

**REPUBLIC OF KENYA**  
**COUNTY GOVERNMENT OF MACHAKOS**  
**COUNTY ASSEMBLY OF MACHAKOS**



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**THIRD ASSEMBLY**  
**(THIRD SESSION)**

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**LABOUR,PUBLIC SERVICE AND ICT COMMITTEE**

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**ANNUAL REPORT FOR THE YEAR ENDING 31<sup>ST</sup> DECEMBER, 2022 BY**  
**THE COUNTY PUBLIC SERVICE BOARD**

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**OCTOBER 2024**

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## **ABBREVIATIONS**

CPSB	County Public Service Board
CGA	County Government Act
CoK	Constitution of Kenya
EACC	Ethics and Anti-Corruption Commission
HRM	Human Resource Management
ICT	Information Communication Technology
KRA	Kenya Revenue Authority
PLWD	Persons Living with Disability

## **1.0 INTRODUCTION**

### **1.1 PREFACE**

1. Hon. Speaker, The County Public Service Board plays a pivotal role in ensuring that our county's public service operates efficiently, equitably, and in accordance with the laws governing human resource management. The Board's primary mandate is to oversee recruitment, staffing, training, and the overall well-being of county employees, ensuring that public servants have the capacity to deliver high-quality services to the public. It also ensures that human resource policies and practices are aligned with the principles of accountability, transparency, and fairness.
2. This Annual Report for the year ending 31<sup>st</sup> December, 2022 by The CPSB provides the Committee with a comprehensive review of the Public Service Board's activities, challenges, and achievements during the past year. It highlights key areas of focus, including staffing levels, employee performance, compliance with public service regulations, and the overall state of the county workforce. The report also outlines critical challenges, such as staffing shortages, budgetary constraints, and non-compliance with key legal requirements, such as wealth declarations by county employees.
3. The Labour, Public Service and ICT Committee interrogated the County Public Service Board and acknowledged the fact that it has a vital responsibility to scrutinize the performance of the County Public Service and provide guidance on improving human resource management in the county. This report gives us the opportunity to engage with the findings, review the recommendations, and address the gaps that have been identified. By doing so, the committee and the Board can work together to create an efficient, responsive, and accountable public service that meets the needs of our citizens.
4. The Committee noted various achievements on staff appointments to the County Public Service, Promotion, Contract Appointments and Renewals, Confirmation in appointments and Re-designations. However various challenges such as budget constraints, recruitment delays, and inadequate facilitation of the Board, require urgent attention. The Committee must advocate for increased resources, improved enforcement of regulations, and strategic interventions to address these issues. Furthermore, the failure by some county employees to declare their wealth as required by law raises ethical concerns that need to be addressed to restore public trust in the county government.
5. This report provides a solid foundation for meaningful discussions on reforms and strategies that will ensure an effective, accountable, and transparent workforce capable of delivering essential services to the people of this county.

**HON. JOSHUA MWONGA**  
**CHAIRMAN; LABOUR, PUBLIC SERVICE AND ICT**

## **1.2 ESTABLISHMENT AND MANDATE OF THE COMMITTEE**

6. Hon. Speaker, the Labour, Public Service and ICT Committee is established under the Second Schedule of the Machakos County Assembly Standing Orders to deal with all matters relating to labour, trade union relations, manpower or Human Resource Planning; Information, Communication and Technology.
7. Further Hon. Speaker, the functions of sectorial Committees pursuant to Standing Order 190 (5) shall be 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 analyse 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 Assembly;
  - (vi) to vet and report on all appointments where the Constitution or any law requires the Assembly to approve, except those under Standing Order 184 (Committee on Appointments) and
  - (vii) Make reports and recommendations to the Assembly, including recommendations of proposed legislation.

## **1.3 COMMITTEE MEMBERSHIP**

8. Hon. Speaker, the committee as currently constituted has thirteen members as follows:

1. Hon. Joshua Mwonga	Chairperson
2. Hon. Rosina Kanini	Vice Chairperson
3. Hon. Evelyn Nzeki	Member
4. Hon. Mercy Njagi	“
5. Hon. Joseph Mulinge	“
6. Hon. Dickson Maundu	“
7. Hon. Muoki Musila	“
8. Hon. Mathias Muasya	“
9. Hon. Nicholas Nzioka	“
10. Hon. Annastacia Mutevu	“

11. Hon. Charles Mbuva “
12. Hon. Felix Ngui “
13. Hon. Anna Ndilo “

#### **1.4. COMMITTEE SECRETARIAT**

9. Hon. Speaker, the Committee was facilitated by the following secretariat:

1. Ms. Judith Nzuki - Clerk Assistant
2. Mr. Harrison Mulonzi - “
3. Mr. Brian Muthusi - Legal Counsel
4. Ms. Lucia Nyamasyo - Hansard Reporter
5. Mr. Jonathan Muli - Sergeant at arms

#### **1.5 ACKNOWLEDGEMENT**

10. Hon. Speaker, the Labour, Public Service and ICT committee is grateful to the office of the Speaker and that of the Clerk to the County Assembly for the continuous and relentless support received as it discharged its mandate. I wish to express my appreciation to the Hon. members of the Committee for their contribution and commitment during committee sittings and compiling of this report and whose effort has made the tabling of this report possible.

