

GOVERNMENT OF NAIROBI CITY COUNTY



Papers Laid on
11th June 2024
by Hon Jared Akom
Mwangi

THE NAIROBI CITY COUNTY ASSEMBLY

OFFICE OF THE CLERK

THIRD ASSEMBLY

(THIRD SESSION)



NCCA/TJ/PL/2024(31)

11TH JUNE 2024

PAPER LAID

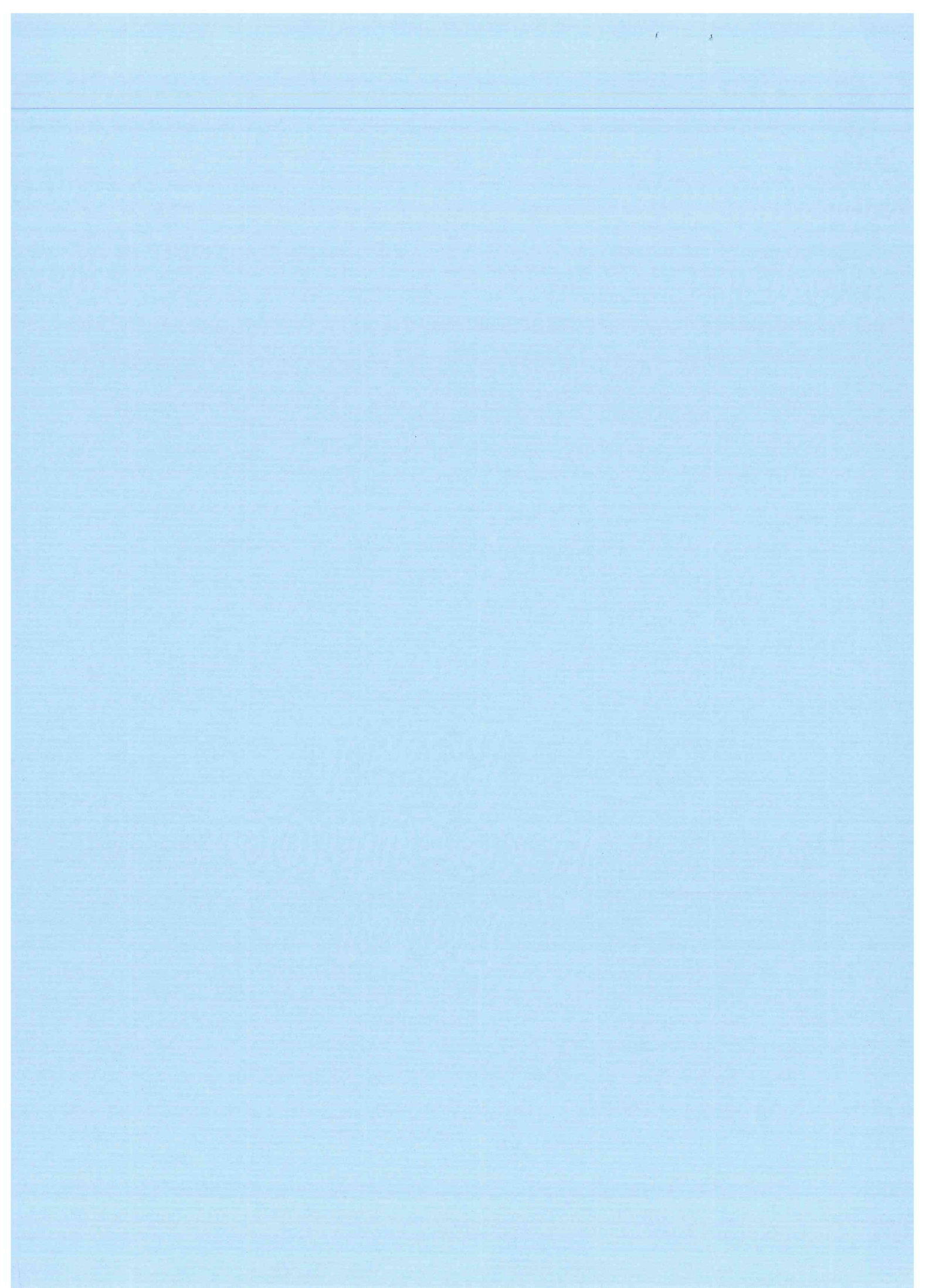
SUBJECT: REPORT OF COMMITTEE

Pursuant to Standing Order 196, I beg to lay the following Paper on the Table of this Assembly, today Tuesday 11th June 2024:

— **THE REPORT OF SECTORAL COMMITTEE ON JUSTICE AND LEGAL AFFAIRS ON THE WORKSHOP HELD FROM 11TH TO 14TH APRIL AT PRIDE INN HOTEL, MOMBASA COUNTY.**

(Chairperson, Sectoral Committee on Justice and Legal Affairs)

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COUNTY GOVERNMENT OF NAIROBI CITY



NAIROBI CITY COUNTY ASSEMBLY

THIRD ASSEMBLY–THIRD SESSION

**REPORT OF THE SECTORAL
COMMITTEE ON JUSTICE AND LEGAL AFFAIRS
WORKSHOP HELD FROM THURSDAY 11TH TO SUNDAY 14TH APRIL, 2024
AT PRIDEINN PARADISE HOTEL, MOMBASA**

**CLERK'S CHAMBERS,
CITY HALL,
NAIROBI**

JUNE, 2024

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1.0 PREFACE

Committee Mandate

Hon. Speaker,

The Sectoral Committee on Justice and Legal Affairs is established pursuant to the Standing Order 209, and is mandated amongst others to:

- i. Investigate, inquire into, and report on all matters relating to the mandate, management, activities, administration, operations and estimates of the assigned departments;
- ii. Study the programme and policy objectives of departments and the effectiveness of the implementation;
- iii. Study and review all county legislation referred to it;
- iv. Study, assess and analyze the relative success of the departments as measured by the results obtained as compared with their stated objectives;
- v. Investigate and inquire into all matters relating to the assigned departments as they may deem necessary, and as may be referred to them by the County Assembly;
- vi. Vet and report on all appointments where the Constitution or any law requires the County Assembly to approve, except those under Standing Order 196 (Committee on Appointments); and
- vii. Make reports and recommendations to the County Assembly as often as possible, including recommendation of proposed legislation.

Committee Membership

Hon. Speaker,

The Committee on Justice and Legal Affairs comprises of the following Members:-

1. **Hon. Jared Akama Ondieki, MCA** – **Chairperson**
2. **Hon. Suleiman Hamisi Maleya, MCA** – **Vice Chairperson**
3. **Hon. Anthony Kiragu, MCA** – **Minority Leader**
4. **Hon. Fathiya Abdilahi Mohamed, MCA**
5. **Hon. Peter Oluoch Owera, MCA**
6. **Hon. Maurice Ochieng, MCA**
7. **Hon. Perpetua Mponjiwa, MCA**

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8. ~~Hon. Hellen Awuor, MCA~~
 9. Hon. Ami Perez, MCA
 10. Hon. Silas Matara Ong'wae, MCA
 11. Hon. Agnes Wambui, MCA
 12. Hon. Asli Mohamed, MCA
 13. Hon. Emmy Khatemeshi, MCA
 14. Hon. Clarence Munga, MCA
 15. Hon. Mwaura Samora, MCA
 16. Hon. Diana Katile Mwangagi, MCA
 17. Hon. Virginia Kang'ethe, MCA
 18. Hon. Clement Ng'ang'a, MCA
 19. Hon. Deonysias Mwangi, MCA
 20. Hon. Joseph Ndungu, MCA
 21. Hon. Francis Kimondo, MCA
 22. Hon. Doreen Mugambi, MCA
 23. Hon. Stephen Kimani Mugo, MCA

The Committee undertook a joint retreat with the Boroughs Administration and Personnel Sector to deliberate on implementation reports on the sector programmes, proposed legislations and work plans for FY 2023–24 of the Sector from Thursday 11th to Sunday 14th April, 2024 in Mombasa. The participants deliberated on;

- i) The sector activity work plans and procurement plans for the financial year 2023-2024 drawn up in Quarters;
- ii) The status of implementation of projects and programs in the First and Second Quarters of the Financial Year 2023-2024;
- iii) The sector programmes/projects for Third and Fourth Quarters of the Financial Year 2023-2024 and the modalities put in place to ensure projects are initiated on time;
- iv) The objectives, targets and goals agreed upon in the signed performance contracts and the timelines;

- v) ~~The challenges each sector is currently facing in discharging its mandate,~~
including the implementation of existing Laws and statutes within the sector;
and
- vi) Proposals on the way forward for improving service delivery in the sector.

