



THE NAIROBI CITY COUNTY ASSEMBLY

OFFICE OF THE CLERK

5TH SESSION

NBI CA. PLC. 2017 / (018)

28th March, 2017

PAPER LAID

Pursuant to Section 59(1) (d) of the County Governments Act, 2012, I beg to lay the following Paper on the Table of the Assembly, today Tuesday 28th March, 2017.

THE NAIROBI COUNTY PUBLIC SERVICE BOARD ANNUAL REPORT FOR 2015/2016

(Leader of the Majority Party)

Copies to:
The Speaker
The Clerk
Hansard Editor
Hansard Reporters
The Press

Approved -
House Speaker
[Signature]
28/3/17

Paper laid by Hon.
Jaffer Karim on

28/03/2017

Approved
PCA Clerk
28/03/2017

NAIROBI CITY COUNTY

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City Hall,
P. O. Box 30075-00100,
Nairobi,
KENYA.

PUBLIC SERVICE BOARD

Ref: NCPSB/ADM/28/VOL.1/(44)

20th March 2017

Mr. Jacob Ngwele,
Clerk,
County Assembly,
Nairobi City County,
NAIROBI

**RE: NAIROBI COUNTY PUBLIC SERVICE BOARD
ANNUAL REPORT FOR 2015/2016**

Pursuant to Section 59(1)(d) of the County Governments Act, 2012,
the Board submits herewith the above report for the Assembly's
consideration.

A handwritten signature in blue ink, appearing to read 'Meshack Guto'.

Meshack Guto
Secretary/CEO (CPSB)

c.c. H.E. The Governor, Nairobi County

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Prepare Paras laid out
for tabling today 28/03/17
Pca chip
28/03/17

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Table
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Report laid on 28/3/17
by Hon. Jaffer Kassa
M.P.
PCA (K&P)
28/3/17

NAIROBI CITY COUNTY



PUBLIC SERVICE BOARD

ANNUAL REPORT

YEAR: 2015/2016

**NAIROBI CITY COUNTY PUBLIC SERVICE BOARD
ANNUAL REPORT TO THE COUNTY ASSEMBLY
YEAR: 2015/2016**

1.0 PREAMBLE

The County Public Service Board herein referred to as the “Board” is a body corporate established under Section 57 of the County Governments Act 2012. The Board derives its Functions and Powers from section 59(1) which mandates it to:

- a. Establish and abolish offices in the County Public Service.
- b. Appoint persons to hold or act in offices of the County Public Service including in the Boards of cities and urban areas within the County and confirm appointments.
- c. Exercise disciplinary control over, and remove persons holding or acting in those offices as provided for under the Act.
- d. Prepare regular reports for submission to the County Assembly on the execution of the functions of the Board.
- e. Promote Inter-County Public Service Values and Principles referred to under Articles 10 and 232 of the Constitution, 2010.
- f. Evaluate and Report to the County Assembly on the extent to which the Values and the Principles referred to in Articles 10 and 232 of the Constitution are complied with in the County Public Service.
- g. Facilitate the development of coherent, Integrated Human Resource Planning and Budgeting for personnel emoluments in Counties.
- h. Advise the County Government on Implementation and Monitoring of the National Performance Management System in the Counties.
- i. Advise the County Government on Human Resource Management and Development.
- j. Make recommendations to the Salaries and Remuneration Commission on behalf of the County Government, on the Remuneration, Pensions and Gratuities for County Public Service Employees.

The Board under section 59 (1) (d) of the County Governments Act, 2012 is required to prepare regular reports for submission to the County Assembly on the execution of its functions. Herein below is the Board’s report on the execution of the functions of the Board for the financial year 2015/2016.

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2.0 COMPOSITION OF THE BOARD

The Nairobi City County Public Service Board (NCCPSB) is fully constituted in accordance with the provisions of Section 58 of the County Governments Act, 2012. The Board comprises of:

POSITION	NAME	DATE OF APPOINTMENT
Chairman	Arch. Phillip Kungu	1 st July 2013
Vice Chairperson	Mrs. Veska Kangogo	1 st November 2013
Board Secretary	Mr. Meshack Guto	1 st November 2013
Member	Mrs. Josephine Gichuhi	1 st July 2013
Member	Mr. Chomba Wamunyi	1 st July 2013
Member	Mrs. Charity Kisotu	1 st November 2013
Member	Mr. Maurice Wambua	1 st July 2013

2.1 RE- ORGANISATION OF COUNTY STRUCTURE

The NCCPSB is responsible for steering the implementation of the organizational structure designed to achieve “fit for purpose” and facilitate efficiency and effectiveness in service delivery. This new organizational structure is based on strategic, operational and delivery units and replaces the former Nairobi City Council organizational structure. It has determined the extent and nature of how leadership is disseminated throughout the County government with delineated lines of communication, policies, authority and responsibilities.

