



LEGAL NOTICE NO. 95

THE PARLIAMENTARY SERVICE ACT

(No. 10 of 2000)

IN EXERCISE of the powers conferred by section 36 of the Parliamentary Service Act, 2000, the Parliamentary Service Commission makes the following Regulations:—

THE PARLIAMENTARY SERVICE (CENTRE FOR PARLIAMENTARY STUDIES AND TRAINING) REGULATIONS, 2011

PART I—PRELIMINARY

Citation and commencement.

1. These Regulations may be cited as the Parliamentary Service (Centre for Parliamentary Studies and Training) Regulations, 2011, and shall be deemed to have come into force on the 1st July, 2009.

Interpretation.

2. In these Regulations, unless the context otherwise requires—

“Act” means the Parliamentary Service Act, 2000;

“Board” means the Board of the Centre constituted in accordance with regulation 5;

“Centre” means the Centre for Parliamentary Studies and Training established under regulation 3;

“Commission” means the Parliamentary Service Commission;

“Director” means the Director of the Centre; and

“financial year” means a period of twelve months ending on the thirtieth June in each year.

PART II—ESTABLISHMENT AND FUNCTIONS OF THE CENTRE

Establishment of the Centre.

3. (1) There is established a centre to be known as the Centre for Parliamentary Studies and Training.

(2) The offices of the Centre shall be offices in the parliamentary service.

Functions and objects of the Centre.

4. The functions and objects for which the Centre is established are to—

- (a) conduct courses for the exposition and enhancement of the knowledge, skills and experience of members of Parliament and staff of the parliamentary service;
- (b) conduct courses on parliamentary matters to other persons as may be approved by the Board;
- (c) provide directly, or in collaboration with other institutions of higher learning, facilities for parliamentary research, studies and training;
- (d) participate in the preservation and transmission of parliamentary knowledge in Kenya;
- (e) conduct examinations for, and grant, academic awards as may be necessary;
- (f) contribute to the effective and efficient execution by Parliament of its roles and functions in democratic governance;
- (g) prepare modules of training on legislation, representation and the oversight roles of Parliament, in collaboration with the National Assembly and the Senate, other national or supranational Parliaments, and other centres or institutes executing similar mandates;
- (h) undertake any other business which is incidental to the performance of any of the foregoing functions.

PART III—ADMINISTRATION OF THE CENTRE

Board of the Centre.

5. (1) The management of the Centre shall vest in a Board which shall consist of the following members—

- (a) three members of the Commission, one of whom shall be the chairperson;
- (b) the Clerk of the National Assembly;
- (c) the Clerk of the Senate;
- (d) the Director.

(2) The Board shall be responsible for the policy direction of the Centre.

The Director.

6. (1) There shall be a Director of the Centre who shall be responsible for the day-to-day management of the affairs and business of the Centre.

(2) The Director shall be—

(a) an employee of the parliamentary service;

(b) the Secretary to the Board, but shall have no right to vote at any meeting of the Board; and

(c) responsible to the Commission through the Board.

Powers of the Board.

7. Subject to the powers of the Commission under the Constitution and the Act, the Board shall have power to—

(a) administer the property and funds of the Centre in such manner and for such purposes as shall promote the best interests of the Centre and Parliament;

(b) receive, on behalf of the Centre or the National Assembly, gifts, donations, or grants meant for the Centre;

(c) do such other thing as the Commission may from time to time direct.

Signing of documents.

8. All documents, other than those required by law to be under seal, made on behalf of the Centre, and all decisions of the Centre, shall be signified by the hand of the Director.

Bank account.

9. The Board may, with prior approval of the Commission, open one or more bank accounts in the name of the Centre.

Accounts and audit.

10. (1) The Board shall cause to be kept all proper books and records of accounts of the income, expenditure and assets of the Centre.

(2) Within a period of three months after the end of each financial year, the Board shall cause to be prepared—

(a) a statement of the income and expenditure of the Centre during that year; and

(b) a balance sheet of the Centre on the last day of that year.

(3) The accounts of the Centre shall be audited and reported upon in accordance with the Public Audit Act, 2003.

(4) The Director, and two other members of the Board designated by the Commission, shall be signatories to such bank account or accounts as may be opened by the Board in accordance with regulation 9.

Staff of the Centre.

11. The Commission may deploy to the Centre such number of staff as may be required for the efficient discharge of the functions of the Centre under these Regulations.

Quorum.

12. (1) The quorum for the conduct of the business of the Board shall be three members, at least one of whom shall be a member of the Commission, including the chairperson or the person presiding.

(2) Except as provided for in the paragraph (1), the Board may regulate its own procedure.

Dated the 30th May, 2011.

KENNETH MARENDE,

Chairperson,

Parliamentary Service Commission.