Acknowledgement

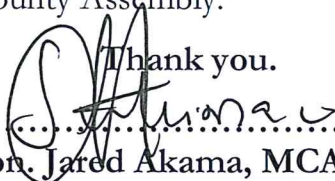
Hon. Speaker, I wish to acknowledge with gratitude the offices of the Speaker and the Clerk of the County Assembly for the support extended to the Committee in the execution of its mandate.

I also thank the Secretariat for their input and valuable contribution and advisory where required during the session.

Finally, much thanks to the Members of the Sectoral Committee on Justice and Legal Affairs for their dedication, untiring commitment and valuable contributions which has enabled the Committee to effectively accomplish its Legislative and Oversight role.

Hon. Speaker, it is therefore my pleasant duty and privilege, on behalf of the Committee on Justice and Legal Affairs to present the Committee's report pursuant to the Standing Orders of the County Assembly.

Thank you.

Signed.....

**Hon. Jared Akama, MCA
(Chairperson)**

Sectoral Committee on Justice & Legal Affairs

OPENING REMARKS BY THE CHAIRPERSON

The Workshop was officially opened by Hon. Jared Akama, MCA Chairperson of the Committee on Justice and Legal Affairs. He welcomed and thanked the participants for availing themselves for the workshop and introductions were made. In his remarks, he noted that at the end of the workshop, the Committee would understand better the management, operations and the FY 2023/2024 work plans of the Boroughs Administration and Personnel Sector.

OPENING REMARKS BY THE COUNTY SECRETARY

In his opening remarks the County Secretary noted that there was need for Committee and the Sector to work as a team. She added that at the end of the workshop, the Committee would have internalized the management, activities, administration and operations of the Sector.

2.0 PRESENTATIONS

INTRODUCTION

The CECM for Boroughs Administration and Personnel Sector Mr. Patrick Mbogo stated that the Sector has three core subsectors namely Public service, Boroughs & Sub County Administration and Security and Compliance. He stated that broad objective of Boroughs and Sub County Administration Subsector were coordination, management and supervision of the general administrative functions in the Borough and Sub County Administration including:-

- The development of policies and plans;
- service delivery;
- developmental activities to empower the community;
- the provision and maintenance of infrastructure and facilities of public services;
- the county public service; and
- exercise any functions and powers delegated by the County Public Service Board under section 86

2.1 Management, activities, operations and work plans FY 2023/24 for the Sector

2.1.1 Office of the County Secretary

The Principal Administrative Officer in the Office of the County Secretary Ms. Cecily Ongwae highlighted the office's work plan as tabulated below;

County Administration

Table 1: FY 2023/24 Work plan for The Financial Year 2023/2024

| S/ N O. | ACTIVITY/ PROGRAM | OBJEC TIVES | RESOURCE REQUIRED | EXPECTED OUTCOME | TIME FRAME | | | | PERFORMANCE INDICATORS |
|---------------|-------------------------------|------------------------------|--|---|------------|-----|-----|-----|--|
| | | | | | 1ST | 2ND | 3RD | 4TH | |
| 1. | Provision of goods & services | To improve service delivery. | Cleaning Materials & Protective gear. Assorted Office Stationery. | Sustainability Maximization of resources & Minimizing costs. Employees Satisfaction & | | ✓ | | | Type of cleaning mate per request No.of Computers No. of offices to be provided with furnitu other items |

| | | | | | | | | | |
|----|------------------------------------|---|---|--|--|--|---|---|--|
| | | | Computers & Other I.T Equipment. | Improved performance | | | | | |
| | | | Furniture & Fittings. Sanitary services. Hospitality Services. Printing Services, Budget. | | | | | | |
| 2. | Training of 100No.support staff | Skill upgrading | Presentations. Handouts & Manuals. Courses Training videos. Venues & Trainers. Budget | Increased Productivity. Improved Quality. Employees retention. Higher staff Morale | | | ✓ | | No of staff trained |
| 3. | Rehabilitation of washrooms | To improve the work environment | Manpower, Materials Machinery. Contractors, Space Time | Employees satisfaction | | | ✓ | | Inspection report. % of work completed |
| 4. | Rehabilitation of offices | To provide & maintain quality physical infrastructure that is well maintained | Manpower, Materials machinery. Contractors, Space Time. Budget | Improvement of environment & creation of more working space | | | ✓ | | Inspection report. % of work completed |
| 5. | Rehabilitation of a printing space | To improve service delivery | Manpower, Materials machinery. Contractors, Space Time. Budget | Provision of Security to the machines. Cost reduction | | | | ✓ | Inspection report. % of work completed |
| 6. | Procurement of a generator | To improve Service delivery | Supply electrical power during power outage & prevention of disruption of business operations | Provides Power Backup & Emergency Power | | | ✓ | | |

| | | | | | | | | | |
|-----|---|--|---|---|---|---|---|--------|---|
| 7. | Partitioning of CBK Pension towers | To improve the work environment | Manpower, Materials, Machinery. Contractors, Space. Time & Budget | Creation of more Working Space | | | ✓ | | Inspection report. % of work completed |
| 8. | Renovation of City Hall Annex basement | To improve the work environment | Manpower, Materials, Machinery. Contractors, Space. Time & Budget | Improvement of work Environment | ✓ | | | | Inspection report. % of work completed |
| 9. | Construction of H. Es official residences | Provide Shelter & Protection. | Manpower, Materials, Machinery. Contractors, Space. Time & Budget | Cost reduction. Increased work productivity & Improving work life balance. | | | ✓ | | No. of houses Inspected report. % of work completed |
| 10. | Preparation of 2024/25 budget | Planning, Controlling and evaluating performance | Human capital, Information, Materials, tools & Machines. | Set Goals & keep spending in check, Get Priorities. Manage budget effectively. Monitor performance. Allocate appropriate resources to projects. | ✓ | ✓ | ✓ | | |
| 11. | Procurement of H. Es official vehicles | Improve efficiency | Budget, Manpower, Supplier. | Cost reduction. Security & Comfort | ✓ | | | | No. of vehicles Model of vehicles |
| 12. | Drilling of a borehole | To improve the work environment and the ambience of city and annex | Space, Manpower, Contractor. Time. Budget | Achievement of water security | ✓ | | | | No. of Boreholes. % of work completed |
| 13. | Procurement of a communication gadgets for the Committee room | Improved Communication | Manpower, Gadgets, Contractor | Improve efficiency | | | | ✓ ✓ | % of work completed |
| 14. | Renovation of City Hall Annex Phase 2 | To improve the work | Manpower, Materials, Machinery. | Creation of a better working environment | | | ✓ | | % of work completed |

| | | | | | | | | | |
|--|--|--|-----------------------------------|--|--|--|--|--|--|
| | | environment and the ambience of the building | Contractors, Space, Time & Budget | | | | | | |
|--|--|--|-----------------------------------|--|--|--|--|--|--|