A large number of staff members were also performing their duties and responsibilities on an acting capacity resulting in lack of accountability, motivation and stability. Towards this end the Board is working closely with the County Chief Officers to realign the sectors organizational structures based on their mandates and functions as well as advising on the optimal levels of staffing.

During the reporting period the following milestones were achieved:-

- a) Finalization of structure for each Sector
- b) Stakeholder’s consultations
- c) Staff Skills and Qualification Audit

The Board is in the process of ensuring that the high level organizational structure is fully operationlized, resources to facilitate completion of task on suitability processes are provided and right placement of staff is completed. The progress report on the exercise is captured under the Recruitment and Selection section.

3.0 COMMITTEES OF THE BOARD

The Board has established four (4) working Committees to operationalize its mandate. The Committees are:-

3.1 Finance, Human Resource Planning and General Purpose Committee

3.1.1 Objective

The objective of the Committee is primarily to consider all matters associated with the policies and practices of the County in relation to its Human Resources as detailed in the County Governments Act 2012 section 59 (g), (h), (i) & (j).

3.1.2 Duties and Responsibilities

The Committee's main responsibilities and functions are to:-

- i.** Facilitate the development of coherent Integrated Human Resource Planning and budgeting for personnel emoluments in the County.
- ii.** Advise the County Government on Human Resource Management and Development.
- iii.** Make recommendations to the Salaries and Remuneration Commission.
- iv.** Make proposals for a Strategic Plan in line with Vision 2030.
- v.** Make proposals for restructuring and staffing of the County Department and the Secretariat.
- vi.** Monitor the implementation of the Strategic Plan.
- vii.** Prepare and analyze the budget proposals.
- viii.** Engage trade unions, Ministry of Labor on Terms and Conditions of Service for County officers.
- ix.** Analyze proposals on Terms and Conditions of Service.
- x.** Prepare annual report for delivery to the County Assembly pursuant to section 59(1) and (5) of the County Governments Act, 2012.

3.2 Recruitment and Selection Committee

3.2.1 Objective

The objective of the Committee is primarily to establish and abolish offices in the Nairobi County Government, appoint persons to hold or act in those offices, confirm appointment and general HR Planning as detailed in the County Governments Act 2012 section 59(1) (a) & (b).

3.2.2 Duties and Responsibilities

The Committee's main responsibilities and functions are to:-

- i.** Prepare a Recruitment and Selection Policy.
- ii.** Scrutinize the indents for positions to be advertised.
- iii.** Analyze reports and proposals on establishment and abolition of offices.
- iv.** Analyze and make recommendations on requests on appointments and promotions.
- v.** Prepare a criteria for ensuring that all appointments are in accordance with Articles 10, 27(4) & (8), 56 (c) and 232 (i) of the constitution, as indicated in Section 65 of County Governments Act 2012.

3.3 Discipline, Audit, ICT and Governance Committee

3.3.1 Objective

The objective of the committee is primarily to exercise disciplinary control over and remove persons holding or acting in those offices, promotion of Values and Principles referred to in Article 10 and 232 of the Constitution and preparation of regular reports for submission to the County Assembly as detailed in the County Governments Act 2012 Section 59(1)(c) and to evaluate and report to the County Assembly on the extent to which the Values and Principles referred to in Article 10 and 232 are complied with in the County Public Service.

To achieve this objective, the committee has powers under Section 59(4)(e) and (f) of the County Governments Act 2012 to visit any County Public Office or body with a view to assessing and inspecting the status of compliance with the Values and Principles and may

investigate on its own initiative or upon a complaint made by any person or group or persons the violation of any Values and Principles.

