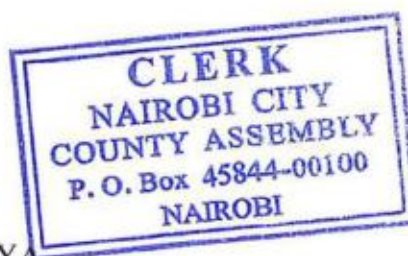


SPECIAL ISSUE

Kenya Gazette Supplement No. 14 (Nairobi City County Acts No. 5)



REPUBLIC OF KENYA



KENYA GAZETTE SUPPLEMENT

NAIROBI CITY COUNTY ACTS, 2016

NAIROBI, 21st June, 2016

CONTENT

Act—

PAGE

The Nairobi City County Office of the County Attorney Act, 2016 1

**THE NAIROBI CITY COUNTY OFFICE OF THE COUNTY
ATTORNEY ACT, 2016**

No. 5 of 2016

Date of Assent: 14th June, 2016

Date of Commencement: 5th July, 2016

ARRANGEMENT OF SECTIONS

PART I — PRELIMINARY

Section

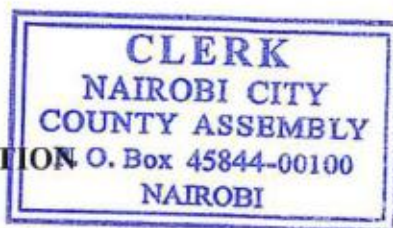
- 1—Short title.
- 2—Interpretation.
- 3—Application.

PART II—ADMINISTRATION

- 4—Establishment of Office of County Attorney.
- 5—Qualifications for County Attorney.
- 6—Administration of the Office.
- 7—Functions of the County Attorney.
- 8—Powers of the County Attorney.
- 9—Audience by County Attorney in matters of public interest
- 10—Protection from personal liability.
- 11—Status of the Office of County Attorney.
- 12—Private practice prohibited.
- 13—Resignation
- 14—Removal from office.
- 15—Delegation by County Attorney.
- 16—Legal officers in County Government departments.

**PART III—PERFORMANCE OF FUNCTIONS OF THE
COUNTY ATTORNEY**

- 17—Engagement of consultants.
- 18—Power to issue directives and practice notes



**PART IV— APPOINTMENT AND TERMS AND CONDITIONS
OF SERVICE OF COUNTY LEGAL COUNSEL**

- 20—County Legal Counsel.
- 21—Terms and conditions of service.
- 22— Secondment.
- 23— Code of conduct.
- 24—Other staff.

PART V— MISCELLANEOUS PROVISIONS

- 25—Prohibition of unauthorized disclosure of information.
- 26—Depository of laws and agreements.
- 27—County Seal
- 28—Accessibility
- 29—Facilities.
- 30—Funds of the Office.
- 31—Non-Money Bill Status
- 32—Annual report
- 33—Regulations.

FIRST SCHEDULE— OATH OF OFFICE

SECOND SCHEDULE— CODE OF CONDUCT

**THE NAIROBI CITY COUNTY OFFICE OF THE
COUNTY ATTORNEY ACT, 2016**

AN ACT of the County Assembly of Nairobi City to provide for the establishment of the Office of the Nairobi City County Attorney to provide for the functions and powers of the County Attorney; to provide for the discharge of duties and the exercise of powers of the County Attorney; and for connected purposes

ENACTED by the County Assembly of Nairobi City, as follows—

PART I— PRELIMINARY

1. This Act may be cited as the Nairobi City County Office of the County Attorney Act, 2016. Short title.

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

“County Attorney” means the County Attorney appointed under section 4;

“County Government” for the purpose of this Act means the County Executive Committee, all the County Government entities and departments and does not include the County Assembly of Nairobi City

“County Legal Counsel” means a person appointed as such under section 20; and

“County Solicitor” means a person appointed as such under section 19.

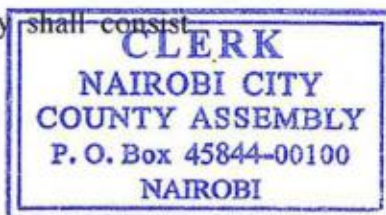
3. This Act shall apply to the Office of the Nairobi City County Attorney and shall not apply to the Nairobi City County Assembly. Application.