## **2.0 LEGAL FRAMEWORK**

11. Hon. Speaker, Article 10 of the Constitution of Kenya, 2010 provides the national values and principles of governance in this Article bind all State organs, State officers, public officers and all persons whenever any of them applies or interprets the Constitution, enacts, applies or interprets any law or makes or implements public policy decisions.
12. The national values and principles of governance include Patriotism, national unity, sharing and devolution of power, the rule of law, democracy and participation of the people, Human dignity, equity, social justice, inclusiveness, equality, human rights, non-discrimination and protection of the marginalized, good governance, integrity, transparency and accountability and sustainable development
13. Section 57 of the County Government Act, 2012 provides the Establishment of the County Public Service Board in each County, which shall be a body corporate with perpetual succession and a seal; and capable of suing and being sued in its corporate name.
14. Further, Section 59 (1)(d) of the County Government Act, 2012 states that the board prepare regular reports for submission to the county assembly on the execution of the functions of the Board. The board is also mandated under Section 59 (1)(f) to evaluate and report to the county assembly on the extent to which the values and principles referred to in Articles 10 and 232 are complied with in the county public service;
15. The report by the County Public Service Board shall;
  - (i) Be delivered each December to the county assembly
  - (ii) Include all the steps taken and decisions made by the board
  - (iii) Include specific recommendations that require to be implemented in the promotion and protection of the values and principles
  - (iv) Include specific decisions on particulars of persons or public body who have violated the values and principles, including action taken or recommended against them
  - (v) Include any impediment in the promotion of the values and principles
  - (vi) Include the programmes the board is undertaking or has planned to undertake in the medium term towards the promotion of the values and principles.
16. Hon. Speaker, the Board is also required to publish a report required under this section in the county Gazette not later than seven days after the report has been delivered to the county assembly. It is in compliance to the above provisions that the Labour, Public Service and ICT committee analysed and prepared the Annual Report for the year ending 31<sup>st</sup> December, 2022 by the Machakos County Public Service Board.

### **3.0 ANNUAL REPORT FOR THE YEAR ENDING 31<sup>ST</sup> DECEMBER, 2022 BY THE CPSB**

#### **3.1 ESTABLISHMENT AND MANDATE OF THE CPSB**

17. Hon. Speaker, the County Public Service Board is a body corporate established under section 57 of the County Government Act (CGA) 2012. The Board derives its functions and powers from Section 59(1) of the said Act 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 to confirm appointments;
- c) Exercise disciplinary control over, and remove, persons holding or acting in those offices as provided for under this Part;
- d) Prepare regular reports for submission to the county assembly on the execution of the functions of the Board;
- e) Promote in the county public service the values and principles referred to in Articles 10 and 232 of Constitution of Kenya (COK) 2010.
- f) Evaluate and report to the county assembly on the extent to which the values and principles referred to in Articles 10 and 232 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 human resource management and development;
- i) Advise county government on implementation and monitoring of the national performance management system in counties;
- 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.



### **3.2 COMPOSITION OF THE BOARD**

17. Hon. Speaker, according to the report the current Machakos County Public Service Board was constituted in 4th March 2020 as per the Kenya gazette.

#### **Board Composition**

18. The board composition in the year under review is as follows;

1. Mr. Kioko Luka was the Chairperson of the Board.
2. Hon. Cecilia Sereka is Vice Chairperson of the Board.
3. Mr. Franklin Makola was a Member of the Board and head of Career Progression and compliment control
4. Mr. John Kumbu was a Member of the Board and head of Audit, Assurance and Compliance
5. Ms. Stellamaris Muthoka was a Member of the Board and head of Recruitment and selection
6. Dr. Jane Mutheu was a Member of the Board and head of Finance and Administration
7. Onesmus Mutisya was Secretary/CEO to the Board and head of Secretariat

#### **Board Committees**

19. Hon. Speaker, the Board operated in four committees and each committee undertakes its functions as outlined below:

##### **1. Recruitment and Selection.**

- a) Develop procedures and criteria for recruitment and selection
- b) Scrutinizing and vetting indents for advertisement
- c) Analysing reports and proposals for establishment and abolition of offices
- d) Develop database and skills inventory
- e) Advising on salary structures and schemes of services
- f) Analysing performance appraisal reports
- g) Proposing mechanisms for engaging the trade unions
- h) Developing and reviewing discipline policies and manuals, mechanisms and procedures.
- i) Addressing legal litigation for the Board
- j) Making recommendations of all discipline matters, cases and appeals

##### **2. Career Progression and Compliment.**

- a) Reviewing reports on schemes of services and career guidelines.
- b) Analysing Human Resource plans for the departments
- c) Analysing training needs assessment reports from county departments
- d) Advising on appropriate organizational structures

- e) Staff establishment
- f) Examining proposals on promotions, resignation and career advancement, contract renewal and termination