3.3.2 Duties and Responsibilities

The committee's main responsibilities and functions shall be to:

- (a) Address issues related to discipline in the County Government.
- (b) Develop a system of handling discipline cases and appeals to Public Service Commission.
- (c) Propose activities for promotion of the Values and Principles Article 10 and 232.
- (d) Propose modalities for monitoring the extent to which the Values and Principles are complied with in the County Public Service.
- (e) Review reports to the County Assembly on values, principles and discipline.
- (f) Propose a review of the Code of Conduct.
- (g) Propose monitoring and evaluation framework for discharge in the function and power.
- (h) Prepare guidelines for carrying out investigations.
- (i) Analyze investigations, monitoring and evaluation reports and make appropriate recommendations to facilitate decision making.
- (j) Make proposals for the improvement in the discharge of delegated powers.
- (k) Develop modalities of identifying risk areas and mitigation in the discharge of functions.
- (l) Make proposals on use of ICT – automating operations and activities of the Board.

3.4 Inter - Governmental Relations Committee

3.4.1 Objective

The objective of the Committee is primarily to act as a link between the County Public Service Board and the National Government as well as other County Governments and bodies in Kenya.

3.4.2 Duties and Responsibilities

The Committee's main responsibilities and functions are to:

- i. Develop database of all officers inherited from the former Local Government, those seconded from the National Government and those devolved to the County Governments.
- ii. Monitor the transition process by liaising with the Transitional Authority and the Ministry of Devolution and Planning.
- iii. Prepare mechanisms for collaboration with the Council of Governors, CPSB National Consultative Forum.
- iv. Propose mechanism for collaborating with the Nairobi City County Assembly.
- v. Propose modalities of handling officers who may not be absorbed in the new Nairobi City County Public Service structure.

4.0 FINANCE REPORT YEAR ENDED 30TH JUNE 2016

RECURRENT EXPENDITURE

COMPENSATION TO EMPLOYEES

Amount Budgeted	30,299,862
Total Expenditure	<u>30,299,862</u>
Variance	(Note 1) 0

OPERATION & MAINTENANCE

Amount Budgeted	49,700,000
Less: Reduction on Supplementary	<u>(5,250,000)</u>
Balance after Supplementary	44,450,000
Total Expenditure	<u>11,065,274</u>
Variance	(Note 2) 33,384,726

DEVELOPMENT EXPENDITURE

Amount Budgeted	20,000,000
Less: Reduction on Supplementary	<u>(12,000,000)</u>
Balance after Supplementary	8,000,000
Total Expenditure	<u>6,030,000</u>
Variance	(Note 3)
<u>1,970,000</u>	

1. COMPENSATION TO EMPLOYEES (Note 1)

A.

There was zero variance in Nairobi City County Public Service Board's personnel budget **FY 2015/2016**, who's Estimates stood at **Kshs 30 Million** while the expenditure stood at **Kshs 30 Million** over the same period.

B.

There were no changes in the personnel Estimates due to the implementation of the supplementary budget in **the 3rd quarter** hence the initial Estimates remained the same.

2. OPERATION AND MAINTENANCE BUDGET (Note 2)

A.

The Nairobi City County Public Service Board's operation and maintenance budget had a variance of **Kshs 38.6 Million** as at the end of the 3rd Quarter and **Kshs 33.3 Million** after the adoption of the Supplementary Budget being net of all the expenditures over the period totaling to **Kshs 11.0 Million**.

B.

The county public service budget for operation and maintenance initially stood at **ksh.49.7 Million** and there after reduced to **Kshs 44.4 Million** after the supplementary Budget was implemented hence a reduction variance of **Kshs 5.2 Million**.

C.

The net variance after total Expenditure of **Kshs.33.3 Million** can be attributed to the low level of activity in the Nairobi City County Public Service Board under various sub item codes. This was due limited County finances for example this led to planned trainings for the members of the board and secretariat not being undertaken.

D.

It is recommended that activities as per work plans are implemented and commitments completed by close of the 3rd quarter to help in improving the sector's absorption level rating.

3. DEVELOPMENT BUDGET (Note 3)

A.

The expenditure Variance on Development Budget for Nairobi City County Public Service Board was **kshs.13.9 Million** as at end of 3rd Quarter and **Kshs 1.9 Million** after supplementary budget implementation while the total Expenditure on development was **Kshs 6.0 Million**.

The Development budget was reduced downwards by **Kshs 12 Million** in the supplementary estimates.

