

REPUBLIC OF KENYA



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PARLIAMENTARY
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ANNUAL REPORT

2014/2015

PSC

PARLIAMENT

PARLIAMENTARY SERVICE COMMISSION

ANNUAL REPORT

FOR THE

2014/2015 FINANCIAL YEAR

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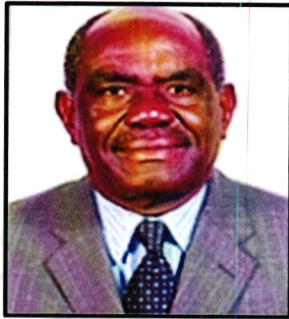
PSC COMMISSIONERS



Hon. Justin Muturi, EGH, MP
Speaker, National Assembly/Chairman, PSC



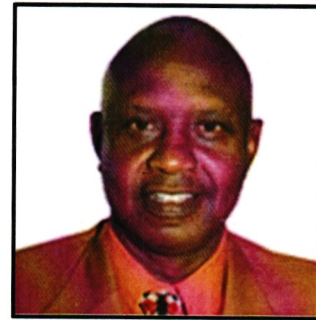
Sen. Beth Mugo, EGH, MP
Vice-Chair, PSC



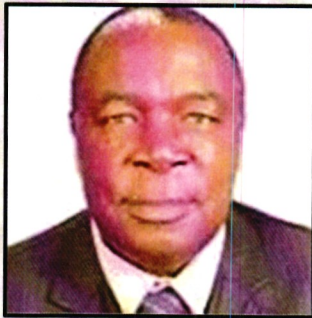
Sen. David Musila, MGH, MP
Member



Hon. Adan Keynan, CBS, MP
Member



Sen. Sammy Leshore, CBS, MP
Member



Hon. Jimmy Angwenyi, MP
Member



Hon. Regina Chang'orok Nyeris, MP
Member



Hon. (Dr.) Abdullahi Ibrahim Ali
Member



Hon. Gladys Wanga, MP
Member



Dr. Lonah Mutoro Mumelo, HSC
Member



Mr. Jeremiah M. Nyegenye, CBS
Clerk of the Senate/Secretary, PSC

BOARD OF SENIOR MANAGEMENT



Mr. Jeremiah M. Nyegenye, CBS, Chairman
Clerk of the Senate/Secretary, PSC



Mr. Justin Bundi, CBS
Clerk of the National Assembly



Mr. Clement Nyandiere
Director General, PJS



Mrs. Consolata Munga, EBS
Senior Deputy Clerk, Senate



Mr. Michael Sialai, EBS
Senior Deputy Clerk, National Assembly



Mrs. Phyllis Makau
Director, Parliamentary Budget Office



Prof. Nyokabi Kamau
Director, Centre of Parliamentary
Studies and Training



Mr. Anthony Njoroge
Director, Litigation and Compliance



Mrs. Shadia M. Faryd,
Secretary Deputy Director/
Head of Commission Secretariat

EDITORIAL COMMITTEE MEMBERS

| NAME | | DESIGNATION |
|-----------------------|---------------------------------------|---------------|
| Mr. Clement Nyandiere | Director General, Joint Services | - Chairperson |
| Mrs. Phyllis Makau | Director, Parliamentary Budget Office | - Member |
| Mr. Anthony Njoroge | Director, Litigation and Compliance | - Member |
| Mr. Mohamed Ali | Director, Speaker's Office, Senate | - Member |
| Mrs. Gladys Ndeda | Hansard Editor, Senate | - Member |
| Mr. Joel Irungu | Ag. Deputy Director, CFO | - Member |
| Ms. Margret Igane | Principal HRMO | - Member |
| Mr. Rana Tiampati | Principal Clerk Assistant II, NA | - Member |

SECRETARIAT

| | |
|----------------------|---|
| Ms. Veronicah Kibati | Principal Clerk Assistant II, PSC Secretariat |
| Mr. Osborn Obayo | Clerk Assistant I, PSC Secretariat |
| Mr. Bonface Kiambi | Clerk Assistant III, PSC Secretariat |

**FORWARD BY THE SPEAKER OF THE NATIONAL ASSEMBLY/CHAIRMAN,
PARLIAMENTARY SERVICE COMMISSION**



It is with great pleasure that I present the Annual Report of the Parliamentary Service Commission for the Financial Year 2014/2015. This report is prepared pursuant to Article 254 of the Constitution and covers the period July 2014 to June 2015. The report covers the activities of the Commission through its Services, Directorates and Departments.

The mandate of the Commission is to provide services and facilities to Parliament for the effective discharge of its constitutional mandates of Legislation, Oversight and Representation. During the 2014-2015 period, despite experiencing budgetary and procurement constraints, the Commission has continued to undertake structural and administrative reforms aimed at fully operationalizing the bicameral parliamentary structure.

The Commission continued to focus on providing sufficient accommodation and Committee Rooms to both Members and staff. It is notable that every Member of Parliament now has an office, a great stride from the 2013/2014 financial year. The construction of the 27 storey office block project is progressing as scheduled with a targeted completion date of 2022. Refurbishment of the various buildings acquired by the Commission including the Red Cross Building, Probation and After Care Services and Imani House, and the official residences of the two Speakers are also in progress. Completion of the construction of a new wing at the Main Parliament Buildings is expected to be finalised by July, 2016 and will comprise of a new restaurant for Members of Parliament. The underground parking in the new wing consisting of 200 slots will greatly address the parking challenges experienced during the year.

We are in the process of pursuing negotiations with the management of various buildings around Parliament including the St. John's and Baden Powell Buildings in line with the Commission's vision to create a '*Parliamentary Square*'. Creation of this square will indeed enhance the security of Members and staff.

Recruitment of staff for critical positions in the institution such as in the Finance, Procurement and Audit Departments where there were shortages was undertaken to ensure every Department and Directorate performed to expectation. These newly recruited officers continue to undergo regular capacity building programmes at our Centre for Parliamentary Studies and Training (CPST) and other local and international organisations as well as exposure through attachments in other parliamentary jurisdictions. Through these efforts, staff capacity is now at optimum levels and with continuous capacity building it is expected that service delivery will increase.

Article 118 of the Constitution of Kenya, 2010 requires that Parliament facilitates public participation and involvement in the legislative and other business of Parliament and its Committees. Accordingly, the Commission launched an annual event dubbed the 'Parliament week', which includes various activities such as the *Parliament Open Day* where Parliament opens its doors to the public who are taken through the operations of Parliament; a public lecture at any of the public Universities for engagement with youth in an intellectually stimulating manner; a Parliament Sports day; and a television documentary among others. Parliament now exhibits at the ASK shows around the country, providing a great opportunity for further connection with the people. It is commendable we have won awards for displaying the best exhibition stand at some of these ASK Shows.

The success of the Outreach Programme is underscored by the over 10,000 visitors to Parliament during the open day and a significant increase in public participation in legislative affairs, witnessed by among others, the increase of number of Petitions to Parliament and submission of written memoranda on Bills. Needless to say, the parliamentary outreach programme has been a great success to Parliament's aim to connect with the people.

In line with the PSC Strategic Plan 2008-2012, the Commission continued to seek for enhanced resources and improve resource management, to facilitate Parliament's programmes and activities.

As the Commission continues to embark on both ongoing and new programmes to facilitate the two Houses, we commit to the principles of integrity, commitment, excellence and diligence under the guidance of the Constitution. Service to the public continues to be the focus of the Commission

I wish to convey my appreciation to the Speaker of the Senate Hon. Ekwere Ethuro, EGH, MP, all Commissioners, Members of Parliament, the Clerk of the Senate/Secretary to the Commission, the Clerk of the National Assembly, the Parliamentary Service and all other stakeholders for their contribution in achieving the Commission's objectives.

The Commission commits to better service delivery in the incoming fiscal year.

**HON. JUSTIN B. MUTURI, EGH, MP,
SPEAKER OF THE NATIONAL ASSEMBLY/ CHAIRMAN,
PARLIAMENTARY SERVICE COMMISSION.**

MESSAGE FROM THE CLERK OF THE SENATE / SECRETARY, PARLIAMENTARY SERVICE COMMISSION



The Annual report contains a summary of activities, achievements and challenges that Parliament experienced in the year 2014/2015 and is submitted pursuant to Article 254 of the Constitution of Kenya, 2010.

The cardinal objective of the Parliamentary Service Commission as enshrined in Article 127 (6) of the Constitution, is to ensure that the institution of Parliament which includes the National Assembly and the Senate, together with the staffers of the Parliamentary Service and all stakeholders have the necessary support to discharge their mandate. The Commission has remained steadfast and committed to this duty.

On 10th June, 2008, Kenya passed its economic, social and political blueprint, Kenya Vision 2030 which seeks to “transform Kenya into a newly industrialized middle-income country providing a high quality life to all its citizens by the year 2030”. The Vision is supported by three pillars, the Economic Pillar, the Social Pillar and the Political Pillar. The Commission, acknowledging the important role that Parliament was expected to play, in its legislative, representative and oversight roles, in the realization of Vision 2030, developed a strategic plan that reoriented its focus on the support to Parliament for the attainment of this Vision. The Strategic Plan was reviewed in 2012 to align it with the bicameral legislature and the devolved system of governance.

The Constitution of Kenya in 2010 placed heavy responsibilities on the Commission to provide services and facilities for an increased number of Members of Parliament. To this end, the Commission assessed its strengths, weaknesses, opportunities and threats to ensure that it played its part in the implementation of the Constitution. The Commission identified strategic objectives to guide its mandate as enshrined in the Constitution. These strategic objectives were, demand and high expectation of Parliament, the need to enhance public engagement with Parliament, development of an effective organizational structure and enhanced staff capacity, convenient working environment for both Members and staff of Parliament, leveraging of ICT to improve performance and communication, enhanced resource base and improved resource management.

In order to realize these strategic objectives for the period under review, the Commission embarked on a number of projects including continued development and upgrading of the physical infrastructure, staff harmonization, internal and external recruitment exercises, enhanced capacity building programmes for both Members and staff and an audit of the finance and procurement systems to improve service delivery.

The Commission successfully completed the refurbishment of the National Assembly and Senate Chamber. Other infrastructural projects geared towards providing office facilities and Committee rooms for the two Houses of Parliament are still underway. A major milestone will be the completion of the modern 27 storey office block which will provide adequate office facilities and Committee rooms.

Parliament today is witnessing increasing democratization and expanding democratic space and the relentless pressures for greater public participation, transparency and accountability. In September, 2014, the Commission launched a programme for citizen engagement with Parliament, *the Parliament Week*. In this programme, a number of activities are scheduled, all aimed at opening up Parliament to the public. The Commission appreciates that engagement with the public must be one that is stimulating enough for constructive feedback mechanisms on the legislative affairs and other business of Parliament.

The Commission recognizes that in order to achieve and realize the success of the highlighted programmes and activities, a robust, well-equipped and motivated staff base is required. Parliamentary staffers now are a key pillar in the political discourse of a country. Staffers ensure that a parliament fulfils its role in the governance structure of a country by shaping and influencing decisions. During the period under review, parliamentary staffers have undergone regular training and capacity building which focused on enhancing performance to cope with the demanding environment.

The Parliamentary Service remains focused to its national duty, its service to the Members of Parliament and the public.

I extend appreciation to the Speaker of the National Assembly and Chairman of the Parliamentary Service Commission, the Speaker of the Senate, Parliamentary Service Commissioners, Members of Parliament, the entire Parliamentary Service, development partners and other stakeholders for their continued support.