### **3. Audit, Assurance and Compliance**

- a) Risk management
- b) Receiving and analysing internal audit reports
- c) Analysing wealth declaration reports and making appropriate recommendations
- d) Receiving and reviewing reports on HR audit
- e) Investigating of personnel practices, monitoring and evaluating compliance
- f) Addressing policy issues related to discipline
- g) Developing and enforcing the code of conduct and ethics in County Public Service

### **4. Finance and Administration**

- a) Making proposal on strategic direction of the Board
- b) Receiving and analysing the budget estimates
- c) Receiving and analysing expenditure proposals
- d) Considering proposals on acquisition and disposal of assets
- e) Reviewing funding proposals and investment plans

#### **3.2.1 ACHIEVEMENTS OF THE COUNTY PUBLIC SERVICE BOARD**

20. Hon. Speaker, In the year under review, the Board made achievements in the following aspects-;
- 1. Appointments to the County Public Service
  - 2. Promotion of Staff
  - 3. Contract Appointments and Renewals
  - 4. Confirmation in appointments
  - 5. Re-designations

#### **Promotions and appointments**

21. Hon. Speaker, during the year under review, the CPSB appointed and promoted Three Hundred and Thirty-Nine (339) public officers as shown in the table below; (Annexure 1)

#### **Summary of Three Hundred and Thirty-Nine (339) appointments and promotions**

- 1. 82 officers in the County Treasury
- 2. 2 officers in the Office of the County Attorney
- 3. 3 Officers in the Office of Public Service & Quality Management
- 4. 46 officers in the department of Transport, Roads and Public Works
- 5. 2 officers in the department of Public Health Community Outreach

6. 193 officers in the department of Public Health
  7. 1 officer in the department of Lands & Physical Planning
  8. 1 officer in the Office of County Secretary
  9. 8 officers in the department of Water, Irrigation, Environment & Natural Resources
  10. 1 officer in the department of Medical Services
22. Hon. Speaker, in compliance with Section 67 of the County Government Act of 2012, the appointments were in writing and appointment letters were issued to the officers who consented by signing. The officers promoted took up the promotions within the sixty (60) days as required by Section 70 of the CGA

For purposes of clarity, the above summary is further broken down (Annexure 1).

### **Appointment of persons on Contracts**

23. Hon. Speaker, Section 74 of the CGA 2012 states that the CPSB shall regulate the engagement of persons on contract, volunteer and casual workers, staff of joint ventures and attachment of interns in its public bodies and offices. During the year under review, the Board renewed twenty-one (21) contracts and appointed nine (9) officers on contracts as shown below:
1. 1 Senior Ward Administrator, 1 Village Administrator and 7 Assistant Village Administrator III in the department of County Administration and Decentralized Units
  2. 6 Revenue Clerks in the department of Finance & Revenue Collection
  3. 2 cleaners and 1 Deputy Director HR & Development in the County Secretary's office
  4. 1 Assistant Director Administration in the department of Tourism, Youth, Sports & Culture

### **Appointment on Contracts**

24. Hon. Speaker, according to the report, the following were the appointments on contract in the Office of the Governor, Department of Transport, Roads & Public Works and the Office of the County Secretary;

#### **1. Office of the Governor.**

1. Advisor – Infrastructure & Projects appointed on a 2.5 year contract
2. Advisor – Communication, Research & Strategy appointed on a 2.5 year contract
3. Advisor – Economic & Public Finance appointed on a 2.5 year contract
4. Advisor – Education appointed on a 2.5 year contract
5. Advisor – Climate Change Resilience appointed on a 2.5 year contract
6. Advisor – Procurement & Supply Chain Management appointed on a 2.5 year contract
7. Advisor – Legal Matters appointed on a 2.5 year contract

#### **2. Transport, Roads & Public Works**

1. Cleaner appointed on a 1 year contract

### **3. County Secretary**

1. Chief officer, department of County Treasury appointed on a one month contract

### **Confirmation in Appointment**

25. Hon. Speaker, Section 71 of the CGA 2012 requires the appointing authority to confirm in appointment public officers initially appointed on probationary terms.
26. Hon. Speaker, during the year under review, 12 public officers were confirmed in appointment and admitted to permanent and pensionable establishment as listed below:
  1. Plant Operator- Grader in the department of Tourism, Youth, Sports & Culture
  2. Marketing Manager in the department of Cooperatives Development & Marketing
  3. Revenue Assistant in the department of Finance & Revenue Collection
  4. Driver II in the department of Finance & Revenue Collection
  5. Deputy Director County in the department of Housing & Urban Development
  6. Medical Officer in the department of Public Health & Community Outreach
  7. Support Staff Supervisor in the department of Public Health & Community Outreach
  8. 5 Medical Lab Technician III in the department of Public Health & Community Outreach