**PART II— ESTABLISHMENT OF THE OFFICE OF
THE COUNTY ATTORNEY**

4. (1) There is established in Nairobi City County, the Office of the County Attorney. Establishment of
Office of County
Attorney.

(2) The Office of the County Attorney shall consist of—

- (a) the County Attorney;
- (b) the County Solicitor; and



- (c) such other number of County Legal Counsel as the County Attorney may, in consultation with the County Public Service Board, consider necessary.

(3) The County Attorney shall be appointed by the Governor with the approval of the County Assembly.

5. The County Attorney shall be appointed from among persons— Qualifications for
County Attorney

- (a) with at least ten years experience as an Advocate of the High Court of Kenya; and
- (b) who meet the requirements of Chapter Six of the Constitution.

6. (1) This Act shall govern the—

Administration of
the Office

- (a) administration of the Office of the County Attorney;
- (b) discharge of the duties of the Office of the County Attorney;
- (c) exercise of the powers of the Office of the County Attorney; and
- (d) relationship of the Office of the County Attorney with other legal entities.

(2) The County Attorney shall upon appointment take and subscribe to the oath or affirmation as set out in the First Schedule to this Act before assuming office.

7. The County Attorney—

Functions of the
County Attorney.

- (a) is the principal legal adviser to the County Executive;
- (b) shall attend the county executive committee meetings as an *ex officio* member of the executive committee;
- (c) shall represent the county Executive in court or in any other legal proceedings to which the county Executive is a party, other than criminal proceedings;
- (d) shall advise county government departments on legislative and other legal matters;
- (e) shall negotiate, draft, vet and interpret documents and agreements for and on behalf of the County

Government and its agencies;

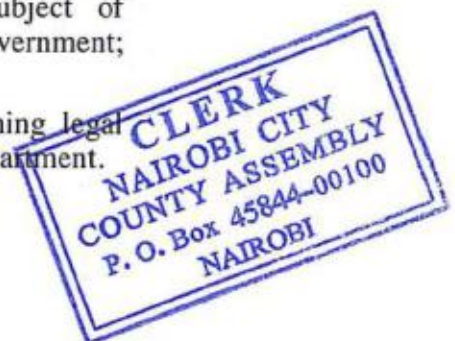
- (f) shall be responsible for the revision of county laws;
- (g) shall be responsible for drafting of legislation emanating from the Nairobi County Executive Committee.
- (h) may liaise with the Office of the Attorney-General when need arises;
- (i) shall be responsible for rectification of mistakes in legislation through a rectification order published in the Kenya Gazette or County Gazette which shall thereafter be tabled in the County Assembly in accordance with the provisions of the law in place for management of Statutory Instruments;
- (j) shall perform any other function as may be necessary for the effective discharge of the duties and the exercise of the powers of the County Attorney;
- (k) may perform prosecutorial functions in cases involving violation of Acts of the County Assembly of Nairobi City;
- (l) shall publish all legislation passed by the Nairobi City County Assembly.

8. (1) The County Attorney shall, in discharging the functions under this Act, have power to—

Powers of the
County Attorney.

- (a) with leave of Court appear at any stage of any proceedings, appeal, execution or any incidental proceedings before any court or tribunal in which by law the County Attorney's right of audience is not excluded;
- (b) require any officer in the county public service to furnish any information in relation to any matter which is the subject of a legal inquiry;
- (c) summon any officer in the county public service to explain any matter which is the subject of litigation by or against the County Government; and
- (d) issue directions to any officer performing legal functions in any County Government department.

(2) The County Attorney shall—



- (a) establish in consultation with and on the recommendation of the County Public Service Board such administrative units in the Office of the County Attorney, as may be necessary for the effective discharge of the functions of the office under this Act; and
- (b) perform any other action necessary in the administrative interests of the Office.

(3) The County Attorney may upon request, appear and advise on any legal matter in any committee of the County Assembly.