B.

The absorption level on Nairobi City County Public Service Board development budget was low due to delay on procurement process, i.e. projects on the procurement process on office renovation certificate No.1 of **ksh.7.4 million** was not ready for payment process by the close 4th quarter, hence causing the budget office to revise the Boards budget downwards from **Kshs 20 Million** to **Kshs 8 Million** with a margin of **Kshs 12 Million**.

The unpaid projects as at close of the financial year automatically forms the first charge on the development budget of FY 2016/2017. ie Kshs 7.4 Million will be expended from FY 2016/2017 County Public Service Board's development budget.

C.

It is recommended that in order to avoid the low performance on Nairobi City County Public Service Board development budget specific bills of quantities and all procurement processes are done on a timely basis such that 80% of the projects are complete and payment process is initiated in the early phase of the 2nd quarter during the succeeding years.

In conclusion, the Board has prudently used the resources made available to execute its functions despite numerous financial and procurement challenges.

5.0 HUMAN RESOURCE PLANNING REPORT

The Board has ensured that the County continues to achieve optimum use of its human resources through the process of forecasting labor demands, analyzing present labor supply, and balancing projected labor demand and supply. Strategies have been put in place to attract, recruit and retain

adequate competent, skilled, loyal, motivated and well remunerated staff. These include improved work ethic and employee morale, service transformation for improved performance and service delivery.

The Board has also put in place guidelines to promote the mainstreaming of the National Values and Principles of Public Service in the Nairobi City County. To improve work ethic and employee morale the board has prepared a two year training program that will include all County staff and members of the public e.g. CBO's and NGO's this will be achieved in collaboration with the Public Service Management sector.

Top and middle level management have participated in the performance management and culture change program in the third quarter. The Board developed guidelines, participated in the performance management workshops and advised the County on implementation of the County performance management system governed by the national government performance management, monitoring and evaluation system.

The Public Service Management sector in line with the County Strategic Plan 2015 -2025 shall furnish the Board with quarterly reports through the eperform electronic system. The performance review, appraisal, reward and sanctions shall be guided by the County Performance Management policy contained in the County Human Resource Management Policies and procedures Handbook. Service transformation is currently ongoing through the Sectors' ICT business process re-engineering and automation initiative targeting Document Management and Human Resource Information systems. The automation of county systems is currently at 50% and is spearheaded by the sector of ICT & E- government.

The Board has installed a Recruitment and Document Management System to enhance confidentiality, integrity, efficiency and effectiveness in its operations. To leverage on ICT and improved service delivery, it will be prudent for the County to seek partnerships with local universities with a view to tapping on their innovation, software and infrastructure.

5.1 Succession Planning

Effective succession planning supports organizational stability and sustainability. The Board's succession plan takes into consideration demographics, metrics and gaps that may arise from generational transfer of employees in leadership positions, promotions and retirement of skilled

employees which has a major impact on the skills and experience available in the Nairobi City County workforce. The tables below give an indication of the Succession Planning need in the County: -

5.1.1 Employees Number per Job Group

Job Group	Total No.
A	60
B	1161
C	2371
D	2012
E	1141
F	915
G	787
H	856
J	990
K	999
L	802
M	345
N	293
P	73
Q	58
R	49
S	14
T	1

5.1.2 Employee Numbers and Terms of Engagement

Terms of Engagement	No. of Staff
Devolved staff	2,491
Inherited staff (CCN)	9,602
Recruited as at 31 st December, 2015	542
Seconded	24
Staff on Contract	54
Temporary	55
Probation	159

5.1.3 Separation matrix for the FY 2015/2016

Retirees	231
Deceased employees	84
Dismissed	69
Resignation	25
Transfers	92
Retirees (Yr 2016)	265

Source: Nairobi City County IPPD FY 2015/2016

5.1.4 Skills Profile

Academic Qualification by Salary Scale				
Qualification	T - P	N - K	J - E	D - A
Nil	0%	0.08%	2.38%	18.10%
Primary	0%	0%	1.36%	3.36%
Secondary	0.02%	2.59%	5.61%	4.08%
A-Level	0.02%	0.78%	0.57%	0.25%
Certificate	0.09%	6.58%	15.66%	15.25%
Diploma	0.02%	6.10%	7.42%	1.09%
Higher Diploma	0.02%	2.45%	0.22%	0.06%
Bachelors Degree	0.75%	4.60%	2.29%	0.03%
Postgraduate Diploma	0%	0%	0%	0%
Masters Degree	1.47%	16.96%	0%	0%
Doctoral Degree	0.03%	0.75%	0%	0%

Assessment of current and future needs is based on the County's strategic plan, goals and objectives and matching these to the capabilities of the existing workforce. This will ensure sustainability and success of the County plans, projects and continuity of overall service delivery. The Board intends to leverage on the large number of retirements to optimize the staff establishment more so towards a more technically skilled public service.