Efficiency Monitoring and Evaluation Sub-Sector

Table 2: FY 2023/24 Work Plan

| S/ N O | Objective/Goal | Activities | Key Performance Indicators | Target | | | | |
|---|---|--|--|--------|------|------|------|------|
| | | | | | Q1 | Q2 | Q3 | Q4 |
| | To establish an effective and efficient Monitoring and Evaluation System that supports service delivery | Monitoring of county projects | No. of county projects monitored | 200 | Q1 | Q2 | Q3 | Q4 |
| | | Monitoring and evaluating county service delivery | No. of County Services monitored and evaluated | 4000 | 50 | 50 | 50 | 50 |
| | | Receiving of complains | No. of complaints handled | 160 | 1000 | 1000 | 1000 | 1000 |
| | | Conduct specific service delivery surveys | No. of specific service delivery surveys conducted | 3 | 40 | 40 | 40 | 40 |
| | | Submission of M&E Reports | No. of M&E reports submitted | 60 | - | 1 | 1 | 1 |
| | | Operationalization of the County Integrated Monitoring and Evaluation System (CIMES) | No. of committees operationalized | 20 | 15 | 15 | 15 | 15 |
| | | Automation of the M&E Systems | % Level of automation | 100 | - | 5 | 10 | 5 |
| | | Strengthen M&E Staff capacity | No. of trainings/ seminars and benchmarking | 2 | | | | |
| To institutionalize Result Based Management (RBM) | Conduct RRI | No. of Waves conducted | 2 | - | 1 | - | 1 | |
| | RRI Capacity Building | No. of staff sensitized | 3000 | 1 | - | 1 | - | |
| To inculcate a | Develop the | No. of whistle policies | 1 | 500 | 500 | 1000 | 1000 | |

| S/ N O | Objective/Goal | Activities | Key Performance Indicators | Target | | | | |
|--------------|---|--|--|--------|-----|-----|------|------|
| | | | | | Q1 | Q2 | Q3 | Q4 |
| | culture of integrity, transparency and accountability | whistleblower policy | developed | | | | | |
| | | Review the County Corruption Prevention Policy and align it to the National Ethics and Anti-Corruption EACC Policy | No. of corruption policies reviewed and aligned to the National Ethics and Anti-Corruption EACC Policy | 1 | - | - | 1 | - |
| | | Develop the Conflict-of-Interest Policy | No. of Conflict of Interest Policies developed | | - | - | 1 | - |
| | | Develop the Gift Policy | No. of Gift Policies developed | 1 | | | | |
| | | Review Specific Leadership and Integrity Code | No. of Specific Leadership and Integrity code reviewed | 1 | | | | |
| | | Signing of the Specific Leadership and Integrity Code | No. of Specific Leadership and Integrity Code signed | 12 | - | - | 1 | - |
| | | Conduct staff capacity building and sensitization on values, principles, ethics and integrity | No. of staff trained/sensitized | 3000 | | | | |
| | | Capacity Building for Integrity Assurance Officers | No. of Integrity Assurance Officers trained | 60 | 500 | 500 | 1000 | 1000 |
| | | Operationalization of Corruption Prevention Committees | No. of Corruption Prevention Committees operationalized | 20 | | | | |
| | | Conclude corruption cases | Corruption cases concluded | 40 | - | 5 | 10 | 5 |
| | Conduct | No. of integrity tests | 10 | 10 | 10 | 10 | 10 | |

| S/ N O | Objective/Goal | Activities | Key Performance Indicators | Target | | | | |
|--------------|--|---|--|-------------------------|------|-----|------|------|
| | | | | | Q1 | Q2 | Q3 | Q4 |
| | | Integrity Test Program | conducted | | | | | |
| | | Signing of the staff code of conduct and ethics | No. of staff code of conduct and ethics signed | 100 | | | | |
| | To implement strategy and change management | Develop the County's Corporate Balanced Scorecard (Strategy Execution) aligned to the Governor's Manifesto. | No. County's Corporate Balanced Scorecard (Strategy Execution) | 1 | | | | |
| | | Develop and cascade to sectors the Balanced Scorecards (Strategy Execution). | No. of the Sector's Scorecards developed and cascaded | 13 | | | | |
| | | Implementation of the County's Corporate Balanced Scorecard | Extent of Implementation | 1 Report | | | | |
| | | Staff sensitization | No. of staff sensitized | 3000 | | | | 1 |
| | | Capacity building | No. of training/benchmarking /seminar | 3 | 500 | 500 | 1000 | 1000 |
| | | To implement a quality management system (ISO certification). | Create awareness | No. of staff sensitized | 3000 | - | 1 | 1 |
| | ISO certification Implementation process | | % Level of implementation | 10 | 500 | 500 | 1000 | 1000 |
| | To coordinate knowledge management for improved service delivery | Identification, documentation and sharing of creativity, innovation and best practices | No. creativity, innovation and best practices identified documented and shared | 10 | | | | |
| | | Capacity Building | No. of seminars/trainings/benchmarking | 2 | 2 | 2 | 3 | 3 |
| | | Conduct | No. of sessions | 2 | - | 1 | - | 1 |

| S/ N O | Objective/Goal | Activities | Key Performance Indicators | Target | | | |
|--------------|---|---|----------------------------|--------|----|----|------|
| | | | | Q1 | Q2 | Q3 | Q4 |
| | | Peer-to-peer review program | organized | | | | |
| | To provide comprehensive administrative support | Budgeting | No. of budgets developed | 1 | | | |
| | | Staff management | Extent of management | 100% | | | 100% |
| | | Maintaining office inventory | No. of reports generated | 1 | | | 1 |
| | | Organizing office operations and procedures | No. of reports generated | 1 | | | 1 |
| | | Development of M&E SOPs | Extent of implementation | 100% | | | 100% |
| | | Acquisition of the office space | | | | | |

2.1.2 Office of the Governor

The Director for Donor Coordination & Stakeholder Engagement Directorate, Mr. Kefa Omanga stated that sector was responsible for leadership and governance services towards delivery of the County mandate in a transparent and accountable manner. He added that the sector sought to deliver its mandate through a cluster of functions that have been structured into four programmes namely; County Governance, Executive Communication, External Resource Mobilization and Intergovernmental Relations & collaboration.

Table 3: Summary of Budget Implementation as at 11th April 2024

| Programme | Sub-Programme | Delivery Units | Budget FY 2023/2024 | Total Expenditure and Commitments | Balance | Utilization (%) |
|--|---|-------------------------|---------------------|-----------------------------------|---------------|-----------------|
| P1 0732015310: County Governance | SP1: 0732015310 Executive Management | Executive Management | 166,906,726.00 | 146,208,767.00 | 20,697,959.00 | 88% |
| P2 0732015310: Executive Communication | SP1: 0732015310 Executive Communication | Executive Communication | 30,494,686.00 | 25,307,132.00 | 5,187,554.00 | 83% |

| | | | | | | |
|--|--|---|--------------------|--------------------|-------------------|-----|
| | services | | | | | |
| P3 0732035310: External Resource Mobilization | SP1: 0732035310 External resource planning & strategic management | Donor Coordinati on and Stakeholde rs Engageme nt | 87,564,52 2.00 | 54,683,24 9.00 | 32,881,27 3.00 | 62% |
| | SP2: 0732035310 Programmes & partnership coordination | Donor Coordinati on and Stakeholde rs Engageme nt | | | | |
| | SP3: 0718115310 Partnership appraisal monitoring & reporting | Donor Coordinati on and Stakeholde rs Engageme nt | | | | |
| P4: 0732025310: Intergovernmental Relations & collaboration | SP1: 0732025310 IGR sectoral Fora Planning and coordination. | Intergover nmental Relations | 22,836,89 5.00 | 10,452,98 7.00 | 12,383,90 8.00 | 46% |
| Total Budget for Vote 5329 | | | 307,802,8 29.00 | 236,652,1 35.00 | 71,150,69 4.00 | 77% |