9. (1) Despite the provisions of any other written law or in the absence of any other written law, the County Attorney shall have the right of audience in proceedings of any suit or inquiry of an administrative body which the County Attorney considers—

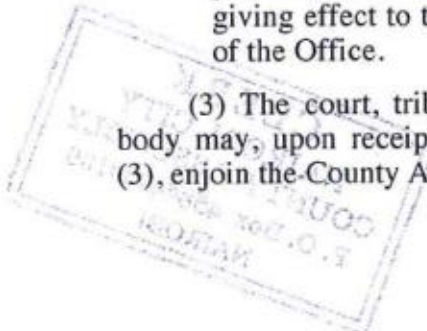
Audience by
County Attorney in
matters of public
interest.

- (a) to be of public interest or to involve public property within the county; or
- (c) to involve the legislative or an independent department or agency of the County Government.

(2) In the exercise of the powers of the County Attorney under subsection (1), the County Attorney shall—

- (a) notify any court, tribunal or such other administrative body of the intention and seek leave of Court to be enjoined in the suit, inquiry or administrative proceedings;
- (b) satisfy the court, tribunal or such other administrative body of the public interest or public property involved; and
- (c) comply with any direction of the court, tribunal or any such other administrative body on the nature of pleadings or measures to be taken for purposes of giving effect to the effective discharge of the duties of the Office.

(3) The court, tribunal or such other administrative body may, upon receipt of a certificate under subsection (3), enjoin the County Attorney in the proceedings.



10. No criminal proceeding or civil suit shall be brought against the County Attorney, the County Solicitor, County Legal Counsel or any other officer in the office of the County Attorney in their personal capacity, for acts done or omissions made in official capacity in respect of any proceedings in a court of law or in the course of discharging of the functions of the County Attorney under this Act.

Protection from personal liability.

11. For the avoidance of doubt, the County Attorney shall have the status and rank of a member of the County Executive Committee.

Status of the office of County Attorney.

12. The County Attorney, the County Solicitor and County Legal Counsel shall not engage in any other gainful employment that may result in a conflict of interest.

Private practice prohibited.

13. The County Attorney may resign from office in writing, addressed to the Governor.

Resignation.

14. (1) The Governor may with the approval of the County Assembly, remove the County Attorney from office only for—

Removal from office.

- (a) any violation of the Constitution or any other law;
- (b) gross misconduct, whether in the performance of functions of the Office of the County Attorney or otherwise;
- (c) physical or mental incapacity to perform the functions of office;
- (d) incompetence; or
- (e) bankruptcy.

(2) Notwithstanding the provisions of subsection (1), the Governor may, 90 days after election under the Constitution, appoint a person who is qualified as County Attorney in accordance with the provisions of this Act.

15. (1) The County Attorney may, either generally or otherwise as provided by the instrument of delegation, by writing under the County Attorney's hand, delegate to the County Solicitor or any County Legal Counsel all or any of the powers and functions under any written law, except the power of delegation and execution of documents.

Delegation by County Attorney.

(2) A power or function delegated under subsection (1) may be exercised or performed by the County Solicitor or County Legal Counsel in accordance with the instrument of delegation.

16. (1) All County Legal Counsel in any County Executive department shall be officers of the County Attorney and shall be answerable to the County Attorney.

Legal officers in county government departments.

(2) The County Attorney shall have the power to issue directions to any County Legal Counsel with regard to the manner of performing the legal functions within their respective departments.

PART III— PERFORMANCE OF FUNCTIONS OF THE COUNTY ATTORNEY

17. (1) A department or public entity established within a county government shall not engage the services of a consultant to render any legal services without the approval of the County Attorney.

Engagement of consultant.

(2) A request by a department or public entity to the County Attorney to engage the services of a consultant under subsection (1) shall be made in writing.

(3) An approval by the County Attorney of a request by a department or public entity to engage the services of a consultant under subsection (1) shall be made in writing.

18. The County Attorney shall exercise powers, issue directives or practice notes to any officer to whom this Act applies for the purpose of maintaining standards and uniformity.

Power to issue directives and practice notes.

PART IV— APPOINTMENT, TERMS AND CONDITIONS OF SERVICE OF COUNTY LEGAL COUNSEL

19. (1) There shall be a County Solicitor who shall be competitively recruited and appointed by the County Public Service Board.