J.M. NYEGENYE, CBS
CLERK OF THE SENATE/ SECRETARY,
PARLIAMENTARY SERVICE COMMISSION

VISION, MISSION AND CORE VALUES

Vision

To be a supreme, effective, efficient and self-sustaining Parliament as a major participant in the process of good governance.

Mission

To facilitate the Members of Parliament to efficiently and effectively fulfil their Constitutional mandate in a representative system of Government by upholding and ensuring the autonomy of Parliament in its corporate relationship with other arms of Government.

Core Values

The Parliamentary Service is committed to upholding the following core values:

i) Professionalism

We shall strive to maintain a high level of competence while promoting teamwork and professionalism.

ii) Impartiality

We shall be objective and impartial in delivery of service.

iii) Integrity

We shall maintain the highest level of accountability, transparency and integrity in the discharge of our duties.

iv) Efficiency

We shall be efficient, provide quality services and be responsive to the needs of all our stakeholders.

v) Courtesy

We shall be customer-focused, courteous and accord respect to everyone.

EXECUTIVE SUMMARY

The Annual Report of the Parliamentary Service Commission provides a report of the major activities facilitated by the Commission and undertaken by the Directorates/Departments of the PSC. It outlines the performance of the institution in the Financial Year 2014/2015 in line with the requirements of Article 254 of the Constitution. The Commission's mandate is to facilitate Parliament to effectively discharge its Legislative, Constitutional and Representation roles in line with the Constitution of Kenya 2010 and the PSC Strategic Plan of 2008-2018.

To facilitate the Legislative Role of Parliament, the Commission facilitated the two Houses to enact legislation by providing the necessary facilities, staffing and resources. The Commission facilitated both the Senate and the National Assembly to hold its sittings.

The Commission focused on providing key sufficient accommodation and Committee Rooms to both Members and staff. The Commission undertook refurbishments of the various buildings acquired by the Commission including the Red Cross Building, Probation and After Care Services and Imani House. Refurbishments of the official residences of the two Speakers are also in progress. The Commission has embarked on a major project of constructing a 27 storey office block to house Members of Parliament and also provide Committee rooms. Completion of the new wing at the Main Parliament Buildings is expected to be finalised by July, 2016 and will comprise of a new restaurant for Members of Parliament and offices for both Members and staff. An underground parking in the new wing consisting of 200 slots is also under construction by the Commission.

The Commission has engaged in various training and capacity building programmes for both Members and staff in the institution both internally by the CPST and externally including through attachments and study visits in order to enhance the capacity of both Members and Staff. Some of the countries where the PSC has facilitated training for staff include. We can also talk about the ToTs and the MoUs we have established in order to enhance capacity building

The Commission also engaged in various outreach activities in a bid to implement Article 118 of the Constitution with regard to public participation, public participation during legislative and budget making processes etc

A summary of other activities by the directorates includes preparation and tabling of House reports; House support to facilitate House business including Legislation; Outreach programmes; coordination of Committee and Commission meetings; office acquisitions and renovations; Coordination and facilitation of various conferences; capacity building for MPs and staff; media and broadcasting services; development of training modules for the CPST; research and analysis; and production of several publications including the Parliamentary journal, magazine and budget policy options.

PART I: REPORT FROM THE PARLIAMENTARY SERVICE COMMISSION

1.0 Introduction

The Parliamentary Service Commission is a constitutional body established in November 1999 through an amendment of the Constitution and enactment of the Parliamentary Service Act, 2000. The current PSC which is the fourth is established under Article 127 of the Constitution. The PSC is responsible for the overall policy development and administration of Parliament.

Article 127 (6) provides for the roles of the Commission as follows:

- 1) Providing services and facilities to ensure the efficient and effective functioning of Parliament;
- 2) Constituting offices in the parliamentary service and appointing and supervising office holders;
- 3) Preparing annual estimates of expenditure for submission to the National Assembly and exercising budgetary control;
- 4) Undertaking, singly or jointly with other relevant organisations, programmes to promote the ideals of parliamentary democracy; and
- 5) Performing other functions:
 - i) Necessary for the wellbeing of members and staff of Parliament; or
 - ii) Prescribed by national legislation

The PSC has a membership of 10 including the Chair, who is the Speaker of the National Assembly, seven (7) Members of Parliament from both Houses and two (2) members who are not Members of Parliament. The Clerk of the Senate is the Secretary to the Commission. The membership comprises of the following:

- | | | |
|--------------------------------------|---|-------------------------------|
| 1. Hon. Justin Muturi, EGH, MP | - | Speaker NA/Chairperson |
| 2. Sen. Beth Mugo, EGH, MP | - | Vice Chairperson |
| 3. Hon. Jimmy Angwenyi, MP | - | Member |
| 4. Hon. Adan Keynan, CBS, MP | - | Member |
| 5. Sen. Sammy Leshore, MP | - | Member |
| 6. Sen. David Musila, MGH, MP | - | Member |
| 7. Hon. Regina Chang'orok Nyeris, MP | - | Member |
| 8. Hon. Gladys Wanga, MP | - | Member |
| 9. Hon. Dr. Abdullahi Ali, MP | - | Member |
| 10. Dr. Lonah Mutoro Mumelo | - | Member |
| 11. Mr. Jeremiah Nyegenye, CBS | - | Clerk of the Senate/Secretary |

The Commission operates through seven (7) Committees which consider matters as forwarded by the Board of Senior Management as follows:

- i) *Committee on Finance* - it oversees all financial matters and funding for Parliament, including preparation of the budget of Parliament.
- ii) *Committee on Members' Welfare* - considers all matters related to Members' Welfare, including but not limited to remuneration, provision of facilities such as offices, staffing for Constituency offices.
- iii) *Committee on Staff Welfare* - considers recruitment, appointments, promotions, discipline and all matters related to staff welfare.
- iv) *Committee on Tender and Procurement* - ensures procurement of goods and services follow the laid out laws and procedures and supervises implementation.
- v) *Committee on Security and Development* - oversees security in Parliament, considers all projects, including office acquisition and refurbishments.
- vi) *Committee on Information and Public Communication* - in charge of communication in Parliament and managing the image of Parliament.
- vii) *Committee on Audit* - responsible for auditing financial expenditure and operations in Parliament.

1.1 Activities of the Commission for the FY 2014/2015

i) Meetings of the Commission:

- The Commission held a total of 21 meetings during the period under review.
- The Committee on Finance held six (6) meetings for considering Financial Reports, the Budget and the Supplementary estimates.
- The Committee on Members' Welfare held 14 meetings and considered 23 papers in relation to Members' welfare.
- The Committee on Staff Welfare held 11 Meetings and considered 37 papers that included various requests including promotions, re-designations, re-deployments, and secondments among others.
- The Committee on Security and Development held 12 meetings and considered 11 papers.
- The Committee on Tender and Procurement held 10 meetings and considered 14 papers.
- The Committee on Information and Public Communication held 14 meetings and considered 14 papers in relation to co-ordination of outreach programmes.
- The Committee on Audit was established in January, 2015 to undertake an audit of parliamentary processes. The Committee held two (2) meetings and considered three (3) papers.

ii) Preparation of budget estimates for the FY 2014/2015

The Commission prepared the estimates for the Financial Year 2014/2015 in order to seek adequate funds for Parliament. The Commission submitted a budget of Ksh. 26 billion to facilitate the activities of Members of Parliament.

The Commission also prepared the Supplementary Estimates for the financial year.

iii) Policies adopted

The Commission adopted various policy guidelines during the financial year. Some of the policies adopted include:

- Social Media Policy
- Reviewed the staff medical scheme policy
- Paperless solution for Parliament- procurement of Tablets
- Support by the Commission to bereaved staff
- Policy on recruitment based on special skills

iv) Memorandum of Understanding

The Commission through its Centre for Parliamentary Studies and Training (CPST) entered into an MoU with the United Nations Institute for Training and Research in November, 2014 to enhance training and research for Members and staff of Parliament.

v) Infrastructure Development

The Commission aims to create a Parliamentary square by acquiring the buildings around Parliament in order to provide adequate accommodation to Members and staff while also enhancing the security of Members and staff. To this end, the Commission has acquired various buildings and is in the process of refurbishing them to make them suitable for use. Some of the activities by the Commission to achieve this are as follows:

- Acquired the County House Building, Imani House and Red Cross buildings during the period under review. Refurbishments of these buildings to make them habitable are underway.
- Commenced construction of a 26-story office block building next to Continental House to accommodate Members and staff of Parliament.
- Refurbished offices at the Harambee Plaza to accommodate Committee Chairpersons of the National Assembly. The Red Cross Building is under refurbishment for the Committee Chairpersons of the Senate.
- The Committee Boardrooms (3 in Continental & 2 in Main Building) and the temporary media centre were re-furnished with 30 new seats each and worn out floor carpets replaced in the three board rooms located in Continental House.
- During the period under review, the number of parking slots decreased due to renovations taking place in Parliament. Continental House parking area was closed down for other developments thus about 180 parking slots were lost. In this regard, 200 slots

around Parliamentary Square and the KICC grounds were acquired to adequately cater for parking for Members of Parliament.

- In order to provide more suitable training facilities, the Commission constructed classrooms at the CPST.
- The Commission streamlined security in Parliament and commenced the process of procuring an Integrated Security Management System that will comprise of a biometric system.

vi) Members Welfare

- The Commission enhanced the Constituency/County allowances by 30% in order to cater for inflation and other rising expenses.
- The Commission continued to provide medical insurance to Members of Parliament.
- The Commission approved requests for ex-gratia assistance by Members of Parliament and staff where they had exceeded their medical cover.

vii) Staff Welfare

- The Commission recruited a total number of 68 skilled staff in the Parliamentary Service, including a Principal Media Relations Officer for enhanced service delivery.
- The Commission confirmed 169 officers in appointment after successfully completing their six-month probation period.
- The Commission continued to approve promotions, re-designations and re-deployments of staff in the Parliamentary Service in accordance with the Schemes of Services.
- Eight disciplinary cases were concluded, two of which were dismissal cases.
- The Commission acquired the Human Resource Information Management System.
- Paid retirement benefits for 12 officers who had attained the age of 60 years.
- Developed the Scheme of Service for Travel Officers.
- Reviewed the per diem rates for PSC Scale 15 and 16.

viii) Capacity Building

The Commission facilitated capacity building programmes for Members and staff of Parliament both locally and internationally. Some of the trainings included the following, among others:

- All newly recruited junior legal counsel was facilitated to attend legislative drafting training. Seven (7) legal counsel received four-weeks training in legislative drafting at the RIPA International, London and another seven (7) legal counsel attended a four-week legislative drafting training programme at the Institute of Advanced Legal Studies, University of London.