6.0 APPOINTMENTS IN COUNTY PUBLIC SERVICE REPORT

6.1 Recruitment Process

The objective of the committee is primarily to establish and abolish offices in the Nairobi County Government, appoint persons to hold or act in those offices, confirm appointments and general HR Planning as detailed in the

County Governments Act 2012 Section 59(1)(a) &(b) in expediting its duties of preparing a selection criteria and making appointments in accordance with Article 10,27(4) & (8),56(c) and232(i) of the constitution the under mentioned posts were filled within the established guidelines and regulations.

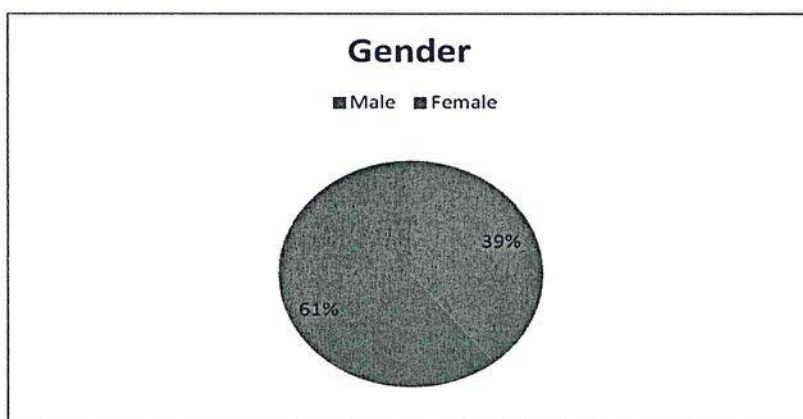
The Board automated its recruitment process by acquiring an online recruitment portal which enhances transparency, efficiency and leverages on ICT. The system further provides wider access to quality applications. The Board encourages applicants from marginalized communities and those living with disability to apply for advertised posts in a bid to meet the requisite constitutional and statutory thresholds.

The Board has continued to make appointments based on the principle of meritocracy. The Board has in appointments made during the year 2015 continued to uphold these tenet as illustrated in the tables below:

6.1.1 Summary of Officers Appointed Year 2015/2016

The quantitative data on ethnicity, gender and age is illustrated here below:-

Ethnicity	Percentage(%)
Embu	3.12
Kamba	9.95
Kalenjin	4.90
Kikuyu	25.67
Kisii	12.91
Luhya	5.49
Luo	21.22
Massai	2.32
Somali	4.60
Nubian	1.64
Giriama	1.64
Teso	1.64
Meru	4.90



Age Bracket	Percentage
(20 -25)	6%
(26-30)	21%
(31-35)	19%
(36-40)	22%
(41-45)	15%
(46-50)	12%
(51-55)	5%

6.1.2 Summary of Appointments Year 2015/2016 Position, Number(s) and Gender

S/NO.	POSITION	MALE	FEMALE
1.	County Attorney	1	
2.	Deputy Board Secretary/Legal Officer (CPSB)		1
3.	Director Administration, Decentralized Units	1	
4.	Director, County Administration	1	
5.	Director, Urban Planning	1	
6.	Administrative Officer	1	1
7.	Deputy Director, County Executive Committee Secretariat		1
8.	Chief Officer, Decentralized Units	1	
9.	Chief Officer, Information Communication & E-Government	1	
10.	Medical Officers	22	27
11.	Pharmacist		1