County Solicitor

(2) A person is qualified for appointment to the office of County Solicitor if the person—

- (a) has at least ten years experience as an advocate of the High Court of Kenya; and
- (b) meets the requirements of Chapter Six of the Constitution.

(3) The County Solicitor shall be the accounting officer of the Office of the County Attorney

20. (1) The County Public Service Board shall appoint such number of County Legal Counsel as may be necessary for the proper and efficient discharge of the functions of the Office.

County Legal Counsel.

(2) A person qualifies for appointment as a County Legal Counsel under subsection (1) if such person—

- (a) is an Advocate of the High Court of Kenya; and
- (b) meets the requirements of Chapter Six of the Constitution.

(3) For the avoidance of doubt, nothing in this Act shall be construed to entitle any officer who is not qualified in law to perform legal functions in the county public service.

21. The County Legal Counsel appointed under this Act shall serve on such terms as the County Public Service Board shall, in consultation with the Salaries and Remuneration Commission, determine.

Terms and conditions of service.

22. (1) The Office of the County Attorney may, upon request, second any County Legal Counsel to any agency, organization or institution on such terms and conditions as the Office may, in consultation with the agency to which the person is being seconded, agree upon.

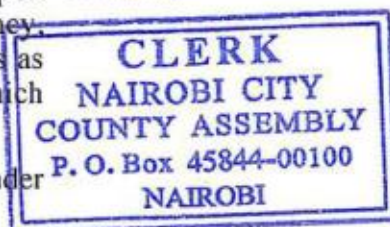
Secondment.

(2) A County Legal Counsel who is seconded under subsection (1) shall—

- (a) be deemed to be an employee of the County Public Service Board;
- (b) enjoy the same benefits as an employee who is directly recruited by the agency, organization or institution.; and
- (c) be required to comply with such orders and directions of the agency, organization or institution in the same manner as an employee who is directly recruited by that agency, organization or institution.

23. (1) A County Legal Counsel appointed under section 20 (2) shall subscribe to and observe the Code of Conduct as set out in the Second Schedule.

Code of conduct.



(2) A County Legal Counsel who breaches the Code of Ethics shall be liable to disciplinary action subject to the guarantees of Article 47 of the Constitution of Kenya.

24. (1) There shall be such officers and other members of staff of the Office of the County Attorney as the County Attorney considers necessary for the proper and efficient discharge of the functions of the Office.

Other staff.

(2) The County Attorney may procure the services of such other persons as may be reasonably necessary for the purposes of assisting the County Attorney in the performance of the functions of the County Attorney.

PART V— MISCELLANEOUS PROVISIONS

25. (1) Without prejudice to the provisions of any other written law, an officer or member of staff of the Office of the County Attorney shall not disclose or use any information gained by the officer or member of staff in the course of the official duties of the officer or member of staff or without the authority of the County Attorney.

Prohibition of unauthorized disclosure of information.

(2) A person who contravenes subsection (1) commits an offence and is liable, on conviction, to a fine not exceeding two hundred thousand shillings, or to imprisonment for a term not exceeding two years, or to both.

26. The Office of the County Attorney shall be the depository of all County laws and legal documents and agreements signed for or on behalf of the County Government.

Depository of laws and agreements.

27. The County Attorney shall have custody of the county seal of the County Government.

County Seal

28. The County Attorney shall have access to persons, relevant records, documents and property pertaining to civil or criminal cases, in the performance of the duties of the County Attorney.

Accessibility.

29. The County Government shall provide adequate facilities for the efficient functioning of the Office of the County Attorney.

Facilities.

30. (1) The funds of the Office of the County Attorney shall consist of—

Funds of the Office.

- (a) monies that may be allocated by the County Assembly for the purposes of the Office;
- (b) such monies or assets as may accrue to the Office in the course of the exercise of its powers or the performance of its functions under the Act; and
- (c) all monies from any other source provided, donated or lent to the Office.

(2) The funds of the Office shall be used for administrative expenses of the Office and such other purposes as may be necessary for the discharge of the functions of the Office.