- The Directorate of Legal Services, National Assembly organized three workshops where Legal Counsel underwent training on Bill formatting from an officer of the Government Printer. Legal Counsel also interacted with other legal counsel serving in legislative assemblies in Kenya.
- 10 newly recruited Hansard Reporters underwent a one-week orientation before attending a three-month basic course at the National Youth Service Institute of Business Studies, Nairobi.
- Officers in the Hansard Department attended various foreign assignments, training courses, workshops and retreats including a Reporters' Reporting course at the Royal Institute of Public Administration (RIPA), United Kingdom and House Commons, United Kingdom.
- A tailor made course for Office Attendants was conducted by the Kenya Institute of Management from 15th to 20th September, 2015 in Naivasha.
- Transformative Leadership Course conducted by Kenya Institute of Management from 16th to 19th December, 2014 and from 28th to 30th January, 2015.
- Advanced Customer Care Course by Kenya Institute of Management, Kampala from 30th March to 3rd April, 2015.
- Advanced Customer Care by Kenya Institute of Management, Mombasa from 30th March to 3rd April, 2015 and from 6th to 10th April, 2015.
- Performance Management by the Kenya Institute of Management from 9th to 10th April, 2015, from 16th to 17th, from 23rd to 24th April, and from 7th to 10th May, 2015.
- Training needs assessment and training impact assessment by ESAMI-Mombasa from 13th to 17th April, 2015.
- Senior Management Course by Kenya School of Government from 11th November, 2015 to 14th December, 2015.
- Effective Speech writing by RIPA, London, UK.
- Leadership Training for Senior Management, held on at the BOMA Hotel, Nairobi;
- Strategic Leadership Training, held in January – February, 2014 at the Kenya School of Government, Nairobi;
- Officers undertook attachments in the Parliaments of Canada, Philippines, United Kingdom, and Uganda among others.
- The newly recruited Accounts staff were inducted and trained on the new IFMIS Version 8006.
- Legal Counsel was facilitated by the Commission to attend Continuous Legal Education (CLE).

- 34 police officers were trained on VIP Protection course and 6 officers on VIP handling.

Hosted Attachments and visits

The institution hosted Members and staff of Kisii, Machakos, Makueni and Nyeri County Assemblies on attachment to the Senate. The Commission also hosted the Parliamentary Service Commission from Uganda and Malawi.

The Directorate of Legal Services in the Senate took the lead in hosting students from Starehe Boys Centre on their Voluntary Service Programme. A total of six students were hosted in April, 2014. The Directorate also hosted law students from the Nairobi Institute of Business Studies on a visit to the Senate.

Parliamentary Pupillage Programme

In accordance with the Pupillage Policy adopted by the Parliamentary Service Commission, the Directorates of Legal Services and the Directorate of Litigation and Compliance hosted three Pupils (students at the Kenya School of Law undertaking their Pupillage Programme) between January and June, 2014.

ix) Outreach activities

With a view to promoting public participation in accordance with Article 118 of the Constitution and enhancing the image of Parliament, the Commission, through its Committee on Information and Public Communication held the inaugural Parliament Week that took place in September 2014. The activities by the Commission during the Parliament Week included:

- Media Breakfast at Parliament Buildings
- Public Lecture at the University of Nairobi
- Parliament Sports Day at Nyayo National Stadium
- Parliament Open day at Parliament Buildings

The Commission through its Standing Committee on Public Outreach also participated in five (5) ASK Shows including Nanyuki, Meru, Embu, Kakamega and Machakos.

The Commission awarded the Tender for Strategic Communication and Image Management Consultancy services to Ms Porter Novelli in August, 2014 with a view of revamping the image of Parliament.

The Commission facilitated the National Assembly, Senate and Joint Services to effectively perform their functions. The details of the activities performed by the various Directorates and Departments in the three Services are provided in Part II of this report.

PART II: REPORTS FROM THE SERVICES

2.0 REPORT OF THE NATIONAL ASSEMBLY SERVICE

2.1 Introduction

The National Assembly comprises of 349 Members of Parliament representing 290 Constituencies, 47 Women elected by Counties and 12 Members nominated by political parties.



Speaker of the National Assembly Justin Muturi speaks with members of Parliament from Nakuru at a function in the County

The mandate of the National Assembly as provided under Article 95 of the Constitution is as follows:

- (1) To represent the people of the constituencies and special interests in the National Assembly.
- (2) To deliberate on and resolve issues of concern to the people.
- (3) To enact legislation in accordance with Part 4 of this Chapter.
- (4) The National Assembly—
 - (a) determines the allocation of national revenue between the levels of government, as provided in Part 4 of Chapter Twelve;
 - (b) appropriates funds for expenditure by the national government and other national State organs; and
 - (c) Exercises oversight over national revenue and its expenditure.
- (5) The National Assembly—
 - (a) reviews the conduct in office of the President, the Deputy President and other State officers and initiates the process of removing them from office; and
 - (b) Exercises oversight of State organs.
- (6) To approve declarations of war and extensions of states of emergency.

2.2 Directorates/Departments in the National Assembly

The Clerk of the National Assembly is the administrative head of the National Assembly, Chairperson of the Board of Management of the National Assembly, Member of the Senior Board of Management and the Centre for Parliamentary Studies and Training. The Clerk is the Principal Procedural Advisor to the House, the Speaker, the Deputy Speaker and all Members of the House. The office coordinates and facilitates the activities of the Commission, Directorates and Parliamentary office holders.

The National Assembly Service comprises of the following Directorates and Departments:

(1) Directorate of Speaker's Office

The office of the Speaker is established under Article 106 (9) of the Constitution of Kenya 2010. The Speaker is the head of the House and has the mandate of maintaining orderly conduct and granting a fair opportunity to all Members to contribute to debates; making decisions on matters of procedure; and examining the admissibility of motions, draft Bills, petitions and Committee reports.

The Speaker is assisted in his duties by the Deputy Speaker, the Leaders of Majority and Minority, the Whips, Chairpersons' Panel and Chairpersons of Committees.

The Directorate of Speaker's Office facilitates the Speaker to perform his constitutional mandate.

(2) Directorate of Legislative and Procedural Services

The mandate of the Directorate is to provide legislative and procedural support to the House by marshalling of published Bills, Motions and Sessional Papers; preparing and processing of weekly programme of Business, Order Papers and Votes and Proceedings of the National Assembly; provision of professional advice on parliamentary procedure, tradition, practice, convention and etiquette; keeping custody of National Assembly Journals and records and archiving of those records; and attending to specific chamber duties.

(3) Directorate of Committees

Committees in the National Assembly are categorized into House Keeping, Standing, Departmental and Joint Committees. Other Select Committees include: Constituency Development Fund, Constitution Implementation Oversight and Pensions.

The Directorate of Committee Services provides advice to Committee members on parliamentary procedures and practices to enable them effectively exercise their oversight role as well as provide administrative facilitation to Committee members in the discharge of their duties.

(4) Directorate of Legal Services

The Directorate of Legal Services was established in 2012 with a view to providing in-house legal services to the National Assembly. The main purpose for which the DLS exists is to provide efficient and timely legislative and legal services to the National Assembly, its Committees, the Speaker, the Parliamentary Service Commission and the Clerk.

(5) Hansard Department

The mandate of the Hansard Department is provided for under Standing No. 248 of the National Assembly Standing Orders, which is to, publish within forty eight hours, a verbatim report of all

proceedings of the House. The Department also assists the Committees undertaking investigations or inquiries in recording the proceedings.

(6) Department of Serjeant-at-Arms

The Department of Serjeant-at-Arms is charged with the responsibility of performing Chamber and ceremonial duties and providing security within the Parliament buildings. The Department also manages access to Parliament and is the custodian of the Mace which is the symbol of Parliamentary authority.

(7) Parliamentary Budget Office (PBO)

The PBO is a non-partisan office whose primary mandate is to provide timely and objective information and analysis concerning the national budget and economy to Parliament. The Office is anchored in the Public Finance Management Act, 2012. It comprises three functional divisions which are: Tax analysis and Inter-Fiscal relations Division; Expenditure Analysis Division; and Macroeconomic Analysis & Statistics Division.

2.3 Activities undertaken in the FY 2014 /2015

The office of the Clerk of the National Assembly facilitated the Directorates/Departments in the Service to undertake the following activities in the year 2014 /2015:

(i) Administrative matters

- (a) Coordinated and facilitated Members of Parliament and Committees of the Assembly to undertake their activities in form of rendering authority for expenditure, travel and meetings;
- (b) Facilitated meetings and activities of the Board of Management of the National Assembly;
- (c) Facilitated meetings of the Members and Staff Loans Management Committee, in addition to assisting in the administration of the Fund;
- (d) The Clerk's Office registered 320 leave of absences by Members;
- (e) Facilitated and coordinated three (3) Meetings of the East Africa Community Speakers Forum; and
- (f) Coordinated and facilitated the establishment and activities of 23 parliamentary caucuses.

(ii) Legislative and Procedural matters

a) House Resolutions

Marshalled 31 House Resolutions including preparing and producing them pursuant to the format set out in the Constitution of Kenya, the statutes, the Standing Orders, precedents, traditions, and practices.

b) Bills

One hundred and twenty-four (124) Bills were transacted by the House. Thirty-eight (38) of them were passed and assented to, while seventy-four (74) of them were still undergoing debate at the close of the financial year.

27 Private Members' Bills were published during the period under review and 20 Government Bills published under the hand of the Leader of the Majority Party in the National Assembly. At least 117 committee stage amendments were drafted to various Bills and 20 vellum copies of Bills scrutinized and processed. The Select Committee on Delegated Legislation was assisted in considering at least 80 pieces of subsidiary legislation.

During the period under review, six laws were required to be passed by the constitutional deadline of August 27, 2014. Of these, only one, the Victim Protection Bill, 2013, had been received on time. Three other bills were submitted on 25th July, 2014, while the other two were in draft form. This did not give sufficient time to the House to sufficiently examine them before the August 27, 2014 constitutional deadline. As such, and in accordance with Article 261 (2) of the Constitution, the National Assembly extended the period prescribed for enactment of legislations necessary to give effect to the Constitution from August 27, 2014 to May 27, 2015.

c) Motions

A total of one hundred and sixty two (162) Motions were forwarded by the Members, of which one hundred and eight (108) were adopted.

d) Petitions

Sixty two (62) Petitions were handled, nineteen (19) of which were concluded.

e) Hansard Reports

The Department of Hansard produced a total of 136 Hansard Reports between July 2014 and June, 2015. So far six reports of the Public Accounts Committee have been produced upon request from the secretariat of the Committee.

f) Statutory Instruments

The National Assembly received 9 statutory instruments which were duly laid on the Table of the House including the Environmental Management and Coordination (Waste Tyre Management) Regulations, 2014 among others.

g) Statements and the Re-introduction of questions

As the financial year began, Statements were used as a means of presenting issues of concern to Members. However, this mode was changed when the Procedure and House Rules Committee recommended amendments to the National Assembly Standing Orders which were passed by the House in August 2014. These changes paved way for the re-introduction of parliamentary questions, thus doing away with statements. By the time of the re-introduction, a total of three hundred and ten (310) statements had been processed.

The Questions era commenced on October 14, 2014, with a total of 163 Questions being forwarded during the fiscal year, of which 96 were responded to, 63 were pending at the close of the financial year, and one was dropped while issues concerning three Questions were resolved before the Questions could be scheduled.

h) Sessional papers

During the second half of the financial year, seven (7) sessional papers were debated and adopted, while seven (7) others were undergoing or awaiting debate at the close of the fiscal year.

i) Communications and Messages from the Chair

The Speaker continued to guide the House on various matters and also conveyed Messages from H.E. the President and the Senate on various matters. The most notable Communications were those regarding the conduct of Members in the Chamber; the disclosure of contents of Committee Reports before they are Tabled; and constitution of the Mediation Committee for the Public Audit Bill, 2014 among others.

The Messages included Procedure for the Removal of a Cabinet Secretary; Message from the Senate on the Public Procurement and Asset Disposal Bill, 2014 and Related Matters; and Message from the Senate on Approval of Mediated Version of the Division of Revenue Bill, 2015 among others.