### **Re-designation**

27. Hon. Speaker, in selecting public officers for re-designation, the CPSB considered the compliance to Section 69(2) & (3) of CGA which states a public officer shall not be re-designated to hold or act in a public office if the office is not vacant, the public officer does not meet all the qualifications, except for experience at a lower grade in the relevant cadre or attached to the public office, the decision to re-designate the officer may disadvantage any public officer already serving in the relevant cadre or the officer subject to re-designation has not consented to the re-designation.
28. Hon. Speaker, during the year under review, the Board re-designated 5 officers as listed below;
  1. Office Administrative Assistant III in the CPSB.
  2. Sergeant in the department of County Administration, Decentralized Units & Inspectorate Services
  3. Senior Agricultural Officer in the department of Agriculture & Food Security
  4. Clinical Officer I in the department of Medical Services
  5. Driver I in the Office of the County Secretary

### **Appointment of County Chief Officers**

29. Hon. Speaker, Section 45(1) of the CGA, 2012 states that the Governor shall nominate qualified and experienced county chief officers from among persons competitively sourced and

recommended by the CPSB; and with the approval of the county assembly, appoint county chief officers;

30. Hon. Speaker, during the year under review the CPSB advertised positions of chief officer in the Daily Nation of Wednesday, September 28, 2022. The advertisement attracted a substantial pool of candidates from where shortlisting was done. The Board conducted interviews for the chief officer position after which it recommended to the Governor three (3) candidates for each of the Department.

### **Promotion of Values and Principles**

31. Hon. Speaker, Section 59(1) (d) of the CGA, 2012 requires the CPSB to promote in County Public Service the values and principles referred to in Articles 10 and 232 of the Constitution of Kenya 2010. It further requires the CPSB to evaluate and report to the County Assembly on the extent to which those values and principles are complied with in the county public service.
32. Hon. Speaker, during the year under review, the CPSB ensured compliance of Article 73(2) (a) of the CoK 2010 by adhering to the guiding principles of leadership and integrity in the selection process on the basis of personal integrity, competence and suitability.
33. Hon. Speaker, the Board observed the requirements of Section 10(1) of the Public Service (Values & Principles) Act, 2015 by ensuring that public officers are appointed and promoted on the basis of fair competition and merit.
34. Hon. Speaker, in addition, the Board complied with the requirements of Chapter six by ensuring that candidates seeking for appointments to the County Public Service of Machakos presented clearances from the KRA, EACC among others.
35. On compliance to the public officers' integrity act, the Board ensured that:-
- a) New officers declared their wealth
  - b) Serving officers declared their wealth in the year under review.
  - c) Senior officers leaving the public service
  - d) New officers signed the oath of secrecy document
36. Hon. Speaker, in the report on wealth declaration, it was noted that Three Thousand Three Hundred and Forty Four (3,344) public officers declared their income, assets and liabilities. However, two hundred forty nine (249) did not declare due to various reasons. The CPSB advised the authorized officers to take disciplinary action against them. This represented 93% against 7%.

### **Action on Irregularity of the process**

37. Hon. Speaker, according to section 75 of the CGA, if it comes to the attention of the CPSB that there is reason to believe that any process or decision under this part may have occurred in an

irregular or fraudulent manner, the CPSB shall investigate the matter and if satisfied that the irregularity or fraud has occurred, the CPSB may revoke the decision.

38. Hon. Speaker, during the year under review the Board invoked 96 appointments and promotion of officers (Annexure 4)

### **Officers who exited public service**

39. Hon. Speaker, during the year under review, 179 officers exited the Public Service on account of retirement, Resignation or Death.

### **Exit by Retirements**

40. Hon. Speaker, according to the Human Resource Policies & Procedure Manual for Public Service May 2016 Section D.21; all officers shall retire from the service on attaining the mandatory age of 60 years, 65 years for PLWD and or as may be prescribed by the government from time to time.

41. Hon. Speaker, there were Ninety Eight (98) Public Officer who exited through retirement. The biggest number of retirees was from the Department of Medical Services at twenty Nine (29) followed by Department of Public Health at Sixteen (16) as listed below:

### **Summary of Retirements**

- 1) 29 officers in the department of Medical Services
- 2) 16 officers in the department of Public Health
- 3) 14 officers in the department of Agriculture
- 4) 12 officers in the department of Finance & Revenue Collection
- 5) 8 officers in the department of Livestock
- 6) 7 officers in the department of water
- 7) 3 officers in the department of Decentralized Units
- 8) 2 officers in the department of Housing
- 9) 1 officer in the department of Administration & Coordination
- 10) 1 officer in the department of Roads and Transport
- 11) 1 officer in the department of Public works
- 12) 1 officer in the department of Fisheries
- 13) 1 officer in the department of Education & Skills Training
- 14) 1 officer in the department of Cooperatives

### **Exit by Resignation**

42. Hon. Speaker, Section 78 (1) (3) of the CGA 2012 states that a county Public Officer desirous of resigning from office may do so in writing addressed to the lawful appointing authority. The resignation takes effect thirty days after the date of resignation letter.