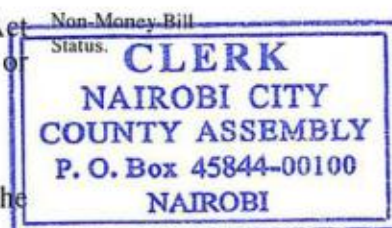
31. (1) For the avoidance of doubt, nothing in this Act is intended to or may be construed as providing for or dealing with—

- (a) taxes;
- (b) the imposition of charges on a public fund or the variation or repeal of any of those charges;
- (c) the appropriation, receipt, custody, investment or issue of public money;
- (d) the raising or guaranteeing of any loan or its repayment; or
- (e) matters incidental to any of those matters.

(2) Any expenses that may be occasioned in the implementation of this Act shall be provided from—

- (a) such gifts, grants or donations as may be given;
- (b) such monies as may, in the future, be provided by the County Assembly for defraying the expenses incurred in the implementation of this Act; and
- (c) such other monies that may lawfully accrue in the discharge of the functions under this Act, not being monies accruing pursuant to Article 114 of the Constitution.

32. (1) The County Attorney shall, on or before the 15th day of July in each year, prepare and furnish to the Governor a report of the operations of the Office of the County Attorney during the year that ended on thirtieth June.



Annual report.

(2) The report prepared under subsection (1), shall, in respect of the year to which it relates, contain—

- (a) the financial statements of the Office of the County Attorney;
- (b) a description of the activities of the Office; and
- (c) such other information relating to its functions that the Office may consider necessary.

(3) The County Attorney shall submit to the Clerk of the County Assembly a copy of the report furnished under subsection (1) for tabling before the County Assembly within fifteen days after the day on which the Governor receives the report.

(4) The County Attorney shall submit quarterly reports on the operations of the Office of the County Attorney to the Clerk of the County Assembly for tabling before the County Assembly.

33. The County Attorney may make Regulations, not inconsistent with this Act, prescribing all matters required or permitted to be prescribed, or necessary or convenient to be prescribed for the carrying out or giving effect to this Act. Regulations.

34. (1) The Governor shall within 14 days of the coming into force of this Act, fill the position of the Office of the County Attorney in accordance with the provisions of this Act. Transition

(2) The person exercising the powers of and functions of the County Attorney or its equivalent immediately before this Act shall cease exercising such powers or functions on the expiry of 14 days after coming into force of this Act.

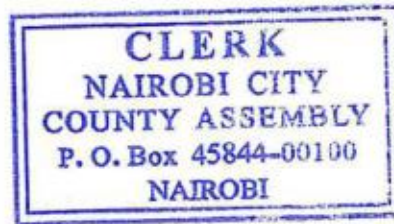
(3) Any person who shall exercise the powers or functions of the County Attorney or its equivalent after the expiry of the period referred to in sub-section 2 above shall be guilty of an offense and liable to a fine of Kshs five million or imprisonment for five years or both.

FIRST SCHEDULE (S6 (2))

OATH OF OFFICE FOR THE COUNTY ATTORNEY

I , do swear/solemnly affirm that I shall always truly and

diligently serve the people and the Republic of Kenya in the Office of the County Attorney of Nairobi City County; that I shall diligently discharge my duties and perform my functions in the said office, to the best of my judgment; that I shall at all times, when so required, faithfully and truly give my counsel and advice to the Governor of the Nairobi City County; that I shall do justice to all. (So help me God).



SECOND SCHEDULE (S. 23 (1))**CODE OF CONDUCT****Ethical Values and Principles**

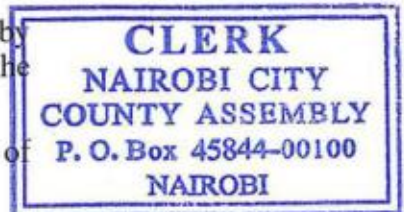
1. (1) This Code of Ethics shall apply to all County Legal Counsel. Application
- (2) This Code of Ethics shall be supplementary to the Public Service Code of Conduct and the Rules of Professional Conduct and Etiquette of the Law Society of Kenya.
2. A County Legal Counsel shall perform the functions of the Office of the County Attorney with complete loyalty and dedication and shall not indulge in any activity that may affect the interests of the county Loyalty and Dedication
3. A County Legal Counsel shall ensure that his personal conduct is consistent with the dignity, image and integrity of the Office of the County Attorney Responsibility
4. A County Legal Counsel shall act honestly and with propriety in the performance of the County Legal Counsel's duties and functions. Honesty
5. A County Legal Counsel shall— Competence
 - (a) perform the functions and discharge duties of the Office in a competent manner;
 - (b) handle matters without undue delay, risk or unnecessary expense to the County Government.
6. A County Legal Counsel has a duty to serve the County Government and the public in a conscientious, diligent and efficient manner in order to provide quality service Quality of service
7. A County Legal Counsel shall not make an official decision without first giving due consideration to the matter at hand and the impact it is likely to have on the rights and interests of the people involved Fairness and Diligence
8. A County Legal Counsel has a duty to hold in strict confidence all information concerning the business and affairs of the County Government and the public generally where the information is acquired by virtue of office and Confidentiality