Vetting and approval of appointees to Public Offices

The House vetted various individuals for appointment to the offices including Members to the National Cohesion and Integration Commission; Chairperson of the Teachers' Service Commission; Nominee for the position of Director-General of the National Intelligence Service; Nominees for appointment as Ambassadors, High Commissioners and Diplomatic Representatives; Nominee for appointment to the position of Inspector General of Police; and Nominees for appointment to the positions of Board Chairman, Governor and Deputy Governor of the Central Bank of Kenya.

Committee Sitings and Reports

During the financial year, eighty-four (84) Committee Reports were tabled on the floor of the House, of which sixty-three (63) were debated and adopted. The period also marked the first time the Committee on Privileges tabled a report on the conduct of Members.

The following Committee sittings were held:

The Public Accounts Committee held 65 sittings and completed examining the report of the Auditor General on the Appropriation Accounts, other Public Accounts and the Accounts of the Funds of the Government of Kenya for the financial year 2010/2011, 2011/2012 and 2012/2013.

The Public Investments Committee held a total of 140 Sittings during which it received evidence on audited accounts of State Corporations.

The Committee on Implementation held a total of 58 Sittings during which the Committee considered 22 reports on the status of House resolutions and tabled a report which was debated on 16th and 17th June 2015.

The Committee on Regional Integration held a total of 48 Sittings primarily composed of dealing with matters of integration in the East African Community and consideration of EALA reports.

The Select Committee on Delegated Legislation held a total of 25 sittings where 25 pieces of legislation were reviewed.

The Committee on Administration and National Security held a total of 77 Sittings and tabled 13 Reports in the year under review. The Committee considered 4 Bills and responded to 7 petitions.

The Committee on Agriculture, Livestock and Cooperatives held a total of 94 Sittings, processed eight (8) Petitions and four (4) Bills and responded to 14 statements.

The Committee on Defence and Foreign Relations held a total of 140 Sittings and scrutinized and considered two Bills, 20 reports and three (3) petitions.

The Committee on Education, Research and Technology held a total of 78 Sittings and considered four (4) Petitions and five (5) Bills.

The Committee on Energy Information and Communications held a total of 48 Sittings. The Committee considered two (2) Bills, one (1) petition, six (6) statements and tabled fourteen (14) Reports.

The Committee on Environment and Natural Resources held a total of 118 Sittings. The Committee received and considered four (4) Petitions, four (4) Bills and facilitated responses to three (3) questions.

The Committee on Lands held 96 Sittings and facilitated response to eight (8) Questions to the Cabinet Secretary for Lands, Housing and Urban Development, considered and concluded six (6) petitions, is considering three (3) Bills and tabled thirteen (13) reports including a Report on Kilifi Land issues.

The Committee on Finance, Planning & Trade considered and reported on 12 Bills, six (6) petitions and facilitated responses to nine (9) questions.

The Committee on Health held a total of forty-six (46) Sittings and facilitated response to three questions.

The Committee on Justice and Legal Affairs held a total of fifty (50) sittings and considered twelve (12) Bills, legislative proposals and vetted two (2) nominees for appointment to public positions.

The Committee on Labour and Social Welfare held a total of seventy-one (71) Sittings and considered five (5) Petitions, seven (7) Bills and facilitated response to two (2) questions.

The Committee on Transport, Public Works and Housing held a total of sixty-four (64) Sittings and facilitated response to six (6) questions, considered four (4) petitions and produced fifteen (15) Reports.

The Joint Committee on Parliamentary Broadcasting and Library held fifteen (15) sittings, two (2) workshops, two (2) foreign study visits and one (1) international conference.

The Committee on National Cohesion and Equal Opportunity held a total of twenty-four (24) sittings and tabled four (4) Reports.

The Select Committee on the Constituency Development Fund Committee held twenty-four (24) Sittings and tabled four (4) Reports.

The Committee on Implementation of the Constitution held thirteen (13) sittings in which it considered Bills with Constitutional deadlines, one (1) petition and adopted two (2) reports.

(iii) International Desks

During the period under review, the National Assembly participated in assemblies, conferences and forums as follows:

- ***The Inter-Parliamentary Union (IPU)*** - In October 2014, the IPU held its 131st Assembly in Geneva, Switzerland. Two Members of the Kenyan Parliament were elected to the Bureau of the Committee on Democracy and Human Rights, and the Committee on United Nations Affairs.

- ***The Commonwealth Parliamentary Association (CPA)***

The National Assembly participated in the following CPA conferences:

- ✓ The 45th CPA (Africa Region) in Arusha, Tanzania in July, 2014 and the 60th Plenary in Yaoundé, Cameroon in October, 2014.
 - ✓ The 45th CPA meeting where the Speaker of the National Assembly, the Hon. Justin Muturi, EGH, MP, was nominated as a Member of the Board of Investments of the CPA (Africa Region);
 - ✓ The Parliament of Kenya successfully hosted the 46th Annual CPA Conference-Africa Region in August, 2015.
- ***The African, Caribbean, Pacific- European Union Assembly (ACP-EU)***
The 36th session of the ACP Parliamentary Assembly and the 28th Session of the ACP-EU Joint Parliamentary Assembly were held in Strasbourg, France in November, 2014. Kenya was represented by two Members of the National Assembly, and one Senator, where the ACP Parliamentary Assembly adopted a resolution on terrorism in Kenya at the December, 2014 meeting.

- ***The Pan-African Parliament (PAP)***

The National Assembly was represented in the PAP Parliamentary Association of Secretaries General in Africa and the Conference of Speakers in August 2014. Further, the Kenyan delegation participated in the 5th Ordinary Session of the Third Parliament of the PAP held in Midland, South Africa in October, 2014.

- ***Forum of Speakers of EAC Partner states***

Pursuant to the provisions of Article 49 (2) (1) of the Treaty which provides that the East Africa Legislative Assembly (EALA) shall liaise with the National Assemblies of Partner States on matters relating to the Community, the Speakers of the EAC Partner states recommended the establishment of a formal “Bureau of Speakers” as an Organ of the Community. The “Bureau” would also have the “Coordination Committee of Clerks” whose role is to advise on policy issues as well as to implement decisions of the Bureau. The Forum of Speakers has held 10 meetings since May 2008 and Kenya hosted the last meeting in August, 2014.

- ***Professional development seminar of the society of clerks-at- the-table (SOCATT) - African region***

The Parliament of Kenya hosted the Society of Clerks-at-the-Table of the Commonwealth Parliaments (SOCATT) Seminar. SOCATT was founded in 1932 to provide a means by which the Parliamentary practice of various Legislative Chambers of the Commonwealth may be made more accessible to Clerks-at-the-Table, or those having similar duties, in any such Legislature in the exercise of their professional duties and to foster, among Officers of Parliament, a mutual interest in their duties, rights and privileges. The theme of the Nairobi Seminar was ‘*Emerging Issues in administering expanding Parliaments and Strengthening Parliamentary Bureaucracy*’.

(iv) Local and Foreign study visits/conferences

The Speaker, House Committees and parliamentary delegations were facilitated to undertake the following local and foreign visits, among others:

- (a) The 8th Stop Cancer conference held in Windhoek, Namibia;
- (b) The 60th Commonwealth Parliamentary Conference held in Yaoundé, Cameroon;
- (c) The National Prayer Breakfast in Washington DC.
- (d) The Executive Committee meeting of East Africa Association of Public Accounts Committees (EAAPAC) in Dar as Salaam, Tanzania on the 29th and 30th June, 2015.
- (e) The 1st Annual Conference and Annual General Meeting of Accountability Kenya on the 7th - 9th August 2014.
- (f) The WAPAC Conference in Burkina Faso: 14 – 18 July, 2014 and APAC Conference in South Africa: 22 – 27 September, 2014;
- (g) Study visit to Washington, DC in the United States of America from 6th to 14th June 2015 among others.
- (h) The Committee on Environment and Natural Resources attended and participated in nine (9) workshops and three (3) international conferences.
- (i) The Committee on Agriculture, Livestock and Cooperatives visited Katowice, Poland between April 20th – 22th, 2015 where two members of the Committee attended the European Economic Congress.

- (j) The Education Committee attended the World Education Forum where the theme was “Education for All” in South Korea undertaken from 19th – 22nd May, 2015.
- (k) The Committee on Health participated in the 2nd EAC Health Ministers and Parliamentarians Forum on Health and Symposium on Reproductive Maternal Newborn and Child Health - 25th to 26th March, 2015 in Uganda.
- (l) The Committee on Administration and National Security undertook a study visit to Washington DC and the Kingdom of Morocco.

(v) Hosted Delegations/Attachments

- (a) An estimated 55,000 visitors gained access to Parliament and were appropriately attended to.
- (b) Hosted Ambassadors in the country including the Ambassadors of Israel, Spain, Ireland and China among others.
- (c) Hosted the Laikipia and Nairobi City County Assembly delegations on benchmarking visits.
- (d) Organized conferences/seminars/workshops in conjunction with other government agencies.
- (e) Met with donor organizations which included Trademark East Africa, AWEPA, National Democratic Institute and Secure Health;
- (f) Hosted a meeting of various country delegations, among them Tanzania, Uganda, Zambia, Zimbabwe and Namibia;
- (g) Hosted the Clerk of the Parliament of Tanzania and a Special team on constitutional review;
- (h) Held bilateral talks with the Director General, Israel Knesset on Green Knesset;
- (i) Facilitated and coordinated two (2) donor sponsored workshops – Association of European Parliamentarians for Africa (AWEPA) and Kenya Private Sector Alliance (KEPSA).
- (j) Capacity Building to the County Assemblies: The Parliamentary Budget Office (PBO) organized the Second County Assembly Fiscal Analyst/Budget Officers Workshop in which fifty-two (52) officers drawn from various County Assemblies across the country participated.

(a) Financial/Budgetary Activities

- (i) The analytical review of the Budget Policy Statement (BPS) 2015 by the Budget Office provided a critical input to the Budget & Appropriations Committee and National Assembly Departmental Committees Reports on the Budget Policy Statement 2015.
- (ii) The PBO through its publication “*The Budget Options*” proposed options for economic outlook, prospects and opportunities for the 2015/16 financial year. Various policy documents from the National Government such as the Medium Term Debt Strategy paper, Budget Review and Outlook Paper were also reviewed.
- (iii) Analysis and Review of the Supplementary Budget Estimates. Departmental Committees were adequately briefed on the supplementary budgets according to their respective mandates.
- (iv) Publication of MPs Budget Watch 2014/2015 in August 2014 drawing the attention of Parliamentarians to the projects/programmes which the Government will undertake during the course of any financial year based on the approved budget.

- (v) Analysis and review of the estimates of revenues and expenditures for 2015/2016 and the Medium Term to all the Departmental Committees. The Budget and Appropriation Committee was provided with technical support in undertaking the budget public hearings in October, 2014 in nine (9) centres spread across the country and a national public hearing on budget estimates in two (2) centres in the informal settlements of Nairobi in the month of May, 2015.
- (vi) Conducted analysis on the various proposed revenue measures and tax policy changes. The Budget office analyzed the County Allocation of Revenue Bill, 2015; Division of Revenue Bill, 2015; and Finance Bill, 2015 and briefing of the Committees accordingly.
- (vii) Quarterly expenditure tracking and implementation of the budget exercise for the 2014/15 financial year.
- (viii) Analysis of a total of one hundred and forty-three (143) pre-legislative proposals to Parliament and consideration of twenty (20) motions and eleven (11) published Bills.
- (ix) Representation of Parliament by the Budget Office in Technical Statutory Bodies and committees including the Institute of Certified Public Accountants of Kenya (ICPAK) and the Intergovernmental Budget and Economic Council (IBEC).