43. Hon. Speaker, during the year under review, fifty five (55) officers resigned from public service as listed:

- 1) 27 employees in the department of Health and Emergency Services in the category of Job Group A-K
- 2) 17 employees in the department of Health and Emergency Services in the category of Job Group L-N
- 3) 11 employees in the department of County Administration and Inspectorate Services in the category of Job Group P-S

#### **4.0 CONSULTATION WITH THE COUNTY PUBLIC SERVICE BOARD.**

#### **4.1 COMMITTEE INTERROGATIONS WITH CHAIRMAN, CPSB.**

44. Hon. Speaker, Article 195 (1) of the Constitution of Kenya, 2010 stipulates that “A county assembly or any of its committees has power to summon any person to appear before it for the purpose of giving evidence or providing information.
45. Hon. Speaker, Section 39(2) of the County Government Act, 2012 states that “A committee of the county assembly may require a member of the executive committee to—
- (a) Attend or appear before the committee; and
  - (b) Answer any question relating to the member’s responsibilities.
46. Hon. Speaker, Further Section 18 (1) of the County Assemblies Powers and Privileges Act, 2017 states that “ a county assembly or its committees may invite or summon any person to appear before it for the purpose of giving evidence or providing any information, paper, book, record or document in the possession or under the control of that person and, in this respect, a county assembly and its committees shall have the same powers as the High Court as specified under Article 195 of the Constitution.
47. Hon. Speaker, the Committee invited the Chair, County Public Service Board on 26<sup>th</sup> March, 2024 and received on 27<sup>th</sup> March, 2024 through a letter reference No. ***MKSCA/ADM/CPSB/VOL.1/032. (Annexure 5)***
48. The Following issues as raised by the Committee were responded as follows:

#### **Promotions and appointments**

49. Asked on the details of 339 staff who were promoted and appointed and from which grade to the other, the Chairperson informed members that he was only aware of the appointments for two officers in the Office of the County Attorney which were new appointments (Annexure 1)

#### **Criteria used for promotions**

50. Asked about the criteria used for staff promotions and why the promotions seemed to be tailored to specific departments, the chair informed the committee that all communications to the Board originated from the authorized officers. These were the respective departments whose officers were promoted and had requested and stated to have a budget for the said promotions in writing. This was in accordance to Section A.10 of The Human Resource Policies and Procedure Manual 2016 as read togetherwith Section 13 (1) of the Public Service Commission Regulations 2020.

#### **Existing Wage bill and cost implications for recruitment new employees**



51. Asked whether the new recruitments considered cost implications especially with Machakos County Government experiencing a ballooning county wage bill, members could not get a clarity on the matter but it was responded that only two new recruitments were done and the positions were advertised.

### **Staff promotions**

52. Asked what prompted employees promotion, the committee was informed that the board considered the fact that most officers had stagnated for over seven years especially staff working in the department of County Treasury. The vacancies were advertised internally, promotional interviews were carried out for competitiveness.

### **Employee Contract renewals**

53. Asked what informed the duration (under terms of contract) in the renewal of the contracts for the different designations, it was responded that the user departments normally recommend the contract period according to their needs and available budget. Further, members were informed that the Board checks to ensure that legal guidance is provided. It was explained that in case of any variation with between the requisition and the Board's findings, a discussion is called upon between the Department and the Board for a way forward.

### **Employee Wealth Declaration**

54. It was noted that 249 No. of staff which forms 7% of the County's workforce did not declare their wealth; the Board advised the officers' in-charge to take disciplinary action against the officers. Members were informed that the board was yet to take any action and will do follow up on the matter.

### **Exit by Resignation**

55. The report indicated that majority of those staff who resigned from service were those of lower Job Group (A-K) and from the Health Department. Asked to report the root cause of the exit from service, the Chair responded that according to the Officer In-charge of the department, many officers were reportedly relocating to other countries after securing jobs. The board will be dealing with the matter and will forward a report on the same.

### **Development of non-existing HRM policies**

56. Asked what HRM policies are critical and missing in the County Public Service of Machakos, The committee was informed that the Board in collaboration with other departments was working on the same policies and a report will be forwarded to the committee.

## **5.0 COMMITTEE OBSERVATIONS**

57. Hon. Speaker, based on the Annual report 2022 and discussion with the County Public Service Board, the Committee observed the following:

1. That the County Public Service Board (CPSB) faced significant budgetary limitations, which impeded its ability to effectively carry out recruitment, training, and performance management functions.
2. A significant number of county employees (249 officers) failed to comply with legal requirements to declare their wealth as mandated by the Public Officer Ethics Act (2003).
3. High employee exit was noted particularly the Health and Emergency Services department which had the highest number of employees resigning (44 employees). The employees were reportedly those of lower Job Group (A-K) relocating to other countries looking for greener pastures.
4. That the Board did not carry out a comprehensive Staff Audit to establish the exact number of employees working in the county.
5. That it was reported that most employees had stagnated in the same job group for over seven years without promotions.