except where the disclosure is expressly authorized by the County Attorney, or required by law.

9. A County Legal Counsel shall—

Integrity

- (a) not be influenced in any manner whatsoever by any individual or body of individuals in the discharge of his official duties;
- (b) perform the functions and discharge the duties of the Office with integrity;
- (c) respect and comply with this Act and any other written law and shall conduct himself or herself both in private and official capacities in a manner that promotes public confidence, the integrity of the Public Service, Office of the County Attorney and the legal profession;
- (d) not allow outside interest to compromise or in any way jeopardize the integrity of the legal profession, independence or competence;
- (e) at all times observe a standard of conduct that reflects credit on the legal profession and the public service and administration of justice generally; and
- (f) desist from conduct capable of drawing an impression of being involved in corruption.



10. A County Legal Counsel shall take decisions solely in the interest of the nation and justice and not on any other factor

Selflessness.

11. The decisions and actions of a County Legal Counsel shall be made in a transparent manner and the County Legal Counsel shall provide reasons for such decisions

Transparency.

12. A County Legal Counsel shall—

Leadership.

- (a) at all times display high moral values and conduct himself or herself in a manner that reflects credibility on the Office;
- (b) abide by the spirit and letter of the law; and
- (c) adhere to the ethical standards expressed in this Schedule.

13. A County Legal Counsel has—Rule of law and the
administration of
justice

- (a) a duty to promote respect for the rule of law and administration of justice;
- (b) a duty to treat the court with candour, courtesy and respect and shall not attempt to influence court decisions by use of deceptive or reprehensible methods;
- (c) a duty to deal with other lawyers fairly, courteously and in good faith; and
- (d) a duty to uphold the integrity and reputation of the legal profession and promoting principles of fairness, justice and honesty.

14. A County Legal Counsel shall at all time in and outside the place of work appear in smart, proper and decent dress and behave in a manner befitting both the public service and the legal profession.

Appropriate
presentation and
attire

15. (1) A County Legal Counsel, shall comply with and execute laws, uphold the administration of justice and protect the integrity of public life.

Personal Conduct

(2) A County Legal Counsel entrusted with the responsibility to serve the county, shall—

refrain from indulging in habits and behaviour that infringe upon the performance of official duties or tarnish the image of the Office;

- (a) maintain the dignity and decorum of the Office;
- (b) not use County Government resources for personal purposes and benefits;
- (c) be liable for unlawful and improper behaviour or the non-performance of his duties;
- (d) not do or direct to be done, in abuse of the office or power, any act prejudicial to the rights of another person knowing that such act is unlawful or contrary to the County Government policy;
- (e) maintain transparency in the policies of the Office and in decisions and actions made;
- (f) not knowingly mislead the County Government on any matter of significance arising from his functions;

- (g) not maintain or operate a bank account in any country outside Kenya;
- (h) not provide information which is detrimental to the interest, territorial integrity and sovereignty of Kenya;
- (i) protect and uphold professionalism, render decisions based on merit, and shall prohibit all forms of discrimination; and
- (j) not accept any gifts, presents or benefits.

16. (1) A County Legal Counsel shall ensure that no conflict arises or appears to arise between the County Legal Counsel's official duties and private interests. Conflict of interest.

(2) A County Legal Counsel shall not—

- (a) appear, advise or represent any party against the County Government; and
- (b) be a member of, belong to, or take part in any society the membership of which is incompatible with the functions or dignity of the County Legal Counsel's office.