12.	Enrolled Nurse III	4	15
13.	Registered Nurse III	14	69
14.	Nutrition & Dietetic Technologist III	2	7
15.	Assist. Health Records & Information Management Officer III		7
16.	Health Records & Information Management Assistant III	25	
17.	Laboratory Technician III		2
18.	Laboratory Technologist III	9	11
19.	Assist. Occupational Therapist III	1	1
20.	Assist. Public Health Officer III	20	11
21.	Public Health Assistant III		4
22.	Pharmaceutical Technologist III	5	1
23.	Medical Engineering Technician III	3	1
24.	Medical Engineering Technologist III	3	1
25.	Community Oral Health Officer III		1
26.	Health Education Officer III		1
27.	Political Advisor to the Governor	1	
28.	Medical Officer	1	
29.	Assist. Community Health Officer III	1	
30.	Pharmaceutical Technologist III		1
31.	Community Health Assistant III	4	11
32.	Information Communication Technology Officer	1	
33.	Pharmaceutical Technologist III	3	3
34.	Senior Medical Specialist	1	3
35.	Registered Nursing Officer I/Specialized Nursing Care	3	10
36.	Registered Clinical Officer II	36	17
37.	Medical Laboratory Technologist III	24	22
38.	Nursing Officer III	46	67
39.	Information Communication Technology Officer III	1	
40.	Medical Social Worker III	2	
41.	Senior Medical Officer		1
42.	Fisheries Assistant I	1	3
43.	Fisheries Assistant II	1	
Total Appointments		241	301

In the year 2015/2016, the Board endeavored to comply with Article 232(1)(g)(h)(i) of the Constitution and has demonstrated commitment to affirmative action and fulfillment of the Principles and Values of Public

Service in appointments into the service of the Nairobi City County. One PLWD was recruited in the Sector of Health and a total of sixty four (64) officers joined County Public Service from marginalized communities.

6.2 Establishment of Human Resource Management Advisory Committee (CHRMAC) and Delegation Instrument

Pursuant to Section 86 of the County Governments Act, 2012 the Board delegated some of its functions to a County Human Resource Management Advisory Committee ("the Committee") to enhance service delivery to the County Public Service and achieve higher efficiency in the Board's operations.

Purpose

Section 59 (1) of the County Government Act provides the Board with the legal mandate to perform, inter alia, the following functions:

59 (1) (b) – appoint persons to hold or act in offices of the County Public Service including in the Boards of cities and urban areas within the county and to confirm appointments;

59 (1) (c) – exercise disciplinary control over, and remove, persons holding or acting in those offices as provided for;

59 (1) (e) – promote in the county public service the values and principles referred to in Articles 10 and 232; and

59 (1) (g) – facilitate the development of coherent, integrated human resource planning and budgeting for personnel emoluments in counties.

To achieve this, the Board constituted a County Human Resource Management Advisory Committee to achieve higher levels of efficiency in service delivery and to establish standards and norms for efficient and effective Human Resources Management in the Nairobi City County.

6.3 Composition & Functions of County Human Resource Management Advisory Committee

The established committee entails membership of the under mentioned:-

Chairperson

County Secretary and Head of Public Service

Members

1. Chief Officer, Public Service Management
2. Chief Officer, Health Services
3. Chief Officer, Sub County Administration
4. Chief Officer, Finance and Economic Planning

5. Chief Officer, Security, Compliance and Disaster Management
6. Chief Officer, Education, Children, Youth Affairs & Social Services
7. Chief Officer, Transport, Roads & Public Works
8. Chief Officer, Environment, Energy, Water & Sanitation
9. Chief Officer, Urban Planning & Housing

Secretary

Director Human Resource Management

Functions of the County Human Resource Management Advisory Committee

The functions of the Committee entail making recommendations to the Board on the following:-

1. Acting Appointments and Confirmations;
2. Disciplinary Control;
3. Implementation of Values and Principles as envisaged in Article 10 and 232 of the Constitution, 2010;
4. Budgeting of Personnel Emoluments;
5. Promotions, Re-designations and Transfers;
6. Performance Management
7. Training and Development; and
8. Staff Audit and Planning.

6.4 Delegation Instrument To The County Human Resource Management Advisory Committee

The purpose of the Delegation Instrument is for the Nairobi City County Public Service Board ("the Board") to provide an implementation framework for the members of the County Human Resource Management Advisory Committee ("the Committee") to apply in the Board's delegated functions.

In the context of the framework, Delegation means "the power, duty and authority for the Human Resource function(s) assigned to a person or body to act within the parameters set out in this instrument. However, the Board retains the ultimate responsibility for its implementation of the delegated functions".