## 6.0 COMMITTEE'S RECOMMENDATIONS

58. Hon. Speaker, the committee made the following recommendations:

1. That the County Executive should advocate for increased budget allocation to the County Public Service Board (CPSB) to ensure that the Board is adequately funded to carry out its mandate. This includes financing for recruitment activities, performance monitoring systems, and infrastructure improvements.
2. The Board should enforce deadlines, issue reminders, and take disciplinary action against employees who fail to declare their assets. Further, the committee recommends clear penalties for employees who fail to declare their wealth, in line with the Public Officer Ethics Act, 2003. These penalties should include suspension, fines, or legal action, depending on the severity of non-compliance.

The board through the respective departments should establish 249 officers who did not declare their wealth, ensure compliance within 21 days or stop their salaries with immediate effect.

3. That the board should investigate to establish reasons for employees exiting the County Public Service and identify any possible gaps. This will help introduce better compensation packages and career development for all departments especially the Health and Emergency Services department with an aim of establishing a better working environment and minimizing high staff turnover.
4. That the Board expands the range of training programs, with a focus on soft skills, technical skills, and career development pathways to help retain talent, especially in areas where turnover is high.
5. The Board should prioritize on conducting a comprehensive Staff Audit to establish the Constitutional requirement for effective Public Service Delivery and compliance to the *2/3 Gender Rule, Minority rule and 5% rule on Persons Living with Disabilities (PLWDs)*.
6. That the board comes up with a Human Resource Recruitment and Data Management System to enhance recruitment process of staff for improved Recruitment process and Staff Data Management.

## 7.0 CONCLUSION

59. Hon. Speaker, It is therefore my pleasant duty and privilege to table before this Hon. House the Annual report for the year ending 31<sup>st</sup> December, 2022 by the County Public Service Board for discussion and adoption.

Thank you, Hon. Speaker.



**HON. JOSHUA MWONGA**  
**CHAIRPERSON, LABOUR, PUBLIC SERVICE AND ICT COMMITTEE**

## **8.0 LIST OF ANNEXURES**

1. Annexure1-Breakdown of the Appointments and Promotions
2. Annexure 2-Appointment of persons on Contracts
3. Annexure 3- Appointment on Contracts
4. Annexure 4- Appointments Revoked by the CPSB
5. Annexure 5- Appointment to the Chair, CPSB dated 22<sup>nd</sup> April, 2024
6. Annexure 6-Adoption schedule

## 8.1 Annexure1-Breakdown of the Appointments and Promotions

No	Department	Designation	J/G	No. of Officers
1.	County Treasury	Director Accounting Services	R	1
		Director Budget	R	1
		Director Supply Chain	R	1
		Director Internal Audit Services	R	1
		Deputy Director Accounting Services	Q	3
		Deputy Director Internal Audit Services	Q	1
		Deputy Chief Economist (Deputy Director Budget)	Q	1
		Deputy Director Supply Chain Management Services	Q	1
		Assistant Director Administration	P	1
		Assistant Accountant General	P	6
		Assistant Director Supply Chain	P	1
		Assistant Internal Auditor General	P	3
		Principal Finance Officer	N	4
		Principal Accountant	N	18
		Principal Internal Auditors	N	6
		Principal Supply Chain Management Officers	N	4
		Chief Accountant	M	4
		Chief Finance Officer	M	1
		Chief Supply Chain Management Officer	M	6
		Senior Accountant	L	3
Supply Chain Management Assistant II	J	5		
Accountant III	J	7		
Accountant I	K	1		

		Supply Chain Management Officer	L	2
	<b>Total</b>			<b>82</b>
2.	Office of the County Attorney	Legal Officer II Legal Counsel	L	2
	<b>Total</b>			<b>02</b>
3.	Public Service & Quality Management	Assistant Director Human Resource Management & Development (HRM)	P	2
		Assistant Director Human Resource Management & Development (Payroll Manager)	P	1
	<b>Total</b>			<b>03</b>
4.	Transport, Roads and Public Works	Senior Principal Superintending Engineer (Electrical)	R	1
		Chief Superintending Engineer –Roads	P	1
		Chief Superintending Engineer – Structural	P	1
		Engineer I Roads	L	2
		Engineer I Roads	K	4
		Principal Plant Operator	J	4
		Senior Inspector Mechanical	J	1
		Driver I	F	3
		Road Inspector	H	3
		Inspector Mechanical	H	5
		Chief Plant Operator	H	15
		Administrative Officer (1)	L	3
		Support Staff – Road Technician	E	1
		Land Surveyor Assistant III	H	1
Land Surveyor I	K	1		
	<b>Total</b>			<b>46</b>
5.	Public Health Community	Assistant Health Records & Information	H	2