External Resource Mobilization

Donor Coordination & Stakeholder Engagement

Table 4: Summary of planned the 3rd and 4th Quarter FY 2023/24 activities

| SUB-PROGRAMME | PLANNED ACTIVITIES | TARGET | K.P.I | ACHIEVEMENTS | REMARKS |
|---|---|---|---|---------------------|---|
| External Resource Planning & Strategic Management | Formulation of Nairobi County Policy for external resource mobilization | Policy to guide identification, processing, application and accounting for external resources | A policy for external resource mobilization | -Draft Policy ready | Internal stakeholder validation planned for the 18 th April 2024 |

| SUB-PROGRAM ME | PLANNED ACTIVITIES | TARGET | K.P.I | ACHIEVEMENTS | REMARKS |
|----------------|---|---|---|--|--|
| | Validation of Assessment Report on County's Potential for Issue of Green Bond; Submission of a cabinet Memo on Green Bond Issue to CEC. | Development of NCCG Green Bond Framework | A validated Assessment Report. Cabinet Memo submitted | Validation workshop held for the consultant report on 14 th November, 2023 at Ole Sereni Hotel. | The County is among 3 other Counties set to be unveiled at a national event on 25 th April, 2024 for the next level |
| | Coordination of Feasibility study on the proposed Smart Street Lighting PPP Project. | To assess the technical feasibility, fiscal viability, economic soundness and sustainability of the proposed project through a PPP model. | Detailed Feasibility report | Study ongoing. Reviewed technical, financial, legal and environmental components of the Study. | Complete |
| | Feasibility study on Proposed Solarization of Health Facilities and City Hall through a PPP model. | To assess the technical feasibility, fiscal viability, economic soundness and sustainability of the proposed project through a PPP model. | A detailed feasibility study report. | Study complete. | Financing modelling. |
| | Provision of technical support for Preparation of a funding | A detailed funding proposal | Complete funding proposal submitted to identified potential funding agencies. | Guidelines prepared and conceptualization ongoing. | Financing mapping. |

| SUB-PROGRAMME | PLANNED ACTIVITIES | TARGET | K.P.I | ACHIEVEMENTS | REMARKS |
|---------------------------------------|---|---|--|--|---|
| | proposal for the proposed Mama Rachael Ruto Level 5 Hospital. | | | | |
| | Coordinated the Preparation of proposal for feasibility study for Nairobi Metro-city | Detailed funding Proposal | Timely submission of proposal for the 2024 Seoul ODA Challenge Program | Proposal submitted on 5 th of April | Awaiting consideration |
| | Providing technical support for preparation of Concept note for financing the proposed Centre of Excellence for Safety & Security at Ruai | Developed guide for the concept note for the proposed centre of excellence. | Concept Note prepared and submitted to cabinet. | Initial input provided to the Disaster Management Sector on 2 nd November, 2023 | Concept formulation ongoing. |
| | Capacity development on external resource mobilization | Sector's sensitized on external sources of financing | 1 No.of sensitization workshop | 1 No. of sensitization workshop | Sector uptake of capacity to be upscaled. |
| | Engagements with Partners in support of External Resource mobilization | Enhance the County's network for external Resource mobilization | No. of strategic partners engaged | A draft Partnership instruments (M.O.U) between NCCG & WATRA AFRICA developed | Areas of collaboration identified at a 2 day workshop on 21 ST & 22 ND March 2024 at Sagret Hotel Nairobi |
| Programmes & Partnership Coordination | Inter-City Learning on alternative financing and acceleration of SDGs implementation. | 1 City Learning | Report on Inter-City learning experience | City exchange programme conducted in Belgrade, Serbia on alternative financing mechanisms | Report ready and lessons learnt documented for uptake. |

| SUB-PROGRAMME | PLANNED ACTIVITIES | TARGET | K.P.I | ACHIEVEMENTS | REMARKS |
|---------------|--|--|---|--|--|
| | | | | and SDG acceleration. | |
| | Enter into a twinning Agreement for cooperation with a developed City. | Agreements negotiated and ready for signing | Signed cooperation/ Twinning Agreement. | Agreements negotiated and ready for signing with the New York City, USA and the Fujian Province, Republic of China. | Signing of agreements scheduled. |
| | Develop Nairobi City County Investment Profile | 1No. Investment Profile draft | Fully updated document of Investment Profile | Investment Profile updated. | Profile requires regular updating for diverse user requirements. |
| | Creation of inventory of development partners/stakeholders | Inventory of development partners created | Updated inventory of partners/stakeholders | The Directorate has also initiated the preparation of partner web-based data capture tool with the support of County ICT personnel | Quarterly update required |
| | Seek technical support for development of OSR strategy. | Concept note on OSR strategy and partner stock for supporting the Revenue department | Complete concept and identified partners. | Meeting on way forward on Revenue Enhancement between UNDP, IPF DCSE and Revenue Department held on 26 TH January 2024 | On going |
| | Develop Integrated County Finance Framework | 1 County Financing Framework | Developed Framework for external Financing of County programmes | To be implemented in 4 th quarter. | Inadequate legal framework. |
| | Submission of proposal to the Global | On-boarding Nairobi | Admission of Nairobi City onto the SDG Cities Network. | Proposal submitted. | Signing of Agreement |

| SUB-PROGRAMME | PLANNED ACTIVITIES | TARGET | K.P.I | ACHIEVEMENTS | REMARKS |
|---------------|---|--|-------------------------------|--|---|
| | Cities SDGs Network | City onto the Global SDG Cities Network | | | nt with the UN-Habitat schedule d for 15 th November, 2023. |
| | Sector SDG championship coordination | SDG programmes coordinated at the sectors | | 43 SDG champions nominated and trained on 5 th to 9 th of February at Lake Naivasha Resort | |
| | Enhance partner support to sector activities/programmes | Coordination of Donor supported Programmes | No. of Programmes coordinated | -Training undertaken to sector staff on asset management by UNOPS on 5 th March 2024 -Update of Nairobi City County SHIT FLOW Diagram through a consultant supported by WSUP. Consultant County respective meeting held on 27 th March 2024 - | |
| | Review performance of conditional grants and other externally financed programs | Review 5 Grant funded programs | No. of programmes reviewed. | Reviewed conditional grants (KISIP-400M, NAVCDP USD35Million, CIHEB - Connect Ksh 331 M, CDC-Ksh 32M, CAIPS (250M), ASDSP 46 M, DANIDA, Flloca | Compliance to conditions require to be tightened . -Legal framework for green financing inadequate |

| SUB-PROGRAM | PLANNED ACTIVITIES | TARGET | K.P.I | ACHIEVEMENTS | REMARKS |
|--|---|---|---|--|--|
| ME | | | | | |
| | | | | KUMIP MCC | |
| Partnership Appraisal Monitoring and Reporting | Evaluate existing partnerships across 10 sectors. | Identify existing partnership frameworks and instruments. Conduct data on performance of the partnership. | 150 instruments earmarked for evaluation in the health sector with data collection ongoing. | Half year appraisal report compiled on ongoing donor funded programs done. | More external funded projects to be visited in 3 rd and 4 th quarter |
| General Administration | Recruiting new staff | | 1 No.of staff recruited (Appointment of substantive Deputy Director) | | Additional filling of vacancies internally to be done. |
| | Capacity Building of Staff | Enhancing the capacity for directorate staff on external resource mobilization | No. of staff trained | 4 staff trained on resource mobilization from 13 th to 15 th March 2024. | Training organized by CoG at Lake Laivasha Resort |

Challenges identified in implementation of programme(s)

The sub-sector highlighted the following as the challenges and recommendations to deal with the mentioned challenges;

- i. Slow uptake of partnership opportunities by implementing sectors;
- ii. Inadequate legal and policy framework for execution of departmental mandate; and
- iii. Slow transition to e-procurement process hampers implementation of budget.

Recommendations

- i. Development of enabling legal and policy framework.

- ii. Sensitization of implementing departments on their role in making partnerships work.