(vi) Other Key Developments

(a) Special sittings

The House held several special sittings during the financial year 2014/2015. They included the following:

- i) September 10, 2014 - Special Sitting to consider the reports of the Departmental Committee on Defence and Foreign Relations on the vetting of the nominee for appointment to the position of Director-General of the National Intelligence Service and the nominees for appointment as Ambassadors, High Commissioners and Diplomatic Representatives.
- ii) October 6, 2014 - H.E. the President addressed a Special Joint Sitting of Parliament on various issues touching on the Presidency in relation to the ongoing Kenyan cases at the International Criminal Court. This was done in accordance with Article 132(1) (b) of the Constitution.
- iii) December 18, 2014 - Special Sitting to consider the Report of the Select Committee on the Constituencies Development Fund on its consideration of nominees for appointment to the Constituencies Development Fund (CDF) Board; the Third Report of the Committee on Appointments on vetting of a nominee for Cabinet Secretary, namely Hon Maj. General (Rtd) Joseph Nkaisery to the Ministry of Interior and Coordination of National Government, and the Security Laws (Amendment) Bill, 2014 in Committee of the whole House.
- iv) March 26, 2015 - H.E. the President addressed a special Joint Sitting of Parliament on the State of the Nation, in which he also annexed an Ethics and Anti-Corruption Commission Report.

(b) Swearing-in of Members

During the Session, the Speaker administered the oath to five Members of the National Assembly who were elected for various reasons as indicated below:

| MEMBER OF PARLIAMENT | DETAILS |
|----------------------------|---|
| Hon. Zebedeo Opopo, MP | Member for Bonchari Constituency (won a by-election after the court nullified his initial election victory during the March 2013 General Elections) – Sworn-in on 1 st July 2014. |
| Hon. Moses Kuria, MP | Member for Gatundu South Constituency (the elected Member passed away, necessitating the need for a by-election) – Sworn-in on August 7, 2014. |
| Hon. Steven Kariuki, MP | Member for Mathare Constituency (won a by-election after the court nullified the initial election victory of Hon. Mike Wanjohi during the March 2013 General Elections) – Sworn-in on 14 th August, 2014. |
| Hon. Elijah Memusi, MP | Member for Kajiado Central Constituency (won a by-election occasioned by the resignation of former legislator Hon. Maj. Gen. (Rtd) Joseph Nkaisery upon his nomination and approval as Cabinet Secretary for Interior and Coordination of National Government) – Sworn in on March 19, 2015 |
| Hon. Ferdinand Waititu, MP | Member for Kabete Constituency (won a by-election occasioned by murder of Hon. George Muchai) – Sworn in on May 26, 2015 |

(c) Formation of Mediation Committees

The fiscal year saw more Mediation Committees being constituted in a bid to come up with harmonized versions of Bills that had to pass through both Houses.

(d) Amendments to the Standing Orders on Statements and re-introduction of Questions

In 2014, there were two amendments to the Standing Orders, initiated by the Procedure and House Rules Committee to re-introduce parliamentary Questions, in place of Statements. The first amendment introduced a methodology for the attendance of plenary sessions by Cabinet Secretaries to answer to questions, similar to what was experienced under the parliamentary system of government in the last Parliament. After a series of consultative meetings, the Standing Orders were again amended to form the Committee on General Oversight to allow the Cabinet Secretaries to instead appear before a Committee instead of in a plenary session of the House. This procedure however continued to raise concern, and the Committee on General Oversight was suspended.

Following the introduction of parliamentary questions and suspension of the Committee on General Oversight, the Departmental Committees took the forefront in dealing with parliamentary Questions.

Cabinet Secretaries began appearing before the Committees to answer questions falling within their mandate.

(e) Implementation of the New Constitution

The following activities relating to the implementation of the Constitution were undertaken:

- (i) Offering legal and technical support to the National Assembly;
- (ii) Interpretation of the Constitution on the respective roles and jurisdiction of the two Houses of Parliament;
- (iii) Establishing mechanisms to work with the Commission for the Implementation of the Constitution, the Attorney-General, and the Kenya Law Reform Commission.

(f) Transition

The National Assembly was saddened at receiving news of the demise of Hon. George Muchai, Member for Kabete Constituency, on February 6 2015.

3.0 REPORTS FROM THE SENATE SERVICE

3.1 INTRODUCTION

The Senate is established under Article 96 of the Constitution and consists of 67 Senators- 47 elected Senators and 20 nominated Senators.

Article 96 of the Constitution of Kenya provides the role of the Senate to be as follows:

- (1) To represent the counties, and serve to protect the interests of the counties and their governments.
- (2) Participate in the law-making function of Parliament by considering, debating and approving Bills concerning counties, as provided in Articles 109 to 113.
- (3) Determine the allocation of national revenue among counties, as provided in Article 217, and exercises oversight over national revenue allocated to the county governments.
- (4) Participate in the oversight of State officers by considering and determining any resolution to remove the President or Deputy President from office in accordance with Article 145.

The current Speaker of the Senate is Hon. Ekwere Ethuro who is the political head of the Senate.

3.2 Directorates/Departments in the Senate

The Clerk of the Senate is the principal procedural and legislative adviser to the Speaker of the Senate, the Deputy Speaker and all other Senators on matters relating to the functions of the Senate as provided for under Article 94 and 96 of the Constitution of Kenya.

The Clerk of the Senate is also the administrative head of the Parliamentary Service and he/she oversees the overall administration of Parliament. In undertaking this function, the Clerk of the Senate is the Chairperson of the Board of Senior Management and the Chairperson of the Senate Board of Management. Other functions that relate to the Office of the Clerk of the Senate are, Member of the Centre for Parliamentary Studies and Training, Member of the Car Loan and Mortgage Committees, Member of the Parliamentary Honours Awards Committee and Associate Member of the Kenya Law Reform Commission.

The Senate Service comprises of the following Directorates and Departments:

(1) Directorate of Speaker's Office

The office of the Speaker is established under Article 106 (9) of the Constitution of Kenya 2010. The Speaker is the head of the House and has the mandate of maintaining orderly conduct and granting a fair opportunity for all Members to contribute to debates; making decisions on matters of procedure; and has the powers to examine the admissibility of motions, draft Bills, petitions and Committee reports.



The Marshal (Speaker) of the Senate of Poland, Stanislaw Karwowski and Speaker of the Senate, Sen Ekwere Eituro share a light moment during a gift exchange ceremony at Parliament of Kenya (November, 2016).

The Speaker is assisted in his duties by the Deputy Speaker, the Leaders of Majority and Minority, the Whips, Chairpersons' Panel and Chairpersons of Committees.

The Directorate of Speaker's Office facilitates the Speaker to perform his constitutional mandate.

(2) Directorate of Legislative and Procedural Services

The mandate of the Directorate is to provide legislative and procedural support to the House by marshalling of published Bills, Motions and Sessional Papers; preparing and processing of weekly programme of Business, Order Papers and Votes and Proceedings of the Senate; provision of professional advice on parliamentary procedure, tradition, practice, convention and etiquette; keeping custody of Senate Journals and records and archiving of those records; and attending to specific chamber duties.

(3) Directorate Of Committees

The Directorate of Committee Services provides advice to Committee members on parliamentary procedures and practices to enable them effectively exercise their oversight role as well as provide administrative facilitation to Committee members in the discharge of their duties.

Committees in the Senate are categorized into House Keeping, Standing, Sessional and Joint Committees.

(4) Directorate of Legal Services

The Directorate of Legal Services provides in-house legal services to the Senate. The main purpose for which the DLS exists is to provide efficient and timely legislative and legal services to the Senate, its Committees, the Speaker, the Parliamentary Service Commission and the Clerk.

(5) Hansard Department

The mandate of the Hansard Department is provided for under Standing No. 232 of the Senate Standing Orders, which is to, publish within forty eight hours, a *verbatim* report of all proceedings of the House. The Department also assists the Committees undertaking investigations or inquiries.

(6) Department of Serjeant-at-Arms

The Department of Serjeant-at-Arms is charged with the responsibility of performing Chamber and ceremonial duties and providing security within the Parliament buildings. The Department also manages access to Parliament and is the custodian of the Mace which is the symbol of Parliamentary authority.

3.3 Activities undertaken by the Senate Service in the FY 2014-2015

a) Administrative matters

- (i) The Office of the Clerk co-ordinated all administrative activities;
- (ii) Handling and addressing Members' request;
- (iii) Coordination of administrative functions between the Clerk of the Senate, the Clerk of the National Assembly and other Directors;
- (iv) Facilitated quarterly meetings of the Secretariat of the Senate as a forum for staffers to deliberate on matters that directly affect their day to day operations;
- (v) Successfully undertook a staff satisfaction survey in July, 2014;
- (vi) Provided administrative support to Senators to participate in local and international parliamentary and professional meetings;
- (vii) Facilitated meetings of the Senate Board of Management where matters of administration of the Senate were handled.
- (viii) House Keeping Services through management of cleaning contracts for Parliamentary offices, tending the gardens and fumigation for the entire estate of Parliament.
- (ix) Provided security to Members and staff in the chambers, committee rooms and offices and brought into custody all offensive weapons brought illegally into the precincts of Parliament.
- (x) Coordinated with Security Department for the issuance of temporal entry passes to county staff on attachment and other visitors to the Senate.

b) Legislative and Procedural matters

(i) House Sittings

Between 1st July, 2014 and 31st June, 2015, the Senate held ninety eight (98) sittings, including joint sittings on 6th October, 2014 and 26th March, 2015 and Special sittings on 15th August, 2014, 2nd September, 2014, 30th December, 2014, 9th April, 2015 and 15th June, 2015.

(ii) Bills

A total of 45 Bills were introduced in the Senate, 12 of which originated in the National Assembly.

(iii) Motions

A total of 96 Motions were introduced in the Senate during the year and were considered as indicated in the summary below:

- a) 49 Motions were adopted;
- b) 3 Motions were negatived;
- c) 1 Motion was dropped on grounds that the subject matter of the motion was *sub-judice*;
- d) 3 Motions of adjournment pursuant to Standing Order 28(3) were discussed;
- e) 3 Motions of *adjournment* pursuant to Standing Order 33 (*Adjournment on definite matter of urgent national importance*); were discussed; and,
- f) 37 Motions were pending before the House as at 30th June, 2015.

(iv) Statements

142 Statements were sought during the period under review and their status is as follows:

- a) 81 Statements were responded to;
- b) 61 Statements were pending as at 30th June, 2015.

The mechanism of Statements under the provisions of Standing Order 45 was provided to give the Senate an opportunity to receive information on matters of concern along the lines of the traditional questions.

(v) Petitions

During the period under review, petitions were considered as follows:

- (i) 27 petitions were filed with the Senate during the period in review;
- (ii) 5 petitions were conclusively considered and copies of responses forwarded to the petitioners pursuant to Standing Order 227;
- (iii) 1 petition was withdrawn by the petitioner; and,
- (iv) 27 petitions were pending before the relevant Standing Committees of the Senate as at the end of the First Session of the Senate, by 30th June, 2015.