	Outreach	Management Officer III		
	<b>Total</b>			<b>02</b>
6.	Public Health	Senior Nursing Officer	L	30
		Senior Medical Officer	N	1
		Cleaning Supervisor IIA	F	2
		Registered Nurse II	J	3
		Senior Pharmacist	N	2
		Senior Medical Lab Officer	L	2
		Cleaning Supervisor I	G	2
		Senior Registered Clinical Officer	L	6
		Principal Registered Clinical Officer II	N	8
		Chief Registered Clinical Officer	M	2
		Registered Clinical Officer I	K	2
		Chief Nutrition & Dietetics	M	1
		Nutrition & Dietetics Technologist I	K	5
		Assistant Community Health Officer I	K	3
		Assistant Chief Health Records & Information Management Officer	L	1
		Assistant Health Records & Information Management Officer	K	3
		Health Records & Information Management Officer	J	4
		Chief Medical Lab Technologist	K	2
		Senior Medical Lab Technologist	M	1
		Medical Lab Technologist	K	8
		Principal Assistant Public Health Officer	N	5
		Assistant Public Health Officer I	K	6
		Principal Assistant Physiotherapist	M	1



	Chief Assistant Physiotherapist	M	1
	Assistant Physiotherapist I	K	2
	Orthopaedic Trauma Technician I	J	2
	Principal Assistant Occupational Therapist	N	3
	Dental Specialist II	P	3
	Community Oral Health Officer I	K	3
	Assistant Director Nursing Services	P	1
	Principal Registered Nurse	N	4
	Chief Nursing Officer	M	1
	Chief Registered Nurse	M	4
	Senior Registered Nurse	L	8
	Assistant Public Health Officer I	K	8
	Public Health Assistant I	J	1
	Senior Enrolled Nurse I	L	1
	Senior Enrolled Nurse II	K	2
	Enrolled Nurse I	J	7
	Registered Nurse I	K	18
	Senior Deputy Director of Pharmaceutical Services II	S	1
	Deputy Director of Pharmaceutical Services	R	1
	Assistant Director of Pharmaceutical Services II	P	2
	Senior Pharmaceutical Technologist	L	1
	Pharmaceutical Technologist	K	4
	Chief Medical Engineering Technician I	J	2
	Medical Engineering Technologist I	K	2
	Telephone Supervisor II	J	1
	Deputy Director of Medical Services	R	2

		Assistant Director Medical Services	P	8
	<b>Total</b>			<b>193</b>
7.	Lands & Physical Planning	Cleaning Supervisor I	G	1
8.	Office of County Secretary	Administration Officer I	K	1
9.	Water, Irrigation, Environment & Natural Resources	Senior Charge Hand	J	1
		Charge Hand	H	1
		Artisan I	G	1
		Support Staff Supervisor	E	2
		Cleaning Supervisor I	G	1
		Cleaning Supervisor IIA	F	2
	<b>Total</b>			<b>08</b>
10.	Medical Services	Senior Nursing Officer	L	1
	<b>Total</b>			<b>01</b>
	<b>Grand Total</b>			<b>339</b>

## 8.2 Annexure 2-Appointment of persons on Contracts

No.	Department	Designation	Terms of Contract
1	County Administration and Decentralized Units	Assistant Village Administrator III	2 Years
		Senior Ward Administrator	3 years
		Village administrator	3 Years
		Assistant Village Administrator III	3 Years
		Assistant Village Administrator III	2 Years
		Assistant Village Administrator III	3 Years
		Assistant Village Administrator III	9 Months
		Assistant Village Administrator III	9 Months
		Assistant Village Administrator III	9 Months
2.	Finance & Revenue Collection	Revenue Clerk	1 Year
		Revenue Clerk	1 Year
		Revenue Clerk	1 Year
		Revenue Clerk	1 Year
		Revenue Clerk	1 Year
		Revenue Clerk	1 Year
3.	County Secretary	Cleaner	3 Years
		Cleaner	2 Years
		Deputy Director HR & Development	1 Year
4.	Tourism, Youth, Sports & Culture	Assistant Director Administration	2 Years

### 8.3 Annexure 3- Appointment on Contracts



No.	Department	Designation	Terms of Contract
1.	Office of the Governor	Advisor – Infrastructure & Projects	2.5 Years
		Advisor – Communication, Research & Strategy	2.5 Years
		Advisor – Economic & Public Finance	2.5 Years
		Advisor – Education	2.5 Years
		Advisor – Climate Change Resilience	2.5 Years
		Advisor – Procurement & Supply Chain Management	2.5 Years
		Advisor – Legal Matters	2.5 Years
2.	Transport, Roads & Public Works	Cleaner	1 Year
3.	County Secretary	Chief officer – County Treasury	1 Month

#### 8.4 Annexure 4- Appointments Revoked by the CPSB

	<b>Designation</b>	<b>Job Group</b>	<b>No. Affected</b>	<b>Remarks</b>
1.	Accountants II	J	5	Appointments Revoked
2.	Director Accounting Services	R	1	Appointments Revoked
3.	Director Budgeting	R	1	Appointments Revoked
4.	Director Internal Audit Services	R	1	Appointments Revoked
5.	Director Supply Chain Management	R	1	Appointments Revoked
6.	Deputy, Director Accounting Services	Q	3	Appointments Revoked
7.	Deputy Director Internal Audit Services	Q	1	Appointments Revoked
8.	Deputy Chief Economist ( Deputy Director Budget)	Q	1	Appointments Revoked
9.	Deputy Director Supply Chain Management Services	Q	1	Appointments Revoked
10.	Assistant Director Administration	P	1	Appointments Revoked
11.	Assistant Accountant General	P	6	Appointments Revoked
12.	Assistant Director Supply Chain	P	1	Appointments Revoked
13.	Assistant Internal Auditor General	P	3	Appointments Revoked
14.	Principal Finance Officer	N	4	Appointments Revoked
15.	Principal Accountant	N	18	Appointments Revoked
16.	Principal Internal Auditors	N	6	Appointments Revoked
17.	Principal Supply Chain Management Officers	N	4	Appointments Revoked
18.	Chief Accountant	M	4	Appointments Revoked
19.	Chief Finance Officer	M	1	Appointments Revoked
20.	Chief Supply Chain Management Officer	M	6	Appointments Revoked
21.	Senior Accountant	L	3	Appointments Revoked