2.1.3 Security and Compliance sub-sector

The Chief Officer for Security and Compliance sub-sector, Mr. Tony Kimani presented the sub-sector's work plan as shown below;

Table 5: Sector activities work plan for FY 2023/24

| Sub-programme | Delivery Unit | PROJECT/PROGRAMME NAME | QTR 1 | QTR 2 | QTR 3 | QTR 4 |
|------------------------|--|--|-------|-------|-------|-------|
| Inspectorate Services | Inspectorate Department | Construction of Dagoretti training school perimeter wall | 10% | 15% | 30% | |
| | | Purchase of motor vehicles | 10% | 20% | 50% | |
| | | Purchase of 7,200No uniform | 10% | 40% | 50% | |
| | | Purchase of 300N0 communication gadgets | 10% | 60% | 20% | |
| | | Recruitment of 1000No enforcement officers | 10% | 10% | 80% | |
| | | Enforcement of County laws | 25% | 25% | 25% | |
| | | Security Services | 25% | 25% | 25% | |
| Security & Compliance | Inspectorate & Investigation departments | Procurement of general office supplies | 10% | 50% | 40% | |
| | | Procurement of sanitary and cleaning materials | 10% | 40% | 40% | |
| | | Procurement of furniture and fitting | 10% | 40% | 40% | |
| | | Procurement of IT equipment | 10% | 50% | 40% | |
| Investigation Services | Investigation Department | Investigation of cases | 25% | 25% | 25% | |
| | | Investigative operations | 2 | 1 | 1 | |
| | | Intelligence collection | 25% | 25% | 25% | |

Status of implementation of projects and programs in the 1st and 2nd quarter FY 2023/24

The Chief Officer highlighted the status of implementation of projects and programs in the 1st and 2nd quarter FY 2023/24 and projects for 3rd and 4th quarters of the FY 2023/24 as shown in the 2 tables below;

Table 6: Sector programmes/projects for 1st and 2nd quarters of the FY 2023/24

| s/no | Project/Programmes | Amount allocated(Ksh) | Amount Initiated(ksh) |
|------|--|--|-----------------------|
| 1. | Construction of Dagoretti Training school perimeter wall | 20,000,000 | 7,500,000 |
| 2. | Purchase of 7,200No uniform for enforcement officers | 55,000,000 | 55,000,000 |
| 3. | Purchase of motor vehicles | 70,000,000 | 70,000,000 |
| 4. | Purchase of communication gadgets | 15,000,000 | 15,000,000 |
| 5. | Procure General office supplies | Inspectorate – 2,400,000 Investigation- 2,300,000 | 4,700,000 |

| | | | |
|----|---|--|-----------|
| 6. | Procure Sanitary and cleaning materials | Inspectorate – 1,800,000 Investigation- 1,200,000 | 3,000,000 |
| 7. | Purchase of I.T equipments | Inspectorate-1,850,000 Investigation-3,000,000 | 4,850,000 |
| 8. | Purchase of furniture & fittings | Inspectorate-1,100,000 Investigation-4,800,000 | 5,900,000 |

Table 7: Sector programmes/projects for 3rd and 4th quarters of the FY 2023/24

| S/N O | TENDER/CON TRACT NUMBER | ITEM DESCRIPTION | METHO D PROCUM ENT | NATURE /CAPITAL OR RECURRE NT | REMARKS /STATUS AT 15 TH MARCH 2024 |
|----------|-------------------------------|---|-----------------------------|---|--|
| 1. | NCC/S\$C/2023-2024 | Supply and delivery of office stationery for inspectorate dept. | RFQ | Recurrent | Lpo issued awaiting delivery |
| 2. | NCC/S\$C/142/2023-2024 | Supply and delivery of office chairs | RFQ | „ | Delivery done items in the store |
| 3. | NCC/S\$C/Q/145/2023-2024 | Supply and delivery of IT equipment for security and compliance | RFQ | „ | LPO issued –waiting delivery |
| 4. | NCC/S\$C/T/356/2023-2024 | Supply and delivery of furniture and fittings | Tender | „ | Tender opened and evaluated sourcing ongoing |
| 5. | NCC/S\$C/Q/139/2023-2024 | Supply and delivery of office equipment for security and compliance | RFQ | „ | LPO issued –waiting delivery |
| 6. | NCC/S\$C/Q/144/2023-2024 | Supply and delivery of office equipment for city inspectorate | RFQ | „ | LPO issued -waiting delivery |
| | NCCS&C/T/364/2023-2024 | Supply and delivery of round neck T-shirts | Tender | „ | Tender opened and evaluated sourcing on going |
| | NCC/INVEST/339/2023-2024 | Supply and delivery stationery | RFQ | „ | Sourcing On going |
| | Ncc/s&c/q 347/2023-24 | Supply and delivery of cleaning materials | RFQ | „ | Sourcing on going |
| | Ncc/S&c/Q/377/2023-24 | Supply and delivery of cleaning materials | RFQ | „ | Sourcing on going |
| | | Supply and delivery of uniforms | Framework contract | „ | Sourcing on going |
| | | Supply and delivery of communication Gadgets | tender | recurrent | Sourcing on going |

The Chief Officer stated the following as modalities put in place to ensure projects were initiated on time

- i. E-procurement capacity building;
- ii. Start the procurement process on time; and

iii. Request for timely release of budget.

Table 8: Objectives, targets and goals agreed upon in the signed performance contract

| S/N O | OBJECTIVE | TARGE TS | GOALS AGREED UPON | TIMELINES |
|----------|--------------------------|-------------|---|----------------------------|
| 1. | Improve service delivery | 100% | Absorption of allocated funds i.e Raise authority to pay allowances a) Raise authority to procure stationery, furniture, cleaning materials, I.T equipment and other operatives b) Raise authority to procure uniform | By 4 th quarter |
| 2. | Improve work environment | 100% | Development index a) Raise authority to construct Dagoretti training school b) Raise authority to procure communication gadgets c) Raise authority to procure motor vehicles | By 4 th quarter |
| 3. | Improve service delivery | 100% | Absorption of externally mobilized funds a) Mobilize funds from external stakeholders for purchase of band equipment's | 4 th quarter |
| 4. | Ensure Compliance of law | 100% | Enforcement of County laws by-; a) Maintain law & order b) Control flow of traffic c) Control roaming domestic animals d) Remove illegal structures e) Rescue street families f) Reduce illegal dumping | Continuous |
| 5. | Safety & Security | 222No | Security Services by-; a) Guarding installations & institutions b) Provide security to county staff c) Provide safety & security to Nairobians (foot & bit patrol) | continuous |
| 6. | Community engagement | 100% | Community policing by -; a) Create public awareness through brochures, posters, advertisement etc b) Hold stakeholders engagement forums | continuous |
| 7. | Crime reduction | 100% | Investigation of cases by-; a) Intelligence collection b) Carry out investigation of | continuous |

| | | | | |
|----|------------------------------|------|--|------------|
| | | | cases within Nairobi c) Analyze and disseminate actionable information | |
| 8. | Crime detection & prevention | 100% | Corruption prevention by-: a) Carrying out investigative operations in crime prone areas | continuous |
| 9. | Improve work environment | 100% | Road safety mainstreaming by -; a) Manning zebra crossing/traffic lighting b) Manning matatu termini c) Control flow of traffic d) Train traffic marshals | continuous |

The sub-sector mentioned the following as the challenges it encountered in discharging its mandate and the implementation of existing laws and statutes within the sector;

- i. Inadequate funding;
- ii. Inadequate working tools & equipment; and
- iii. Incapacitation of e-procurement procedures.

The presenter proposed/ recommended the following as the way forward to improve service delivery;

- i) Review and operationalize Inspectorate Service Standing Orders;
- ii. Legal framework for operation of “boda boda” business;
- iii. Adequate budgetary allocation;
- iv. Capacity building for e-procurement;
- v. Procurement of working tools & equipment’s; and
- vi. Continuous training for enforcement officers.

2.1.4 Boroughs and Sub-County Administration

The Director for Boroughs and Sub-County Administration, Mr.....Muli informed the meeting that the sub-sector’s main objective was to enhance service delivery, educate and include all citizens in County Governance, programs and processes. The sub-sector has 6 Boroughs, 17 Sub Counties and 85 Wards headed by Sub County Administrators and ward administrators respectively.