7.0 RE-ORGANIZATION OF THE HIGH LEVEL STRUCTURE

Following the re-organization of the high level structure by the executive on 21st January, 2016, the board validated the acting appointments announced and issued acting appointments for six months from 21st January, 2016 to 21st July, 2016.

In consultation with the relevant departments, the Board developed a high level structure which was approved by the County Executive Committee to enable the Board commence filling of vacant post.

Issued Acting appointments

(From 21st January, 2016 to 21st July, 2016)

1. Deputy Director Fire Rescue & Disaster Management
2. Deputy Director Investigation and Information Analysis
3. Deputy Director Community Policing
4. Deputy Director Systems & Administration
5. Chief Officer Agriculture, Forestry and Natural Resources
6. Director Agriculture, Forestry and Natural Resources
7. Director Livestock and Fisheries
8. Deputy Director Forestry and Natural Resources
9. Deputy Director Fisheries
10. Director Water and Energy
11. Deputy Director Environment & Solid Waste Management
12. Chief Officer ICT and E Government
13. Director E – Learning
14. Director Social Services
15. Deputy Director – Infrastructure and Information Security
16. Deputy Director Education
17. Deputy Director Post Primary Education and Vocational Training
18. Deputy Director Youth Affairs and Gender
19. Deputy Director Sports and Culture
20. Chief Officer Health Services
21. Medical Superintendent-Mutuini Sub County Hospital
22. Deputy Director Preventive/Promotive (Inspection, Licensing and Control)
23. Deputy Director Health Administration
24. Deputy Director(Roads)
25. Deputy Director (Operations, Services & PMIU)
26. Deputy Director (Public Transport)

27. Deputy Director (Traffic and Parking Management)
28. Deputy Director (Design)
29. Director Building Services
30. Director Cooperatives
31. Deputy Director Market Services
32. Deputy Director Trade Licensing & Single Business Permits
33. Deputy Director Trade and Enterprise Development
34. Deputy Director Cooperative Development
35. Deputy Director Cooperative Audit
36. Director Land Survey and GIS
37. Deputy Director Development Control
38. Deputy Director Valuation and Property Management
39. Director Asset Management
40. Chief Accountant Financial Reporting
41. Chief Accountant Credit Control
42. Deputy Director Human Resource Management
43. Deputy Director Human Resource Development
44. Deputy Director Fleet Management
45. Deputy Director Community Development Projects Coordinator
46. Deputy Director Crop Production
47. Deputy Director Economic Planning
48. Deputy Director Energy, Water and Sanitation
49. Deputy Director Veterinary Services
50. Deputy Director Betting
51. Director Development Management and Regularization
52. Director Urban Planning
53. Director Urban Design and Public Space Management
54. Deputy Director Land Survey
55. Chief Accountant Treasury
56. Deputy Director Administration and Support Services
57. Deputy Director Records Management
58. Deputy Director GIS
59. Deputy Director GIS
60. Deputy Director Administrative & Support Services
61. Head of Supply Chain Management Unit

The Board is continuing to identify suitable officers to fill vacant positions in acting capacity as an interim measure while plans are put in place to fill the posts substantively.

8.0 ICT REPORT

8.1 Automation of Services

The Board has installed a Recruitment & Selection Module and Document Management system which has provided for the receipt and management of online applications, administration and operational records and reports. The document management system deals with document classification and contains modules that have enhanced work flow administration, increased efficiency and enhanced security of information.

The following activities were carried out during the year:-

- i. Installation of Recruitment & Document Management System.
- ii. Creation of Sub domain for On-line Recruitment System.
- iii. Hosting the System on Virtual Private Server.
- iv. Training of Secretariat staff and Board walk through.

9.0 POLICY DEVELOPMENTS

9.1 Nairobi County Human Resource Policies Handbook

The Board through the NCC Human Resource Management Policies Task Force has developed the Nairobi City County Human Resource Policies & Procedures Handbook it shall provide continuing sound and uniform guidelines on the approach the Nairobi City County is to adopt in managing its employee's on matters concerning employment. In fulfillment of Constitutional provisions, Nairobi City County Strategic Plan 2015-2025 and Public Service (Values and Principles) Act, 2015 the Board held a sensitization forum during the month of June, 2016 and is in the process of incorporating the stakeholder views in the final HR policies and procedures Handbook.