22.	Supply Chain Management Assistant II	J	5	Appointments Revoked
23.	Accountant III	J	7	Appointments Revoked
24.	Accountant I	K	1	Appointments Revoked
25.	Supply Chain Management Officer	L	2	Appointments Revoked
26.	Public Communication Officer I	K	2	Appointments Revoked
27.	Public Communication Officer II	J	2	Appointments Revoked
28.	Information Officer I	K	1	Appointments Revoked
29.	Senior Hospitality Officer – Chef	L	1	Appointments Revoked
30.	Senior Support Staff	D	3	Appointments Revoked
	<b>Total</b>		<b>96</b>	

8.5 Annexure 5-Invitation letter to the Chair, CPSB dated 26<sup>th</sup> March, 2024

 **REPUBLIC OF KENYA**   
**COUNTY GOVERNMENT OF MACHAKOS**  
**COUNTY ASSEMBLY OF MACHAKOS**

County Hall  
Along MwatuaNgoma Rd  
P O Box 1168 – 90100  
MACHAKOS – KENYA

Email: [assemblymks@gmail.com](mailto:assemblymks@gmail.com)

**OFFICE OF THE CLERK**

OUR REF: MKSCA/ADM/CPSB/VOL.1/032 Date: 26<sup>th</sup> March, 2024

**The Chairperson,**  
County Public Service Board,  
County Government of Machakos,  
PO Box 1996,  
Machakos.


**RECEIVED**  
COUNTY PUBLIC SERVICE BOARD  
27 MAR 2024  
MACHAKOS  
SIGN: [Signature] 10:01 AM

**RE: INVITATION TO A COMMITTEE MEETING**

Article 183 (3) of the Constitution of Kenya, provides that the County Executive Committee shall provide the County Assembly with full and regular reports on matters relating to the County.

Pursuant to this provision as read with Section 39 (2) of the County Governments Act 2012, Sections 18 and 19 of the County Assemblies Powers and Privileges Act 2017 and Standing Order No. 190 of the County Assembly of Machakos Standing Orders; The Labour, Public Service and ICT Committee invites you to a meeting scheduled on Tuesday 2<sup>nd</sup> April, 2024 from 11.00 A.M at conference room 4A.

The committee shall interrogate you on recruitments, appointments, renewal of contracts, confirmation in appointments, promotions and re-designations made by the County Public Service Board as contained in the Annual Report 2022.

  
**PETER MBATHA**  
**FOR: CLERK OF THE COUNTY ASSEMBLY**






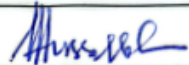


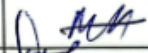
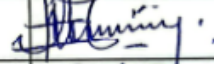

**CC**  
**Speaker**  
**County Assembly of Machakos**

**County Secretary**  
**County Government of Machakos**

## 8.6 Annexure 6- Committee adoption schedule

**LABOUR, PUBLIC SERVICE AND ICT COMMITTEE, ADOPTION OF THE REPORT ON ANNUAL REPORT FOR THE YEAR ENDING 31<sup>ST</sup> DECEMBER, 2022 BY THE COUNTY PUBLIC SERVICE BOARD(CPSB)**

We, the undersigned Honourable members of Labour, Public Service and ICT committee, today 7<sup>th</sup> October, 2024, do hereby affix our signatures to this report on Annual report for the year ending 31<sup>st</sup> December, 2022 by the County Public Service Board(CPSB)to affirm our approval and confirm its accuracy, validity and Authenticity:-

	NAME	ID NO	SIGN
1.	Hon. Joshua Mwonga-Chairperson	10891109	
2.	Hon. Rosina Kanini- V/chair	11623017	
3.	Hon. Evelyn Nzeki- Member	2174876	
4.	Hon. Mercy Njagi “	24047310	
5.	Hon. Dickson Maundu “	0702708	
6.	Hon. Muoki Musila “	7258941	
7.	Hon. Anastasia Mutevu “	22301716	
8.	Hon. Joseph Mulinge “	20771051	
9.	Hon. Felix Ngui “		
10.	Hon. Mathias Muasya “	27710399	
11.	Hon. Charles Mbuva “	13423027	
12.	Hon. Nicholas Nzioka “	20940450	
13.	Hon. Ann Ndilo “	33016935	