTION LIST.

We, Honourable Members of the Liaison Committee, do hereby append our signatures to affirm our approval and confirm accuracy, validity and authenticity of this report on consideration of the County Assembly Committees' annual work plans and approval of committees' budget for the financial year 2024/2025.

S/NO	NAME	DESIGNATION	
1.	Hon. Christopher Nzilu Nzioka	Chairperson	
2.	Hon. Kevin Kinengo Katisya.	Member	
3.	Hon. Munyoki Mwinzi	Member	
4.	Hon. Antony Musyimi Musyoka	Member	
5.	Hon. Judith Wanza Kasyoka	Member	
6.	Hon. Alphonse Musyimi Mukwaiyu	Member	
7.	Hon. Titus Munyoki Kasinga	Member	
8.	Hon. Daniel Kimanzi Muange	Member	
9.	Hon. Benard Mwangangi Munyasya	Member	
10.	Hon. Mark Kitute Nding'o	Member	
11.	Hon. Daniel Ngoima Kimanzi	Member	
12.	Hon. Peter Kitonyo Mwanza	Member	
13.	Hon. Joseph Kasungi Kavula	Member	
14.	Hon. Cyrus Kisavi Musyoka	Member	
15.	Hon. Mathew Vuthi Ngovi	Member	
16.	Hon. Cornelius Muthami Kiteme	Member	
17.	Hon. Gabriel Mutunga Munyao	Member	
18.	Hon. Zacchaeus Ivutha Syengo	Member	

**COUNTY ASSEMBLY OF KITUI**

**THIRD ASSEMBLY (THIRD SESSION)**

**MINUTES OF THE LIAISON COMMITTEE MEETING HELD AT MUTOMO  
HIGHWAY COTTAGES (HALL 1) ON 30<sup>TH</sup> AUGUST 2024 FROM 10.00  
AM- 3.00 PM.**

**MEMBERS PRESENT:**

1. Hon. Christopher Nzilu Nzioka	Chairperson.
2. Hon. Daniel Ngoima Kimanzi	Member
3. Hon. Antony Musyimi Musyoka	“
4. Hon. Bernard Mwangangi Munyasya	“
5. Hon. Alphonse Musyimi Mukwayu	“
6. Hon. Titus Munyoki Kasinga	“
7. Hon. Daniel Kimanzi Muange	
8. Hon. Mark Kitute Nding’o	“
9. Hon. Peter Kitonyo Mwanza	“
10. Hon. Joseph Kasungi Kavula	“
11. Hon. Cornelius Muthami Kiteme	“
12. Hon. Gabriel Mutunga Munyao	“
13. Hon. Zacchaeus Ivutha Syengo	“
14. Hon. Cyrus Kisavi Musyoka	“

**IN ATTENDANCE:**

1. Joseph Kimote	Clerk Assistant (Taking Minutes)
2. Benjamin Muthami	Clerk Assistant
3. Margaret Muthami	Fiscal Analyst

**AGENDA**

1. Apologies;
2. Communication from the Chairperson;

3. Adoption of the Items of the Agenda;
4. Confirmation of previous Committee minutes;
5. Matters Arising and;
6. Adoption of the committee report on consideration of the County Assembly Committees' annual work plans and apportionment of the Committees' budget for the F/Y 2024/2025.

**MIN: (LC) 065/2024 PRAYER**

The meeting started at 10:00 a.m. with a word of prayer said by the Chairperson.

**MIN: (LC) 066/2024: COMMUNICATION FROM THE CHAIR**

The Chairperson welcomed members to the day's meeting and appreciated them for their punctuality and commitment to the service of the Committees that they chair. Further, he appreciated the chairs for the commitment they portrayed during the presentation of their committees' annual work plans as well as their active role in interrogating the said work plans and making the necessary amendments.

Additionally, he urged members to ensure that they comply with the decisions of the Liaison Committee in making the necessary changes that were proposed by the said Committee. He alluded that this will ease the work of all Committees in ensuring that they achieve their targets for this financial year.

**MIN: (LC) 067/2024: ADOPTION OF THE ITEMS OF AGENDA**

The agenda items were read out to the members and adopted upon being proposed by Hon. Cornelius Ngumbau Muthami and seconded by Hon. Gabriel Mutunga Munyao.

**MIN: (LC) 068/2024: MATTERS ARISING**

No matters arose from the minutes of the previous committee meeting.

**MIN: (LC) 069/2024: CONFIRMATION OF PREVIOUS MINUTES**

The minutes of the Committee meeting held on 29<sup>th</sup> August, 2024 upon being read, were confirmed as the true copy of proceedings of the previous meeting upon being proposed by Hon. Titus Munyoki Kasinga and seconded by Hon. Joseph Kasungi Kavula.

**MIN (LC) 070/2024: ADOPTION OF THE COMMITTEE REPORT ON CONSIDERATION OF THE COUNTY ASSEMBLY COMMITTEES' ANNUAL WORK PLANS AND APPORTIONMENT OF THE COMMITTEES' BUDGET FOR THE F/Y 2024/2025.**

Members were taken through the report and unanimously approved and adopted the proposed Committees' work plans for the financial year 2024/2025.

Further, members agreed that the same be forwarded for tabling before the County Assembly for implementation purposes.

**MIN: (LC) 064/2024 A.O.B**

The Committee resolved to request the office of the Speaker to approve a special Sitting on Tuesday, 3<sup>rd</sup> September, 2024 after the rise of the House in the Morning sitting.

**MIN: (LC) 065/2024 ADJOURNMENT**

There being no other business, the meeting was adjourned at 3:02 PM.



**JOSEPH KIMOTE  
FOR: CLERK OF ASSEMBLY  
COUNTY ASSEMBLY OF KITUI**

CONFIRMED BY.....

**HON. CHRISTOPHER N. NZILU  
CHAIRPERSON, LIAISON COMMITTEE  
COUNTY ASSEMBLY OF KITUI.**