Table 9: Challenges and proposed way forward to improve service delivery

| | Challenges | Proposed way forward |
|----|--|---|
| 1. | Procurement challenges due to introduction of the new e-Procurement system in which many procurement officers are not conversant with. | Training of procurement officers on e-Procurement systems |
| 2. | Nonpayment of suppliers where most of them are awaiting payment to execute remaining works/supply. | Pay suppliers on time to ensure timely delivery of goods, services and projects |
| 3. | The sector may not achieve its targets due to lack of facilitation. Most of the sectors activities require facilitation yet this has not been forthcoming. | Adequate and timely facilitation |
| 4. | Inadequate budgetary allocation to the sub sector | The committee to lobby for more budgetary allocation to the sub sector |
| 5. | Lack of land for construction of boroughs, sub county and ward offices. | Buy land or lease offices |
| 6. | Lack of mobility | Procure more supervision vehicles |
| 7. | Inadequate working tools and protective | |
| 8. | Aging workforce | Recruit young blood into service |

2.1.5 Internal Audit

The Head of County Internal Audit and Risk Management, Mr. Francis Njoroge highlighted the audit work plan for the Financial Year 2023/24 as below;

Department activity work plan in Quarters.

Table 10: The department summary of audit work plan for 2023/2024

| S/No. | Description of Activity | 1 st Quarter | 2 nd Quarter | 3 rd Quarter | 4 th Quarter |
|-------|--|---|---|---|--|
| i | Carry out Audit Review of county operations. | Audit Report on - Early childhood development education (ecde) | Audit Report on: -Ward development fund operation for financial year 2022/2023 | Audit Report on: -County Rehabilitation centers -Sinai Health/ Rehabilitation | Ongoing audit reports: - imprest management - Inclusivity, Public Participation, |

| | | | | | |
|-----|---------------------------------------|--|--|--------------------------------------|---|
| | | <p>-payroll requisitions and payments for the financial year 2021/2022 and first half of financial year 2022/2023.</p> <p>Audit report for the Nairobi City County alcoholic drinks licensing and control board pending bills as at 30th June, 2022.</p> <p>Audit report the level of adherence to budgetary and expenditure control.</p> | <p>Mbagathi hospital for FY 2022-2023</p> <p>Pumwani Maternity hospital FY 2022/23</p> | <p>centre</p> | <p>and Customer Service</p> <p>-Reserved parking</p> <p>-Mama Lucy Kibaki hospital</p> <p>-Health Fund</p> <p>-Adherence to financial Reporting timelines</p> |
| ii | Staff Capacity building | -Senior management course to 1 officer | Continuous Professional Development by HRM, ICPAK, IIA | Training on risk management | <p>Continuous Professional Development by ICPAK, IIA</p> <p>-Training Procurement</p> <p>-Retirement course</p> |
| iii | Establishment of audit committee | Establish Audit committee and issue appointment letters | Gazettement of the audit committee | | |
| iv | Convening of audit committee meetings | Quarterly meetings | Quarterly meetings- Done in December | Quarterly meetings- Done in February | Quarterly meetings scheduled for June |
| v | Audit committee training /Induction | One Training per Quarter | One Training per Quarter- | One Training per Quarter | One Training per Quarter- |

| | | | | | | |
|--|--|--------------|--------------|--------------|--------------|-------------|
| | Refurbishment of the building | 3,000,000 | | | | 3,000,000 |
| | Sub Total Operation % Maintenance | 16,435,644.5 | 8,568,318.5 | 15,929,518.5 | 9,066,518.5 | 50,000,000 |
| | Sub-Total Recurrent Expenditure | 28,095,897.5 | 20,228,571.5 | 27,589,771.5 | 20,726,771.5 | 96,641,013 |
| | Capital Expenditure | | | | | |
| | Procurement and installation of audit software | | 5,000,000 | | | 5,000,000 |
| | Sub-Total Recurrent Expenditure | | 5,000,000 | | | 5,000,000 |
| | Total Expenditure | 28,095,897.5 | 25,228,571.5 | 27,589,771.5 | 20,726,771.5 | 101,641,013 |

Status on the implementation of projects and programme in the 1st and 2nd Quarter

Table 12: Summary on the projects implementation

| S/No. | Project/Programme Name | Project/Programme Status | |
|-------|--|---------------------------------|--|
| | | 1 st Quarter | 2 nd Quarter |
| i | Carry out Audit Review of county operations. | 4 audit reports done | 3 audit reports done |
| ii | Staff Capacity building | | Trained 16 officers on HRM practices and good accounting and auditing practices by ICPAK |
| iii | Establishment of audit committee | Appointment letters issued | Gazettement done |
| iv | Convening of audit committee meetings | | Done in December |
| v | Audit committee training /Induction | | Carried out by PSASB |
| vi | Procurement of Audit software | Requisition raised and approved | |

Table 13: Sectors programmes and projects for third and fourth quarter for the financial year 2023/24

| S/No | Project/Programme Name | Project Status | |
|------|---|---|---|
| | | 3 rd Quarter | 4 th Quarter |
| i | Purchase and installation of audit software | Uploading of software item code in the ifmis procurement plan | e-procurement Requisition done -Requisition number 262 -funds |

| | | | | | |
|-----|--|--|------------------|--|-----------------------|
| | | | Done by PSASB | | Scheduled in April |
| vi | Procurement of Audit software | To procure audit software | | | |
| vii | Provision of working tools ,stationery and equipment | To procure staff working tools, stationery and equipment | | | |

Table 11: Summary of the sub-sector procurement plan

| S/N o. | Description of Activity | 1 st Quarter | 2 nd Quarter | 3 rd Quarter | 4 th Quarter | Total |
|-----------|---|----------------------------|----------------------------|----------------------------|----------------------------|-------------------|
| 1 | Personnel Emolument | 11,660,253 | 11,660,253 | 11,660,253 | 11,660,253 | 46,641,013 |
| 2 | Operation and Maintenance | | | | | |
| | Communication supplies and services | 171,788.50 | 171,788.50 | 171,788.50 | 171,788.50 | 612,154 |
| | Domestic travel,Subsistence allowance and other travel cost | 5,039,106 | 5,375,000 | 5,375,000 | 5,375,000 | 15,164,106 |
| | Training Expenses | 3,375,000 | 3,375,000 | 3,375,000 | 3,375,000 | 12,973,264 |
| | Board,committee,Conference and Seminars | 472,500 | 472,500 | 472,500 | 472,500 | 1,890,000 |
| | Refund on tuition fee | | | 500,000 | | 500,000 |
| | Contracted professional supplies | 625,000 | 625,000 | 625,000 | 625,000 | 2,500,000 |
| | Subscription to professional bodies | 2,000,000 | | | | 2,000,000 |
| | Refined fuel and lubricants | 375,000 | 375,000 | 375,000 | 375,000 | 1,500,000 |
| | Hospitality supplies and services | 172,230 | 174,030 | 172,230 | 172,230 | 690,720 |
| | Printing,Advertising,infor mation supplies and services | | | 365,000 | | 365,000 |
| | General Office Supplies | 330,530 | | | | 330,530 |
| | Sanitary and cleaning material supplies and services | 75,020 | | | | 75,020 |
| | Purchase of office furniture and general supplies | 300,000 | | | | 300,000 |
| | Purchase of computers, printers and other IT equipment | | | 4,498,000 | | 4,498,000 |
| | Maintenance of Motorvehicle,furniture and equipment computer and building | | | 1,500,000 | | 1,500,000 |

| | | | |
|-----|---|--|----------------------------|
| | | | committed of Kshs.5million |
| ii | Competence development for auditors on emerging audit trends. | Trained 14 auditors on Risk management | |
| iii | Carry out Audit Review of county operations. | 2 Audit reports done | 6 audit reports ongoing |
| | Convening of audit committee meetings | Audit Committee meeting done | |

Mr. Francis Njoroge mentioned the following as the modalities put in place to ensure that projects are initiated in time;

- i) To come up with procurement plan as soon as the budget has been approved;
- ii) Ensure that all the procurement items code is uploaded in the IFMIS procurement portal as soon as the budget is uploaded in the IFMIS; and
- iii) Involve all the stakeholders from the time of initiation.