(vi) Hansard Reports

- (i) A total of 85 sittings of the Senate Plenary were covered which have been promptly posted on the Parliamentary website and circulated to Senators and relevant offices.
- (ii) Sittings of various Senate Committees were also covered during the period.
- (iii) The Hansard Guide for Plenary and Committees was reviewed in order to align it with emerging procedures.

c) Committee Services

- (i) The Committee on Agriculture, Livestock and Fisheries held 23 meetings, visited 1 County, processed 5 Bills, 10 statements and 1 Petition and tabled 6 Reports.
- (ii) The Committee on Education held 30 meetings and processed 14 statements, 4 Bills and tabled 3 reports.
- (iii) The Committee on Energy held 20 meetings, visited 4 Counties, processed 4 statements and 1 Bill and tabled 1 Report
- (iv) The Committee on Finance, Commerce and Economic Affairs, held 65 meetings, processed 6 bills, 4 Petitions, undertook 1 County visit and tabled 11 reports
- (v) The Committee on Health, held 72 meetings, processed 3 bills, 3 petitions, 15 statements, 3 motions, undertook 5 County visits and tabled 7 reports
- (vi) The Committee on Information and Technology, held 27 meetings, processed 1 statement, 1 Bill, 1 petition, undertook 8 County visits, and tabled 3 reports
- (vii) The Committee on Labor and Social Welfare, held 33 meetings, processed 6 bills, 11 statements, 2 petitions, undertook 2 County visits and tabled 3 reports.
- (viii) The Committee on Land and Natural Resources, held 27 meetings, processed 6 bills, 12 statements, 1 motion, undertook 1 County visit and tabled 7 reports
- (ix) The Committee on Legal Affairs and Human Rights, processed 7 Bills, 11 Petitions, undertook 4 County visits and tabled 1 report.
- (x) The Committee on National Security and Foreign Relations, held 27 meetings, processed 4 Bills, 7 Petitions, 35 Statements, undertook 1 County visit and tabled 4 reports
- (xi) The Committee on Roads and Transportation, held 33 meetings, processed 3 statements undertook 7 County visits and tabled 8 reports.
- (xii) The Committee on Devolved Government held 42 meetings, processed 3 Petitions, 6 Statements and undertook 6 County visits.
- (xiii) The Committee on Implementation held 24 meetings, processed 1 statement, undertook 18 County visits and tabled 4 reports.
- (xiv) The Committee on Delegated Legislation held 29 meetings, processed 12 Regulations, undertook 5 County visits and tabled 7 reports.
- (xv) The Joint Committee on National Cohesion and Equal Opportunity held 50 meetings, processed 2 Bills, undertook 6 County visits and tabled 3 reports.
- (xvi) The Committee on Parliamentary Broadcasting and Library tabled 2 reports.
- (xvii) The Ad hoc Select Committee on Prisons and Borstal Institutions held 7 meetings.
- (xviii) The Liaison Committee held 15 meetings, processed 4 Bills and tabled 4 reports.

d) International Desks/Conferences

The Senate participated in several international parliamentary meetings including the following:

- ***The Commonwealth Parliamentary Association (CPA)***
 - a) The 46th CPA Africa Region Conference held in Nairobi, Kenya from 9th to 15th August, 2015;
 - b) The 6th CWP Africa Region Conference held in Nairobi, Kenya from 6th to 9th August, 2015.
- ***The Inter-Parliamentary Union (IPU)***
 - a) The 131st IPU Assembly held in Geneva, Switzerland from 12th to 16th October, 2014.
 - b) The 132nd IPU Assembly held in Hanoi, Vietnam from 28th March to 1st April, 2015.

- ***The Africa-Caribbean and Pacific-European Union Joint Parliamentary Assembly (ACP-EU JPA)***

- a) The 36th Session of the ACP Parliamentary Assembly and the 28th Session of the ACP-EU Joint Parliamentary Assembly which took place at the European Parliament, in Strasbourg, France, on 26th November to 3rd December, 2014;
- b) The 37th Session of the ACP Parliamentary Assembly and Inter-sessional meetings of the ACP-EU Joint Parliamentary Assembly (JPA) which took place in Brussels, Belgium, on 18th to 20th March, 2015; and
- c) The 38th Session of the ACP Parliamentary Assembly and the 29th Session of the ACP-EU Joint Parliamentary Assembly this took place in Suva, Fiji on 11th to 17th June, 2015.

- ***The Pan-African Parliament***

The 6th Session of the Third Parliament of the Pan African Parliament in Midrand - South Africa on 18th May 2015.

- ***The Forum of Parliaments of Member States of the International Conference on the Great Lakes Region (FP-ICGLR)***

The Parliament of Kenya hosted the 11th Session of the Executive Committee and 5th Ordinary Session of the FP-ICGLR on 19th to 22nd January, 2015, during which the Speaker of the Senate assumed Presidency of the Forum for the year 2015.

- ***The Africa Colloquium of Legal Counsel to Parliaments***

The Directorate of Legal Services spearheaded the successful hosting of the 2nd Africa Colloquium of Legal Counsel to Parliaments which was held at the Laico Regency Hotel in Nairobi between 3rd and 7th November, 2013. The Delegates unanimously elected the Clerk of the Senate as the Patron of the Colloquium and further resolved that the Headquarters and Secretariat of the Colloquium be housed in the Parliament of Kenya.

e) Local and Foreign Study visits/conferences

- (i) WIP Summer Summit in Rwanda held from 1st – 4th July, 2014.
- (ii) The Eleventh Workshop of Parliamentary Scholars and Parliamentarians, Wroxton College, Oxfordshire (UK) from 25th – 28th July, 2014.
- (iii) Invitation to the 2014 Annual Conference of Speakers of African Parliaments: Midrand, South Africa held from 11th – 15th August, 2014.
- (iv) The 2014 National Conference of State Legislative (NCSL), Minnesota-USA held from 15th – 29th August, 2014.
- (v) Official visit to the Council of the Nation of the People's Democratic Republic of Algeria held from 14th to 22nd September, 2014.
- (vi) The Women in Parliaments Global forum workshop, Washington D.C. held from 7th -10th October, 2014.
- (vii) Fifth Ordinary Session of the Pan African Parliament and the 2014 Annual African Women Parliamentarians Conference, Midrand, South Africa held from 13th -14th October, 2014.

- (viii) The 4th World UN Conference of Speakers of Parliament, New York held from 15th - 20th November, 2014.
- (ix) The Women in Parliaments Global Forum's Annual Summit 2015, Addis Ababa, Ethiopia held from 23rd -25th March, 2015;
- (x) Global Parliamentary Conference, Parliamentary Network on the World Bank & IMF Washington D.C. held from 12th -19th April, 2015;
- (xi) The Transition to Devolved Government in Africa workshop held in Mombasa from 2nd to 3rd September, 2014;
- (xii) Retreat for Senate Leadership & Journalists covering Senate held from 25th to 28th September, 2014;
- (xiii) Workshop organized by Commission on Revenue Allocation (CRA) held from 26th to 28th October, 2014.

Other key meetings included:

- (i) The Council of Governors Meetings: Representations from the Council of Governors on various issues including proposed amendments to the Equalization Fund Bill, review of the status of devolved functions, late disbursement of funds to County Governments by the National Treasury and other inherent conflicts between the Council of Governors and the Senate including the structured engagement between the Senate and County Governments.
- (ii) County Assemblies Speaker's forums: These meetings were consultative in nature and were held on various dates during the period under review.

f) Delegations hosted

In facilitating the Speaker and Senators, the Senate Secretariat prepared legislative briefs, travel briefs, county profiles and coordinated the inter-departmental meetings and the overall running of the Speaker's calendar. The key activities included the following:

- (i) Coordination of a linkage framework between the Senate and independent institutions including the Judiciary, Independent Commissions, the Executive, the Council of Governors, the County Speaker's Forum, the Private Sector Alliance, the Non-Governmental Organizations and diplomatic representatives;
- (ii) Facilitating county visits to the Senate in the bid to build the capacity of counties and deepen the linkage between the Senate and the County Governments;
- (iii) Meeting with a delegation from European Union delegation on 2nd July, 2015;
- (iv) Meeting with the leadership of Transition Authority on 9th July, 2014;
- (v) KEPSA-Liaison Committee retreat held from 10th to 13th July, 2014;
- (vi) Media stakeholders breakfast meeting on 17th July, 2014;
- (vii) A Public Lecture with the theme "*Separation of Powers under the Constitution of Kenya 2010: A case for the 11th Parliament*" at Taifa Hall, University of Nairobi on 28th July, 2014;

- (viii) Senators and Governors workshop from 30th July, to 1st August, 2014 in Mombasa;
- (ix) The 9th meeting of the EAC Speaker's Bureau held on 8th August, 2014;
- (x) Hosted the visiting President of the Senate of the Republic of Rwanda, Dr. Jean Damascene from 17th to 22nd July, 2014;

g) Other Key Developments

(i) Outreach activities

The Senate secretariat participated in the parliamentary week organized by the Parliamentary Service Commission by setting up exhibition stands and educating the general public on the role of the Senate in the current governance architecture.

- a) Streamlining and entrenching the role of partisan staff in the leadership offices.

(ii) Pupillage

In accordance with the Pupillage Policy adopted by the Parliamentary Service Commission, the Directorate of Legal Services, in conjunction with the Directorates of Legal Services in the National Assembly and Parliamentary Joint Services, hosted three Pupils between January and June, 2014.

(iii) Review of the Senate Standing Orders

The Directorate of Legal Services facilitated the Sub-Committee of the Rules and Business Committee which was established to review the Senate Standing Orders. The reviewed Standing Orders were adopted by the Senate on 27th February, 2014.

(iv) Vacant Seats

During the year 2014, one (1) seats fell vacant in the Senate following the demise of Senator Gerald Otieno Kajwang', who represented Homabay County on 19th November, 2014. Following a by-election on 12th February, 2015, Senator Kajwang' was replaced by Senator Moses Kajwang'.

(v) Ceremonial Duties

Ceremonial duties involving Members of Parliament such as State opening of Parliament, Presidential address, funerals and public holiday's celebrations were well facilitated during the period under review. The Senate staffers assisted in ushering, identifying and security screening of Members during the stated occasions



A visit to the Manderla County Assembly by the Senate Leadership

4.0 REPORTS FROM THE PARLIAMENTARY JOINT SERVICES

The Parliamentary Joint Services (PJS) was established by the PSC to provide non-legislative and shared services to the two Houses. The PJS is headed by the Director General and comprises of the following Directorates/Departments:

(i) THE DIRECTORATE OF ADMINISTRATIVE SERVICES

Departments/Units

a) Department of Human Resource Management

The mandate of the Human Resource Management Department is to provide effective, efficient and timely operational support and guidance to management and staff to ensure that strategic and operational objectives are met.

b) Department Of Human Resource Development

The mandate of the Department of Human Resource Development includes identification of training needs for Members and staff within the Parliamentary Service. This includes overseeing the implementation of the training policy. Its overall goal is to develop the abilities of staff so as to satisfy the current and future needs of the organisation.

c) Health and Recreation Unit

The mandate of the Health Club Department is provision of wellness services to Members of Parliament and staff; provision of physical fitness as an aspect of wellness; organization of Recreation and Sporting activities for both Members of Parliament and Staff; provision of teambuilding activities as part of social wellness; and provision of Beauty therapy services as part of personal wellbeing and grooming.

d) Records Management Unit

The Unit is responsible for Managing records which include the care and maintenance of records and control of the quality of records; sorting out and classifying documents for filing; Reviewing and updating filing systems and the files index for efficient repository and retrieval of information among others.

e) Transport Unit

The mandate of the Transport Unit is to coordinate all the PSC road transport requirements, allocate vehicles and drivers, supervise and coordinate all the transport activities for both Members and staff of Parliament. It also facilitates and monitors maintenance of the PSC vehicles.

f) Catering Unit

The Catering Unit provides bar and dining room services to Members and their guests in addition to senior parliamentary staff at the main Parliament buildings, KICC and the Centre for Parliamentary Studies and Training (CPST). In addition, the unit serves Committees at all buildings occupied by Parliament including Protection House, Harambee Plaza and County Hall.