The Handbook outlines policies and underlying principles related to human resource management best practices, consolidates legal provisions and principles from diverse sources including International Labor Organization conventions, Constitution of Kenya, 2010 and relevant Kenyan legislation

governing employment. The Board will launch the County Human Resources Policies and Procedures Handbook in the 2nd quarter of 2016/2017.

10.0 DISCIPLINE REPORT

In undertaking its disciplinary function the Board is keen on upholding the rule of law and applies due process to every case tabled before it. In the year 2015, the Board received thirty nine (39) disciplinary cases involving appeals against dismissal. The Board's decisions on upholding the recommendations made by committee on the thirty nine cases have been communicated to the office of the County Secretary and Head of Public Service.

During the year the Board also received six appeals against the Board's decision to uphold summary dismissal these appeal cases have been forwarded to the Public Service Commission for consideration. The Public Service Commission has disallowed the appeals. This decision has been communicated to the appellants and in line with regulation on handling of disciplinary appeals been informed of their right to appeal for review.

In handling delayed disciplinary cases (year 2013 to date) the Board established that a total of fifty five (55) staff were under suspension and nineteen (19) on interdiction, stoppage of salary had been effected for twenty six (26) members of staff. It was observed that delays in finalizing disciplinary cases are mainly occasioned by the court process with some cases dating back to the year 2007 and that cases concerned with desertion of duty mainly involves staff with alcohol and substance abuse problems.

The CHRMAC was formed to be instrumental in streamlining discipline matter by enhancing efficiency in management.

11.0 CHALLENGES & OBSERVATIONS

- i. The board continues to experience challenges in availability of funds for planned activities especially in the areas of training and procurement of goods and services. This has constrained operations, lack of meeting targets and completion of programs outlined in the NCC Strategic plan.
- ii. Attraction and retention of highly qualified staff remains a challenge to the County. This can be attributed to the current remuneration and

lack of motivation & reward schemes. The Board currently faces the challenge of attracting persons living with disabilities and those from marginalized communities in order to meet the recommended statutory demographics.

- iii. Conflict and contradictions in the terms and conditions of service between inherited and devolved staff continues to be a challenge.
- iv. The Board continues to receive few applications from diverse groups including persons with disability to fill vacancies within the County
- v. The Board is faced with an ageing workforce and lack of sufficiently skilled staff at technical levels which are critical during the transition and transformative period of the new dispensation.

12.0 RECOMMENDATIONS

- i. The Board's budgetary allocations and funding for projects should be prioritized since freezing of funding especially in areas of training and development has a long term effect on the competencies of staff working in the County and a negative effect on performance and productivity.
- ii. In line with fair labor practice and uniformity of standards there is need for harmonization of County terms and conditions of service and the development of County career progression guidelines. Capacity Assessment and Rationalization of the Public Service (CARPS) and Salaries and Remunerations Commission Job evaluation when implemented will address this matter.
- iii. The County Executive should conclusively and urgently address the issue of the County Structure which will facilitate the Board to promote/recruit competent, qualified and experienced staff for productivity and efficiency in the County Public Service.
- iv. While the Board has met the County Assembly on a need basis, the Board recommends that there should be regular and structured engagement with the Assembly as this will give the Board and the Assembly opportunities to review progress.

- v. The Board recommends that regular and structured consultative meetings at least on quarterly basis are held with Executive and the relevant Committees of County Assembly. There is also need to improve the consultative meetings with the two bodies.
- vi. The Board recommends that it would be more efficient as a self accounting and financially independent institution such as the Public Service Commission. This would be done in consultation with the Commission for Revenue Allocation, the Controller of Budget and the Kenya National Audit Office. The Board counts on the support of the assembly to achieve this.

13.0 CONCLUSION

The Board is committed to continuously discharge its commitments and functions, provide the Nairobi City County with a well managed, committed and highly competent work force for sustainability, efficiency, effectiveness in service delivery.

To increase operational efficiency, the Board has continuously advised the executive by issuing advisories relating to various policy areas on Human Resource matters in response to the challenges encountered hitherto. The advisories are based on the Board's mandate enshrined in the Constitution, County Governments Act, 2012 and other relevant legislation and regulations.

CHAIRMAN
NAIROBI CITY COUNTY PUBLIC SERVICE BOARD