The presenter summarized the objectives, target and goals agreed upon in the signed performance contract and the timelines as below;

Table 14: Performance contract objectives, targets and timelines

| S/No. | Objective /Goals | Targets | Timelines |
|-------|--|---|-------------|
| | To institutionalize risk based audit. | Carry out 12 Audit Reviews | 3 Quarterly |
| | To enhance compliance with legal and regulatory frame work | Conduct at least 4 audit Committee meetings | 1 Quarterly |
| | To strengthen the internal controls system. | Conduct at least 4 capacity building for auditors and audit committee | Yearly |
| | To offer value for money audit. | Provision of working tools | Yearly |
| | To advise the management on proper use of public finds | | |

The facilitator highlighted the challenges faced in discharging mandate and proposed way forward as;

Table 15: Sub-sector's challenges and proposed solutions

| S/No | Challenges | Possible Remedies |
|------|---|--|
| i | Outdated risk management policy/framework and un-updated risk register. | Engage a consultant in reviewing the risk management policy and updating of the risk register. |

| | | |
|-----|---|---|
| | | -Have a budget for consultancy services and review of risk management. |
| ii | Lack of awareness on risk management by the Audit clients (County sectors). | Engage a consultant to train management on Risk management. Budget for risk management awareness Organize and conduct training on risk management. |
| iii | Lack of auditing software | -Procure and progressively upgrade the audit software by increasing the number of users. |
| iv | Emerging new audit trends | Provide budget for capacity building for both auditors and audit committee. |
| v | Lack of payment policy by the County. | Come up with a payment policy to curb increased pending bill. Establish the Public finance management standing committee as per section 18 of the Public Finance Management Act Regulation 2015. |
| vi | Inadequate transport for auditors on field assignments. | -Procure a motor vehicle |

2.1.6 Office of the County Attorney

The Ag. County Attorney, Ms. Christine Ireti, mentioned that the Office of the County Attorney (OCA) is established under the NCC Office of the County Attorney Act, 2017, and the Office of the County Attorney Act, 2020. The office's mandate is drawn from Section 7 of the two Acts and discharged through the County Attorney, County Solicitor and four departments/delivery units namely:

1. Civil Litigation;
2. Conveyancing and Contract Negotiation;
3. Prosecution and compliance, and;
4. Legislative Drafting & Advisory.

Other than the four above, there is one more proposed additional department viz Legal Services. The Ag. County Attorney presented the office's work plan for the Financial Year 2023/24 as below;

Sub-sector Activity Work plan and Procurement plans for the Financial Year 2023/24 drawn up in quarters

Workplan attached as Annexure 1

Status of the implementation of projects and programs in the 1st and 2nd Quarters of the FY 2023/24

It was mentioned that the office was in the process of implementing two development projects;

- i. Renovation of City Court 2 and Public Toilets in the Court precincts, which was rolled over from the FY 2022-23. It was completed and the contractor was awaiting payment. The budget for the project was Kshs.15,000,000.
- ii. The Financial Year 2023-24 was renovation of 12th floor and 1st floor offices occupied by Officers in the Office of the County Attorney. The project was initiated and is in progress. The budget was Kshs.12,000,000.

3.0 CLOSING OF THE WORKSHOP AND WAY FORWARD

At the end of the workshop the Committee resolved as follows:

- i. Regular engagements with the Sector County Executive Committee Member & Chief Officers to enable Members understand challenges of the Sector, extent of implementation of existing Acts, Capital projects and programmes. As such, Committee to insist to be furnished quarterly reports as part of oversight and monitoring performance of the Sector;
- ii. The Committee to be at the forefront to advocate for empowerment of research department in the County;
- iii. The Committee to map out the Sector's projects and programs for implementation in the 1st, 2nd and 3rd quarter FY 2023/2024 and conduct site visits to assess status of the projects. A schedule for inspection visits to be developed and the Committee to agree on the time to undertake such visits i.e. CBK Tower, City Hall Annex;
- iv. That the Committee advocates for coordination of all donor engagements be undertaken by the Office of the Governor through the Donor and Stakeholder Engagement Directorate to improve accountability;
- v. Members to acquaint themselves with the key Finance and Budget documents such as CIDP, ADP, County Fiscal Strategy Paper, Budget Estimates etc;
- vi. The Committee to approve implementation of fewer projects, in the coming Financial Years, that are impactful on residents. This will reduce cases of rollover projects.
- vii. The Committee to do a follow up on the development of regulations of all legislations under the Sector;
- viii. The Sector do forward Policies and legislative proposals for consideration by the Assembly;
- ix. The Committee to evaluate and amend the NCC Inspectorate Service Act, 2017. Similarly, the Committee to advocate for drafting and operationalization of Service Standing Order;

-
- x. ~~The Committee to have a meeting with the relevant offices regarding~~
operations of the County courts;
 - xi. Regarding Internal Audit, the Committee be furnished with the composition and criteria used to constitute the Audit committee;
 - xii. The County Executive to hire legal representatives and cease outsourcing legal services to reduce legal pending bills which have accrued immensely;
 - xiii. The County Executive to ensure procurement of equipment's and facilities for the Sector's use is done in a timely manner; and
 - xiv. The Sector do ensure contractors and other partners working with it are paid in good time to avoid disruptions in normal operations.

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COUNTY ATTORNEY'S OFFICE *Annexure 1*

WORKPLAN FOR THE FINANCIAL YEAR 2023/2024

| S/NO | OBJECTIVES | PLANNED SPECIFIC ACTIVITIES | EXPECTED OUTPUT/ OUTCOME | PERFORMANCE INDICATORS | TIME FRAME | | QUARTER - TIME FRAME | | | | BUDGET (As budgeted for 2023/2024) | PARTY/ SECTION RESPONSIBLE |
|------|--|---|--------------------------|---------------------------------|------------|----------|----------------------|-----|-----|-----|------------------------------------|--|
| | | | | | Start date | End date | Q 1 | Q 2 | Q 3 | Q 4 | | |
| 1. | Review of policies as requested by sectors. | <ul style="list-style-type: none"> i. Receive instructions from Sectors. ii. Peruse the policies. iii. Research iv. Review | Policies reviewed | Percentage of Policies reviewed | 1/7/23 | 30/6/24 | 25% | 25% | 25% | 25% | - | Legislative Drafting and Advisory Department |
| 2. | Formulation of Laws as requested by Sectors. | <ul style="list-style-type: none"> i. Receive Instructions ii. Research iii. Draft the proposals iv. Present to relevant sectors v. Present to Cabinet | Bills drafted | Percentage of bills drafted | " | " | " | " | " | " | - | Legislative Drafting and Advisory |

COUNTY ATTORNEY'S OFFICE *Annexure 1*

WORKPLAN FOR THE FINANCIAL YEAR 2023/2024

| | | | | | | | | | | | | | |
|----|--|---|---------------------------------------|--|---|---|---|---|---|---|---|---|-----------------------------------|
| 3. | Advice as requested by Sectors. | <ul style="list-style-type: none"> i. Receive requests ii. Research iii. Advise | Advisories given | Percentage of advisories given to the Sectors | " | " | " | " | " | " | " | - | Legislative Drafting and Advisory |
| 4. | <ul style="list-style-type: none"> i. Drafting of Amendments. ii. Revision of Laws based on Sector requests. | <ul style="list-style-type: none"> i. Instructions ii. Review Law iii. Draft proposals for Amendments on iv. Present to Cabinet v. Stakeholder engagement vi. Public participation vii. Present to Assembly. | Laws reviewed and amendments drafted | Percentage of laws reviewed Percentage of amendments done | " | " | " | " | " | " | " | - | Legislative Drafting and Advisory |
| 5. | Publication of executive Policies, Bills and Notices from different sectors. | <ul style="list-style-type: none"> i. Receive instructions from sectors ii. Sent soft copy to Government Printers iii. Receive invoice iv. Pay v. Receive Kenya Gazette | Policies, Notices and Bills published | Percentage of Policies, Notices and Bills published | " | " | " | " | " | " | " | - | Legislative Drafting and Advisory |