(ii) DIRECTORATE OF INFORMATION AND RESEARCH SERVICES (DIRS)

The DIRS is a multifunctional Directorate in the Parliamentary Joint Services. It provides varied research and information services to enable Parliament fulfil its constitutional mandate. The DIRS is responsible for information management and Research and Policy Analysis.

The functions of the Directorate are achieved and implemented through five (5) departments and four (4) Units.

Departments/Units

(a) Parliamentary Research Services

The PRS is mandated to provide non-partisan research services to Members of Parliament, House Committees, Parliamentary Leadership and staff. The specific outputs include Fact Sheets; Background Papers; Policy Analysis and Briefs; Bills Analyses and Digests; and Reports and publications e.g. Parliamentary Journal.

(b) Public Communication

Through its Protocol, Public Affairs and Outreach programmes, the Department of Public Communication seeks to improve the public image of Parliament and provide protocol services. It also provides outreach/education services for visitors to the Parliament and Visa processing for Members and staff on official foreign travels.

(c) Information, Communication and Technology Department

The Department is responsible for providing information and technology services to Members of Parliament and management of the Parliament's web site.

(d) Library Services

The Parliamentary Library Services provides members and staff with information resources required to make informed decisions in their constitutional obligations. The library acts as Parliament's main reference service and it collects, materials and ensures that they are easily accessible to the users.

(e) Media Relations

The Department of Media Relations provides information to press and broadcast journalists on the wide-ranging activities of Parliament. It functions to communicate effectively with the public via the media on a diverse range of topics, from publicising parliamentary activities to promoting events at the Parliament of Kenya. The Media Relations contributes towards the operationalisation of Articles 34 (Freedom of the Media), Article 35 (Access to Information) and Article 118 (Public Access and Participation) of the Constitution of Kenya (2010). The Department also facilitates accreditation of journalists and coverage of the Houses of Parliament.



Media officers at an annual retreat 2015

(f) Parliamentary Broadcasting Service Unit

The Parliamentary Broadcasting Unit (PBU) was established in 2008 and is responsible for the live broadcast of proceedings of both the Senate and the National Assembly and related matters. The Live Broadcasting of Parliamentary proceedings is aimed at opening Parliament to the public and in tandem with the provisions of Article 118 of the Constitution of Kenya (2010).

(g) Printing Services Unit

The Parliamentary Printing Unit is mandated with providing a platform on which Parliament's printing services and products, both demand and supply driven, are promptly and optimally printed, published and preserved for posterity.

(h) Audio Recording Services Unit

The Audio Services is mandated to provide Parliament with digital recording of the parliamentary proceedings for the two Houses and their Committees. The Unit works closely with the Hansard Transcription Services in the production of the Chamber and House proceedings

(i) Telephone Services Unit

The Unit has the major function to facilitate communication within and without Parliament. It seeks to provide quality exchange lines and switchboard facilities and services.

(iii) DIRECTORATE OF FINANCE & ACCOUNTING SERVICES

The Directorate is mandated with the task of ensuring that Parliament is adequately funded to implement its mandate as provided in the Constitution. The Directorate offers technical support in budgeting, expenditure control and procurement and plays a pivotal role in ensuring internal prudent financial management is upheld within the Parliamentary Service. It is the chief financial advisor to the Parliamentary Service Commission. The Directorate ensures that payment for supplies and services are made promptly and comply with relevant financial, accounting standards, legislations and regulatory frameworks.

The Directorate is composed of 4 departments namely:

- Finance;
- Accounting - Responsible for processing all expenditures and accounting for the money in accordance with existing Government Financial Regulations. It is the custodian of all financial and other accountable documents.
- Procurement
- Constituency/County Liaison Office

(iv) DIRECTORATE OF LITIGATION AND COMPLIANCE

The Directorate of Litigation and Compliance Services which falls under the PSC Joint Services is responsible for the provision of non-partisan, professional legal services to the Parliamentary Service Commission, Members and staff of Parliament (both the National Assembly and Senate). The



Directorate of Litigation and Compliance Planning Retreat on 20th – 24th Jan 2015 at Serena Beach Hotel

(v) SECURITY AND SAFETY DEPARTMENT

The Safety & Security Department was established to provide a safe and secure working environment to Members of Parliament, parliamentary staff and visitors to Parliament.

(vi) Maintenance and Projects

During the year, the Parliamentary Service Commission continued to implement projects which commenced during the 11th Parliament and refurbishment of offices for Members.

- a) The following works have been completed: -
- County Hall: offices, mini chamber and two committee rooms
 - Staff canteen ,
 - Refurbishment of the Senate Chamber, first floor, tower and mezzanine offices
- b) The following works at the Senate Chamber project are still under construction: -
- New restaurant and kitchen
 - Offices and car parking are about to be completed (car park marking pending)
 - Exit ramp from the basement parking
 - Walkway linking new building to old building
 - Refurbishment of Old Kitchen
 - External works (landscaping)
 - Toilets at the tower base.

c) *Multi-storey Office Block*

The proposed Multi-storey Office Block will provide 300 Members' offices, twenty one committee rooms, a restaurant, a health club and 400 car parking in four basements. The building when completed will be linked to Main Parliament through an underground tunnel which will provide better and more secure movement between Main Parliament, Continental House, the new office block and County Hall. Although the site of the project was handed over on 16th January 2014, the project commenced on 1st July 2014.

d) *Refurbishment of Red Cross, Juvenile Court, Protection House & Ukulima House*

The project involves rehabilitation and refurbishment of Red Cross, Juvenile Court, leased spaces in Ukulima and thirteenth floor of Protection house. The project commenced on 31st March 2015 and was scheduled for completion on 23th June 2015.

e) *Residence for the National Assembly Speaker*

The project involves construction of a gazebo, extension of access road and parking and changing existing road surface to pre-cast concrete paving. The project commenced on 4th June 2015.

f) *Residence for the Senate Speaker*

The project involves renovation of the residence, construction of a walkway to link the main house to the garage, landscaping, installation of a stand by generator, repair and servicing of bore hole. The project commenced on 9th March 2015.

- g) Maintenance activities undertaken include normal maintenance work, minor repairs, refurbishment and alterations in some areas. The maintenance work covers maintenance of buildings and plant repairs, maintenance of gardens, replacement of bulbs and servicing of equipment, etc. Besides these works the Maintenance Department has the responsibility of ensuring continuous supply of water and electricity.
- h) Some of the minor alteration works undertaken include the following renovation of Continental House, partitioning of Imani House, Minor Works for Health Club among others.

(vii) INTERNAL AUDIT DEPARTMENT

The Department is tasked with the independent review of governance mechanisms, risk management, and control processes in the Parliamentary Service Commission (PSC). It reports, functionally, to the PSC Committee on Audit and, administratively, to the Clerk of the Senate and Secretary to the PSC, through the Director General, Joint Services.

(viii) PSC SECRETARIAT

The PSC Secretariat supports the Parliamentary Service Commission in implementing its mandate as provided in Article 127 (6) of the Constitution of Kenya 2010. The Commission Secretariat also provides support to the Secretary to the Commission in fulfilling his mandate and is the institutional memory of the Parliamentary Service Commission.

PSC Secretariat activities

- i) The secretariat facilitated an Annual Directors' Forum from 19th- 21st February, 2015, at White Sands Spa and Resort, Mombasa to review performance of various directorates and departments.
- ii) Digital archiving of Commission /Committees and BoSM Minutes, resolutions and Papers was initiated.
- iii) Developed a Service Delivery Charter as the service delivery standards guide for the PSC Secretariat Staffers.
- iv) The Secretariat facilitated the following Commission and Committee meetings:
 - Forty (40) Board of Senior Management Meetings where a total of one hundred and seventy seven (177) Board Papers were considered.
 - Eleven (11) Staff Welfare Committee Meetings to consider various staff matters where thirty seven (37) Committee Papers related to: confirmation in appointment, promotions, Re-designation, discipline, early retirement, leave of absence among others.
 - Six (6) meetings to consider and recommend the Parliamentary Service Commission Budget for the 2015/2016 Financial Year among other finance related matters. A total of six (6) Committee Papers were recommended to the Commission.

The Audit Committee was established during this period and it held two (2) meetings during which it considered a total of three (3) committee Papers.

Activities achieved in the 2014/2015 Financial Year

(i) Administrative Services

- (a) Preparation of agenda for the Staff Advisory Committee and presentation of cases with regard to Promotions, Appointment, Re-designation, Discipline, Special Duty Allowance and Acting Appointments and thereafter implementation of the Parliamentary Service Commission resolutions.
- (b) A total of 68 officers were appointed during the period and verification of their academic certificates was undertaken.
- (c) 169 officers who successfully completed their six-month probation duration were confirmed in appointment and admitted to the Permanent and Pensionable establishment. Further, five officers who did not meet the required score in the performance appraisal had their confirmation in appointment deferred for six months.
- (d) Acquisition and implementation of the Human Resource Information Management System through the development of the content for each of the modules and employee data entry into the system.
- (e) Five officers resigned from service during the period under review to pursue other career interests and one officer proceeded on early retirement. Three officers were granted leave of absence to serve in various County Assemblies for a period of three years.
- (f) The Pensions Unit prepared retirement benefits for 12 officers who had attained the age of 60 years and issued statements to individual members of staff.. In addition death gratuity for one member of staff who had passed on was processed and paid out.
- (g) Eight disciplinary cases were processed two of which were recommended for dismissal.
- (h) The HR department was tasked with the processing of Emoluments for both Members of Parliament and staff which involved payment of salary advances to Members of Parliament and staff.
- (i) Administration of welfare issues such as compilation and computation of pension entitlement for former Members of Parliament and administration of medical cover for Members of Parliament and staff through the Medical scheme Implementation committee.
- (j) Sensitised Members on the medical insurance policy.
- (k) The Staff Medical Policy was reviewed and operational guidelines on assistance to be given to staff in case of bereavement developed.
- (l) Sorted and distributed all the pending and accumulated letters for the Honourable Members;
- (m) Prompt delivery of letters for Honourable Members by calling their Personal Assistants through their Cell-phones to come and pick them. This has assisted a lot in decongesting the letters in the Records Department;
- (n) Participated in the Development of Records Management HR Manual in July 2014; and

- (o) Initiated the development of a Records Management Policy.
- (p) Undertook weekly training of Members of Parliament and staff in both outdoor and indoor activities.
- (q) Facilitated the 2014 Annual Sports Day;
- (r) Facilitated the participation at the 6th Edition of the East African Community Games held in Arusha – Tanzania in December 2014.
- (s) Facilitated the Sports activities of the 2014/2015 Parliamentary Public Outreach Programme.
- (t) Introduced reflexology, barber and salon services;
- (u) Created awareness on Health and Lifestyle diseases and conducted Health checks to the Members of the Club.

(ii) Financial activities

- (a) Preparation and finalization of the Kshs. 26 billion PSC Budget for the FY 2014/15.
- (b) Liaised with Treasury for funding and participation in the Sector Working Groups (SWGs).
- (c) Formulated budgetary programmes as is required by the PFM Act 2012.
- (d) Internet banking - The G-pay system of payment of Central Bank was replaced with a more efficient, secure and effective internet banking in June.
- (e) Preparation of Financial Reports and other statements on time, and as required by relevant authorities e.g. Controller of Budget, Treasury and Auditor General.
- (f) Interlinking the Imprest/Mileage Programmes was implemented to eliminate cases of processing of mileage claims for Members of Parliament who on particular occasions are ineligible to claim.
- (g) The mortgage fund approved loans for 293 Members of Parliament and 330 staff.
- (h) Prepared the 2014/2015 final accounts (appropriation accounts) in accordance with the Cash basis of Accounting method under IPSAS.

(iii) Procurement matters

- (a) Awarded several tenders including the Insurance cover for MPs, consultancy services, pre-qualifications for goods, works and services for FY 2014/15.
- (b) Routine procurement for major services and works were undertaken.
- (c) Consolidated the Annual Procurement Plan which was approved by the Tender Committee.
- (d) Awarded the Procurements Department on provision of Catering & Conferencing Services and provision of Branded Conference Bags for SoCATT Seminar, 46th CPA African Region Conference, FP-ICGLR Conference and APLESA.
- (e) Evaluation undertaken for Maintenance of Building Works & Furniture; Mechanical Installations and Maintenance of Electrical Installations.
- (f) Procured sports kits for EALA games, Arusha Games.
- (g) Procured County House building.

- (h) Refurbishment of Protection House, Red Cross Building, Juvenile Court Building and Ukulima House.

(iv) Constituency/ County Liaison Matters

- (a) Developed Financial Accounting guidelines for the Constituency/County Office.
- (b) Undertook auditing exercise in the constituency/county offices.
- (c) Continued to offer technical financial services to the constituency/county offices.
- (d) Training of County/Constituency managers.
- (e) Developed the Constituency/County offices personnel data.
- (f) Undertook routine Audits/ inspections.

(v) Library, Printing, ICT and Research activities

- (a) Committee support and Research, through deployment of researchers to committees. A total of 19 Committees of NA, 16 Committees of the Senate and 2 Joint Committees were serviced by researchers.
- (b) Engaged in discussions with the African Institute for Development Policy (AFIDEP) in advancing research evidence use and making it available to Members and Committees for informed decision making.
- (c) Prepared the PRS e-bulletin and Parliamentary Journal of Information.
- (d) renewal of annual subscription of all reading materials, such as newspapers, journals and magazines and cataloguing and classification of all information materials delivered and purchased in reporting period;
- (e) prepared library documents for binding, such as, the reports of parliamentary committees, Sessional Papers, Kenya Gazettes, Acts, Bills and Order Papers, among others;
- (f) continued with the process of digitizing hard copy records in the archive;
- (g) Repackaging information through abstracts and indexes, such as, compiling of Departmental Committees' Reports and other reports;
- (h) Offered reprographic support services to both Houses of Parliament, Committees, and to the conferences, workshops and seminars held during the period;
- (i) Systems integration and maintenance support to the various information systems including Hansard Production System, and implementation of Smart Human Resource Management System (Smart HRMS), IFMIs support, and Multimedia Digital Congress System (MMDCNS) for both Houses;
- (j) Bound Committee Reports, Papers Laid, Newspapers and Magazines;
- (k) Published the Hansard for the Senate
- (l) Published magazines for Parliament;
- (m) Printed materials for parliamentary outreach within and outside Parliament, e.g., exhibition in Counties, public lecture posters and programs and parliament week;
- (n) Printed Business cards for all Members and senior staff.

(vi) Public Communication, Broadcasting, Audio Services and Media Relations

- (a) Education outreach where over 340 learning institutions visited Parliament Buildings and which made up to an estimated 20,000 visitors to Parliament;
- (b) Provided protocol services to over 40 visiting foreign VIP delegations and over 50 local delegations particular from County Assemblies;
- (c) Served in Secretariats of various events, e.g., the Great Lakes Parliamentary forum, and the APLESA, among other regional conferences hosted by Parliament;
- (d) Processed over 2000 visas and 450 new passports;
- (e) Facilitated a number of publications to support outreach missions, including:
 - 8th and 9th Issue of the Bunge Magazine.
 - About the Senate.
 - Frequently Asked Questions (FAQ).
- (f) Organized and participated in ASK Show Exhibitions in Nanyuki, Meru, Embu, Kakamega, Kisii, Nakuru, Machakos, Kisumu, Mombasa and Nyeri; and
- (g) provided support to the Apex Porter Novelli, a Consultant in Strategic Communications Services on the matter of image and reputation building hired by the PSC during the period;
- (h) organized over 450 Press Conferences for Senators and Members of the National Assembly;
- (i) Arranged Committees' coverage in and outside Parliament, especially during county visits;
- (j) Accredited journalists covering Parliament to better control access to Parliament's precincts;
- (k) Developed a Social Media Policy for Parliament which was approved by the Commission;
- (l) Organized for a working retreat between Senate Leadership and Members of the Editors' Guild to strengthen the relationship between the two institutions;
- (m) Participated in the Parliamentary Outreach Initiatives – particularly ASK Shows – which aim to demystify the activities of the August House and organized for press coverage;
- (n) Prepared various opinion pieces in the newspapers on behalf of parliamentary leaders;
- (a) Delivered Parliamentary broadcasts and recordings of proceedings for the two Houses of Parliament;
- (b) Ensured smooth operation of 'live' proceedings and changeover between the two Houses;
- (c) Participated in the Parliament week exhibition, media breakfast and public lecture at University of Nairobi (all events were covered by live broadcast);
- (d) Documented profiles of the Members and Senators in regions where Parliament Outreach programme was undertaken;

- (e) Facilitated the digital recording and editing of the Committees' proceedings of both the National Assembly (estimated at 45) and the Senate (estimated at 92), and also for Adhoc Committees;
- (f) Facilitated recording of the public hearings on the Budget across Counties by the National Assembly's Budget Committee;
- (g) Facilitated recording of the impeachment proceedings of Governors by the Senate;
- (h) Prepared several CDs and DVDs of Committee meeting proceedings for external Clients;
- (i) Provided records of proceedings for several Committees for Report writing in the NA and the Senate.
- (j) Deployment and connection of new telephone extensions in Protection House (7th, 10th and 13th floors), Harambee plaza, County Hall, Main Building, the Centre of Parliamentary Studies and Training (The CPST), and Members Offices at continental House;

(vii) International conferences

- (k) Hosted the 16th Annual Conference of the Association of Parliamentary Libraries of Eastern and Southern Africa (APLESA) in Nairobi;
- (l) Researchers and Librarians attended the International Federation of Library Associations (IFLA) conference – France, UN Conference on Disability – UN Headquarters, New York and APLESA regional conference in Kenya.



Sen. Beth Mugo (left) and Hon Gladys Wanga at the South Africa Parliament

(viii) Litigation and Compliance Services

- (a) Technical support in the process of implementing the Constitution and the Commission constitutional mandates under Article 227 of the Constitution particularly in restructuring of the Parliamentary Service to cater for an expanded Parliament with two Houses.
- (b) Drafted six Bills such as the PSC Bill 2014 for the Commission, Parliament (Powers, Immunities and Privileges) Bill; Public Finance Management Act, 2012-Parliamentary

Mortgage (Staff) Scheme Fund and Parliamentary Mortgage (Members) Scheme Fund Regulations 2013; and Drafting of the PSC Regulations 2014.

- (c) Litigation on behalf of Parliament, the Parliamentary Service Commission, the Speakers of Parliament and the Clerks of Parliament. A list of the cases currently been defended by the Directorate.
- (d) Legal Advisor including to the Senate Special Committees in the last two impeachment processes namely Governor Martin Wambora – Embu County and Governor Paul Chepkwony – Kericho County.
- (e) Conveyancing services including the successful acquisition of various buildings and properties, either through purchase or lease, for use by Parliament e.g Imani House, Red Cross, Harambee House and Ukulima Cooperative House.
- (f) Recovery of debts outstanding to the Parliamentary mortgage schemes and Parliamentary Service Commission.
- (g) The Security and Safety Department developed a security manual for Parliament and an emergency response manual and continued to provide screening services at all access points. The Department also vetted newly recruited staff and staff to Personal Assistants among other activities.
- (h) The Audit Department conducted an audit of the Senate chamber renovation project, printing procedures for Parliamentary Outreach material, Special audits of Kitui County offices, Mathare and Kitui South Constituency. Audit also continued to undertake routine Pre-audit activities designed to enforce policies and procedures of the Commission.

THE CENTRE FOR PARLIAMENTARY STUDIES AND TRAINING (CPST)

The Centre for Parliamentary Studies and Training (CPST) was established by the Parliamentary Service Commission (PSC) as the capacity building arm of Parliament. The CPST mandate and functions are spelt out in the Legal Notice No. 95 of 22nd July 2011.



Training Members of Tanzanian Parliament by the CPST

- a) A total of 36 training programmes were conducted leading to training of 803 participants in the FY 2014/2015.
- b) Raised KES 15,019,945.50 in 2014/2015 Financial Year from various trainings.
- c) Training was conducted for Members of Parliament, Members of County Assemblies, County Executives and staff of Parliaments and of provincial assemblies within the African Region.
- d) Entered into partnership with the following:
 - ✓ A Memorandum of Understanding with OSSREA, RIPA International and United Nations Institute for Training and Research (UNITAR) in capacity building and training of staff of Parliament.
 - ✓ The Arab Institute for Parliamentary Studies in Lebanon with the aim of benchmarking on appropriate strategies for regional-based training
 - ✓ USAID-AHADI project dubbed “*the CPST Promise to the Legislatures in Kenya*”. Among the key activities include undertaking training needs assessment in the County Assemblies; capacity building for members and staff in the County Assemblies as well as institutional development of the CPST.
- e) Quality assurance process involving implementation of the newly introduced five Monitoring and Evaluation (M&E) took place.
- f) Enhanced public engagement with Parliament and public social responsibility activities, the CPST; produced its inaugural newsletter namely the *CPST Quarterly Briefs*; and produced a documentary that was aired on selected television stations during the launch of the CPST.

- g) In the 2014/2015 Financial Year, 5% of the trainings conducted were for clients from the East and Southern African Region. Specifically, training for Fiscal Analysts was conducted for participants from Southern Sudan, Seychelles, Zambia and Kenya. This training also demonstrated the value of good collaboration between the CPST and Parliamentary Budget Office (PBO).
- h) A second training was undertaken for 17 members of staff from the National Assembly of Zambia. These efforts demonstrated the potential of the CPST to become a trainer of choice for the legislatures in the Sub-Saharan Africa.
- i) 57% of the training participants were drawn from the County Assemblies, 38% were Members and staff of Parliament while the remaining 5% were from countries within the Region.
- j) Training of Trainers (ToT) course for staff of Parliament and external consultants was organised in December 2014.
- k) Arising out of the structured engagements with credible training institutions, approximately thirteen (13) staff of the PSC undertook a ToT with UNITAR.



Training Members of Tanzanian Parliament by the CPST

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