COUNTY ATTORNEY'S OFFICE *Annexure 1*

WORKPLAN FOR THE FINANCIAL YEAR 2023/2024

| | | | | | | | | | | | |
|-----|---|--|---|--|--------|---------|-----|-----|-----|---|-----------------------|
| 6. | Prosecuting & defending the County in all civil matters | Attending to mentions and hearings in court virtually and physically | All civil matters attended to | -Percentage of finalized cases. -Percentage of prosecuted cases | 1/7/23 | 30/6/24 | 25% | 25% | 25% | - | Litigation Department |
| 7. | | Procuring instructions from the sectors | Timely & robust preparation of pleadings | Percentage of Instructions, memos & attendant documentation | " | " | " | " | " | - | Litigation |
| 8. | | Coordinating with external legal service providers | Effective representation and apt provision of legal services | -Percentage of matters undertaken. -Communique on legal services undertaken. | " | " | " | " | " | - | Litigation |
| 9. | | Drafting & filing of pleadings | Exhaustive pleadings | Percentage of pleadings prepared | " | " | " | " | " | - | Litigation |
| 10. | | Drafting legal opinions | Well researched & thought out opinions | Percentage of opinions prepared | " | " | " | " | " | - | Litigation |
| 11. | | Procuring witnesses from different sectors | -Conclusive & detailed statements. -Detailed collaboration | Percentage of Request memos to various sectors Percentage of witnesses procured | " | " | " | " | " | - | Litigation |

COUNTY ATTORNEY'S OFFICE Annexure 1

WORKPLAN FOR THE FINANCIAL YEAR 2023/2024

| | | | | | | | | | | | | | | | | | | |
|-----|---|--|--|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---------------------------------------|
| | | | of evidence in court | | | | | | | | | | | | | | | |
| 12. | Assessment of legal fees for external service providers | Appropriate appointment of fees for work done Assessment in accordance with Advocates remuneration Order (ARO) | Percentage of assessments done | " | " | " | " | " | " | " | " | " | " | " | " | " | " | Litigation |
| 13. | Attending court for rulings and extraction of orders & judgments | Strict adherence to the relevant orders | Percentage of rulings retrieved from registries Percentage of judgments retrieved | " | " | " | " | " | " | " | " | " | " | " | " | " | " | Litigation |
| 14. | Attending to the court registry to peruse court files | Accurate information gleaned from court files | Percentage of perusal requests presented | " | " | " | " | " | " | " | " | " | " | " | " | " | " | Litigation |
| 15. | To prosecute all county matters at the City Court to ensure compliance to | Registration of charge sheets into Court register. Commencement of Court process | Percentage of files registered | " | " | " | " | " | " | " | " | " | " | " | " | " | " | Prosecution and Compliance Department |

COUNTY ATTORNEY'S OFFICE *Annexure 1*

WORKPLAN FOR THE FINANCIAL YEAR 2023/2024

| | | | | | | | | | | | | | | | | | |
|-----|---|---|---|--|--------------------------|---------------------------|---|---|---|---|---|---|---|---|---|---|----------------------------|
| 16. | County Laws | Drafting committal, summons Remand warrants and release orders. Preparation of notices, summons and Court proceedings | Fair trial enhanced seamless judicial process | Percentage of documents done | " | " | " | " | " | " | " | " | " | " | " | " | Prosecution and compliance |
| 17. | | Plea taking – interpretation of charge sheet to accused person during plea taking and trial | Fair trial and enhanced seamless judicial process | Percentage of pleas read out in court | " | " | " | " | " | " | " | " | " | " | " | " | Prosecution and compliance |
| 18. | | Prepare court proceedings requested by litigants | Fair trial and enhanced seamless judicial process | Percentage of proceedings done | " | " | " | " | " | " | " | " | " | " | " | " | Prosecution and compliance |
| 19. | Collaborate with the office of the DPP on prosecution of compliance matters | Provide briefs, advisory to the clients (county government department) and the office of the director of public | Enhanced seamless judicial process | Percentage of briefs and advisory documents issued | 1 st July, 23 | 30 th June, 24 | " | " | " | " | " | " | " | " | " | " | Prosecution and compliance |

COUNTY ATTORNEY'S OFFICE Annexure 1
WORKPLAN FOR THE FINANCIAL YEAR 2023/2024

| | | | | | | | | | | | | | |
|-----|------------------------------------|---|---------------|---------------------------------------|---|---|---|---|---|---|---|--------------------------|-------------------------|
| 24. | Joint Ventures | -Execution of the contract by parties -Preparation and review of Joint Venture (JV) agreements -Receipt of instructions to prepare JVs from internal stakeholders -Verification of JVs -Execution of JVs | JVs prepared | Percentage of JVs prepared and signed | " | " | " | " | " | " | " | From the Various Sectors | Conveyancing Department |
| 25. | Public Private Partnerships (PPPs) | -Receiving requests from external stakeholders -Engaging stakeholders to come up with terms of reference. -Engagement and collaboration in preparation of PPP contracts -Reference to the legal framework in preparation of the PPP contract | PPPs prepared | Percentage of PPP contracts prepared | " | " | " | " | " | " | " | From the Various Sectors | Conveyancing Department |

COUNTY ATTORNEY'S OFFICE *Annexure 1*

WORKPLAN FOR THE FINANCIAL YEAR 2023/2024

| | | | | | | | | | | | | | | | | | | | |
|-----|-----------------|--|--|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | | | | | | | | | | |
| 26. | Education Bonds | Preparation of bonds for staff meetings | Maintain the nurtured talent in the county | Percentage of bonds signed | " | " | " | " | " | " | " | " | " | " | " | " | " | " | " |
| | | -Involvement in the feasibility study -Attending joint meetings | | | | | | | | | | | | | | | | | |
| 27. | MOUs | Preparation of workplan of activities -Execution of the MOU -Co-creation with collaborating stakeholders to guide on the design process -Site visits to confirm that the projects have been | Signed MOU Projects done | -Percentage of MOUs signed -Percentage of projects completed | " | " | " | " | " | " | " | " | " | " | " | " | " | " | " |
| | | -Attending of introductory meetings by joint parties -Attendance of Joint workshops -Drafting and reviewing of the MOU -Preparation of workplan of activities | | | | | | | | | | | | | | | | | |

COUNTY ATTORNEY'S OFFICE Annexure 1
WORKPLAN FOR THE FINANCIAL YEAR 2023/2024

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| 28. | Leases (New leases, Extensions and renewals) | implemented by the partners as stipulated in the MOU -Engagement with external and internal stakeholders/Sectors, in Particular Land Sector, -verification of ownership documents -Preparation of leases, and renewals -Execution and Attestation by parties | Executed leases, transfers and renewals | No. of leases, transfers and renewals registered | | | | | | | | Conveyancing Department |
| 29. | Consents | -Engagement with external stakeholders - Verification of the instruments presented for grant of consent. - Endorsement of the consent by parties - Payment of required legal fees | Consents Signed | No. of consents signed | | | | | | | | Conveyancing Department |

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WORKPLAN FOR THE FINANCIAL YEAR 2023/2024

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|-----|--------------------------------------|--|-------------------------|---|---|---|---|---|---|---|---|---|-------------------------|
| 30. | Assignments | -Engagement with internal/external stakeholders -Verification of the assignments -Endorsement of the assignment by parties - Payment of required legal fees | Assignments signed | No. of assignments signed | | | | | | | | | Conveyancing Department |
| 31. | Legal Opinions | Receipt of requests for advisories from various sectors Research/Preparation of legal advisories on sectors requests | Legal opinions prepared | Percentage of legal opinions | | | | | | | | | Conveyancing Department |
| 32. | Office administration and management | -Prepare and submit reports -Service of correspondence -Office Organization | Communication | -copies of the report document -% of correspondence shared | " | " | " | " | " | " | " | " | Administration |
| 33. | Sectoral Procurement | -Identification of procurement needs. -Seek authority to procure. -Requisition of office requirements | Smooth work flow | Smooth running of the Department | " | " | " | " | " | " | " | " | Admin |

